



The Trailhead

King County Housing Authority

Request for Qualifications

Architectural Services

Request for Qualifications Issued: April 4, 2024

Statement of Qualifications Due: April 26, 2024

Section 1. Background

1.1 Introduction

King County Housing Authority (KCHA) is issuing a competitive Request for Qualifications (RFQ) for a lead architectural firm, responsible for providing and managing personnel and other subconsultants necessary to carry out the required work. The architectural services covered under this RFQ includes site development concepts, land use code compliance, schematic design, design development, bid documents, permit documents, construction documents, conformance set and construction administration. The selected firm will be responsible for coordinating the work of various subconsultants, including but not limited to civil engineering, structural engineering, MEPF, and landscape design.

King County Housing Authority invites responses according to the requirements set forth in this RFQ. KCHA will review and evaluate qualifications using the selection process described in Section 6. At the completion of the evaluation process, KCHA will short list the most qualified architectural firms and conduct virtual interviews. After the interviews, KCHA will select the most qualified firm and enter into negotiations for the award of the Architectural Services Contract to that firm. KCHA may reject any or all responses or cancel the RFQ at its sole discretion. In no circumstances will KCHA be liable for any costs incurred by any respondent or any other party in developing or submitting a response to the RFQ. Drawings and schematics specific to this project are not expected for this RFQ. Examples of previous work, relevant to this project, are appropriate.

Section 2. Project Overview

2.1 Project Scope

Introduction

King County Housing Authority, along with former partner, Spectrum, responded to an RFQ put out by the City of Issaquah and were selected as the development team for the project site. The development team proposed a transit-oriented development (TOD) that will be comprised of a mix of affordable and market rate housing. The project is to include structured parking, supportive services, commercial uses, and public spaces. Spectrum has subsequently departed the development team, so KCHA will bring on another market-rate developer to complete the market rate portion of the development.

The site of The Trailhead project is located at 1505 Newport Way NW in Issaquah, WA (parcel number: 2924069002). The development will be a mixed-use, mixed-income TOD, on a site adjacent to the Issaquah Transit Center. The project site is bordered by NW Maple Street to the north, Newport Way NW to the south, commercial property to the east and a private street/wetland to the west. The project consists of the construction of two new, mixed-use buildings. Building One, The Trailhead, located on the northern portion of the site, will include affordable housing, a community center, amenity space and parking in the ground level podium. Building Two, located on the southern portion of the site, will be market-rate housing, commercial space, amenity space and parking in the ground level podium. Each building will be a standalone building with separate ownership entities.

Zoning

The project site is located within the Central Issaquah Plan and is subject to the guidelines and design standards set forth by the plan. The goal of the Central Issaquah Plan is to guide the evolution of Central Issaquah from a sprawling, suburban development, consisting of strip malls and low-rise office buildings to a more urban, walkable, transit-oriented community with mixed uses and affordable housing options. Issaquah intends to use the plan to create a high-quality, mixed-use, urban environment that has visually engaging buildings and streetscapes that are pedestrian oriented.

TOD

The Project is located directly adjacent to the Issaquah Transit Center, across the Street from Tibbetts Park and within blocks of the Issaquah Commons and Gilman Village urban centers. The adjacent Issaquah Transit Center, which is served by bus lines 554 and 556, provides express service to Downtown Seattle, Downtown Bellevue, Bellevue College and other major employment centers. The light rail, East Link 2 Line opens in 2024, with connection from certain eastern suburbs to the 1 Line in Seattle in 2025. Sound Transit anticipates providing light rail service to Issaquah by 2041.

The Trailhead Building

Building One, The Trailhead, will consist of approximately 155 units of affordable housing and amenity space, located above the new Issaquah Community Facility. The community facility will provide behavioral, medical and dental services, requiring 10,000 SF on the ground floor. In addition, Life Enrichment Options (LEO) will provide 6 communal-living units of affordable housing for people with developmental disabilities. The 6 LEO units need to be on the ground level and are not included in the 155 units of affordable housing. Parking will be provided in the ground level podium.

Market-Rate Building

Building Two will be market-rate housing and consist of approximately 200 units, ground level commercial, amenity space and parking in the ground level podium. This RFQ does not include Building Two. Architectural services for Building Two will be contracted separately by a private developer.

2.2 Estimated Project Schedule

Start of Programming and Concept Design	May 1, 2024
Start Schematic Design	July 1, 2024
Trailhead 50% Design Development Complete	October 1, 2024
Issuance of 100% Construction Documents	April 30, 2025
Issuance of Building Permit	February 1, 2026
Final GC GMP	April 30, 2026
Full Notice to Proceed to GC	May 15, 2026
Construction Complete (18 months)	October 31, 2027
Residents Move-in	November1, 2027

Section 3. Scope of Services

3.1 General

King County Housing Authority will lead the project and the selected firm will work under the direction of KCHA throughout the design process and construction. Work on the project will start as soon as the Architect Agreement is executed. A short-list of subconsultants to the architect will be determined after the architect is selected with selected subconsultants subject to KCHA approval. The selected architect must be able to commit key personnel and all necessary subconsultants to the project upon selection and execution of the Architect Agreement.

KCHA anticipates selecting a qualified GC during the schematic design phase through an RFP process. The GC will participate in an integrated and team-oriented design process throughout the remainder of the design phases. The intent is that the MEPF scopes of work will be design build, based on design drawings and performance criteria produced by the architect's design subconsultants.

The scope of this contract is for architectural design services needed for the construction of the affordable housing building, The Trailhead, and all site work necessary to construct the Trailhead building. This contract does not cover architectural services to construct the market-rate building or site work necessary solely for the construction of the market-rate building.

Pre-Design

Pre-Design services include a review of the existing codes to determine the development capacity of the site, assuming two approximately equally-sized buildings divided by an east-west mid-block crossing. The work will determine the maximum number of units that can be reasonably developed on the site assuming typical market-rate unit sizes for the market rate building and more efficiently designed units for The Trailhead. The Pre-Design services will conclude after a development option has been selected.

Design / Construction

The design and construction services for The Trailhead are outlined in the AIA B101 Agreement and Standard KCHA Addendum which are included as a part of this solicitation.

Section 4. Procurement Process

4.1 Communications

All questions regarding the RFQ should be directed to:

Nate Kraus
King County Housing Authority
nathank@kcha.org

4.2 Questions and Addendum

All questions will be answered in the form of an addendum. The deadline for submitting questions is Thursday, April 18, 2024 by 11:00 AM PST. In the event there are changes or clarifications to this RFQ, KCHA will issue an addendum. Addenda will be posted on the KCHA project webpage and notification emailed to firms registered through the KHCA website. It is the responsibility of the respondent to check the KCHA project webpage prior to the submittal deadline to ensure that all addenda issued by KCHA have been received and acknowledged.

<https://www.kcha.org/business/professional/open>

4.3 Schedule

Dates are estimates and subject to change.

RFQ Issued:	Thursday, April 4, 2024
Final Qualifications Due by 11:00 AM PST:	Friday, April 26, 2024
Shortlist Qualified Firms:	Monday, April 29, 2024 – Wednesday, May 1, 2024 Thursday, May 2, 2024
Notification sent to firms to be Interview:	Thursday, May 2, 2024
Firms to prep for Interviews	
Interviews:	Monday, May 20, 2024 - Tuesday, May 21, 2024
Final Selection:	Wednesday, May 22, 2024 - Friday, May 24, 2024
Notify Selected Firm:	Tuesday, May 28, 2024

Section 5. RFQ Submission Requirements

5.1 Submittal Place and Deadline

Submission content, in accordance with the conditions defined in the RFQ, must be received no later than 11:00 AM PST, Friday, April 26, 2024 at the address below. E-mail submittals will be accepted if received no later than 11:00 AM PST, Friday, April 26, 2024.

KCHA Central Office
Attn: Nate Kraus
600 Andover Park West
Tukwila, WA 98188

Nate Kraus
nathank@kcha.org

5.2 Submission Content

1. Letter of Interest

- a) The letter of interest should provide a brief introduction to the firm and the firm's interest in the project.
- b) An officer of the firm authorized to execute contracts must sign the letter.

2. General Qualifications and Experience

a) Provide a copy of resumes and professional credentials for lead personnel who will be responsible for and assigned to work on this project. Clearly identify the principal(s) in charge, the project manager and those individuals or subconsultants who will lead and perform key elements of the work and roles or services provided by each including: civil, geotechnical, structural and mechanical engineering, electrical, fire protection, transportation analysis, landscape and public space architecture, sensitive area studies, cost estimating, or other specialized services needed to carry out the work.

Each resume should include:

- i. Name of individual
- ii. Firm name
- iii. Project role
- iv. Total years working in the industry and years working with current firm
- v. Education level, including highest academic degree and area of study
- vi. Current professional registration and states registered
- vii. The participation that each individual had in the projects identified in the response

b) Provide a description of the organization, history, financial stability and other general information that describes the firm’s qualifications and capacity to undertake site planning, architectural design, and construction administration.

3. TOD and Podium Construction Experience

Describe your firm’s expertise and experience in transit oriented design practices. Identify experience in podium construction. Identify participating team members with appropriate experience.

4. Local Permitting and Other Regulatory Knowledge

Describe your firm’s knowledge of and experience with the approval and permit processes of the City of Issaquah along with other local city, county, state government agencies, and other applicable regulatory agencies.

5. Project Management Proposal & Capacity

a) Describe your firm's overall project management approach, including organization and work tasks necessary to meet project objectives.

b) Describe anticipated assignment of project responsibilities, staffing and levels of capability. Give estimates of the time available and committed to this project preferably for each team member in a table or chart format.

c) Discuss projected workload for this and other competing projects. Discuss whether the schedule is attainable and economically feasible. Include a schedule of all significant tasks and milestones showing how the work can be completed given the schedule.

6. References & Past Performance

a) Provide at least three (3) owner references for work completed by your firm. References should be selected from projects prominent in your response. Cited references should include project name, reference name, title, project role, and current contact email and telephone number.

b) Provide a list of all projects of comparable scope, utilizing transit oriented design practices and podium construction, completed within the last seven (7) years, identifying the project name, project address, unit count, unit mix and client.

c) Describe your firm’s working history with all short-listed subcontractors.

7. AIA B101 Agreement and Standard KCHA Addendum

a) Provide a list of any proposed changes to the AIA B101 Agreement and Standard KCHA Addendum.

Section 6. Response Evaluation and Selection

6.1 General

All responses to this RFQ that are received on or before the stated deadline will be reviewed and evaluated, according to the requirements and criteria outlined in this Section 6. The Selection Committee will consist of King County Housing Authority Development and Asset Management staff.

6.2 Qualification Requirements

Each response will be reviewed to determine whether it meets the Minimum Qualification Requirements outlined in this subsection:

1. **Material Adverse Condition.** The Architect must not be subject to a material adverse condition that gives rise to reasonable doubt concerning its ability to continue to operate as an ongoing concern, to provide insurance, or to maintain sufficient financial strength to undertake and successfully complete the project.
2. **Licensing and Registration.** The Architect and each of its subcontractors must be licensed in Washington State for the type of work to be performed.
3. **Design experience.** Within the past seven (7) years, the firm must have successfully completed the design of at least three (3) projects of similar size for clients in the Seattle area.

6.3 Comparative Evaluation Criteria

The selection committee will evaluate and rank the response proposals that satisfy the Minimum Qualifications. The committee reserves the right to change the evaluation points initially recorded. Rankings will be established by applying the weighted comparative evaluation criteria set forth below:

- | | |
|--|-----|
| 1. TOD and Podium Construction Experience | 30% |
| 2. Permitting and Other Regulatory Knowledge | 30% |
| 3. Project Management Proposal & Capacity | 20% |
| 4. References & Past Performance | 20% |

6.4 Selection

The selection committee will evaluate and rank the response proposals that satisfy the Minimum Qualifications and identify a short-list of the most qualified respondents that will move forward in the selection process. After the evaluation process is complete, the committee will notify each respondent if they are moving forward to the interview stage of the selection process. The committee will provide short-listed respondents with an interview date and time.

The top-ranked respondent and the selection committee will negotiate a fee schedule. If the selection committee determines that it will not reach an agreement with the top-ranked

respondent, the committee may choose to either select or negotiate with the next-ranked respondent, may choose to establish or reestablish a short list of remaining highly-ranked respondents or may choose to cancel the RFQ.

6.5 Fee Schedule

The Architect's fee for the project will be a negotiated fixed amount. The maximum fee payable will not exceed the maximum fee established in the Washington State Office of Financial Management A/E Fee Schedule, Schedule B.

6.6 Obligation to Keep Project Team Intact

Respondents are advised that all firms and key personnel identified in the response shall remain on the project team for the duration of the procurement process and execution of the project. If extraordinary circumstances require a change, it must be submitted in writing to the owner contact, who, at their sole discretion, will determine whether to authorize a change. Unauthorized changes to the project team at any time during the procurement process may result in elimination of the respondent from further consideration.

Exhibits.

- Exhibit A: AIA Document B101 Sample
- Exhibit B: KCHA Standard B101 Addendum
- Exhibit C: Insurance Requirements
- Exhibit D: Washington State, Office of Financial Management, Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects with Exhibit A, A/E Fee schedule
- Exhibit E: Site Survey
- Exhibit F: Geotechnical Report
- Exhibit G: Phase I Environmental Report
- Exhibit H: Phase II Environmental Report