

Architectural & Engineering Request for Qualifications

Orting Senior Center Organization – Orting Senior Center Addition Project

The Orting Senior Center Organization is accepting Requests for Qualifications (RFQ) from interested architectural & engineering (A & E) firms for complete design services for the expansion of the Orting Senior Center located at 112 Varner Ave SE in Orting Washington.

Company Background:

The Orting Senior Center's mission is to enhance the quality of life for seniors of the community by providing social, recreational, and educational services. The Senior Center also provides an opportunity for seniors to maintain an independent lifestyle, reduce food insecurity, increase nutrition, decrease isolation, and help seniors feel more connected to others and the community. The facility hosts daytime activities that enhances the quality of life for Seniors by providing exercise, meals, food bank assistance, social, recreational & educational services.

Project Overview

The Orting Senior Center has seen a dramatic increase in the needs for meals and services for seniors over the past few years. This project will expand the building square footage and improve the facility in order to increase service delivery to area seniors. The facility is owned by Orting Senior Center Organization and located at 112 Varner Ave SE in Orting, Washington.

The overall building square footage will be increased approximately fifteen hundred (1500) ft². The work will remodel the current kitchen by adding appliances for food preparation and a walk-in refrigerator/ freezer. The countertops will be expanded by adding a sinks for cooking and cleaning. Cabinetry will be incorporated to increase storage space. The added space will also accommodate a walk-in pantry for the kitchen and a separate food pantry for the seniors. The current restrooms will have a stall added to each and will be updated to ADA compliance. In addition, the electrical wiring, plumbing, dryer ducts and gas lines will be upgraded accordingly. Finally, a generator pad and hard wiring will be added to support a generator for backup power.

This project is partially funded by Community Development Block Grants through The Pierce County's CDBG Entitlement Program and must adhere to federal, state, and local requirements throughout the life of the project.

Project goal

Design and construct a facility that has sufficient space to serve the areas senior population and has improved space designed in a way that also improves service delivery on the part of Orting Senior Center staff.

Brief Scope of Services:

This abbreviated scope of services should not be construed as being final and comprehensive.

The selected individual or firm shall perform and provide the following services:

1. Conceptual design
 - a. Compile and evaluate existing information include but not limited current building design and preliminary rough draft design.
 - b. Review the design concept alternatives and provide recommendations as to which concept will provide the basis for design development.
2. Design Development and Construction Documents
 - a. Prepare all architectural plans and specifications for the construction of the Orting Senior Center Addition project and prepare cost estimate.
 - b. Coordinate the review and approval of the plans and specifications with the City of Orting or and/or other entities as required.
 - c. Prepare construction bid documents and assist in the bidding for the project, including responding to bidders' questions and requests for information.

Submittal Requirements:

The individual or firm will be selected through a qualifications-based process. Individuals or firms interested in providing architectural services must submit the following information:

1. A cover letter / statement of interest indicating the firm's interest in the project and highlight its qualifications to perform this project. List the firm's address, contact person and phone number. The cover letter should be directed to the attention of **Staci Guirsch, Director**, and signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.
2. Request for Qualifications including brief description of similar design projects your firm has completed in the past three years, with a focus on design and construction management of building project for public uses and experience with city permitting agencies. List the name and attach the resume of principal architect and project manager in charge of this project. Identify and provide qualifications of any other individuals who may be part of the project team.
3. Statement of your ability to undertake the work immediately and dedicate necessary personnel and resources to meet deadlines. Include a proposed schedule with key milestones and deliverable dates. Provide the proposed staffing or total number of persons you plan to have available to assist with regard to this proposal.
4. Identify your familiarity with the City of Orting's procedures and issues related to the successful completion of this project.
5. Provide a minimum of three references relating to similar completed projects will full name, address, email address, and phone numbers.
6. Any proposal may be withdrawn at any time before the proposal due date and time by providing a written request for the withdrawal to Staci Guirsch, Senior Center Director. A duly authorized representative of the submitting entity shall make the request.
7. A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal.
8. Identify if the firm has ever been involved in any claims, litigations, or arbitration and/or has filed bankruptcy or foreclosure.
9. The firm and all its subcontractors will be required to provide proof of insurance.

10. RFQs are limited to 8 pages. The cover letter does not count towards the page limit..
11. Must have working knowledge of federal / state/ local regulations and compliance.
12. Orting Senior Center Organization reserves the right to reject any and all submittals and to waive irregularities on informalities in the submittal and evaluation process. This RFQ does not obligate Orting Senior Center Organization to pay any costs incurred by respondents in the preparation and submittal of their RFQ.
13. Failure to comply with the specified cut-off date and time listed below will mean disqualification from consideration. No late RFQs will be accepted. Late submittals will be returned.
14. Attendance is recommended but not required at a pre-submittal conference **on Wednesday, April 17th, 2024, at 1:00 pm, at 112 Varner Ave SE Orting Washington, 98360.**

Evaluation Criteria:

Submittals will be evaluated based on the following criteria:

1. Experience of individual or firm with similar projects.
2. Experience of project manager and other key personnel
3. Overall quality of request for qualifications
4. Ability to undertake work immediately and maintain the project schedule.
5. Local knowledge

Selection Process:

1. A selection committee of will review each of the RFQs submitted and will be the sole judge of the merits of the respective submittals received.
2. An interview may be scheduled with one or more firms. Orting Senior Center Organization reserves the right to select a firm based on the RFQ only and not to proceed to detailed interviews.
3. The selected firm will be invited to enter contract negotiations with Orting Senior Center Association. Contract negotiations will be conducted with the individual or firm selected through his qualifications-based process once a detailed scope of work has been prepared.
4. If Orting Senior Center is unsuccessful in negotiating a contract with the best-qualified firm, we may negotiate with the second or third most qualified firm until a contract is executed, or we may decide to terminate the selection process.
5. Contract negotiations will be conducted with the individual or firm selected through his qualifications-based process once a detailed scope of work has been prepared.

Questions

Questions regarding this project may be directed to Staci Guirsch, Director via email at SeniorCenter@orting.wednet.edu Any oral communications will be considered unofficial and discouraged. Questions will be answered in writing and posted on the Orting Senior Center Associations website at www.ortingseniorctr.org. It is the responsibility of individual firms to check the website for any amendments or Q and A's to this RFQ.

Submission information

All submittals are due by **12:00 P.M. on Friday April 26th 2024**

Orting Senior Center Organization
Attn: Staci Guirsch, Director
120 Washington Ave N / PO BOX 104
Orting WA 98360

Modifications of submissions may be submitted prior to the date and time specified for receipt of submissions.