

Addendum #1

**City of Kirkland RFQ:
Recreation and Aquatics Centers Feasibility Study
Job #37-22-PCS
Answers to questions submitted by 5:00 PM on June 13, 2022:**

Where indicated, responses are provided to groupings of submitted questions that asked the same or similar overarching question.

Q1: Does the City have the option to continue with the team selected for the predesign work to execute full project delivery, or will there be another team selection process once full project funding is confirmed?

Response: There will be another contract selection process if funding for the project is confirmed. The City anticipates this selection process will not happen until January 2024 at the earliest.

Q2: If there is another team selection process, is the awarded Predesign team precluded from pursuing the full project delivery scope?

Q3: Will the team selected for the Feasibility study be precluded from pursuing the later stages of the project?

Q4: Would the selected firm be precluded from the final design + construction if voters proceed with the ballot election?

Q5: Will the selected firm for the feasibility study be able to work on future phases including Architect of Record?

Response to Q2 – Q5: The team selected for the Feasibility study will not be precluded from pursuing later steps in the project, including full project delivery, should the project receive funding. As stated above, there will be another contract selection process.

Q6: Page 5 Site Selection and Analysis notes that sites should have geotechnical evaluation, environmental evaluation and other due diligence processes performed. Will the City be contracting directly with these contractors or is the expectation that the consultant includes them on our team?

Q7: Will site investigation consultants be hired by the City or is it the responsibility of the Proposing team? Geotech, environmental, survey, traffic.

Response to Q6 & Q7: It is the responsibility of the consultants submitting qualifications for the feasibility study to include all types of positions needed to complete the scope of work. The City will not be conducting a separate contracting process. The City is only seeking preliminary geotechnical and environmental evaluation on the final four selected sites.

Q8: You have noted that a preliminary geotechnical site and environmental evaluation and other due diligence processes should be included for the selected sites. Is the intent to complete this work on all 10 possible sites, or for a narrowed list of sites.

Response: In partnership with City staff, the City is asking for the consultant's basic due diligence approach to consider a number of potential sites and narrow the list to four final sites. The intent is for the consultant to complete the more detailed analysis as state in the response to Q6 & Q7 with preliminary geotechnical and environmental evaluation. As stated in the RFQ page 6 under deliverables, concept plans should be completed for Peter Kirk Park with a large recreation and aquatics center, one additional site for a large recreation and aquatics center, and two local recreation community centers selected through the building program options and site analyses.

Q9: For community outreach / stakeholder engagement, will the pre-design team participate in a process set up by the City, or will the Consultant be responsible for planning and facilitating this scope task?

Response: The consultant team is expected to participate in a process set up by the City, as outlined in the RFQ sections discussing the Parks Funding Exploratory Committee (PFEC). The consultant team will provide up to 4 presentations to PFEC and additional presentations to City Council. Significant community engagement was recently completed for the 2022 Parks, Recreation and Open Space (PROS) Plan update. However, as stated on page 5 of the RFQ, the consultants will need to conduct a market and trends analysis to help refine the building program plans.

Q10: Should the deliverables include renderings of the concept designs for the large facility (Aquatic & Recreation Center) and the medium facility (Community Center)?

Response: Yes, visual renderings of concept designs for the large facility and two medium facilities are expected in the final product.

Q11: What is the project's anticipated construction budget?

Response: Budget has not been determined at this time.

Q12: May resumes be exempt from the 25-page limit?

Q13: May covers, dividers, table of contents, and a cover letter be exempt from the 25-page limit?

Response to Q12 & Q13: The total number of pages submitted should not exceed 25. This includes resumes, covers, dividers, table of contents, cover letters, etc.

Q14: Page 8 Proposal Submittal Instructions notes that if paper proposals are being submitted, they must be received by the due date. Are paper proposals required or is an email/electronic copy acceptable?

Q15: Can you confirm that we can either submit electronically via email OR paper copies?

Response to Q14 & Q15: As outlined on RFQ page 8 items 2 and 3, electronic submissions are accepted via email to purchasing@kirklandwa.gov. Firms may submit either electronically via email or paper copies, and are not expected to use both.

Q16: Has the City determined who their project manager will be for this project?

Response: No.

Q17: Has the City determined the make-up of the project team?

Response: This feasibility study is part of a wider City project team supporting exploration of funding possibilities and options related to parks, aquatics, and recreation. The primary people from the Parks and Community Services Department include the Director, Deputy Director, Management Analyst, Parks Operation Manager, Park Planning and Development Manager, Recreation Manager, and Communications Program Specialist. The team also includes staff from the City Manager's Office, Public Works Department, Finance and Administration Department, and the Planning and Building Department.

Q18: Has the City determined a budget range for this project?

Response: The original budget allocated was \$100,000; however, the scope of work changed and a new budget range has not been determined.

Q19: Where is Attachment A "City's standard Professional Services Agreement"?

Response: Please see page 13 of the RFQ document.

Q20: Page 7 Submission Criteria item 2.5 notes to provide "detailed information on the Contractor's proposed fee schedule for items and/or services". Are you looking for consultants to submit a fee for the scope of work outline in this RFP?

Q21: The evaluation criteria Evaluation criteria on page 9 notes that a cost schedule will make up 15% of the scoring criteria. What are you looking for with this cost schedule? Would hourly rates suffice?

Q22: The Submission Criteria item 2 states: "Detailed information on the Contractor's proposed fee schedule for items and/or services. proposed and any variation for non-routine services, inclusive of Washington State sales tax; leasehold excise tax and any other applicable governmental charges." In the selection criteria, the RFP states that 15 points will be allocated to the price submitted. We believe that this is an error as a copy and paste from an RFP for construction and not appropriate for design. Soliciting fee proposals as a part of selection for design services is not allowed by law in Washington state for any government agencies or for any publicly funded work. Additionally, Washington sales tax does not apply to design services. Please review this to determine if an error was made and if appropriate issue a clarification in this matter so we know how to respond to this solicitation.

Response to Q20 – Q22: After initially issuing this work as an RFP, the City re-issued the work as an RFQ that removed the request for vendors to provide pricing for their services. The Scope of Work and non-cost related items mentioned in the Submission Criteria will remain the same. The City's evaluation criteria will no longer include vendor cost. Please see RFP Addendum 1: Cancellation of RFP 37-22-PCS and RFQ 37-22-PCS for details. Do not include a fee schedule in your submission.