



Fort Steilacoom Park H-barn Renovation A&E Services Request for Qualifications (RFQ)

1. INTRODUCTION

The City of Lakewood (City) is seeking Request for Qualifications (RFQ) from qualified parties to provide professional architecture and engineering (A&E) services to support the renovation of a 120-year-old barn into a commercial multi-use event space.

Any questions or clarifications regarding this RFQ shall be directed to:
Mary Dodsworth
Parks, Recreation and Community Services Director
6000 Main Street SW
Lakewood, WA 98499
253-983-7741 (office)

2. BACKGROUND INFORMATION

The City of Lakewood owns a 10,000 square foot historic barn identified as the 'H-Barn' due to its layout and architectural features. The H-barn is set in Fort Steilacoom Park located at 8714 - 87th Ave SW in Lakewood, Washington. Fort Steilacoom Park has a rich history and is a top regional attraction offering 350+ acres of year-round active and passive open spaces, sport fields, site amenities, facilities and recreational programs, events and opportunities for both public and private use. The City of Lakewood is requesting proposals from individuals or firms with experience in the design, renovation and restoration of public historic structures. When completed, the City envisions using the H-Barn as a converted space for multi-functional use, educational programs, community gatherings and public and private special events benefiting our local and regional community. A preliminary feasibility study and schematic design has been completed. The project budget is estimated at \$7.5 million.

3. TIME SCHEUDLE

Issue of RFQ: **December 13, 2024**

Barn Tour: **December 19, 2024 at 9:00 a.m.**

Deadline for Proposals: **4:00 p.m. on January 7, 2025**

Proposal Review and Interviews: **January 8 – 22, 2025**

Anticipated Contract Award: **February 4, 2025**

4. SCOPE OF WORK:

The comprehensive scope of work shall be performed by the selected architect and their team for the renovations of the H-Barn at Fort Steilacoom Park. The purpose of the contract is to complete site analysis, surveys, and any associated research to prepare drawings and a set of construction documents needed to permit, bid and renovate this historical property. Services could include but are not limited to architectural, civil, mechanical, electrical, geotechnical, seismic, engineering, and plumbing, and should include interior finishes and exterior landscaping. The contractor will:

- Conduct a comprehensive site assessment of the existing barn structure and surrounding areas.
- Develop a building program outlining the specific facility needs and functionalities of the event space in coordination with the project stakeholders
- Analyze the barn's capacity based on the latest International Building Codes (IBC) and occupancy requirements for commercial properties.
- Collaborate with qualified subconsultants to develop plans and bid set documents that include mechanical, electrical, plumbing, fire protection systems as well as parking, accessible routes and outdoor landscaping and gathering spaces.
- Design with key milestones at 30%, 60% and 90% in order to meet program & stakeholder project goals, create cost estimates, meet City, County and State regulatory requirements.
- Prepare and submit all required permits to complete construction
- Understand the complex nature of restoring historic buildings and within historic districts.
- Develop creative solutions to enhance and retain the building and silos for public use and access.

- Provide construction administration services including reviewing shop drawings submittals and oversight of construction activities.

5. REQUIRED QUALIFICATIONS

The lead architectural consultant firm must be registered in the State of Washington and possess a valid license to practice architecture.

Additionally, the team should demonstrate:

- Proven experience in the renovation and conversion of historic structures.
- Expertise in designing multi-use event spaces that prioritize functionality, safety, and aesthetics.
- A strong understanding of the current International Building Codes (IBC) and accessibility standards.
- Experience in collaborating with subconsultants on mechanical, electrical, plumbing, and fire protection systems.
- A proven track record of successful project delivery within budget and schedule constraints.

6. INSTRUCTIONS TO PROPOSERS

- All proposals must be submitted to City Clerk Briana Schumacher via email at: bschumacher@cityoflakewood.us clearly marked in the subject line as: **RFQ H-barn Renovation A&E Services**
- All proposals must be received by the deadline which is 4:00 p.m. on January 7, 2025.
- Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's experience and capabilities to satisfy the requirements of the request. The City will not be responsible for any costs incurred by the proposer in preparing, submitting or presenting the RFQ.
- All proposals must contain the following information:
 - A letter of interest
 - General information about the proposer (individual or firm), including a description of the proposer's background, the number of years the proposer has been in business, and current or previous names, or additional assumed business names, and any other pertinent information.
 - Project Team and Staffing. Provide the names of the lead contacts of all members of the proposed team (including sub-

contractors) and describe their relevant experience and responsibilities for this proposal.

- Description of Related Experience and Examples of at least three similar or historic projects successfully completed by the firm in the past five years.
- Three client references with contact information
- Project approach and methodology
- Anticipated project schedule from design to bid opening

7. SELECTION PROCESS:

A committee comprised of representatives and stakeholders from the City of Lakewood will review all proposals submitted in response to this RFQ. The selection process will be based on the following criteria:

- Qualifications of the proposed team, including experience with relevant projects and staff expertise.
- Understanding of the site, project scope and objectives.
- Proposed project approach and methodology.
- References from previous clients.

Disclaimers:

This RFQ does not constitute a commitment by City of Lakewood to enter into a contract. City of Lakewood reserves the right to reject any or all proposals and to modify the project scope or selection process at its sole discretion.

Thank you for your interest in this project. We look forward to receiving your qualifications.