

The Trailhead
King County Housing Authority
Request for Qualifications
Architectural Services

Addendum No. 1
April 19, 2024

This Addendum modifies and forms part of the Request for Qualifications dated April 4, 2024.

Changes to the Request for Qualifications

Text changes with replaced or revised language are noted:
Additions are underlined. Deletions are lined through.

RFQ Questions

Question 1

On page 5, section 3.1, it notes that subconsultant selection will occur after the architect is selected. Then, on page 7, section 5.2.2, it states to include resumes from key personnel for all subconsultant roles. Please clarify if you would like subconsultant information included or not in the information due on April 26.

Answer: We are primarily choosing the architectural firm with this RFQ, but we would like to know what subconsultants you would prefer working with. We do not expect resumes for the subconsultants, just that you identify the subconsultants you want to work with. We also would like the opportunity to review the proposed subconsultants and comment on our experience with them before agreements are made with those subconsultants.

Question 2

We understand this project was previously awarded to another firm and some amount of work was performed. Is the new design team expected to take over the original team's design, or start over?

Answer: The site boundaries and wetland buffers/setbacks have changed since the original design, so we could not build it even if we wished to. We will be starting over completely.

Question 3

We see a communication tower on the survey. Does this infrastructure still exist, and if so, is it expected to remain?

Answer: The communication tower will be removed this year, so it will not impact the development potential of the site.

Question 4

Does King County [Housing Authority] currently have the funding in place to pay for complete design services? If not, what is the intended source of funding?

Answer: We have secured \$12 million in financing for this development from King County and ARCH, and we have more than sufficient funds on hand to pay for all design services.

Question 5

Does King County [Housing Authority] currently have the funding in place to complete construction? If not, what is the intended source of funding?

Answer: As mentioned above, we have \$12 million in financing from public funders secured. We will also use Low-Income Housing Tax Credits, Renewable Energy Tax Credits and Tax-Exempt Bond Financing for the development. We do not anticipate any issues or project slow-downs related to securing this financing.

Question 6

What is the estimated construction cost?

Answer: We do not yet have a design on which we can base a reliable estimate.

Question 7

Is KCHA expecting just the architectural team to submit or the architectural team + proposed consultants?

Answer: Please see the answer to Question 1.

Question 8

What, if any, information should be provided regarding sub-consultants? The first paragraph of Section 3.1 on page 5 states that this an Architect RFQ and subconsultants will be selected after the architect is selected. Given the above, please clarify the intention of Section 5.2.2.a which requests the applicant provide resumes and credentials for numerous subconsultants. Some sub consultants identified under this section are often under the owner. Are resumes and credentials required at this time for all listed subconsultants?

Answer: Please see the answer to Question 1.

Question 9

Section 5.2.6.c states: Describe your firm's working history with all short-listed subcontractors. Please clarify if this is intended to say sub-consultants?

Answer: Yes, this should be subconsultants, not subcontractors.

Question 10

What format should the RFQ response be submitted? 11 x 17, two-sided ready for printing by the recipient? Is there a page limit?

Answer: No limitations, but efforts to keep the responses concise would be appreciated.

Question 11

[An] article from last year states Ankor Moissan is designing this project. Please clarify the current status of that statement and if they are still a candidate for the project.

Answer: We originally submitted a proposal to the City of Issaquah for a TOD Development on this site in 2016. The team that submitted that proposal included Spectrum Development Solutions, King County Housing Authority, and Ankrom Moisan. Spectrum Development Solutions is no longer a part of the development, and KCHA is required by our policies to do a new procurement for architectural services. Ankrom Moisan is not currently under contract with us for this work but they are welcome to submit a response to this RFQ.

Question 12

Is the ground floor podium, including the Community Facility and the 6 LEO units, fully under the design and documentation scope of the Architect or will some of these spaces be only core and shell ready for TIs by a different entity?

Answer: KCHA will be building the shell and core for the Community Center, and the Tenant Improvements are outside of our scope. They will need to coordinate with the City of Issaquah and their tenants to make sure the shell and core is consistent with their needs. The LEO units will be a part of the design under this scope.

Question 13

Is the process of creating two lots part of the architect's scope or will that be handled separately by the owner? What is the timing for this process?

Answer: This is the Owner's responsibility. At this time, our plan is to create a condominium structure to achieve the division, but this approach has not yet been finalized. It will be by the end of 2024.

Question 14

Section 3.1, second paragraph, page 5 notes that the GC will be selected during the schematic design phase. When this process is used, the responsibility for Cost Estimating is removed from the architect's scope and that responsibility is with the GC. Section 5.2.2.a notes cost estimating as a sub consultant to the architect. Please clarify if the doubling up of cost estimating is the intention of KCHA or if it will be the sole responsibility of the GC and relevant sections of the AIA B101 will be modified accordingly.

Answer: KCHA still intends to bring a GC on board during the schematic design, but we still have some issues to work out. If we have a GC on board, we will not be expecting cost estimating to be a part of the architectural scope.

Question 15

In a very cursory review of the survey, it appears there may be an issue with the location of one or both of these side lot lines. If there is an issue, please clarify if this will be resolved by the owner prior to work by the consultant or if it will be part of the consultant's responsibility.

Answer: The lot line issues have been resolved. The final north/south lot lines are the westernmost ones on both the east and west sides of the site. They are represented by a solid line on the survey and labeled "PROPERTY LINE PER SHORT PLAT..."

Question 16

Section 4.3 has the Architect selected on May 28, 2024, but Section 2.2 has the start of programing and concept design starting May 1, 2024. Please clarify.

Answer: The schedule has been updated.

Question 17

What is the timeline for selection of the market rate developer and how does it dovetail into the affordable housing project design and construction schedule?

Answer: We will not begin the process of identifying a market rate developer until after the initial design concept work has been completed and we have a better sense of the development capacity of the site and how much of the site we might need to fit our program. After that, we will seek a partner. Their project will be financed independently, so we are uncertain when the construction of that building will happen relative to ours. We will proceed with our development regardless.

Question 18

Will the affordable and market rate sites be entitled (for Land Use and Site Design) separately or together? Or will the property be subdivided?

Answer: The will be entitled together. See above for our plans for dividing the site.

Question 19

Is the included survey the most recent and representative of the relevant easements on the property?

Answer: The survey is the most current version, but we will update it as we begin discussions on the concept design.

Question 20

Regarding the suggested subconsultants covering key elements of the work (Question 2 a. General Qualifications and Experience), does KCHA anticipate that the prime architect will be contracting with transportation analysis and geotechnical engineering consultants?

Answer: We have corrected our RFQ to remove those two consultants from the architectural contract. KCHA will contract with them directly.

Question 21

Do you have any insights into the timeline / process for selecting [a] market rate developer?

Answer: Please see the answer to Question 17.

Question 22

Will the north and south ends of the site be subdivided into two separate properties?

Answer: No, there will be a condominium that divides the parcel between the two buildings.

Question 23

Will the Site Development Permit be inclusive of the entire property or exclusive of the future Building Two siting and related work?

Answer: Inclusive of the entire property.

Question 24

Has an operator been identified for the new Issaquah Community facility?

Answer: Yes, it is intended to be leased to Healthpoint and Valley Cities Behavioral Health.

Question 25

How will King County Housing Authority work with the facility operator to develop program requirements and review the design progression? If KCHA and the operator have independent but concurrent review processes we'd like to reflect that complexity in the early phases of design.

Answer: KCHA (or a tax credit partnership with KCHA as General Partner) will be the facility owner for the vast majority of the building. We will seek input from the Opportunity Center and LEO for their spaces, but they are a very small part of the overall project.

Question 26

The Estimated Project Schedule on page 4 of the RFQ feels a bit jumbled; most notably we're confused by the suggestion to complete CDs ahead of Building Permit and GMP. We'll respond with recommended amendments to the sequence (unless we hear otherwise).

Answer: We can rework the schedule in consultation with selected firm. We would like to see a schedule that gets us to a 2026 construction start, but can rework the order of specific items in the schedule.

Question 27

Does the Scope include design services for the supportive services (behavioral, medical, dental) or is that under separate contract (shell only)?

Answer: Please see the answer to Question 12.

Question 28

Will a through block (East/West) connection be required as a part of this initial scope? Pedestrian only?

Answer: Yes, pedestrian only.

Question 29

We noticed KCHA's Birch Creek project was built to achieve 4-Star Built Green certification. Are there any Built Green (or other) certification goals for The Trailhead project? If there are, is KCHA interested in having a Built Green Certification third party reviewer on the team?

Answer: We will be subject to the Evergreen Sustainable Development Standards published by the Washington State Department of Commerce. If the architectural firm does not have experience working with this program, it should include a consultant on their team who does.

Question 30

Will there be any solar power requirements, in addition to any regulatory requirements?

Answer: We intend to put as much solar as we can on the building, but this is not a third party requirement.

Question 31

Request for qualifications of an architect has been noted. Does KCHA want subconsultant recommendations?

Answer: Please see the answer to Question 1.

Question 32

Is there a preliminary project schedule or will the selected team create this?

Answer: The selected team will be involved in creating the schedule. We would like to begin construction early in 2026.

Question 33

Is this building funded solely on public funding and will it then be managed or sold to a separate entity? Thus, will KCHA need a full "Owner Manual"?

Answer: KCHA will form a partnership with a tax credit investor to own the property. KCHA will remain as the General Partner of the partnership.

Question 34

It says there are "two owners" of The Trailhead. Is the City of Issaquah one of these owners?

Answer: There are three owners: KCHA (or its tax credit partnership), the City of Issaquah and LEO.

Question 35

Is there a program for the Community Center?

Answer: As mentioned above, HealthPoint and Valley Cities Behavioral Health will be the tenants. We will get information from them about the design of their space as we work through the design concept and schematic design.

Question 36

Is there a unit mix yet or is the selected architect doing the layout? Low income: Is this project focused towards singles, couples, families; ie, the intended audience, more specifically?

Answer: There is some flexibility in the unit mix, but we would like to have a mix of studio, one-bedroom, two-bedroom and three-bedroom apartments. We hope to serve both families and smaller households.

Question 37

What kind of design coordination / interaction will Building 1 have with Building 2?

Answer: The two buildings will be fully independent, but they will share the costs of site development, such as the mid-block crossing and the public street or private access road on the east side of the site. Both buildings will have to follow the Central Issaquah design guidelines, but they do not have to look the same. We will seek to have an active collaboration with whomever is chosen to develop the other building through the design and development process.

Question 38

What kind of involvement will the larger community have regarding presentations and comment period?

Answer: We intend to design the building in such a way that will not trigger any major departures or variances that would trigger approvals that require a public process. However, we are open to soliciting input from the community as we move through the design.

Question 39

Paragraph 3.1 states the subconsultants will be determined after the architect is chosen. I don't think the RFQ specifically excludes subs, so is it appropriate to propose a complete design team in the response?

Answer: Please see the answer to Question 1.

Question 40

Issaquah selected KCHA to do the project. KCHA is the client and will select the design team. What role does the City of Issaquah have to the project and to the design team?

Answer: The City will own the Opportunity Center and is very invested in the successful development of this TOD project. We have entered into an agreement with the City which outlines their specific expectations, and they would no doubt welcome the opportunity to provide input throughout the design process, but it is KCHA's project.

Question 41

Do the KCHA stakeholders have any future users who will be involved in the design process?

Answer: Yes, we will be seeking to involve potential future residents in the design process, but we will work the selected firm to figure how best to involve them.

Question 42

Is there a Traffic Study for the site that has been completed? If so, is that available?

Answer: We have not yet completed a traffic study.

Question 43

What is the status of the market rate building?

Answer: Please see the answer to Question 17.

Question 44

Has a new partner or timeline been established (i.e. will the two buildings be built concurrently or isolated in terms of construction schedule)?

Answer: We will have the flexibility to dictate the construction schedules for the two buildings based on what makes the most sense to our development.

Question 45

What are the "short-listed subcontractors"? Are they the consultants we are suggesting, or are they different?

Answer: Please see the answer to Question 9.

Question 46

In Section 6 References and Past Performance a) Are we required to submit reference letters or just contact information?

Answer: Contact information is fine.

Question 47

In Section 6 References and Past Performance c) Who are the short-listed subcontractors?

Answer: Please see the answer to Question 9.

Question 48

There is an existing warehouse building and cell tower on the site. What is the status of the relocation of this tower?

Answer: Please see the answer to Question 3.

Question 49

Section 3.1 states that KCHA anticipates selecting a qualified GC during the schematic design phase? Provided the primary role of the selected General Contractor is to provide pricing then what is the intention of a cost estimating consultant as described in 5.2 Submission Content - number 2?

Answer: Please see the answer to Question 14.

Question 50

Is the scope of the selected Architect to provide a core and shell for the approximately 10,000 sq. ft. Issaquah Community Facility or is it intended that the selected architect provide full design services for this?

Answer: Please see the answer to Question 12.

Question 51

Does KCHA anticipate design coordination with the market rate building during early design of the affordable project?

Answer: Please see the answer to Question 38.

Question 52

What is the anticipated Construction Cost?

Answer: Please see the answer to Question 6.

Question 53

2. Will KCHA please confirm project schedule dates - conflicting dates are shown between the project schedule and RFP submittal schedule.

Answer: Please see the answers to Questions 16 and 26.

Question 54

3. Will KCHA please confirm consultant team is required or selected later?

Answer: Please see the answer to Question 1.

Question 55

4. Will Geotech be under the owner?

Answer: Please see the answer to Question 20.

Question 56

5. Has the wetland setback increased from the previous proposal from 2020? Is there less buildable area?

Answer: Yes. Both the buffer and setback have increased, reducing the buildable area.



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 <u>June 1, 2024</u>
Start Schematic Design	July 1, 2024 <u>July 15, 2024</u>
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~~ KCHA would like the opportunity to review proposed subconsultants and all selected subconsultants are 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
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 <u>Wednesday, May 29, 2024</u>

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.

c) List a primary contact person and provide their name, title, phone number and e-mail address.

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) 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, structural and mechanical engineering, electrical, fire protection, landscape and public space architecture, sensitive area studies, cost estimating (cost estimating might be covered by the GC depending on when the GC is selected), or other specialized services needed to carry out the work.

c) ~~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 proposed ~~short-listed subcontractors~~ subconsultants.

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~~ subconsultants 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