



**PORT OF KINGSTON**

**REQUEST FOR QUALIFICATIONS FOR  
ARCHITECTURAL SERVICES**

**FOR THE DESIGN OF A COMMERCIAL BUILDING(S) AT THE PORT  
OF KINGSTON**

**Kingston, WA**

**December 30, 2021**

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Responses to this Request for Qualifications (RFQ) for Architectural Services are to be addressed to:

**Port of Kingston**  
**PO Box 559**  
**Kingston, WA 98346**  
**Attention: Tarrah Dofelmier ([procurement@portofkingston.org](mailto:procurement@portofkingston.org) )**

All proposal responses should be in PDF format and submitted electronically to [procurement@portofkingston.org](mailto:procurement@portofkingston.org), by 5:00 p.m., on Friday, February 18, 2021. The email subject line must contain "RFQ for Architectural Services."

The Port of Kingston (Port) reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities, or to accept the firm that the Port, in its sole discretion, determines to be most qualified.

Qualifications submitted past the deadline date and time will not be accepted.

## **1. PURPOSE OF THE RFQ**

The Port intends to build one or more commercial (mixed use) building(s) within the range of 25,000 – 90,000 square foot total on Port of Kingston property.

Results of a preliminary planning process has been conducted. Some of the products are attached. These documents describe various planning areas, site constraints and considerations.

The Port invites the submittal of RFQ proposals from qualified firms interested in providing architectural services in connection with this project.

## **2. OWNER INFORMATION**

The project owner is the Port of Kingston, which is a special purpose district. The Port is organized and operating under the laws of the State of Washington applicable to Ports, Title 53 RCW. The Port District ownership currently is in the Community of Kingston, WA.

## **3. OBJECTIVE**

The Port will retain a highly qualified, capable architect to act as its prime design consultant. The Port will consider a firm with significant experience in the development, design, and construction of waterfront development and projects.

#### **4. SCOPE OF WORK**

The selected architect will be required to perform the basic architectural and engineering services, to be specified more fully in a contract agreement to be negotiated after selection. The scope of work will include reasonable and customary development of construction documents, construction administration, and project closeout activities as generally described in the AIA A201 family of documents.

The Port reserves the right to include additional project elements in the initial or subsequent professional services agreements, as the Port may, in its sole discretion, deem appropriate. Proposers can expect that the Port will use standard AIA contract documents to secure the professional services. The architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, civil engineering, and structural engineering as customary for the scope of work negotiated. The architect is required to identify and select the appropriate sub-consultants. The Port reserves the right to approve proposed sub-consultants; however, its approval will not be unreasonably withheld.

This project and contract may include phases of development to better manage the project and control costs.

#### **5. SELECTION PROCESS**

Upon receipt and review of proposals, the Port anticipates that it will select a "short list" of highly qualified respondents. Those firms will likely be interviewed prior to a final selection. However, the Port maintains the right to make a selection based solely on statements of qualifications received.

Should interviews be desired, the Port will notify selected firms of the date and time.

In accordance with Chapter 39.80 RCW, the selection will be qualification based. The selected respondent will then negotiate with the Port on fee and contract provisions. According to Chapter 39.80 RCW, if an agreement cannot be achieved with the respondent of choice for the specific project, negotiations may proceed with the second most-qualified respondent if a mutually agreed contract

can be negotiated.

## **6. EVALUATION CRITERIA**

The criteria employed to evaluate RFQ responses will include, but not be limited to, the following items:

### **6.1 The Firm:**

- i) Resources: Staffing, financial strength, production capacity, staffing allocated to this project, and back-up capabilities.
- ii) Deliverables: A history of producing reliable, accurate, constructible, and common-sense construction documents within an agreed upon budget and timeframe.
- iii) Budgeting: A proven methodology with reliable results.
- iv) Operations: Few controversies (number of active arbitrations or litigations in the past 10 years).
- v) Other: familiarity with Washington State Public Works Project requirements, LEED qualified staff of architect (number of LEED Green Associates), other salient features related to this project, including familiarity with Kitsap County zoning, design standards, including those for Kingston Community Design Standards.

### **6.2 Experience with similar projects in the past 10 years.**

### **6.3 Proposed project team:**

- i) Managing Principal (years of experience and other relevant background as principal).
- ii) Project Lead/Manager (years of experience and other relevant background in that role).
- iii) Project experience working as a team with proposed subconsultants (number of projects together and/or other

pertinent information, within the past 10 years).

- iv) Project experience with “green” building solutions.
- v) Demonstrated experience in providing added value and creative solutions to projects.

## 7. **ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION**

- A. **All Information True** – By submitting a response, respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or materially incorrect information will be excluded from further consideration.
- B. **Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are “short listed” should anticipate subsequent interviews, which will most likely focus not only on the respondent’s approach, but on an appraisal of the persons who would be directly involved in this project. “Short listed” respondents may be asked to make a presentation to the Port Commissioners.
- C. **No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Port. Any perceived attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels will be grounds for exclusion from the selection process. Accordingly, contacts with any official, employee, or agent of the Port, outside of the established process, should not be initiated.
- D. **Inquires** – Please refrain from contacting the Port to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. **Cost of Responses** – The Port will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. **Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the Port, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- G. **No Obligation** – The Port reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal

or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the Port's best interest; or cancel the entire process.

- H. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Washington.

## 8. CONTENT OF SUBMITTAL

To enable effective Port evaluation, it is important that Respondents follow the required format below in preparing their RFQ responses.

Each response shall be submitted as outlined here. Please include a first page, containing the name of the project followed by the four sections outlined below.

### 8.1 Section 1: General Information.

- Firm name, addresses, and contact information. Primary contact for this project.
- Structure of firm; i.e., sole proprietorship, partnership, corporation, total number of employees.
- Number of permanent office locations. Years the firm has been in business.
- Hourly billing rates for various functions (e.g., Principal, Project Manager, CAD, etc.).
- List any actions taken by any regulatory agency against or involving the firm or its agents or employees, with respect to any work performed within the past 10 years.
- List any Design, Bid, Build (“D/B/B”) projects requiring a rebid within the past 3 years.
- List any litigation or arbitration against or involving the firm or its subconsultants or employees with respect to any work performed on projects within the past 10 years.
- All insurance coverage the firm has, applicable to the work.

### 8.2 Section 2: Project Qualifications.

Briefly describe experience in working with Washington State Public Works projects delivered using a D/B/B model. Provide a project organizational chart that clearly identifies:

- The Managing Principal of this project.
- The Project Team Leader in charge of this project.
- Team members and responsibilities.
- The resumes of all persons to be assigned to this project identifying their relevant recent experience, prospective roles, professional registration, and other pertinent data related to this project (such as LEED certifications).



8.3 Section 3: Previous Success. List of all projects currently under contract.

Provide a list of at least three and no more than seven comparable projects completed (i.e., Certificate of Occupancy issued) by the proposing firm within the past 10 years. For each, please provide the 14 items of information as follows:

1. Project name.
2. Delivery method (Design/Bid/Build, GCCM, or Design-Build).
3. Principle function of building.
4. Building gross sq. ft.
5. Occupancy class.
6. Construction type.
7. Date the design work began.
8. Date of owner occupancy.
9. Architect's original estimate of construction costs upon which the design fee was based.
10. Initial construction contract amount.
11. Final construction contract amount.
12. Public works contract or other.
13. Building description summary:
  - a) Uses and purpose.
  - b) Structure.
  - c) Exterior.
  - d) HVAC.
  - e) Environmental or "green" options.
  - f) Comments/project narrative.
14. Owner contact telephone and e-mail.

*THE USE OF A SPREADSHEET TO CONVEY THIS INFORMATION IS ENCOURAGED BUT NOT REQUIRED.*

8.4 Section 4: References.

Provide a list of three to five previous clients and/or similar partners who can provide validation of your firm's ability to perform successfully.