



210 East 4th Street, La Center, WA 98629
Ph: 360-263-7665 Fax: 360-263-5700

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR SHOP ADDITION AND SITE IMPROVEMENTS
AT THE PUBLIC WORKS OPERATIONS CENTER**

The City of La Center is looking for a professional firm for a new shop addition and site improvements, including storm water facilities at our Public Works Operations Center. The address of the Public Works Operations Center is 291 East Ivy Ave, La Center, WA 98629.

The project also includes a new covered parking structure, property line adjustment, utility connections and revised parking grades.

The construction will be funded by the City of La Center Reet Funds.

The qualifications of staff, prior work experience with similar projects, experience in the city will be used to evaluate the proposal. Please submit your proposal for qualifications to include how you would address the following:

- Task 1. Project Understanding
- Task 2. Project Management and Administration
- Task 3. Project Survey
- Task 4. Project Civil Engineering Services
- Task 5. Project Structural Engineering Services
- Task 6. Project Wetland Delineation and Critical Areas Study
- Task 7. Project SEPA Environmental Determination
- Task 8. Project Planning
- Task 9. Project Bidding
- Task 10. Project Construction Administration Services

The qualifications should also address the following:

1. Prior work experience with similar projects.
2. Qualifications and experience of in-house personnel that will work on the project.
3. A project design will need to be completed by April 11, 2025, so the city can advertise the project on or before May 1, 2025. It is expected the construction would be completed by October 31, 2025.
4. Identify any work that would be completed by sub-consultants. Information on the qualifications of the sub-consultants should be included in the proposal.

Based on preliminary review of the site and estimated size of the building, we anticipate the construction of this project to be around \$600K. The selected firm will coordinate with city staff with design options during preliminary design, provide stamped design drawings and specifications in the bid package for advertisement, assist the city with building permit submittal and approval, assist the city for advertisement of bidding, prepare a cost estimate, assist the City for with bidder questions, construction change order review and approval and assistant with work completed with contractor invoices .

Submitted proposals will be evaluated with the following criteria.

Scoring

Prior work experience with similar projects	40%
Qualifications of in-house staff for this type of design	40%
Familiarity with the City of La Center & Topography	10%
Familiarity with REET Funding	10%

Proposals should be limited to 8 pages. The firm who is selected as best suited to perform the work will sign a professional services agreement with the City of La Center. The selected firm must obtain a business license with the city which requires a \$50 fee prior to completion of the professional services agreement.

The City of La Center is an Equal Opportunity Employer. Please direct inquiries, Monday – Friday, 8:00 a.m. to 5:00 p.m. to, Tracy Coleman, Planning and Public Works Director at 360-263-5189, email tcoleman@ci.lacenter.wa.us. The City of La Center reserves its rights under applicable law to reject any or all proposals and to waive procedural irregularities upon determining in the City’s sole opinion it is in the public’s best interest to do so. Proposals will be accepted until **4 PM on February 6th, 2025**. Please submit two copies of the proposal. Any proposal received after this date and time will not be reviewed.

Submit Proposals Clearly Labeled “Public Works Operations Center – Shop Addition & Site Improvements” in a Sealed Envelope, to 210 East 4th Street, La Center Washington 98629.

Tentative layout of the new shop

