

San Juan County, Washington
County Administration
350 Court Street
Friday Harbor, WA 98250

Request for Qualifications

San Juan County is seeking qualifications from a team of geotechnical engineering professional(s) that **will perform geotechnical engineering field investigation, analysis and reporting** in support of the County's future building site north of the County Courthouse in Friday Harbor on San Juan Island. The resulting geotechnical evaluation and report will be used in the planned schematic (30%) design project to inform the building placement, location, engineering design and construction.

RFQ 2019-2/Administration

San Juan County, Washington requests interested parties submit proposals for the above referenced Request for Qualifications.

Project Overview

San Juan County (County) seeks a team of professional geotechnical engineers to perform field investigation and analysis to develop geotechnical engineering conclusions and recommendations on the County Courthouse parking lot site (Attachment A). The project will be coordinated by the County Manager's Office and may require meetings with other County departments and staff. In addition, the geotechnical consultant will be required to consult with the architect consultant during the architect consultant's schematic (30%) design planning efforts estimated to start in June and be completed by the end of 2019.

The scope of work (Attachment A) and conceptual design work (Attachment B) are attached and hereby incorporated into this RFQ by reference.

Proposed Timeline - 2019

Statement of Qualifications Due	May 7, 2019
Review RFQs & Possible Consultant Interviews	May 22, 2019
Selection/Award	May 28, 2019
Contract Negotiations, Approval & Execution	June 14, 2019
Work to commence (no later than)	June 24, 2019
Draft Report	July 19, 2019

Due Date/Time

Please submit one electronic copy of your Proposal to: miket@sanjuanco.com by 3:00pm on **May 7, 2019**. No submittals will be accepted after said date and time. Alternatively, six copies of the response may be mailed or hand delivered to San Juan County, Administration, 350 Court Street #5, Friday Harbor, WA. 98250. Please note that mailed items take 2-3 days longer than what is experienced on the mainland.

Response Requirements & Format

All costs incurred to develop proposals in response to the RFQ are the obligations of the geotechnical engineering consultant and are not chargeable to the County. All responses and accompanying documentation will become the property of the County and will not be returned. Proposals may be withdrawn at any time prior to the published close date.

1. Project Understanding – Summarize your team’s understanding of the project, its scope and how the team plans to address the specific challenges of the project, including but not limited to performing work on a parking site that is in operation Monday thru Friday during normal business hours and periodically in the evenings and weekends.
2. Methodology – Using the County’s scope of work, provide further development of your team’s specific methodology for the project.
3. Team Description – Provide an organizational chart or similar explanation of your team members’ role and responsibilities and include a summary of each team member including, at a minimum, their office location and area of expertise.
4. Key Team Member’s Resumes – Identify each team member by name; explain their role on this project, their strengths to the team and their relevant project experience.
5. Adherence to Schedule – Show the ability of the team to meet the proposed project schedule including confirmation of staff availability.
6. Relevant Project Experience – Provide examples of similar projects.

Selection & Award

All interested individuals are requested to provide a response containing all required elements herein to San Juan County at the stated address and by the deadline given. A selection committee will review and evaluate all proposals based on the below criteria. The County may elect to invite firm(s) to make a presentation and/or interview to support their proposal. The selection committee will rely primarily on the content of the proposals submitted in selection of finalists and, therefore, respondents must emphasize specific information identified pertinent to the project.

The Proposals will be evaluated on the following items:

1. (35%) Project understanding, scope, and plan to address the specific challenges of the project.
2. (30%) Relevant experience with similar type municipal or civic campus projects.
3. (25%) Qualifications of key team members, availability, and proposed calendar.
4. (10%) Experience in San Juan County.

Upon selection of a geotechnical engineering consultant, the County intends to enter into an agreement using its standard Professional Services Agreement which shall be used to secure these services.

San Juan County reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the County.

Questions and Inquiries

Please direct any questions concerning this RFQ, the County's requirements or its evaluation process to the agent listed below. Any information obtained from any other source shall not be binding and may disqualify your proposal.

Kim Herrenkohl, Management Analyst, County Manager's Office
Office: (360) 370-7403
kimh@sanjuanco.com

Attachment A – Scope of Work

San Juan County Civic Campus Plan – Geotechnical Engineering Evaluation

For RFQ 2019-2/Administration

Background

San Juan County's functions are housed in a variety of facilities and sites that have developed sporadically over time. Nine departments are located in several facilities in the Town of Friday Harbor and the current configuration does not support efficient operations or customer service and the facilities are becoming increasingly costly to maintain.

In 2018, the County obtained a conceptual design for a new building planned for construction on County-owned property (Site A – Parking Lot), north of the Courthouse, in the Town of Friday Harbor. The County is currently in an RFQ process to retain the services of an interdisciplinary team of professionals, led by an architectural firm, that will further the county's planning efforts by developing a schematic (30%) design which incorporates and builds upon the 2018 conceptual design.

The Site A – Parking Lot is approximately 1.1 acres and consists of San Juan County parcels: 351150008000 (0.6802 acres) and 351351001000 (0.4278 acres). There are approximately 84 parking spots on the Site A – Parking Lot, which is used Monday thru Friday during normal government business hours (8:00 a.m. to 5:00 p.m.) and during the evening hours and weekends by the adjacent property owner, San Juan Community Theatre.

The parking and driving portions of Site A – Parking Lot are covered in chip seal material.

- Creating a geotechnical engineering report which documents the field investigation, analysis, conclusions and recommendations to assist the County in making decisions, including but not limited to, the correct excavation method, identifying potential site improvement needs, and appropriate site building foundation systems.

Refer to Attachment B for the full conceptual design report from the County's architect consultant, Miller Hull Partnership.

Task 1 - Project Initiation and Administration of Project

The geotechnical engineering consultant team will work with the San Juan County project manager to refine the work plan, budget, and schedule. The consultant will provide status updates as needed throughout the project.

Task 2 – Kick-Off and Background Research

The project manager and geotechnical engineering consultant will plan a Kick-Off Meeting to clarify project objectives, confirm key participants, review the general schedule, and plan next steps.

The consultant will review existing background data as part of this task with particular focus on prior conceptual design documents. The prior conceptual design documents will provide the consultant with:

- The Council selected Site A for the location for the building and parking including the placement of the building, general architectural design (interior and exterior) of the building, placement of the departments and Council Chambers within the building and basic parking lot layout.
- Specifically, under the *Preferred Alternative Development* section heading, the identification that there is an existing basalt rock outcropping on Site A – Parking Lot and that the conceptual design works to "*maintain and celebrates the rock outcropping and make an effort to root the building to the site and tie the building to the rocks.*"
- An understanding of community objectives received from two surveys.

The County will provide all relevant other background information for the consultant team's review.

Task 3 – Sampling and Analysis Plan, Field Investigation and Analysis Work

The consultant will provide a sampling and analysis (SAP) that details the planned field and testing investigation in support of the geotechnical engineering work. The draft SAP will be provided to the County for review and comment before finalizing and conducting the field investigation. The consultant will perform geotechnical investigative, laboratory and analysis procedures as described in the SAP on County-owned parcels 351150008000 and

351351001000 with the goal of developing geotechnical engineering conclusions and recommendations for the design and construction of a Civic Campus building at this site.

The field investigative work must consider and take into account the challenge that this is an active parking lot, utilized Monday thru Friday during normal work hours by the County and during some evenings and weekends by the San Juan Community Theatre.

Task 4 – Report

The consultant will produce a draft written report of their field investigation work, laboratory testing, engineering analyses, and geotechnical engineering conclusions and recommendations for County review which may include review by the County's architect (30% design) consultant. Once reviewed by the County and architect consultant, and any suggested changes are made to the report, the consultant will finalize the document including being stamped by the geotechnical engineer of record, licensed in Washington State.

Task 5 – Work with Architect Consultant as part of Schematic (30%) Design

The geotechnical engineering consultant will work directly with the County's architect consulting team to facilitate and inform the County's schematic (30%) design planning efforts. The geotechnical engineering consultant will be available, as needed, throughout the schematic (30%) design planning effort which may extend into early 2020.

Schedule

This work will be completed within one to one and a half months from the notice-to-proceed.

Any questions regarding this RFP should be directed to Kim Herrenkohl at (360-370-7403) or kimh@sanjuanco.com.

Attachment B – Conceptual Design

San Juan County Civic Campus Plan

Background

San Juan County engaged the services of a team of interdisciplinary professionals during 2018 and received a conceptual design report to assist the County in developing a master plan for a new campus in Friday Harbor, San Juan County.

The final conceptual design report is located at this [link](#).