

BELLEVUE CONVENTION CENTER AUTHORITY



Request For Qualifications

**For Architectural Design Services
For Conceptual Design of the Meydenbauer
Expansion**

**Notice Published
June 28, 2019**

**Response Due
3:00 P.M., July 26, 2019**

MEYDENBAUER CENTER

Request For Qualifications

Design Services

I. BACKGROUND AND INFORMATION

A. Announcement

Statement of Qualifications will be reviewed by the Bellevue Convention Center Authority ("BCCA") from consultant firms interested in providing architectural services for Expansion Concept Development for the Meydenbauer Center, 11100 Northeast Sixth Street, Bellevue, Washington, which is an existing, working public assembly facility.

The Bellevue Convention Center Authority (BCCA) is a public corporation chartered by the City of Bellevue (the "City") and has been duly constituted pursuant to RCW 35.21.730 et seq. and Ordinance No. 4092 of the City.

The BCCA is responsible for the operations of Meydenbauer Center. Meydenbauer Center is the premier convention and meeting services facility on the eastside of Lake Washington. Located in Bellevue, Washington, Meydenbauer Center hosts conventions, trade shows, meetings, banquets, and theater productions.

The Meydenbauer Center has begun planning for a major expansion of the Center with a target construction start for early work in 2021. The expansion will feature expanded multi-purpose halls, new ballrooms, additional flexible space for break out meetings, outdoor terraces, potential rooftop terraces and connections to adjacent properties, the new Sound Transit Light Rail Station and civic public spaces. The BCCA's goal is to complete the concept design phase by May of 2020. Meydenbauer Center will remain in operation during construction, considerations for phasing and timing of improvements will be important to minimize impacts on current operations. The project design approach should include consideration of adjacent development and short and long-term public realm improvements currently contemplated by the City of Bellevue including transit-oriented development adjacent to the new light rail station and the Grand Connection open space and parks connection over the 405 Freeway. The successful firm shall demonstrate a proven track record of successfully completing high profile civic projects with complex public context that deliver on the owner's vision and design to the budget. In the contract negotiations phase with the initially selected firm, the BCCA will place emphasis upon a review of proposed fee structures and overhead costs in order to ensure the most cost-effective use of public funds on the design of a project of this size.

B. Time and Place for Submittal

A pre-submission meeting for interested firms will be held on July 8 from 1:00 pm to 2:30 pm in the third floor Administration Office at Meydenbauer Center. The meeting is not mandatory and will include a tour of the Meydenbauer Center, project site and neighborhood.

After the pre-submission meeting, firms may e-mail any questions to the BCCA's representative, Tim Carr at **tcarr@meydenbauer.com**. The BCCA in its sole discretion will issue responses as it deems appropriate. Said responses will also be provided to other Proposers who supply their e-mail address to the BCCA's representative.

Copies of the Request for Qualifications, which outlines the consultant selection process and the required information submittals, may be obtained from the third floor Administration Office at Meydenbauer Center, 11100 NE 6th Street, Bellevue, Washington 98004 or by e-mail from the BCCA's representative at: **tcarr@meydenbauer.com**.

Statements of Qualifications shall be submitted no later than **3:00 p.m.** on **July 26th** to the Meydenbauer Center, third floor Administration Office, 11100 NE 6th Street, Bellevue, Washington 98004. Any company failing to submit information in accordance with the procedures set forth in the Request for Qualifications may be considered non-responsive and may therefore be subject to disqualification by the review panel.

All information shall be submitted at the dates and times indicated herein to Meydenbauer Center, third floor Administration Office, 11100 NE 6th Street, Bellevue, Washington 98004 clearly labeled "Architectural Design Services Expansion Concept Development". Communications regarding this RFQ and selection process with BCCA officials or staff other than communications e-mailed in accordance with the advertisement shall cause the company involved to be subject to disqualification.

II. PROCUREMENT PROCESS

Qualifications shall become the property of the BCCA and shall be considered public documents. The BCCA reserves the right to reject any and all qualifications received.

The BCCA will select, if at all, the company whose qualifications in the sole judgment of the BCCA best meets the criteria set forth in this solicitation and is in the best interest of the BCCA.

A. Selection Process (Notes: Interviews 1st/2nd week of August – Board approval targeted for August 28th)

Review By Panel

Prior to the qualification submittal deadline, the BCCA will designate a review panel to review those qualifications received by the due date and time specified in the Advertisement. Review of the qualifications will be made on the basis of criteria set forth in section IV below. At BCCA's discretion, selection of a company may be made solely on the basis of original submittals without oral interviews or negotiation. If BCCA elects to conduct interviews they will take place during the 1st and 2nd week of August.

B. Contract Negotiations

Contract negotiations may be conducted with the company deemed best qualified by BCCA. In the event a mutually acceptable contract cannot be negotiated with the selected company the BCCA reserves the right to negotiate with other responding companies. Upon negotiation of a mutually acceptable contract, the BCCA will award the contract or contracts, if any. Insurance

requirements are included in that contract. The BCCA reserves the right to reject all qualifications and reissue the RFQ.

C. Protest Procedures

Any Proposer showing a substantial economic interest in the award of a contract under this RFQ who claims to be aggrieved in connection with the solicitation or proposed award of a contract under this RFQ, may protest to the BCCA in accordance with the procedures set forth herein. Protests based on the contents of this RFQ which are apparent prior to the date and time designated for submittal of Statements of Qualifications shall be submitted no later than seven (7) calendar days prior to said date. Any protests related to the content of the RFQ not submitted by this date shall be deemed waived. Protests based on other circumstances shall be submitted within five (5) calendar days after the allegedly aggrieved person or party knows or should have known of the facts and circumstances upon which the protest is based. Failure to comply with these protest procedures will render a protest untimely or inadequate and result in the rejection of said protest by the BCCA. Exhaustion of these protest procedures shall be a condition precedent to any action filed in a court of law.

In order to be considered, a protest shall be in writing and shall include: (1) the RFQ title under which the protest is made; (2) the name and address of the allegedly aggrieved Proposer; (3) a detailed description of the specific grounds for the protest and all supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed to: Meydenbauer Center, 11100 NE 6th Street, Third Floor Administration Office, Bellevue, Washington 98004.

Upon receipt of a timely written protest, the BCCA will consider the protest in accordance with established procedures. If the protest is not resolved by mutual agreement of the allegedly aggrieved Proposer and the BCCA, the BCCA or its designated representative will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed and faxed to the allegedly aggrieved Proposer and other interested persons or parties. The determination of the BCCA or its designated representative shall be final and conclusive.

Failure to comply with these protest and appeal procedures will render a protest or an appeal untimely or inadequate and may result in rejection thereof by the BCCA.

D. Statement of Qualification Modification, Clarification and Selection

Meydenbauer Center will not reimburse Proposers for any costs involved in the preparation and submittal of a response to this RFQ. Furthermore, this RFQ does not obligate Meydenbauer Center to accept or contract for any expressed or implied services. Meydenbauer Center reserves the right to request any Proposer to clarify its submittal or to supply any additional material deemed necessary to assist in the evaluation of a qualification and to modify or alter any or all of the requirements herein.

III. SCOPE OF SERVICES REQUESTED

The required services will include all architectural services and some special consultant services necessary to complete concept documents sufficient to support accurate cost estimating and

economic feasibility analysis based on an accurate understanding of program function and rentable space. See attachment B – project Scope Summary for details including basic program assumptions, total estimated sq/footage and draft schedule.

Firms wishing to be considered for the project must have previous experience providing design services for similar projects in the hospitality industry or in public assembly facilities in an urban setting.

IV. QUALIFICATION CONTENT AND EVALUATION CRITERIA

A. Contents of Statement of Qualifications

The information described below shall be submitted in a clear, comprehensive and concise manner, containing only requested information. All costs incurred by companies choosing to participate in this RFQ process shall be borne by the proposing companies.

The proposing companies shall submit six (6) copies of the submittals. The submittals shall be organized in a logical manner so that the review panel can quickly find pertinent information. In consideration of the reviewers' time, every effort should be made to avoid duplicating the information presented in the submittals. Organization, brevity, and specificity will be valued in evaluating the materials submitted. All submissions should be no more than 25 pages total. The cover letter and individual team member resumes are not included in the 25 page submittal limit and resumes may be submitted as an attachment.

All materials should be presented in eight and one-half inch format, with no slides, separate boards, videotapes, DVD's or other media.

Short paragraphs summarizing the team's assets and experience should be included. Each firm should list the qualifications of all team members who will be working on this project and present the resumes of persons expected to perform the work. Each firm should describe:

- experience in the hospitality industry and/or experience with public assembly facilities;
- experience coordinating complex lighting/AV/structural and other ceiling systems
- approach to the cost efficient delivery of large scale civic oriented projects;
- experience with life-cycle cost and energy efficiency analysis;
- experience with integrating civic projects into an evolving public realm;
- engagement with public and private stakeholders;
- approach to the project's planning and schedule;
- ability to do the work in the time frame desired;
- project team members that will be committed to the project for its duration
- and other information which will be helpful in evaluating the team's qualifications.

Three references should be provided for the proposing firm and the individuals who will be assigned to the project. Each of these should include reference name, title, address, current telephone number, and a brief description of the project and the reference's relationship to the firm's work.

Up to five illustrations of previous projects by the prime architectural firm which portray its capacity to address the Meydenbauer Center’s planning requirements should be included.

B. Evaluation Criteria

BCCA will evaluate each proposal based upon the criteria set forth below. Each Proposer must provide evidence of its qualifications under each criterion. (If the Proposer is a joint venture, or another entity formed solely for the purpose of responding to this RFQ, it should provide evidence of prior successful collaborations.)

| Criterion | Evaluation Points |
|---|--------------------------|
| <p>1. Organizational and Staff Capacity (Ability to Perform the Work). Provide information regarding staff experience and qualifications that demonstrate the Proposer’s capacity to perform the required services. Include the following:</p> <p>A. Organizational chart showing Proposer’s overall staffing approach for completing the required work</p> <p>B. Description of all key personnel, specialists, and consultants who will be assigned work under this contract. (Include them in organizational chart above). Describe their experience, with samples of previous related work they have completed. Also, submit profiles of the firm’s principals, staff and facilities with detailed descriptions of the specific staff and organizational structure to be employed for this Project. List current projects, and include description of approach to civic realm projects.</p> | 20 |
| <p>2. Relevant Experience and Past Performance</p> <p>A. Identify projects similar or related to the subject project performed for public assembly facilities, hotels and other hospitality industry projects that have been completed to date, or are currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal.</p> <p>For each project identified, provide the following:</p> <ul style="list-style-type: none"> • Project name and address • Project type: Convention Center, Conference Center, Meeting Rooms, Hotels, Ballrooms, Arena, public concourse etc. • Describe the scope of the project: Expansion, remodel (to what extent), new construction, tenant improvement, etc. Describe the level of finishes in the public spaces. • Project funding: Public and private financing etc. • The client name and contact person–Include address, e-mail and phone number (verify contact information is current). | 50 |

| Criterion | Evaluation Points |
|---|-------------------|
| <ul style="list-style-type: none"> • The size of the project (square footage of functional meeting space, square footage of public pre-function space, etc) • The services performed: Scoping study, Concept Design, Schematic – Construction Documents, Construction Administration etc. • Dollar value of services • Dollar value of the project • Start and completion dates, or projected completion if project still active • Highlight projects incorporating evolving public realms and integration with adjacent civic and private developments | |
| <p>B. Programming Experience: Identify Proposer’s past experience in developing scope and sequencing alternatives for complex multi-phase projects including evaluation relationships to adjacent developments and public realm.</p> | |
| <p>C. Codes, Laws and Regulations: Demonstrate, through written explanation, the Proposer’s familiarity with federal, state, and local laws, regulations and codes, including all laws governing the accessibility the project must have for persons with disabilities.</p> | |
| <p>3. References: (The BCCA will use contacts listed in response to 2.A)</p> <ul style="list-style-type: none"> • A sample of the questions to be asked include: • Overall Design Performance - Were the drawings and specifications clear? • What level of clarifications were required during bidding and construction? • Was project completed successfully on time and within budget? • Were change orders kept to a minimum? • Was A/E responsive to client’s needs and concerns? • Would client hire A/E again for a similar job? | 30 |
| <p>Interviews – Interviews will be conducted by a panel consisting of BCCA Board members BCCA Staff and Project Management Consultants SOJ</p> | n/a |
| <p>NOTE: Prior to award of contract, the Design Professional will have to submit a written certification that they have no conflict of interest with any BCCA Commissioners, or any of the professionals, contractors, or subcontractors who performed any work on the project which is the subject of this RFQ.</p> | |
| <p>NOTE: BCCA will make no award to any Proposer that BCCA in its sole discretion determines is not responsible or capable of performing up to BCCA’s standards or to any Proposer or any member of its team who is suspended, debarred or otherwise determined ineligible to receive an award.</p> | |

V. BCCA's Evaluation Process and Schedule

BCCA will use the following process and schedule to evaluate proposals. In its sole discretion, BCCA may change both this process and schedule.

A. Review for Compliance with Submission Requirements

Proposals that arrive at BCCA by the due date and time will be opened by BCCA's Contracting Officer or his/her designee. BCCA will initially review all proposals to determine if they comply with the submission requirements specified in this RFQ. BCCA may reject any proposal without further review if BCCA in its sole judgment determines that the proposal does not comply with these requirements. BCCA may also reject without further review any proposal that in BCCA's sole judgment deviates significantly from the requirements of this RFQ. BCCA may, in its sole option and discretion, allow a Proposer to later correct minor omissions, informalities or irregularities.

B. Ranking

The Review Panel will review all responsive proposals according to the criteria set forth in this RFQ. The Panel will rank the Proposers according to the criteria. The Panel shall designate the Proposers, based upon this evaluation, into one of three groups: (i) acceptable; (ii) potentially acceptable; (iii) unacceptable. BCCA will not give further consideration to unacceptable proposals.

C. Oral Interviews

The Panel or someone it designates for the purpose may conduct separate discussions, which may involve an in-person interview, with each Proposer designated acceptable or potentially acceptable. The purpose of these discussions would be to ensure that each Proposer understands the work to be performed.

D. Written Modification of Proposal

Each Proposer may submit a written modification of their proposal within five (5) days after any such discussion.

E. Final Ranking

The Panel shall make a final ranking of the Proposers using the criteria in this RFQ. It shall then make a recommendation to BCCA's Executive Director, who will then make a recommendation to BCCA's Board of Directors.

F. Negotiation of Contract

BCCA will attempt to negotiate a contract with the chosen Proposer, including an agreement on a fair and reasonable price. If negotiations are not successful, BCCA will attempt negotiations with the next highest rated Proposer, and so on until it contracts for a fair and reasonable price or until it terminates the process.

G. Intended Submittal Schedule

The anticipated schedule for the RFQ and contract approval is as follows. BCCA reserves the right to alter this schedule at any time.

| Activity | Projected Date |
|--|-----------------------|
| RFQ Available for Distribution | June 27, 2019 |
| Pre-proposal Project Conference (Not Mandatory) | July 8, 2019 |
| Receipt of proposals by BCCA deadline | July 26, 2019 |
| Discussions and Interviews (if deemed necessary) | August 5-14, 2019 |
| Approval by BCCA Board | August 28, 2019 |

H. Expense of RFQ Submissions

The Proposer shall bear all expenses incurred in the preparation and submission of proposals in response to this RFQ.

VI. MISCELLANEOUS

A. BCCA Options

BCCA reserves the right at any time, in its sole discretion and for any reason, to do any or all of the following:

- Cancel and/or reissue the RFQ, and/or reject all proposals;
- Reject, in whole or in part, any or all proposals received in response to this RFQ which are incomplete and/or non-responsive;
- Waive or correct any immaterial defect or technical error in any response, proposal or proposal procedure, as part of the RFQ or any subsequent negotiation process;
- Request that certain or all Proposers to this RFQ supplement or modify certain aspects of the information or proposals submitted;
- Modify the selection procedure, the scope of the proposed project or the required responses; and,
- Extend deadlines for accepting proposals, request amendments to proposals after expiration deadlines, or negotiate or approve final agreements.

B. BCCA Discretion

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFQ, shall be at the sole and absolute discretion of BCCA.

C. No Claim Against BCCA

A Proposer shall not obtain, by submitting a proposal in response to this RFQ, any right to compensation, legal entitlement, or claim of any sort against BCCA or BCCA’s property by reason of all or any part of any of the following:

- Any aspect of this RFQ;
- The selection process;
- The rejection of any or all offers;
- The acceptance of any offer;

- Entering into any agreements or the failure to enter into any agreements;
- Any statements, representations, acts or omissions of BCCA to any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and,
- Any other matters arising out of the foregoing.

D. Personnel

In submitting their proposals, Proposers are representing that the personnel described in their proposals shall be available to perform the services described from first to last, barring illness, accident, or other unforeseeable events of a similar nature in which cases the Proposer must be able to provide a comparably qualified replacement. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the consulting firm under its sole direction, and not employees or agents of BCCA.

F. Rules, Laws and Regulations

The Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflicts of interest. BCCA will presume that Proposers are familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the services.

END OF RFQ

Attachment B – Project Scope

Proposed Meydenbauer Expansion Project Summary

Current estimated timeline

Concept Design – September 2019
Schematic Design – October 2020
Design Development – May 2021
Potential Pedestrian Bridge Early Work – May 2021
Construction Documents – December 2021
Submit for Permit – February 2022
Construction Start – March 2023

Project Description

The Meydenbauer Center today sits at the center of a rapidly changing neighborhood. The arrival of light rail on the east side in 2022, significant adjacent residential and office development, new hotels and the City of Bellevue’s plans for the Grand Connection bridging over the 405 present dynamic context for Meydenbauer Center Expansion planning. The expansion will help prepare the center for the future to attract more regional and national conventions, conferences, and tradeshows to Bellevue and allow the Meydenbauer Center to compete more effectively against other regional venues for exhibit-based events. The development of a flexible, dedicated ballroom and additional meeting spaces will better serve conventions that require simultaneous use of exhibit, banquet, and meeting spaces. Additional meeting and ballroom spaces will also allow the facility to recapture events that have been turned away due to limited current ability to handle simultaneous events.

- Total estimated project size – 268,000 sq/ft
- Below grade parking – 151,000 sq/ft
- Above grade expansion – 117,000 sq/ft

Current rough (minimum?) building program includes the following:

- Reconfigure south end of Center Hall to a 9,000 square foot lobby/pre-function space.
- Expand existing Center Hall onto the expansion site, creating a 50,000 to 55,000 square foot multipurpose hall. Reconfigure partitions to create a minimum of three divisions.
- New 18,000 to 23,000 square foot grand ballroom on the meeting room level of the expansion site. Incorporate a flexible wall system to allow use as banquet and break out meeting space. The ballroom should divide into three large

rooms, with further divisions and interior corridors to create multiple room options.

- Add approximately 5,000 square feet of additional breakout meeting space on the theater entry level of the expansion site.
- Outdoor terraces and other unique reception areas allow additional opportunities for on-site event receptions and stand-alone social functions. A rooftop terrace at the Meydenbauer Center would be an optional element to the expansion that could increase facility utilization.
- A potential pedestrian bridge connecting to the Sound Transit Light Rail Station.