

REQUEST FOR QUALIFICATIONS (RFQ)

CITY OF LAKEWOOD

Lakewood City Hall Redesign Study

Date of Issuance: **January 10th**

Voluntary site visit: **January 19th at 2PM, meet at Front Desk on 1st Floor of City Hall**

Due Date for questions: **January 28th, 5PM**

Due Date for proposals: **February 9th, 5PM**

Point of Contact:

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DIVERSITY, EQUITY, & INCLUSION

All Minority & Women Business Enterprises (MWBs), Veteran Owned Businesses (VOBs), Disadvantaged Business Enterprises (DBEs), and Small Business Enterprises (SBEs), are strongly encouraged to apply.

PROJECT DESCRIPTION & BACKGROUND

The City of Lakewood is soliciting Statement of Qualifications (SOQs) from interested consultants for architectural, engineering, and workspace design services to produce a report detailing City Hall redesign possibilities that meet staff space needs while maximizing workflow, collaboration, and service provision efficiency. The pandemic has made evident the need for redesigning City Hall to better accommodate City staff hybrid work schedules, while also introducing the possibility of leasing out unused office space to private firms. City Hall has 54,957 net square footage that consists of three floors and an underground parking/storage area. The building was constructed in 2002.

SCOPE OF WORK

The selected design team (Consultant) will produce a report in two phases:

- **Phase I: Needs Assessment:** A “Needs Assessment” that ascertains staff space needs for all department and services that reside in City Hall. This portion of the report must include the following:
 - ***Analysis of future staff space needs***, as detailed by Department Directors and Managers, that estimates the required square footage for each department and service residing in City Hall.
 - ***A PowerPoint succinctly summarizing results***

Prior to proceeding with Phase II, Consultant will present the assessment to the City and obtain concurrence from management leadership about future staff space needs assessment.

- **Phase II: Floor Plans & Cost Estimates:** Based on Phase I required square footage results, ***three*** redesign possibilities will be provided, detailed on floor plans, categorized into three cost options: ***low cost, medium cost, high cost***, in terms of dollar amounts. The Consultant is responsible for approximating the cost of each option using local contractor prices. This portion of the report must include the following:
 - ***Three floor plans (low, medium, high cost)*** that meet the required square footage found in Phase I, detailing the location of cubicles/desks/offices/workspaces, for each department and service, as well as any necessary structural modifications. The floor plans should maximize workflow, collaboration, and service provision, as defined below.
 - ***Cost-Benefit Analysis of each floor plan compared to the status quo/each other***, using criteria such as workflow, collaboration, and service provision efficiency, defined below, and any other criteria the Consultant considers important.
 - ***Office Space Lease:*** An estimate for the revenue generated from leasing unused office space should be factored into the CBAs.
 - ***Cost estimates for each floor plan***, using local contractor prices, while also accounting for energy regulations.
 - ***A PowerPoint succinctly summarizing results***

The following definitions are to be used:

- **City Hall staff** – Hourly and salary staff members, as identified by Department Directors and Managers, who utilize space at City Hall. This does not include the Lakewood Police Department.

- **Workflow** – The ability of City Hall staff to collaboratively engage with one another, whether within or across departments, for the purposes of increasing productivity. Workflow also consists of the ability of City Hall staff to effectively utilize resources critical to their position (supply cabinets, printers, computers, meeting rooms, break rooms, physical records, etc.)
- **Collaboration** – The ability of City Hall staff to be situated near colleagues who are critical to their own success, such as staff of the same department, supervisors and supervised staff, as well as having meeting spaces accessible nearby.
- **Provision of City Hall services** – The staff, space, and resources that work together to efficiently and effectively provide City Hall services.

The following initial input from City Hall staff should be taken into consideration:

- Hybrid work schedules will be a permanent policy at City Hall. On every floor, there are some staff working hybrid schedules, such that their cubicle/desk/workspace remains unused for part of the week. We prefer a solution where there is a consolidation of multiple, disparate staff workspaces into larger, shared workspaces that both provide social distancing and integrate with staff schedules such that the least amount of staff share the space on any given day.
- The Lakewood Municipal Court is situated on the first floor, where the courtroom and court services desk are located. Due to separation of powers, the Legal department, which houses the City's prosecutors, must be situated as far away as possible from the municipal court. In addition, the City contracts with public defenders, who are contractually obligated to use meeting rooms and private spaces to consult with clients. Public defenders must be separated from the municipal court and prosecutors.
- Multiple departments have record rooms that are currently being transitioned into an electronic format. New floor plans will need to take this transition into consideration, as for the time being, departments still need access to their physical records.

QUALIFICATIONS

Qualified Consultants shall show experience with the following:

1. Experience with conducting needs assessments regarding workspace redesign projects of similar scope
2. Experience with architectural and engineering services related to workspace redesign
3. Experience with conducting Cost-Benefit Analysis, architectural/engineering/workspace redesign project cost estimates, and floor plan creation

EVALUATION CRITERIA

The SOQs will be evaluated based on the following criteria:

1. Project team experience and qualifications.
2. Understanding of the project requirements.
3. Project team's experience with workspace redesign studies of similar scope.
4. Approach to project.
5. Past performance and references.

The RFQs will be evaluated by a committee comprised of City staff. The top three consultants will be invited to interview with the evaluation committee. Interview format will be determined and shared after the SOQs are reviewed. Final selection for this project will be based on a combination of interview results, SOQs, and past performance and references.

TENTATIVE SCHEDULE

- Receipt of proposals: February 9th
- Evaluation of proposals: week of February 14th
- Interviews/Selection of firm: week of February 21st
- Estimated project start date: March 7th
- Estimated completion: July 1st

STRUCTURE OF SOQs

- The SOQ shall be limited to 10 double-sided, 8 ½" by 11", 11 pt. font pages not including the cover. Appendices do not count towards the page limit. *Appendices are reserved for résumés only.*
- Provide résumés for each team member, highlighting the experience outlined in the Qualifications section.
- Provide narratives that detail three projects of similar size and scope. Include whether or not the project was finished on time, within budget, and something that went wrong but was rectified by the team; provide references for each project as well (no more than 5 years old).

DEADLINE FOR RECEIPT OF SOQs

All SOQs must be received electronically, in .pdf form, via email to **Michael Vargas** no later than 5:00 p.m. on the above due date (**February 9th, 2022**). Late submittals will not be accepted.

ANSWERS TO QUESTIONS AND REVISIONS TO REQUEST FOR QUALIFICATIONS

Any revisions, addendums and answers to questions received by the due date for questions will be sent to all Consultants via email.

SITE VISIT

A voluntary site visit for this project will be held on January 19th at 2PM. Please meet at the Front Desk on the ground floor of City Hall. Contact **Michael Vargas** with questions.