

REQUEST FOR QUALIFICATIONS: Architectural / Engineering Services

RFQ Title: **RiverCom 911 Public Safety Answering Point -
Site Feasibility/Assessment and Facility Design:**

Issue Date: October 26th, 2023

Issuing Agency: **RiverCom 911**
140 S. Mission Street, 3rd Floor
Wenatchee, WA 98801
509-662-4650
www.rivercom911.org

RFQ Response Due Date: No later than Nov 15th, 2023 by 3:00 PM, PST/PDT

LATE RESPONSES WILL BE REJECTED

RFQ Contact and Submittal Mailing Address: Mihkaela Overbay, Administrative Services Manager
RiverCom 911
P.O. Box 3344
Wenatchee, WA 98807
509-662-4655
mihkaela.overbay@rivercom911.org

Summary Statement:

RiverCom 911 (RiverCom) is soliciting Qualification Statements from interested consultant individuals and/or firms to conduct a Public Safety Answering Point (PSAP – 911 Call Taking and Emergency Services Dispatching Facility) site feasibility assessment and facility design process, to provide the agency with a state-of-the-art PSAP facility, associated infrastructure to house the agency for decades to come, and potentially co-locate with partner agencies.

RiverCom is issuing this Request for Qualifications (RFQ) to establish a competitive process to assure that qualified individuals and/or firms are provided an equal opportunity for consideration. RiverCom will consider proposals only from individuals and firms that have demonstrated the capability and willingness to provide high quality professional services in the areas outlined in this RFQ. Only serious submittals will be accepted for consideration.

Notice:

RiverCom reserves the right to accept and be the sole judge of Qualification Statements based on its assessment of needs, and in the best interest of the agency. RiverCom also reserves the right to change, alter, amend, supplement, suspend, or terminate this RFQ process, and the right to reject any and all Qualification Statements, with or without cause, and at any time. Likewise, a Qualification Statement may be withdrawn by the respondent from consideration at any time by providing RiverCom with written notice.

SECTION 1: INTRODUCTION and GENERAL INFORMATION

A. Agency Information and Background

Located in Wenatchee, Washington, RiverCom is a two-county, multi-jurisdictional designated Public Safety Answering Point (PSAP) that provides 911 call-taking and emergency services dispatch services for law enforcement, fire districts and departments, public and private ambulance services, and emergency management response and recovery operations in Chelan and Douglas counties. RiverCom is one of sixty-nine designated PSAPs operating in Washington. RiverCom was created and formed in 2002 under an Interlocal Cooperative Agreement between Chelan County, Douglas County, City of Wenatchee, and the City of East Wenatchee. RiverCom is organized as a municipal corporation and is a separate legal entity under the laws of Washington State. The agency is governed exclusively by the RiverCom Administrative Board comprised of officials representing Chelan County, Douglas County, City of East Wenatchee, City of Wenatchee, and one representative of the region's public safety community.

Emergency communications are at the core of RiverCom's mission, which started operations in July 2004. 911 operations are staffed 24 hours a day, 7 days a week. RiverCom's service area covers about 4,741 square miles, and serves a population of about 123,410 permanent residents (not including visitors). The region continues to experience substantial growth in its permanent population. The most prominent towns in the area are Wenatchee, Leavenworth, Cashmere, Chelan, East Wenatchee, Waterville, and Bridgeport. Although the permanent populations are relatively small and dispersed throughout the two counties, millions of people visit this region each year. The overall population in some areas surges greatly on a seasonal basis, even in less populated areas. In 2021, RiverCom processed more than 142,000 calls, including about 48,500 911 emergency calls for service.

RiverCom owns and operates the regions public safety radio communications network and currently maintains twenty-three radio communications facilities throughout Chelan and Douglas counties. Compared to any other 911 agency operating in the state, RiverCom's two-county radio system provides the largest expanse of coverage in the state of Washington. This radio communications network functions alongside, and in coordination with, RiverCom's call-taking and dispatch operations. Chelan County alone represents the third largest land area in the State. The geographical features in this region are challenging, and include portions of the Cascade Mountains, Lake Chelan, the Columbia River, Wenatchee River and the Waterville Plateau.

RiverCom has out grown its current PSAP facility, located on the third floor of the Wenatchee Police Department, and is now working to site, design, and construct a new state-of-the-art PSAP facility that will meet the operational needs of the agency, and the 23 emergency services agencies and first responders who serve the citizens of this region. This site assessment and facility design project may include co-location space for partner dispatch and first responder agencies. This RFQ seeks to identify the individuals or firms capable of providing the professional services required to effectively accomplish these vital capital facility planning goals.

B. Purpose, Need, and Project Description

RiverCom is soliciting Statements of Qualifications from interested individuals and/or firms that can provide architectural and engineering professional consulting services to conduct and complete a Site Feasibility Assessment, Facility Design Services, and related services required to plan for, design, and construct this new PSAP facility. Respondents should demonstrate knowledge, experience, and expertise in the key areas listed in this RFQ.

Vision

RiverCom strongly encourages submittals with innovative approaches. Based on preliminary information, the project should include but not be limited to the following project objectives:

- Conduct a comprehensive site feasibility assessment to determine adequacy for the construction of a new RiverCom PSAP facility (approximately 14,000 square feet without co-location space; approximately 24,000 square feet with co-location space).
- Conduct a comprehensive facility design process, which leverages a previous RiverCom 911 Programming and Planning Study, and upon completion provide a state-of-the-art regional PSAP design that meets the operational needs of RiverCom, and potential co-located PSAP and first responder agencies, for decades to come. This includes, but is not limited to site/facility security, adequate parking, and other support facilities and infrastructure.
- Identify and evaluate the potential need for additional equipment maintenance and/or storage buildings/facilities.
- The building shall meet the standards for public safety communications center set forth by National Fire Protection Association Standards, National Emergency Number Association (NENA), and any other applicable regulations and standards associated with essential facilities.
- Construction of an administrative space (approximately 6,000 sq. ft.) to house agency administration, information services/technology, and radio communications. The administrative space will not be required to be built to the same stringent standards as the PSAP facility.

- The PSAP facility, including technology systems, must be designed with a number of redundancy and fallback strategies. The facility may also require the ability to provide backup services to neighboring PSAP(s).
- Incorporation of multi-use concepts for common space, meeting space and public space as part of the project.
- Inclusion of forward-thinking designs that allow for flexibility in re-configuration when needed, and room for appropriate levels of growth.
- Achieve efficiencies consistent with LEED Silver, as a minimum level.

This project will be highly visible. RiverCom expects the project will be extremely functional, efficient, safe, and secure; will incorporate quality systems and materials; will be energy efficient with low operating and maintenance costs; and will offer excellent economic value.

C. Note to Respondents

Individuals and/or firms interested in responding to this RFQ must prepare and submit a Qualification Statement and other documents in accordance with the procedure and schedule in this RFQ. RiverCom will consider qualification statements only from individuals or firms that have demonstrated the capability and willingness to provide high quality professional services in the areas outlined in this RFQ. Only serious inquiries and statements will be accepted. Please do not send a response to this RFQ if you do not have strong experience in one or more of the areas described in this RFQ.

For the purpose of this RFQ, the term Qualification Statement here within refers to the Qualification Statement plus any and all information and materials required for submittal in this RFQ process.

RiverCom intends to qualify person(s) and/or firm(s) that possess the professional, financial, and administrative capabilities to provide the proposed services under terms, conditions, and rates that provide the greatest benefit to RiverCom and the general public.

D. RFQ Requests

To request a copy of the RFQ, contact the RiverCom Administrative Services Manager Mihkaela Overbay at 509-662-4655 during regular business hours, or by email at Mihkaela.Overbay@rivercom911.org. RiverCom shall require the following information be provided at the time of the request: Name of legal firm, business mailing address, contact name, contact phone number, and email address.

E. Rights, Terms, and Conditions

Upon submission of a Qualification Statement in response to this RFQ, the respondent acknowledges and consents to the following conditions relative to the submission, review, and consideration of its Qualification Statement:

1. This document is an RFQ and does not constitute a Request for Proposals (RFP); this document does not commit RiverCom to issue an RFP.
2. All costs incurred by the respondent in connection with responding to this RFQ shall be borne solely by the respondent.
3. Qualification Statements that are incomplete or not responsive to the requirements of this RFQ may be rejected without notice to the respondent. RiverCom reserves the right to determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
4. All Qualification Statements shall become the property of RiverCom and will not be returned.
5. RiverCom reserves the right, without prior notice, to amend, change, modify, or supplement the RFQ at any time, or otherwise request additional information pertaining to the RFQ. Any changes, amendment, or other modification to the RFQ shall be made through issuance of addenda to all prospective respondents who have received a copy of this RFQ.
6. RiverCom may request respondents to send representatives to RiverCom to provide additional information pertaining to the RFQ.
7. RiverCom reserves the right, in its sole judgment, and for any reason, to reject any and all responses, either in their entirety or a component thereof; RiverCom also reserves the right to eliminate any and all respondents from further consideration in this process.
8. RiverCom also has the right to suspend or terminate, at their convenience and without cause, this RFQ process or any contract resulting from this RFQ by specifying the date of suspension or termination in a written notice.
9. RiverCom reserves the right to conduct investigations on any or all respondents, as RiverCom deems necessary or convenient, to clarify the information provided as part of the Qualification Statements and to request any additional information to support the information included in the Qualification Statement.
10. RiverCom shall be the sole judge of the Qualification Statements and other determining factors and reserves the right to select a contract that it believes is in the best interest of RiverCom. RiverCom's decision shall be final.
11. Neither RiverCom, RiverCom staff, the RiverCom Administrative Board, nor any of their consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to respondents for the cost of preparing and submitting a Qualification Statement or for participating in this process.

F. Projected Calendar of Events

RiverCom anticipates the following schedule for the preparation, review, and selection of responses to the RFQ. However, RiverCom shall be under no obligation to complete all or any portion of the process described in this RFQ. RiverCom reserves the right to change, suspend, terminate, or otherwise change the schedule at any time.

Issuance of RFQ	October 26, 2023
Deadline for Questions	November 14, 2023 by 3:00 PM

Qualification Statements Due	November 15, 2023 by 3:00 PM
Opening of Qualification Statements	November 16, 2023
Evaluation Period	November 20 - 23, 2023
Selection Award	November 27, 2023

SECTION 2: RESPONDENT REQUIREMENTS

A. Expertise

To be considered under the evaluation criteria, Respondents shall have expertise in the following:

1. International Building Code, International Fire Code, and International Mechanical Code requirements.
2. Uniform Building Code requirements;
3. National Fire Protection Association standards.
4. National Emergency Number Association standards.
5. Federal Emergency Management Agency standards.
6. Washington State Building Code.
7. Chelan and Douglas County Building Code requirements.
8. ADA design and construction standards.
9. Federal, state, and local permitting requirements.
10. Planning, design, and management services include, but are not limited to the following: Electrical Engineering, Structural Engineering, Mechanical Engineering, Civil Engineering, Traffic Engineering, Architecture, Landscape Architecture, Geotechnical Engineering, Surveying, Project Management, Construction Administration, Cost Estimating, Master Planning, Site Planning, Program Management, Value Engineering, Facility Security Planning, Audio-Video Consulting, and Seismic Upgrading.
12. Unified Facilities Criteria (UFC) 4-010-01; Department of Defense Minimum Antiterrorism Standards for Buildings.
13. National Institute for Occupational Safety and Health (NIOSH); Guidance for protecting building environments for airborne, chemical, biological or radiological (CBR) attacks.
14. TIA 942; Telecommunications Infrastructure Standards for Data Centers.

There are many building requirements and recommendations for PSAP's contained in these materials. It is not feasible to consider or include all of the standards outlined in these documents. Rather, RiverCom will be seeking a cost benefit matrix that will allow for a prioritization of features that provides the maximum benefit desired. All costs associated with "new" shall be identified.

B. Minimum Qualifications

To be considered under the evaluation criteria, Respondents shall have successfully completed or currently hold a prime architectural and engineering services contract with a scope and

complexity similar to the work described in this RFQ within the last five (5) years. This experience shall also include:

- A total construction contract value of approximately \$15M with co-location space; \$10M if not.
- A construction contract of approximately 24,000 square feet if co-location space is included in the design, 14,000 square feet if not.
- Include a hardened facility as described in this RFQ in the Continental U.S.A.
- A demonstrated competency at a minimum of certified Silver in Leadership in Energy and Environmental Design (LEED).

C. Written Agreement Required

The selected Respondent will be required to enter into a written agreement with RiverCom to provide all services required in this RFQ, or contemplated to be part of the overall project scope. The initial agreement is subject to modification over time by written amendment or change order, and project requirements and fees may be subject to periodic renegotiation in connection with changing phases and needs of the project. Fees under the contract shall be full compensation for all services performed.

D. Term of Agreement

RiverCom intends to enter into an agreement with the selected Respondent commencing in December of 2023, and continuing at RiverCom's discretion and as RiverCom shall determine through the completion of the project.

E. Scope of Agreement

The selected Respondent will be required to provide all labor, supervision, materials, supplies, transportation, equipment, and services necessary to assume responsibility for the coordination and administration of the project.

F. Standard Terms and Conditions

All Respondents will be expected to read, understand, and comply with the standard RiverCom terms and conditions for solicitations and services found at www.rivercom911.org. A copy of the terms and conditions can be obtained in person at the RiverCom 911, 140 S. Mission St., 3rd Floor, Wenatchee, WA 98807, or by email request to Mihkaela.Overbay@rivercom911.org.

G. Respondent Inquiries

No interpretation of the meaning of any provision in this RFQ, nor correction of any apparent ambiguity, inconsistency, error, or any other matter pertaining to the RFQ shall be made to the Respondent orally. Every request for interpretation or additional information regarding this RFQ shall be made in writing via email to the RiverCom Administrative Services Manager, Mihkaela Overbay, at Mihkaela.Overbay@rivercom911.org. The deadline for questions is provided in the

Projected Timeline of Events in this RFQ. RiverCom will not be responsible for unsuccessful submittal of questions. RiverCom shall not be obligated to respond to request for such interpretation or correction. RiverCom also reserves the discretion to group similar questions into one single answer or not to respond, in its discretion, including and not limited to when the information is confidential.

If an addendum to this RFQ is issued, Respondent will acknowledge receipt of the addendum in its submittal. Respondents not indicating receipt will be construed as though the addendum has been received and acknowledged, and submission of a proposal will constitute acknowledgement of the same. Addenda will be posted to the RiverCom 911 website www.rivercom911.org. It is the Respondent's responsibility to check the website.

SECTION 3: RULES GOVERNING COMPETITION

A. Examination of Request for Qualifications

Respondents should carefully examine the entire RFQ, any addenda, and all related materials and data referenced in the RFQ. Respondents should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

B. Authorized Contact

The authorized contact for this RFQ is Mihkaela Overbay, RiverCom 911 Administrative Services Manager, Mihkaela.Overbay@rivercom911.org, 509-662-4655. Unauthorized contact regarding the RFQ with employees or Board members of RiverCom 911 may result in disqualification.

C. RFQ Revisions

In the event it becomes necessary to revise any part of the RFQ, addenda will be issued to all persons/firms who receive the RFQ, and a notice will be posted on the designated website www.rivercom911.org.

D. Submittals

Qualification submittals must be prepared in such a way as to provide a straight-forward, concise delineation of the Respondent's capabilities to satisfy the requirements of this RFQ. Respondents will provide one original, six (6) hard copies, and one (1) electronic copy on portable USB memory device.

Hard copy submittals will be on standard 8-1/2 x 11 paper except as noted elsewhere in this RFQ. Electronic copies must be capable of being printed on 8-1/2x11 paper except as noted elsewhere in this RFQ. Submittals, accompanying documentation and other materials submitted in response to this solicitation shall become the property of RiverCom and will not be returned.

RiverCom will not be responsible for unsuccessful submittal of documents. The response shall be entirely self-contained. For example, links to web pages or other documents not contained in the submittal are unacceptable.

Submittal contents must include a cover letter, a completed signature page, all required documentation and qualifications.

Mailing Address: **RiverCom 911**
140 S. Mission Street, 3rd Floor
Wenatchee, WA 98801

E. Conflicts of Interest

The Respondent shall document any conflict(s) of interest due to other clients, contracts, or property interest. Include a sworn statement certifying that no member of ownership, management, or staff has vested interest in any aspect of this project (Non-Collusion Affidavit).

1. Provide a statement that no assistance in preparing the response was received from any current or former employee of RiverCom whose duties relate(s) to this RFQ, unless such assistance was provided by RiverCom employee in his or her official public capacity and that neither such employee nor any member of his or her immediate family has any financial interest in the outcome of this RFQ.
2. State if the Respondent or any employee of the Respondent is related by blood or marriage to a RiverCom employee. If there are such relationships, list the names and relationships of such parties. Include the position and responsibilities within the vendor's organization of such vendor employees.
3. State whether any of the individuals to perform work on the contract is a current RiverCom employee or a former RiverCom employee.

F. Preparation Costs

RiverCom shall not be responsible for qualification submittal preparation costs, including oral interviews (if held), nor for costs including attorney fees associated with any challenge to the determination of the highest ranked Respondent and/or award of contract and/or rejection of qualification submittal. By submittal of qualifications, each Respondent agrees to be bound in this respect and waives all claims to such costs and fees.

G. Additional Requirements for Submittal

1. The name and title of the person authorized to execute a contract on behalf of the firm.
2. A statement outlining any exceptions to RiverCom's requirements or clarifications to the requirements.

3. Any additional services or procedures of benefit to RiverCom not specifically required herein, which the Respondent offers to provide.
4. The Respondent must have a tax registration number from the Washington State Department of Revenue. Respondent shall provide the tax registration number for all firms listed as part of its submittal may contact other firms that submitted a response and attempt to negotiate a contract.

SECTION 4: QUALIFICATION STATEMENT REQUIREMENTS

Qualification Statement submittals must include the following administrative and professional items and information:

A. Administrative Information Requirements

1. A Cover Letter or Executive Summary that introduces the individual and/or firm, establishes interest in providing services for RiverCom, and addresses the information contained in the Qualification Statement, the individual authorized to commit services is required to sign the letter.
2. A Summary of Qualifications relating to the scope of work listed in this RFQ.
3. Name, physical address, mailing address, telephone number of individual and/or firm submitting the Qualification Statement pursuant to this RFQ.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each individual and/or firm, its ownership, and its organizational structure:
 - a. Provide the names and business addresses of all Principals of the firm(s) submitting the Qualification Statement; and
 - b. If a firm is a partially owned or a fully-owned subsidiary of another form, identify the parent company.
5. The number of years the business organization has been under the present name.
6. The number of years the business organization has been under the current management.
7. Any judgments within the last three (3) years in which the respondent has been adjudicated liable for professional malpractice.
8. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
9. W-9 Form: Request for Taxpayer Identification Number and Certification.
10. Documentation of any required licensing to provide services in the State of Washington.
11. Documentation of professional liability insurance, if applicable.

B. Professional Information Requirements

1. Describe overall experience in providing the type of services sought in this RFQ.
2. Describe how the required services will be provided; this should include an approach to implementing a contract, conducting and completing assessments, evaluations, and analysis, and presentation, availability, responsiveness, and office location.
3. Describe related municipal, local government, public safety, and/or public safety answering point experiences.

4. Provide information about the Project Team:
 - a. Identification of the person to serve as primary consultant or project lead responsible for working and coordinating with RiverCom; include primary work location and contact information;
 - b. The names of key personnel assigned to the project, their anticipated assignment(s), and primary work location; and
 - c. A resume for each key person assigned to the project; each resume should include, but not be limited to the following:
 - Name, job title, and any areas of specialization;
 - A synopsis of experience, training, or other qualifications;
 - Years of relevant experience and, if applicable, length of time with current firm;
 - Any professional licenses, accreditations, certifications, affiliations, etc.;
 - Level of experience with public safety and/or PSAP consulting and space assessment; and
 - Work samples may be provided.
5. Describe services that respondent would perform directly.
6. Describe those portions of respondent's services, if any, that are sub-contracted out identify all sub-contractors the respondent anticipates using in connection with this project.
7. Provide three (3) professional references, preferably relating to municipal and local government work, include contact names, telephone numbers, and e-mail addresses.
8. Provide three (3) references with public agencies that you or your firm has represented in the past three (3) years; and include client contact information and a full description of the project.
9. Identify and address any known or potential areas that may present a conflict of interest.
10. Fee schedule and structure to include applicable rates for primary, secondary, and other services; minimum time increments for billing purposes; describe how travel time and related expenses are billed; describe how telephone calls are billed; address any reimbursable expenses; describe any flat fee services; describe retainage fee and/or other applicable costs to initiate or maintain contract; and address predictability or projected cost or fee increases and the basis for such increases.

C. Description of Related Experience

1. Describe the firm's experience with the design of a PSAP, like facilities, or similar essential/public safety facilities. Include at least three projects the firm has completed that are somewhat similar to the project described in this request. For each project, provide the following information:
 - Name, address and telephone number of the client; and
 - Name of the firm's project manager and personnel who worked on each project with a brief description of their responsibilities.
2. Budget and actual project cost:
 - The elements of the projects that are common to the projects proposed above;

- Summary of the firm's role/responsibility in overall project; and
- Summary of the firm's deliverables.

D. Communication

Describe the firm's approach to dealing with and communicating with public officials about complex, analytical data regarding facility planning.

E. Project Timeline

Prepare a preliminary complete project schedule and timeline including all identified major tasks, specifying an appropriate time for a peer review. A full funding package and final schedule will be developed during the design phase.

F. Visual Representation (Optional)

If a conceptual design/preliminary visual representation is provided, it must be limited as follows:

- Blocking diagrams and rudimentary sketches of the project only;
- An overall design concept of how the project integrates with the neighborhood;
- A demonstration of how ingress, egress and parking will work during construction and thereafter; and
- Four perspectives of a given approach, no larger than 11 x 17" format; no more than ten (10) pages may be submitted for this option.

These limitations are intended to eliminate a pure "beauty contest" and emphasize conceptual brilliance in the way that the site and design might be handled.

G. Other Relevant Information (Optional)

Identify any other relevant information pertinent to this RFQ section and/or that demonstrates the requirements identified in the selection criteria.

H. Scoring and Selection Criteria

All proposals received will be evaluated by a RiverCom staff and designated Administrative Board members. RiverCom reserves the right to award in the best interest of RiverCom, including to award to more than one Respondent, to waive irregularities, or to not award a contract at all. RiverCom also reserves the right to issue a new Request for Qualifications.

RiverCom will appoint a Selection Committee. The Selection Committee will analyze the submittals and evaluate the individuals and/or firms regarding their qualifications and expertise. Proposals will be evaluated by RiverCom on the basis of what it considers to be the most advantageous submission in that all relevant factors will be considered. The evaluation may include, but will not be limited to, the following considerations:

1. Qualifications.
2. Level and range of experience.
3. Reputation.
4. Level of knowledge and experience in core competencies.
5. Capability and experience of key personnel.
6. Description of services to be performed.
7. Organizational approach to the project.
8. Ability to perform scope of work.
9. Knowledge and ability to accommodate the needs of RiverCom 911.
10. Sufficiency of staffing proposed to provide the services.
11. Communication skills.
12. A proposed general project schedule.
13. Availability and ability to respond to time sensitive matters.
14. Costs and budgetary considerations.
15. History of successfully providing similar services.
16. Other factors demonstrated to be in the best interest of RiverCom.

RiverCom may contact respondents by phone, by email, or may request to meet in person in order to obtain additional information or answer questions in the selection process of this RFQ.

RiverCom staff and designated Board members will determine and select the highest ranked submittals. Respondents are hereby informed that the information sought shall be used to score each Respondent's submittal. Respondents will be notified when a selection has been made of responses that are eligible for further evaluation, if applicable, or when a selection has been made of an apparent successful Respondent.

The RiverCom staff and Board members may conduct a preliminary review of all submittals and recommend selected Respondents to interview.

Respondents selected to participate in the interview process will be interviewed by the Selection Committee.

Each Respondent's interview responses will be evaluated for completeness and assigned points based upon the criteria outlined throughout this section.

Submittals will be ranked based on the following selection criteria.

I. Maximum Points

Experience	75 points
Past Performance	75 points
Design Process	50 points
Management & Quality Control Plan	50 points
Capacity to Perform the Work	50 points
Total Maximum Points	300 points
Financial Resources	Pass / Fail

Experience (75 points):

Specialized experience and technical competence of the Respondent, considering the potential complexity of this project. Identify recent experience and expertise with designing projects of a similar type, including:

- PSAPs and/or essential/hardened facilities;
- General administrative facilities;
- Aesthetically-pleasing, secure facilities;
- Facilities that complement residential neighborhoods;
- Parking facilities, including secure staff parking and unsecured public parking;
- Various city and county entitlement and permitting agencies, police, fire, etc.; and
- LEEDs certified projects and low impact development.

Past Performance (75 points):

Record of past performance of the Respondent with government agencies, public bodies and/or private industry. Include such factors as cost control, quality of work, safety, ability to meet schedules, value engineering, cooperation, responsiveness, meeting time and budget requirements, and other managerial considerations.

Comment on how performance on previous projects and contracts qualifies Respondent to design this project. Include reference to relevant project examples and resumes. Include narrative and references to demonstrate performance on budgets, schedules, cooperation and responsiveness.

For a period inclusive of the most recent ten (10) years, attach a list identifying instances of commercial disputes that have resulted in mediation, arbitration or litigation in the State of Washington. If the dispute has been arbitrated, identify the cause of action, the arbitrator that handled the case (including address and telephone number), and the resolution. For disputes that have proceeded to litigation, identify each instance that (1) a lawsuit has been filed, (2) the court of jurisdiction, (3) the cause of action, (4) the filing number, and (5) the resolution, including settlements, compromises, and judgments. This information shall include instances where the Respondent/Developer was plaintiff or defendant.

Design Process (50 points):

Discuss problem identification and proposed method to accomplish the work; appreciation of design potential to minimize cost and construction impacts; demonstrated capability to explore and develop innovative or advanced techniques and design. Describe the demonstrated ability to identify and address issues related to this project's constraints. Include examples that demonstrate the Respondent's appreciation of design potential to minimize cost and construction impacts. Describe the firm's physical availability to RiverCom in terms of communication, conducting meetings and fieldwork. Describe how distance from the project site and RiverCom affect the response time to critical matters pertaining to the

project. Describe the firm's approach to working with various groups of staff during the design phases, as well as strategies for community involvement and information sharing during this phase.

Capacity to Perform the Work (50 points):

The Respondent's capacity to perform the work within reasonable time limitations, considering the Respondent's current and planned workload. Describe how the Respondent proposes to provide timely submittal and quality services with varying degrees of complexity, considering the current and planned work load of team members. Describe the Respondent's ability to provide the technical disciplines and services required to cover the work required by the project.

Financial Resources (Pass/Fail):

Submit evidence of the Respondent's financial strength and stability to complete this project. Provide letter from Respondent's insurance broker or agent confirming commitment to insure Respondent for general liability insurance levels sufficient for this contemplated project.

J. Final Selection and Award of Contract

Based solely on the evaluation of proposals, the Selection Committee may select an individual and/or firm or, at the Committee's discretion, produce a shortlist of the most qualified individuals and/or firms for further interview. The primary principle or lead person assigned to the project must be present during any interview process. Interviews may be conducted in-person or by a remote method.

Once a selection is made, RiverCom will contact the awarded individual and/or firm to negotiate a contract for services. If RiverCom is unable to successfully negotiate a contract, RiverCom may contact other firms that submitted a response and attempt to negotiate a contract.