

**Port of Chelan County
Architectural Services
Request for Qualifications
March 18, 2018**

The Port of Chelan County is soliciting Statements of Qualifications from qualified firms to provide general architectural design and related consulting services for future Port projects. Firms must demonstrate successful experience in consultation and design of commercial, multi-purpose, or industrial facilities and public works projects.

Firms outside the Chelan County area must commit to utilizing local subcontractors for work performed.

Project Description

Architectural services will not be exclusive to the selected architectural firm; the Port reserves the right to select other firms for specific projects. Services rendered by the architect will include but not be limited to the following:

- A. Project schematic drawings
- B. Project development/options analysis
- C. Project engineering and budget control
- D. Building permit documents and applications
- E. Participation in environmental issues
- F. Construction administration
- G. Construction inspections
- H. Project close-outs, record drawings
- I. Space planning
- J. Services, as required, during a two-year period, from May 1, 2018 to April 30, 2020, with an optional one year extension.

A more detailed scope of services, along with fees, will be negotiated with the selected firm. Construction management services, including on-site inspection, are an important element of the scope of services. The firm may be required to be available for project related, on-site work on relatively short notice. The Port will not pay for travel expenses for travel to and from Chelan County.

Statement of Qualifications is limited to 20 pages and must include:

- Letter of interest
- Identification and resumes of personnel who may be directly involved in potential projects
- Experience of the architectural firm with commercial, multi-purpose, and industrial buildings
- Demonstration of experience in sustainable architectural design
- Examples of recognition for design excellence, if any
- Description of firm's design and project management philosophy
- Examples of proven track record of accuracy in project cost estimating
- Description of firm's capacity to take on multi-faceted projects

- Experience in the management of public works contracts, including bidding requirements, in publicly funded projects in the state of Washington
- Reference owner or client contacts from recent similar contract services

List of Consultant Firms and Discipline

Provide a list of subcontracted consultant firms and their specific disciplines or indicate disciplines provided by in-house staffing.

Selection Process and Criteria

The selection of an architectural (design) consultant for the Port of Chelan County will be a two-step process:

1. SOQ must be received by Port Staff no later than 12:00 pm on Thursday, March 30, 2018. A panel comprised of one or more professionals, as well as a Port Commissioner and staff representatives will review submitted materials. The panel will recommend a short list of architects to the Board of Commissioners. All submitting firms will be notified of the short listing.
2. Final interviews will be scheduled with the short-listed firms who will be invited to present their approach to serving the needs of the Port of Chelan County for architectural services.

Evaluation Criteria

The Selection/Interview Committee will examine all items submitted. The committee may request clarifications or other information during the interview to enable the members to better understand their capabilities of the architectural firm.

The Port of Chelan County encourages the utilization of Minority Business Enterprises and Women's Business Enterprises in consultant services.

Submittals

Hard copy submittals must be delivered or postmarked no later than 12:00 pm on March 30th, 2018 to: Attn: Director of Finance and Administration, PORT OF CHELAN COUNTY, 238 Olds Station Rd., Suite A, Wenatchee, WA 98801. Electronic submittals will be accepted until 12:00 pm on March 30th, 2018 as well to: info@portofchelancounty.com .

Estimated Time Schedule

SOQ's will be due March 30, 2018 by 12:00 pm
Short list determination will be on April 2, 2018
Interviews April 9-13, 2018
Contract Award by April 17, 2018