



## Request for Qualifications

### Port Townsend Healthier Together Center

#### Planning and Schematic Design Services

QUALIFICATIONS DUE: December 16, 2022, 4:00 P.M.

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# General Information

## Introduction

The City of Port Townsend is soliciting interest from consulting firms/teams under this Request for Qualifications (RFQ) for concept and schematic design services for a new Community Health and Wellness Center with an aquatics component. This project will include assessing 2-3 potential areas to site this facility. The successful consultant/team will work with Port Townsend residents; partners; City Council; the Parks, Recreation, Trees, and Trails Advisory Board; the City Manager; and staff to finalize the project concept and schematic design, site location, costing, and financial and operational plans and timeline to construct such a facility.

Questions regarding this project or solicitation must be submitted to Carrie Hite, [chite@cityofpt.us](mailto:chite@cityofpt.us). City staff will not answer questions directly but will collect questions and post responses on the City's website. Answers to questions submitted by November 30, 2022, at 4:00 p.m. will be posted on December 6<sup>th</sup>, 2022, by 4:00 p.m. Questions submitted after the November 30<sup>th</sup> deadline will not be answered.

## Schedule and Project Programming

The following table outlines key dates in this RFQ process.

Item	Date
First solicitation publication/announcement	November 18, 2022
Last day to submit questions or requests for clarification	November 30, 2022
Answers to questions posted	December 6, 2022
<b>Statement of Qualifications due</b>	<b>December 16, 2022</b>
City's Review of SOQs ends	December 23, 2022
Shortlisted consultants notified	December 23, 2022
Interviews with shortlisted consultants	January 9-10, 2023
Notification of selected consultant	January 12, 2023
Negotiation with selected consultant ends	January 17, 2023
Council approval of consultant agreement	January 24, 2023
Anticipated Award/Notice to Proceed (NTP)	January 25, 2023

# Project Information

## PURPOSE

To provide long-term infrastructure and opportunities for improving community health and wellness by building on previous collaborative efforts and meeting the evolving needs of our community. Specifically, to reengage previous partners and the community to establish a health and wellness center with a modern aquatic's component.

## Background

There have been many efforts over the past decades to plan for and rebuild the pool and/or a community health and wellness facility for Port Townsend, East Jefferson County, and Jefferson County as a whole. This background, covered fully in depth in the framework, of "[Healthier Together](#)" focuses on just the last two decades. Concentrated efforts were made

in 2001 by the City of Port Townsend, in 2008 by a nonprofit, in 2012 by Jefferson County, 2014- 2018 by the YMCA and Hospital District, and efforts have been stalled since the pandemic. In each of these cases, the efforts did not have the full attention or investment from all community partners. The brief exploration of these processes will help us all learn that the establishment of a health and wellness facility will take the whole community. This is a heavy lift and collaboration is essential.

As stated previously, the planning and construction of a Community Health and Wellness Center is a massive undertaking that will take many partners to accomplish. Potential partners for this effort include the City of Port Townsend, Jefferson County, Jefferson Healthcare Hospital District, Port Townsend School District, the Olympic Peninsula YMCA, the Port of Port Townsend, and the Jefferson Aquatic Coalition.

Initial discussions show support for each of these entities at differing levels. The City of Port Townsend will take the lead on an initial planning effort to assess partners' support, launch a planning effort with the partners and the community, finalize concepts for a new facility, site this facility, identify elements of potential financing and operations, and poll the community for tolerance to assist in the financing.

## **Project Funding**

This initial planning effort will be funded by the collaboration of partners focused on this initiative. Further funding will need to be identified to fully design and construct such a facility. This financial planning will be a focus/deliverable of this project

## **Project Challenges and Constraints**

### **Inclusive and Universal Design**

The City embraces inclusive and universal design, including design for differing abilities, gender dynamics, cultural activities, and public spaces.

### **Community Engagement**

The design must solicit, evaluate, and incorporate input from the partners, elected officials, advisory groups, and the public at large. The selected consultant must be able to effectively engage the public in the concept and schematic planning of this facility.

### **Schedule**

This project will be timed for January 2023-July 2023, and culminate in a proposed plan, site, operations, and financing model by July 2023.

### **Community Health**

New challenges are working in this COVID-19 environment. We will need to determine how that will affect both the project schedule and community engagement.

## **Scope of Work**

### **Consultant Scope**

The community planning effort will include concepts, research, and feasibility for siting, costing, and managing expectations, an implementation plan, including financing and operations, and polling for any community financing initiatives that may be needed. The

planning effort will be a multi-phased effort culminating in a final report, schematic design, and implementation plan that will be transmitted to each public entity, the community, and stakeholders. It will identify the next steps for implementation and the roles and responsibilities of each public entity.

The planning effort will include five phases, outlined below. Each phase will engage a robust community outreach effort, including digital media, print/graphics, and interactive forums.

Phase 1: Identify guiding principles for the planning process

Phase 2: First concept and schematic design planning, siting options, and feasibility, begin financial and operational planning.

Phase 3: Feedback on concepts, continue planning for operations and financing.

Phase 4: Finalize concepts and schematic design, costing, implementation planning, and continue planning for operations and financing.

Phase 5: Finalize financial and operational planning, including polling if needed.

## Submittal Content

The following items must be included in the submittal package for it to be considered complete and responsive. Describe in detail:

- Project understanding
- Design approach and project needs
- Similar relevant experience including experience with health and wellness centers, and pools.
- Consultant's qualifications with similar projects and specifically with rural projects
- Consultant's history working with citizen groups and partners
- Contact information for past project references
- Team members and organization chart
- Proposed schedule, scope, and hour budget.
  - The preliminary labor estimate requested in this solicitation supplements the consultant's narrative and provides the selection team with insight into the consultant's understanding of the project, proposed approach, and ability to perform the work
- Consultant's approach for project coordination with sub-consultants
- Proposed public involvement/engagement strategy

### Submittal Requirements

Qualifications titled "RFQ: Port Townsend Healthier Together Planning" may be submitted as an email attachment in PDF or MS Word format to: [chite@cityofpt.us](mailto:chite@cityofpt.us).

Note that faxed proposals or electronic proposals submitted as compressed files will not be accepted.

**OR**

One (1) unbound original and four (4) digital storage devices (CD or USB Flash Drive) in PDF or MS Word format mailed or delivered to:

City of Port Townsend  
Attn: Carrie Hite  
250 Madison Street  
Port Townsend, Washington 98368

## Contact

For additional information concerning this RFQ, any other aspect of the selection process, or the project in general, please contact via email: Carrie Hite, Parks Director of Strategy, [chite@cityofpt.us](mailto:chite@cityofpt.us), or 360-379-2979.

All questions must be submitted by email and must be received before **4:00 pm PST on November 30, 2022**. Answers will be released to all interested parties before noon on December 6, 2022.

No communication shall occur regarding this RFQ, including requests for information, or speculation between offerors or any of their members and any City elected official or employee other than those named above. Failure to comply with this provision may result in the offeror's proposal being removed from consideration. Any cost incurred by the offeror in the preparation, transmittal, or presentation of any information or material submitted in response to the RFQ shall be borne solely by the offeror.

## Right to Reject Submittals

The City reserves the right to reject any submittals at any time with no penalty or to waive immaterial defects and minor irregularities in any submittal.

## Submittal Disposition

All material submitted in response to this RFQ shall become the property of the City.

## Evaluation and Selection Process

Submittals will be evaluated on the following criteria:

- Project Understanding (25 pts): Demonstrate project understanding including how the team plans to address the challenges unique to this project.
- Design Team Qualifications (25 pts): Show a comprehensive organization chart (or similar explanation of team member roles and responsibilities) including a summary of each firm on the team (office locations, number of staff, and area of expertise) and resumes of key team members. Team member qualifications and roles, particularly Project Manager qualifications, are important.

- **Project Approach (25 pts):** Develop a project-specific approach to managing and delivering this project to Port Townsend while meeting the unique goals of this project and addressing anticipated challenges. Include a proposed scope of work showing the major phases correlated to a public engagement and schematic design schedule. Please include the estimated consultant hours to complete the work for each major phase (used to understand the consultant's project approach and level of effort through the assignment of hours; hours will not be used for selection). Include the percentage of time available for the Project Manager and the team for this project about anticipated other active projects.
- **Relevant Project Experience (25 pts):** Demonstrate consultant/consultant team experience with relevant projects similar in scope and size, and experience with Port Townsend and delivering projects with multiple partners. Emphasis is placed on both the Project Manager's experience and on the number of months/years the same consultant team staff has worked together.

During the evaluation, the City of Port Townsend may consider the following:

- Experience in community engagement and designing the type of project envisioned
- Quality of previous performance
- Ability to meet contract deadlines
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- References
- Staff availability for the project
- History of errors and omissions via reference checks

The City of Port Townsend reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The final decision is at the City of Port Townsend's sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.

As part of the selection process, the City of Port Townsend reserves the right to conduct interviews as needed if it is in the best interest of the City for purposes of additional information or clarification.

### **Project Contract**

The offeror will be required to use the City of Port Townsend Professional Services Agreement [Attachment A] and accept all language contained within. Any offeror that has significant reservations concerning using this agreement should not submit this request.

### **Short List**

After review of the submittals by the partner's Selection Committee, the three (3) highest ranked firms will be notified and may be invited to participate in a short list/final selection phase. It is intended that the final selection phase will include the following steps:

- **Notification:** Written notification of the three top-ranked firms.
- **Interview** will consist of:

Presentation/Discussion: A 1-hour presentation/discussion question and answer period will be scheduled and conducted in Port Townsend or virtually.

### **Final Selection Process**

After the presentations and discussions are completed, the Selection Committee will rank the firms interviewed.

The qualifications proposal and presentation/discussion will be weighted equally and be scored as follows:

1. Project Understanding (25)
2. Design Team Qualifications (25)
3. Project Approach (25)
4. Relevant Project Experience (25)

### **Negotiation/Scope Development**

The top-ranked firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule, and fee proposal.

If, after negotiation and consideration, the Owner is unable to reach an acceptable agreement with the top-ranked firm, the Owner will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.

### **Final Selection:**

Once an agreement is reached with a preferred A/E firm, the Owner will provide a Professional Services Agreement for signatures and full execution. A Notice to Proceed will be issued to formally begin work.



Professional  
Services Agreement

--End--