



1804 Scott Road, Ste 101 • P.O. Box 872
Freeland, WA 98249

Phone: 360-331-5494 Fax: 360-331-5414
www.portofsouthwhidbey.com

August 10, 2017

Request for Qualifications for Architectural Services

Fairgrounds Facilities

Langley, WA

Project Information

The Island County Fairgrounds is a 12.8-acre property, located within the Langley City limits. The Port of South Whidbey (Port) gained ownership of the Fairgrounds in March 2017, with the goal of supporting the historic property and the annual Fair event, while also generating economic development for the South Whidbey community. The buildings on the property are in various stage of disrepair, but with great potential. The Port is seeking to renovate and improve many of the buildings in order to make them attractive and usable spaces for the community and to generate revenue.

The Port's priority projects for the Fairgrounds are 1) install a second emergency exit in the Blackbox Theater, and 2) renovate and expand the Coffman Building, to include expanding the current commercial kitchen.

The Blackbox Theater is a small space in the Pole Building that has been renovated by a theater company called OutCast. The Theater has seating for 45 guests. In June 2015, South Whidbey Fire District Chief identified that the theater requires an additional fire exit to accommodate the size of the space intended to be occupied by people.

In May 2017, the Port entered into a Memorandum of Understanding with Goosefoot Community Fund for the enlargement and improvement of the commercial kitchen space in the Coffman building. The goal is to greatly broaden the utility of the kitchen, accommodate more than one tenant at a time, and also for Goosefoot to manage the facility. The Port also wishes not to decrease the meeting space with the kitchen expansion, so it is the Port's intention to expand the building to accommodate the kitchen expansion while also maintaining the meeting space.

Project Location

819 Camano Avenue
Langley, WA 98260

General Scope of Services

General scope of services required by the selected architectural firm shall be as follows:

- Meet with Port (and Goosefoot as appropriate) representatives to establish project plans.
- Provide planning, architectural, civil, landscape, structural, mechanical, electrical, acoustical, and all other architectural services necessary for the Port's projects at the Fairgrounds.
- Design project, obtain appropriate permits, and prepare construction contract documents.

- Assist with project bidding process.

General Architectural Firm and Submittal Requirements

Architectural firms shall include the following in their response:

- Letter of Interest
- Company profile/brochure illustrating the capabilities of the firm necessary to complete project designs
- State of Washington License: Architectural firms shall be licensed to practice in the State of Washington
- Office Location: Local office providing services shall be located within 100 driving miles of Langley, Washington
- Insurance forms indicating the firm’s ability to provide insurance in the following amounts:
 - Professional Liability Insurance – combined single limit of \$1,000,000, aggregate limit of \$2,000,000
 - General Liability Insurance – minimum limit of \$1,000,000; if aggregate, limit of \$2,000,000
- References – Provide a list of up to six projects, similar in size and scope, which have been successfully completed by your firm. Also provide references and qualifications of persons that will perform duties on this project. References shall include all pertinent project information, contact names and telephone numbers.

Selection Criteria

The following Selection Criteria will be used to shortlist and select firms:

- Proximity of the consultants to the project site
- Qualifications and expertise of consultants relating to projects of similar scope and complexity
- Familiarity with State of Washington Public Works procedures
- Demonstrated interest
- Quality of consultant’s service received by previous clients
- Key personnel experience relating to design for projects of this type and complexity
- Cost estimating skills related to design and planning projects

Selection Schedule

August 9-21, 2017:	Advertise RFQ
August 21, 2017:	All proposals received
August 22, 2017:	Port Commissioners meet: review proposals and create interview shortlist
August 28 – Sept 1, 2017:	Interviews
September 1, 2017:	Send notification of results to all firms
September 1 – Sept 8, 2017:	Negotiate & Complete Agreement/Contract
September 12, 2017:	Commissioner approval of Agreement/Contract
September 13, 2017:	Planned Notice to Proceed

Deadline for Response

Please respond with a Letter of Interest with Qualifications, including a summary list of Consultant team members with applicable Qualifications and identification of the project lead. Six (6) hard copies should be received at the Port office no later than **4:00 p.m. on Friday, August 25, 2017**. *Please note the Port office address information as follows:*

MAILING ADDRESS

P.O. Box 872
Freeland, WA 98249

SHIPPING/STREET ADDRESS

1804 Scott Road, Suite 101
Freeland, WA 98249

We appreciate your consideration of this request, and look forward to your responses. If you have any questions, please feel free to call 360.331.5494 or e-mail execdir@portofsouthwhidbey.com.

Angi Mozer
Executive Director