



PORT ANGELES OPERATIONS CENTER – SPACE NEEDS ASSESSMENT REQUEST FOR QUALIFICATIONS NO. 230311

The Public Utility District No. 1 of Clallam County (the District) is requesting Statements of Qualifications from Architecture/Engineering (A/E) firms to perform a space needs assessment for a new operations center located in Port Angeles, Washington.

PROJECT DESCRIPTION

The new Port Angeles Operations Center will replace the existing operations center in Port Angeles, Washington including the following functions of (electric) utility operations:

- Automotive shop with material handling and storage,
- Facilities shop with material handling and storage,
- Vehicle bays with material handling and storage,
- Tool room,
- Hot room,
- Administrative Spaces,
 - ✓ Operations Manager Office
 - ✓ Vegetation Management crew shared office
 - ✓ Line crew shared office
 - ✓ Service crew shared office
- Outdoor material handling and storage,
- Outdoor equipment storage,
- Employee restrooms,
- Outdoor recycling area, and
- Employee parking.

SCOPE OF SERVICES

Develop a space needs assessment to replace the existing operations campus in Port Angeles, Washington evaluating the goals, needs, concepts and facts associated with replacing the aging, existing facility. The assessment shall ensure the new facility meets all the organization's operational needs, strategic goals, and budgetary constraints and guide future procurement of a site for the project.

Compile all collected data and information into a comprehensive needs assessment report. This report shall clearly outline the findings, recommendations, and the rationale for replacing the existing facility and shall include but not necessarily limited to the following:

- Identify current and future operational demands, ensure compliance, and support modernization of operations best practices.
- Identify key stakeholders
- Provide data on the current facility, including its physical condition, capacity, and deficiencies. Analyze historical data on facility usage, maintenance and operation costs, and operational inefficiencies.

- Prepare and include surveys of facility users and staff to gather input and/or feedback on shortcomings in the current facility, and the current and future needs.
- Identify changes/current requirements in building codes, industry standards and best practices, and other regulatory requirements to be addressed in the new facility.
- Provide a Uniformat Level II cost of construction estimate, and projected costs for equipment, maintenance, and annual operational expenses for the new facility.
- Provide guidance on technologies and innovative solutions available for improved operational efficiency today and meeting projected future needs.
- Provide evaluation of spatial requirements, such as office space, storage, equipment, and specialized areas needed for operations and ensure that the new facility optimizes space utilization as well as functional space adjacencies.
- Include strategic environmental and sustainability goals in the new facility design, including energy efficiency, waste reduction, and eco-friendly building materials.
- Include potential risks and challenges associated with developing the new facility and strategies to mitigate them.
- Identify industry benchmark and best practice areas for improvement and for setting performance targets.
- Assess the feasibility of the proposed new project including cost-benefit analysis, return on investment (ROI), and financing options.

Coordination

- Assembly of a subconsultant team including coordination with structural, mechanical, electrical engineering firms as required.
 - Team coordination shall be the responsibility of the A/E firm and shall be included in the scope of services.
- Upon award further coordination with the District's Superintendent/General Superintendent may be required to fully develop the scope of services for this project.
 - Project coordination shall be the shared responsibility of the A/E firm and the District.
 - The time and resources utilized to coordinate with the District shall be included in the A/E team's scope of services.

Estimated Schedule

- 11/22/23 Notice of Request for Proposals
- 12/19/23 Submittal of Statement of Qualifications Due
- 01/10/24 Notice of Consultant Selection
- 01/24/24 Final scope of work and contract negotiations completed
- 01/31/23 Notice to Proceed

Statement of Qualifications Submittal and Evaluation

The District assigns the following number of points to each section of the Statement of Qualifications as follows:

- 1.) Cover Letter (10 points):** The proposed manager and principal-in-charge must sign the cover letter. The cover letter should highlight the main items of the Statement of Qualifications that differentiates your firm from the competitors and provides the District with the greatest advantage.
- 2.) Project Understanding (15 points):** Project understanding should describe who is impacted by the project, what and who determines success and their expectations, and project limitations.

- 3.) Experience (25 points):** Experience should be demonstrated by brief descriptions of relevant projects, which were completed within the last 5 years, the staff assigned to work on them, and the staff who will be assigned to this project. Please provide a reference for each project
- 4.) Project Approach (40 points):** Your approach shall consist of a work plan for completing the specific tasks listed in the District's Request for Qualifications. The plan shall include an annotated work breakdown structure, a schedule, the level of effort (number of labor hours) for each task, and corresponding labor category. Address assumptions used to estimate the level of effort. Also, provide a list staff who shall be assigned to this project, their labor category, project role, their resumes, and cross-references to project(s) listed in Section 3, on which they worked
- 5.) Quality Assurance (QA) (10 points):** Describe your firm's client service quality assurance program ensuring your clients receive highest level of service and the greatest value at the least level of effort. Also, identify the metrics/measurements of project success and how they shall be monitored and communicated to the client, throughout the life of the project.

Submittal Requirements

The Statements of Qualifications must be submitted by December 19, 2023 by 2 p.m., PDT:

All submittals must be delivered in .pdf file format by E-Mail to:

contracts@clallampud.net

gdrake@clallampud.net

Statement of Qualifications shall be a maximum of twenty-five (25) pages, excluding cover, cover letter, table of contents, and resumes of the project team. One page is equivalent to one side of an 8.5x11 sheet of paper. Pages are to be letter size (8.5x11) and printed double sided, and/or an 11x17 folded page containing a table and/or chart counting as one page. Font shall not be less than 11 point.

Submittals must be in the official name of the firm and are at the consultant's own cost. All submittals become property of the District. The District reserves the right to amend terms of the "Request for Qualifications" (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

The District may choose not to accept a Statement of Qualifications due to any math error contained in a Statement of Qualifications.

Any questions regarding this project should be directed to George Drake, gdrake@clallampud.net, or by phone at 360-565-3201. Clarifications may be provided, questions that may provide an advantage will not be answered.

SELECTION

Following evaluation of the submitted statements of qualifications, the District will enter into cost negotiations with the top-ranked firm.