



CITY OF  
**SUMNER**  
WASHINGTON

**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL SERVICES**

**FOR THE  
RYAN HOUSE HISTORIC  
REHABILITATION PROJECT**

**NOVEMBER 2022**

**CITY OF SUMNER**  
**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES**  
**FOR THE RYAN HOUSE HISTORIC REHABILITATION PROJECT**

The City of Sumner solicits interest from consulting firms with expertise in historical building preservation and rehabilitation and landscape design. Services are anticipated to commence January 2023 for an approximately one (1) year period with the option for the City of Sumner to extend the term for additional time and money if necessary.

The City of Sumner reserves the right to amend the terms of this “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 City of Sumner reserves the right to retain the services of the firm awarded the project for subsequent phases associated with this project.

Prospective consultants will be required to comply with the ADA and Civil Rights requirements as adopted by the City of Sumner.

Aspects of this project may be subject to WA State Prevailing Wage rules, filings and requirements.

Consultants will be considered for the following project.

**PROJECT DESCRIPTION**

The City of Sumner owns the Historic Ryan House property located at 1228 Main St, Sumner WA comprised of an original 1860s cedar pioneer cabin, an 1885 addition and a kitchen addition. To date, and with substantial input from the community and City Council, the city has completed a Feasibility Study, Schematic Design Report, and Landscape Concept and is now seeking a design team to utilize the City’s previous efforts to develop these concepts into full construction-ready package(s) including, but not limited to, structural strengthening, exterior, interior, MEP, safety, fire protection, landscape design, and ADA accessibility.

Applicants should thoroughly review the project’s current Feasibility Study (2019), Schematic Design Report (2019) and Landscape Concept (2021)

**SUBMITTAL REQUIREMENTS**

The Statement of Qualifications (SOQ) should consist of no more than twelve (12) pages covering the below sections. The introductory letter, front and back covers, staff resumes, and section dividers will not be counted in the twelve (12) page limit.

1. **Introduction:** Provide a brief introductory letter stating the firm’s interest in the project.
2. **Discipline:** Provide a clear and concise statement of your firm’s specialty or specialties.
3. **Approach to project:** Provide a concise narrative discussion of your firm’s understanding and approach to the project
4. **Consultant’s Qualifications:** Consultant’s qualifications should include detailed information regarding the key team members and sub-consultants experience on similar

projects. A statement to the effect that the consultant's project lead and key team members, as well as sub consultants, will not be replaced without the prior approval of the City shall be included.

The consultants' qualifications should include the following information:

- a. Briefly describe at least three (3) but no more than five (5) projects of similar complexity and magnitude undertaken and completed in the past five years and provide references and a phone number for each reference.
- b. Provide brief resumes of no more than four key members of the proposed project team(s) and no more than two key members of each sub consultant who will work on this project.
- c. Of the listed reference projects, list the involvement of proposed project team members for who resumes have been submitted.
- d. List sub consultants and specify their involvement on the project. List no more than three projects of similar complexity and magnitude undertaken by the sub consultant in the past five years and provide references and a phone numbers for each project.

### **SUBMITTAL**

Please submit an electronic version of your Statement of Qualifications in a single .pdf document by email or other electronic means to [drewm@sumnerwa.gov](mailto:drewm@sumnerwa.gov) no later than 2:00 p.m. on December 2, 2022. Hard copy submittals are not required. Submittals will not be accepted after that time and date. Postmarks will not be accepted. Any questions regarding this project should be directed to Drew McCarty.

### **SELECTION PROCEDURE**

After the deadline for acceptance of proposals, the SOQ's received will be reviewed and evaluated by an Evaluation Committee comprised of, but not limited to, City staff, appointed or elected officials, and individuals chosen by Public Works staff to participate. The Evaluation Committee will rate written proposals based on the evaluation criteria listed below.

The City may choose to interview the top firms as ranked by the Evaluation Committee. Information from the interviews along with feedback from references will be incorporated into the final rankings.

If a contract cannot be negotiated with the top ranked firm, the City will contact the next firm in line and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

### **EVALUATION CRITERIA**

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualification/Expertise of Proposed Project Manager and Key Project Team Members;
- 2) Qualifications/Expertise of Firm;
- 3) Approach to the project with respect to building upon concepts already developed;
- 4) Familiarity with Historical Rehabilitation, the Ryan House rehabilitation project, and applicable laws;
- 5) Past Performance on similar projects/References.
- 6) Compliance with the submittal requirements above.

### **Americans with Disabilities Act (ADA) Information**

The City of Sumner in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Drew McCarty at [drewm@sumnerwa.gov](mailto:drewm@sumnerwa.gov) or 253-299-5719.

**Title VI Statement**

“The City of Sumner, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

**Dates of Publication:**

Dates of publication: Courier Herald, November 16, 2022. Seattle Daily Journal of Commerce, November 16, 2022.