



City of White Salmon

Request for Qualifications/Proposals

White Salmon Community Center Feasibility Study

November 2021

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A. Introduction

The City of White Salmon is seeking the services of a consulting firm to conduct a feasibility study for a new community center that would provide opportunities for a multi-functional facility that serve the community of White Salmon. The space would include opportunities for the Washington Gorge Action Program Youth Center and the White Salmon City Council.

B. Background

The City of White Salmon owns property located at N. Main. The property is approximately 32,234square feet in size and is located directly across the street from the Whitson Elementary school and near Rheingarten Park. This property has been identified by the City Council as an opportunity for a new community center. It should be noted that this planned community center is separate and different from the city's vision for the proposed purchase of the Walker House located in a different area of the community. The property currently houses a vacant structure previously used by the White Salmon Valley School District. This structure will be demolished in the future. The city also has an agreement with the school to provide a certain amount of parking spaces to be used by the school district .

The Washington Gorge Action Program Youth Center is currently located at 453 E. Jewett property owned by the City of White Salmon. This current location is not ideal for the youth center. The city council has identified allowing the Youth Center to co-locate within the proposed Community Center, possibly having dedicated spaces and/or shared space within the facility.

It is also the desire of the city to use the proposed facility for city council, planning commission, and other city related meetings. This would allow the Fire Department to use the entire first floor of the Fire Hall/Public Works Shop for fire department purposes. The city would also like to consider how a multi-use facility could be envisioned that provides for affordable housing, in addition to the stated community uses in the public use building.

C. Scope of Work

The scope of work for this project will consist of the following tasks and outcomes:

1. Meet with potential stakeholders and the project Steering Committee (City Operations Committee).

2. Conduct community outreach seeking public input on the types of services and potential partners that are seeking physical space for existing, expanding or new programs.
3. Work with the Steering Committee to determine priorities for types of services and activities based on need, commitment and viability.
4. Determine estimated scope, size and cost of a facility based on the property available, any constraints on the property (i.e. parking requirements for the School District), and priorities that have been identified.
5. Prepare 3 conceptual site plans showing the major features, building floor plan(s) and preliminary construction cost estimate
6. Provide a rendering of final option chosen by the city council.
7. Identify possible sources of grant and/or loan funds and capital campaign strategies to implement the project.

The proposal review committee will use the following criteria to evaluate the proposals that are submitted:

1. Demonstrated experience and knowledge in community center planning and design.
2. Experience working with steering committees and stakeholders to guide projects to a viable outcome.
3. Ability to generate cost estimates and develop financing options for proposed scenarios.
4. Experience leading public design charrettes and presentations to the community.
5. A creative approach to our specific project.
6. A viable project budget.
7. Positive references.

D. Project Oversight and Communication

The City's Clerk Treasurer will be responsible for managing the project, including providing direction and assistance to the consultant and coordinating the Steering Committee. The Clerk Treasurer will also provide oversight on the administration of the contract, invoicing and reporting.

E. Response Format

Responses to this RFP should consist of the following:

1. A technical proposal consisting of:
 - a. A cover letter expressing the consultant's interest in working with the City of White Salmon, including identification of the principal individuals that will provide the requested services, including any sub-consultants.
 - b. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outline in this RFP, any insights into the project gained as a result of developing the proposal and previous experience.
 - c. A scope of work that provides detailed steps to be taken, including any products or deliverables resulting from each task.
 - d. A statement describing why your firm is qualified to under the work requested.
 - e. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
 - f. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
 - g. Demonstration of success on similar projects, including brief project descriptions and contact names and addresses for reference.
 - h. A representative work sample similar to the type of work being requested.
 - i. A list of a minimum of three references with their contact information.

Please note that items 1-6 should be limited to no more than 10 pages. Resumes, professional qualifications and work samples are not included in this total.

2. A separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of subconsultants is proposed, a separate schedule must be provided for each.

F. Funding

This project is funded by City of White Salmon funds with a budget of \$75,000.

G. Contract Time Period

It is anticipated the City of White Salmon will award a contract to the selected consultant on December 15), 2021. All work on the project must be completed by April 30, 2022.

H. Consultant Selection

The consultant selection will be made by the White Salmon City Council with a recommendation from the Steering Committee. The Steering Committee includes members of the City Operations Committee, the City Clerk Treasurer, the City Land Use Planner, and the City Administrator. The committee may elect to interview consultants prior to final recommendation to the City Council, however interviews are not required. The committee will review the proposals based on the following criteria:

1. Qualifications of the firm and personnel to be assigned to this project. (15 points)
2. Experience of the consultant personnel working together as a team to complete similar projects. (15 points)
3. Demonstration of overall project understanding and insights into local conditions and potential issues (15 points)
4. Clarify of the proposal and creativity/thoroughness in addressing the scope of work. (15 points)
5. Submission of a complete proposal with all elements required by the RFP. (15 points)
6. A positive response from references. (10 points)
7. Cost proposal within budget. (15 points)

I. Submissions

Consultants wishing to be considered for this project shall submit one electronic copy of their proposal to:

Jan Brending, Clerk Treasurer
City of White Salmon
janb@ci.white-salmon.wa.us

Email Subject Line should contain: White Salmon Community Center Feasibility Study

Questions about the project should be directed to Jan Brending at the above email address or (509) 493-1133 Extension 205.

All proposals must be received no later than **12:00 noon on Monday, December 13, 2021**. Proposals and/or modifications received after this time will not be accepted or reviewed.

All proposals become the property of the City of White Salmon upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The City reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or its entirety this RFP as is in the best interest of the City. This solicitation in no way obligates the City to award a contract.

The City of White Salmon is an Equal Opportunity Employer.