

**SULTAN CITY COUNCIL  
BUDGET RETREAT  
AGENDA ITEM COVER SHEET**

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**ITEM:** A-3  
**DATE:** June 25, 2009  
**SUBJECT:** Contract Award  
**CONTACT PERSON:** Deborah Knight, City Administrator

**ISSUE:**

Authorize the Mayor to enter into negotiations and sign a contract for professional services (Attachment A) with Driftmier Architects to provide an assessment of city facilities.

**STAFF RECOMMENDATION:**

Because this is a contract for professional services under RCW 39.80, price and cost may be considered only after the most qualified firm has been selected, at which time the law provides for negotiation of a "fair and reasonable price." (Washington Attorney General Opinion No. 4, 1988.)<sup>1</sup>

City staff recommend authorizing the Mayor to negotiate and sign a contract for services with Driftmier Architects to complete a facilities assessment by July 31, 2009. This timeline will allow the City to complete some facility improvements in 2009. It would also provide the City with information necessary to prioritize building repairs and develop a budget for 2010.

A copy of Driftmier's proposal is provided as Attachment B.

**SUMMARY:**

The City of Sultan owns, operates and maintains a variety of buildings housing government and non-profit services. City facilities include city hall, food bank, boys & girls club, public works shop, police station, post office, and visitor information center.

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<sup>1</sup> RCW 39.80.050 (1) provides:

The agency shall negotiate a contract with the most qualified firm for architectural and engineering services at a price which the agency determines is fair and reasonable to the agency. In making its determination, the agency shall take into account the scope, complexity, and professional nature thereof.

RCW 39.80.050 (2) adds:

If the agency is unable to negotiate a satisfactory contract with the firm selected at a price the agency determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the agency shall select other firms in accordance with RCW 39.80.040 and continue in accordance with this section until an agreement is reached or the process is terminated.

The City Council established a building maintenance fund in the 2009 budget. The fund has \$85,000. The City issued a request for qualifications (Attachment C) on June 1, 2009 requesting proposals from qualified firms to conduct a facility condition assessment and inventory of key city facilities.

The City's interest is to use the information generated by the study to predict major systems replacement schedules and budget accordingly to better manage the maintenance of the City's real estate assets. The primary deliverables of the study include a comprehensive inventory for each building; comprehensive condition assessment and lifecycle assessment of major systems; and repair/replacement costs.

In keeping with the City's sustainability goals, the study results will also identify opportunities for replacing, repairing or upgrading various building components and systems using the most sustainable and energy efficient technology available.

### **EVALUATION OF PROPOSALS**

The City received ten (10) qualified responses (Attachment D). Members of the management team including the City Clerk, Community Development Director, Public Works Director and City Administrator reviewed the applications using the evaluation criteria in the request for qualifications:

1. Recent firm experience on similar projects. The City is interested in the experience of the firm's office providing similar professional services.
2. Key team members' qualifications and recent experience on similar projects.
3. Proposed project schedule.
4. Project understanding and approach.

The review team selected Driftmier as the most qualified firm. Recent firm experience includes evaluating facilities for Clallam County PUD, a needs assessment for the City of Fife, and an analysis of current buildings and a master plan for the Covington Water District.

The principal, Rick Driftmier has more than 30 years of experience covering all areas of architectural analysis, design and construction. In this project he will be supported by a structural engineer, mechanical engineer and cost consultant.

The review team was especially impressed by the integrated approach to the analysis. The Driftmier proposal suggests looking at the whole system of buildings rather than assessing individual systems and suggesting a master plan to optimize city dollars.

## **FISCAL IMPACT:**

Under RCW 39.80 the City is required to negotiate a “fair and reasonable” contract price as required. If the city is unable to negotiate a satisfactory contract with Driftmier at a price the city determines to be fair and reasonable, negotiations with Driftmier will be formally terminated and the city will select other firms in accordance with RCW 39.80.040 and continue in accordance with this section until an agreement is reached or the process is terminated.

## **ALTERNATIVES:**

1. Authorize the Mayor to negotiate and sign a professional services agreement with Driftmier Architects for a facility condition assessment. This alternative implies the City Council is comfortable with the request for proposal process and is prepared to authorize the Mayor to negotiate a fair and reasonable agreement on the City’s behalf.
2. Authorize the Mayor to negotiate a contract and direct the Mayor to return with the final contract for Council approval. This alternative provides additional Council oversight but it will delay starting the assessment. The Council could approve a contract on July 9, 2009. Authorization to proceed and work would begin in mid-July with a final report in September. This would set back the opportunity to make improvements in 2009 and incorporate improvements into the 2010 budget.
3. Do not authorize the Mayor to negotiate and sign an agreement with Driftmier Architects and direct staff to areas of concern.

## **RECOMMENDED ACTION:**

Authorize the Mayor to negotiate and sign a contract for services with Driftmier Architects to complete a facilities assessment by July 31, 2009.

## **ATTACHMENTS**

- A – Professional Services Contract
- B – Driftmier Submittal
- C – Request for Qualifications
- D – Responses to Request for Qualifications

**AGREEMENT FOR SERVICES  
BETWEEN THE CITY OF SULTAN AND  
DRIFTMIER ARCHITECTS**

THIS AGREEMENT, is made this 1st day of July, 2009, by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and Driftmier Architects (hereinafter referred to as "Service Provider"), doing business at \_\_\_\_\_.

WHEREAS, Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of facility condition assessment, and Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

**TERMS**

- 1. Description of Work.** Service Provider shall perform work as described in Attachment A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the expressed permission of the City.
  
- 2. Payment.**
  - A. The City shall pay Service Provider at the hourly rate set forth in Attachment B, but not more than a total of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement, and shall not be exceeded without prior written authorization from the City in the form of a negotiated and executed supplemental agreement.
  
  - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses.
  
  - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.

- 3. Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. As Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.
- 4. Project Name.**
- 5. Duration of Work.** Service Provider shall complete the work described in Attachment A on or before December 31, 2009.
- 6. Termination.**

  - A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.
  - B. Termination for Cause. If Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.
  - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Manager shall make the final determination about what services have been satisfactorily performed.
- 7. Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

- 8. Indemnification / Hold Harmless.** The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

- 9. Insurance.** The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.

A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional insured endorsement GC 20 10 10 01 and GC 20 37 10 01 or substitute endorsements providing equivalent coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. **Minimum Amounts of Insurance.** Service Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- C. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.
  2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. **Verification of Coverage.** Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.
- F. **Subcontractors.** Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.
- 10. Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
- 11. City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though Service Provider works as an independent contractor in the performance of his duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

- 12. Work Performed at Service Provider's Risk.** Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
- 13. Ownership of Products and Premises Security.**
- A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
  - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
- 14. Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
- 15. Assignment.** Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
- 16. Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- 17. Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
- 18. Resolution of Disputes, Governing Law.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year above written.

**CITY OF SULTAN**

**SERVICE PROVIDER**

By: \_\_\_\_\_  
Carolyn Eslick, Mayor

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Taxpayer ID #: \_\_\_\_\_

**CITY CONTACT**

\_\_\_\_\_  
City of Sultan  
319 Main Street, Suite 200  
Sultan, WA 98294  
Phone: 360-793-2231  
Fax: 360-793-3344

**SERVICE PROVIDER CONTACT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

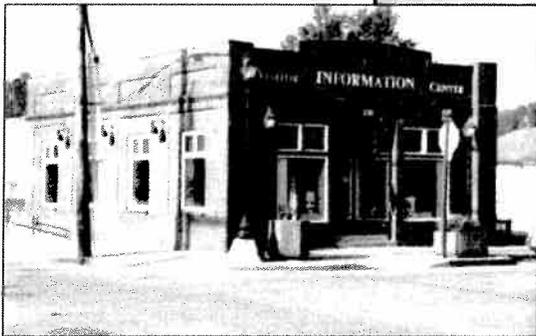
**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Office of the City Attorney

# CITY OF SULTAN



## Facilities Condition Assessment - Statement of Qualifications -



**The Driftmier Architects, P.S.**

# **CITY OF SULTAN**

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Interface Engineering

**Similar Project Example** (Bound Separately)



The  
Driftmier  
Architects, P.S.

June 15, 2009

Ms. Laura Koenig, City Clerk  
City of Sultan  
319 Main Street #200  
Sultan, WA 98294

Re: RFQ Response for Facilities Condition Assessment

Dear Ms. Koenig:

The City of Sultan is experiencing a situation similar to many other cities across the state. You own, operate and maintain older buildings that have experienced some deferred maintenance. Sultan's proposed Facility Condition Assessment project addresses this situation in a very straightforward and proactive manner. This project is very similar to numerous other studies completed by The Driftmier Architects' team. We look forward to utilizing our expertise to help the City of Sultan complete a successful project.

Four of the buildings to be assessed, including the City Hall building, Visitor Information Center, Post Office and the Police building, are substantial and well worth the cost of bring them up to current standards. This could also include consideration of energy saving components. The Boys and Girls Club buildings, Public Works buildings and the Food Bank (except for the pre-engineered metal building addition) are less substantial and proposed improvements need to be tempered with the knowledge of the likely service life and replacement cost of each of these structures.

The Police building is now to be maintained by the Snohomish County Sheriff's Department. The scope of this study and any proposed improvements to that building may need to be adjusted to not interfere with their responsibility.

We would expect to develop a report outlining the concerns and deficiencies for each building, listing the repair, replacement, and maintenance needed to correct those deficiencies and setting priorities for the order in which the work should be done. The goal is to set up a program that will help the city become proactive in the repair and maintenance of all Sultan facilities.

7983

Leary  
Way NE  
Redmond,  
Washington

98052

(425)

881-7506

Fax

(425)

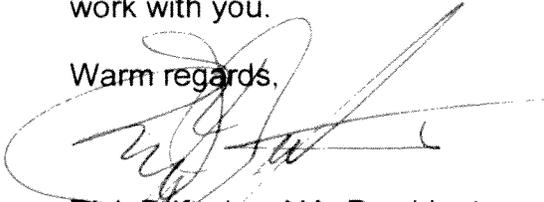
881-7306

mail@driftmier.com

The team we present has been working together for many years on similar projects. These include current or recent projects that are very similar to the one the City of Sultan proposes. Similar projects include the City of Fife, Clallam County PUD #1, City of Kirkland, Covington Water District and many others.

This is an experienced team that is immediately available. We can complete the work quickly and professionally and we look forward to an opportunity to work with you.

Warm regards,

A handwritten signature in black ink, appearing to read 'Rick Driftmier', written over a faint, larger version of the same signature.

Rick Driftmier, AIA, President  
The Driftmier Architects, P.S.

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## General Information

The Driftmier Architects is a full service architectural firm and has been providing design excellence since 1980. We are located in Redmond, Washington at 7983 Leary Way NE. Our firm's success can be credited to company values that focus on customer service, clear communication and truly listening to the client. Through a commitment to these values, The Driftmier Architects consistently provides excellent results for our clients.



In addition to our staffs' extensive experience with the public process, we excel at analyzing existing buildings and making realistic recommendations that reflect our clients' current and future needs. This is evident by looking at our past project examples, which are discussed later in this document.

## General Qualifications

With a commitment to municipal and special use district clients, The Driftmier Architects is a member of many municipal trade organizations including the Association of Washington Cities and the American Public Works Association. This commitment has led to the completion of more than 40 projects and numerous facilities studies, needs analysis, site evaluations and master plans for our government clients. We have completed approximately 600 projects in western Washington. This experience has allowed us to develop the processes and knowledge necessary to successfully complete the City of Sultan's Facilities Condition Assessment.



## Firm Staff Size

The Driftmier Architects has a total staff size of 11. Our staff includes two licensed architects who have extensive experience in analyzing and design of public facilities. These individuals have each been either the Project Architect or the Principal-in-Charge of the planning and design of twenty or more public facilities. This experience has included numerous facility analysis and needs analysis studies, site compatibility studies, building compatibility assessments and various other studies related to the design of government buildings.

Our architectural support staff of six is made up entirely of graduate architects working towards an architectural license. In addition, we have three administrative staff member who provide additional support on projects.

While The Driftmier Architects is not a large firm, we provide a number of advantages that are usually only available through larger firms. This includes: professional liability insurance, all production available through a Building Information Modeling program (Revit Architecture), use of the AIA MasterSpec System, and the experience of individuals who combine their efforts to meet the needs of each client. With this comes the attention of a small firm working on an important project.



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## **General Information**

### **Project Management**

The Driftmier Architects take an integrative team approach to project management. We approach each project with the intention of becoming a part of your team. Since your job involves operating the City rather than keeping daily track of an architectural project, we often take the major organizing role in the project. With our wide range of experience and full service capabilities, we are available to do the complete project. At the same time, if services are not necessary, they can be deleted from our scope of work.

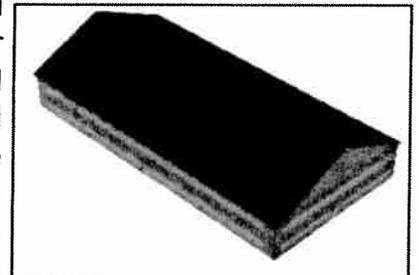


Every design project is a dynamic process. As decisions need to be made and changes considered, our approach is to educate you about the need for the decision, and the various alternatives. Then we work *with* you to make the decision. Our office and the design team implement whatever decision is made.

### **Sustainability and Maximizing Energy Efficiency**

As a member of the US Green Building Council, The Driftmier Architects and our team have a thorough understanding of sustainability and maximizing the energy efficiency of buildings. Our team has been incorporating energy conserving techniques into projects for several years. In addition, key consultant team members are industry leaders in sustainable design and LEED certified projects.

Our team has many ideas for sustainable features that are beneficial to the environment and can save the City of Sultan money. For example, if desired Interface Engineering (the mechanical and electrical engineers) can conduct a "shoe-box" energy model and investigate available economic incentives from local utilities. Alternate strategies will be compared and lowest "life cycle cost" systems and equipment are normally recommended. From this process we can estimate energy use, energy savings, and payback period, both with and without economic incentives from the utilities.



**Sample Shoe Box  
Energy Model**

### **Computer Design Capabilities**

The Driftmier Architects has made a continuing commitment to remain current, and in some cases on the leading edge, of new software and computer capabilities that are a benefit to our clients. For example, our technical production is produced with a building information modeling (BIM) program called Revit Architecture 2010. This type of software is revolutionizing the design industry due to the rendering and modeling capabilities, consultant coordination and overall project visualization capabilities. This advanced software will be a benefit to the City of Sultan because it can easily produce 3-D models of each building allowing for better communication related to the challenges and deficiencies observed and the corrections proposed. Drawings can easily be produced in Revit or AutoCad 2010.



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## **Schedule Summary**

### **General Information**

The attached schedule meets the delivery date that was set by the City. We inferred that it is the final report that is to be submitted to the City on August 14. The presentation to the City Council, at a meeting or workshop, would follow thereafter.

With a six-week duration, this is an aggressive but obtainable schedule. Meeting it will involve a high level of coordination and cooperation between the team and the City staff that reviews the work. This team is available to complete the project within the time frame we outline here.

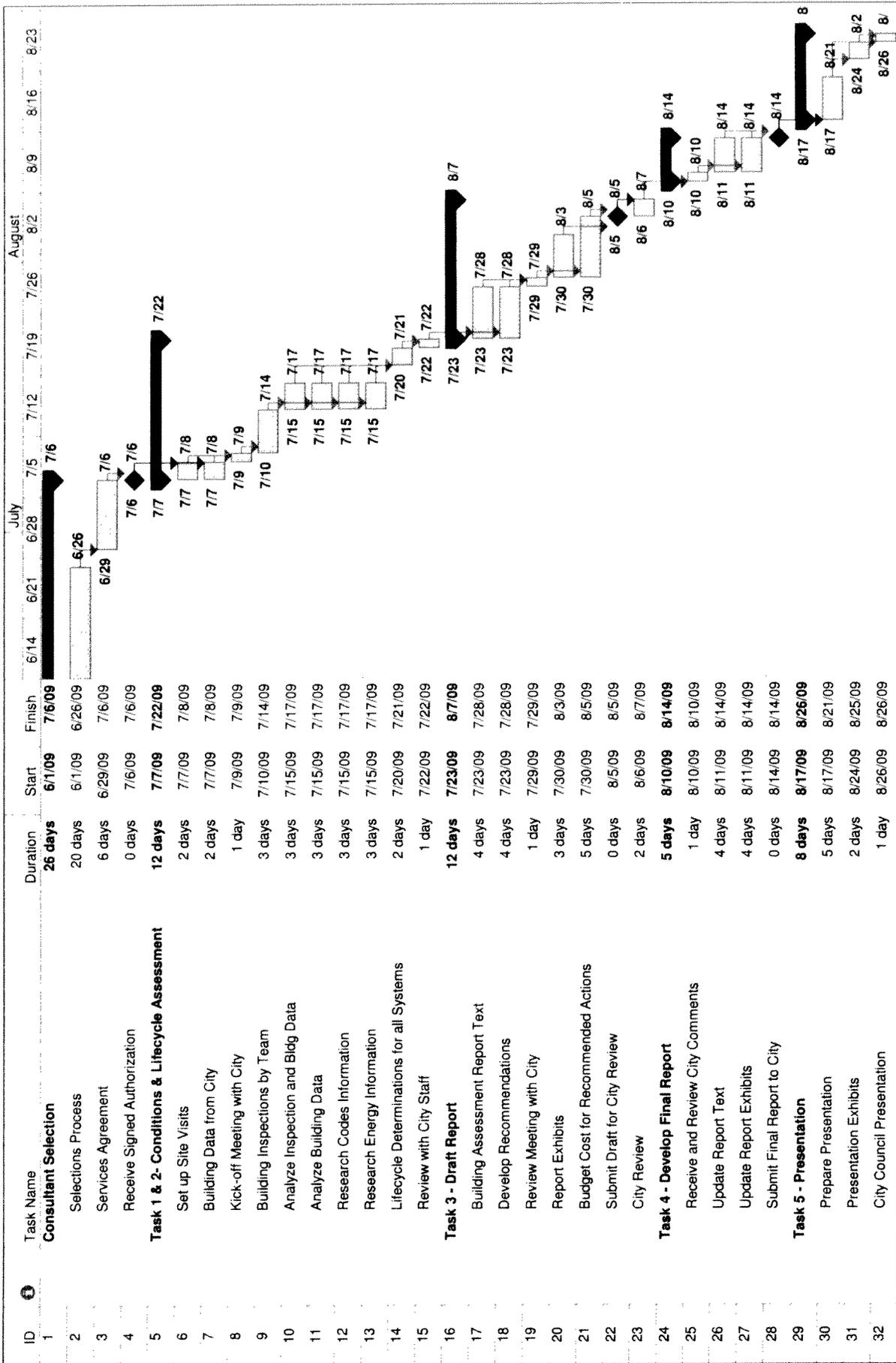
We want to clarify a couple of points. First, this is a Gantt chart schedule that shows business days. Thus, one week equals five (5) days. We have shown the subtasks linked concurrently or consecutively in a logical sequence. In actuality, there will be flexibility in that individual subtasks may begin earlier or extend past the dates shown.

### **Task 1 and Task 2**

These two tasks are combined on the schedule since much of the work is interrelated and will be undertaken concurrently.

### **City Review and Consultation**

The schedule shows times for City review and coordination in each task. Our initial kick off meeting will be followed with the building conditions inspections. Once the building assessment reports are assembled, we would meet with City staff to review the results and discuss directions to explore. A third meeting is shown midway through Task 3 to coordinate the recommendations that are proposed so that pricing can occur. City Staff would then review the Draft Report and all the exhibits at the end of Task 4. The team would respond to comments and questions in preparing the final report document.



**City of Sultan**  
**Facility Assessments**  
**Date: 6/12/09**

Milestone  
 Summary  
 Project Summary  
 Task  
 Split  
 Progress  
 External Tasks  
 External Milestone  
 Deadline

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## Project Team

To best suit the needs of the City of Sultan, we have proposed the following team of professionals. This team brings vast experience in similar projects. Our team has proven to work well together and is qualified to meet the requirements of this project. The firms and individuals listed, as well as an additional network of consultants, are available for this project but will only be utilized as needed for the scope of the project. Brief firm descriptions are located below and team member resumes can be found in the appendix.

### Architectural Firm

The Driftmier Architects P.S.  
7983 Leary Way NE  
Redmond, WA 98052  
(425) 881-7506

**Rick Driftmier, AIA**  
*Principal in Charge*

**David Seely**  
*Project Manager*

**Jamie Meersman, LEED® AP**  
*Job Captain*

### Structural Engineer

Armour Unsderfer Engineering, Inc.  
13456 SE 27th Place, Suite 200  
Bellevue, WA 98005  
(425) 614-0949

**Brian Unsderfer, PE**  
*Principal Structural Engineer*

**Chris Brilz, PE, LEED® AP**  
*Structural Engineer*

### Mechanical, Electrical and Plumbing Engineer

Interface Engineering  
1417 Fourth Avenue; Suite 600  
Seattle, WA 98101  
(206) 382-0200

**Philip Michaels PE, LEED® AP**  
*Principal Electrical Engineer*

**Douglas Smith PE, LEED® AP**  
*Senior Mechanical Engineer*

**Nick Natividad**  
*Plumbing Designer*

### Cost Consultant

Olympic Associates Company  
701 Dexter Avenue North; Suite 301  
Seattle, WA 98109  
(206) 285-4300

**Randy Barber, PE**  
*Principal Cost Consultant*

### The Driftmier Architects, P.S.



The Driftmier Architects is a mid-sized regional and full service architectural firm that has been practicing architecture in western Washington for more than 29 years. Over this time, the firm has gained a reputation for practical and innovative solutions that addresses the needs of their clients and all stakeholders. This has led to the fact that over 80% of the firms work since 1991 has been for repeat clients.

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## Project Team



### **Armour Unsderfer Engineering - Structural Engineering**

Armour Unsderfer Engineering, Inc. (AUE) is a structural engineering firm located in Bellevue, Washington. AUE has extensive experience in assessing buildings for structure needs and future use. Our work with several government clients such as Covington Water District and Clallam Public Utility District involved site visits to review all buildings on the sites in order to determine the potential for reusing buildings or if inefficient, options for new buildings. Many of these projects have resulted in retrofit designs of older buildings or design of new buildings to meet the future needs of the organizations.



### **Interface Engineering, Inc - Mechanical, Electrical & Plumbing Engineering**

Interface Engineering provides multi-disciplinary Mechanical, Electrical, and Plumbing (MEP) engineering services from four offices on the West Coast. We use our multi-discipline integrated design experience to provide and recommend solutions that increase value and save cost while meeting overall project goals for performance and functionality. We augment our core services with expertise in fire/life safety, lighting design, building technologies, energy consulting, and commissioning.

Interface has worked with institutional, federal government, and local government clients to provide facility assessments and recommendations and to provide designs for new construction, renovations and remodels. Our experience includes a wide variety of building types, including city halls, public safety buildings, maintenance shops, community centers, visitor centers, fire and police stations, and emergency call centers. When approaching these projects, our team provides solutions that are innovative, efficient, and timely.



### **Olympic Associates Company - Cost Estimating**

Olympic Associates Company (OAC), founded in 1955, provides the public and private sectors with specialized cost consulting and project and construction management services. Our team is committed to finding solutions to complex issues and includes SAVE-accredited professionals, certified construction managers, LEED accredited professionals, etc. Supporting clients in the Pacific Northwest, as well as nationwide, OAC has established a strong reputation for delivering sound leadership, superior service, and unmatched expertise.

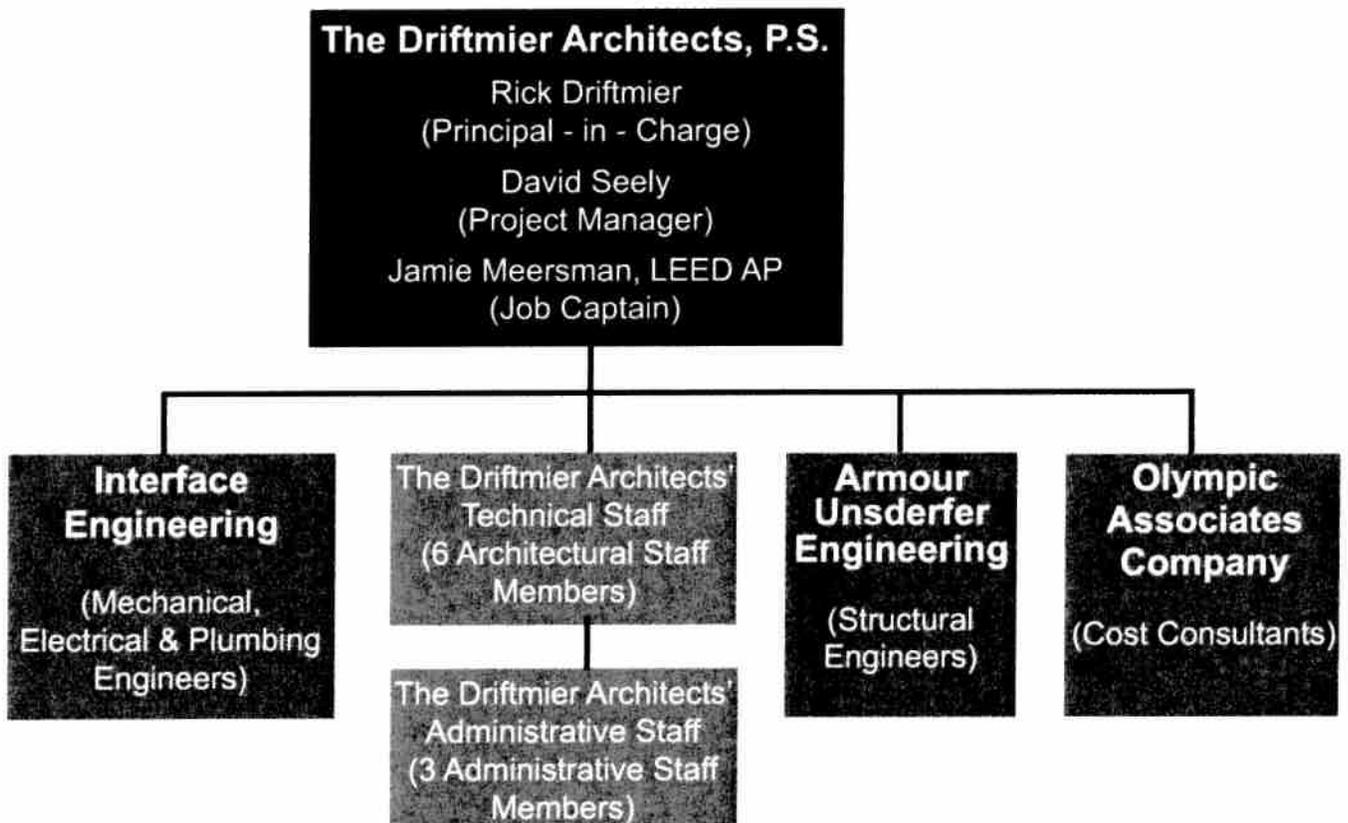
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## Project Team

The following chart shows the proposed organizational structure of The Driftmier Architects' team. Under the basic services that are proposed, a majority of the work will be conducted by The Driftmier Architects. Olympic Associates Company will assist with any cost consulting aspects. The technical building evaluations, will be assisted by Interface Engineering for the mechanical, electrical and plumbing systems. Armour Unsderfer Engineering will assist with the analysis of any structural aspects.

If requested, we can also examine the City's communication and data systems, which Interface Engineering is also skilled at. Should the City determine that the water and sewer systems be analyzed we have a wide network of civil engineering firms that we would recommend.

Under our management process, Rick Driftmier, as Principal-in-Charge, is in overall charge of the project and the design team. David Seely, as Project Manager, takes primary responsibility for management of the project and design team with all Driftmier staff and sub-consultants reporting directly to him. As job captain, Jamie Meersman will manage documentation and provide administration for the daily project activities. Each sub-consultant will have a project manager for each discipline coordinating with their own staff, Mr. Seely and the overall design team.



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## **Experience and Qualifications**

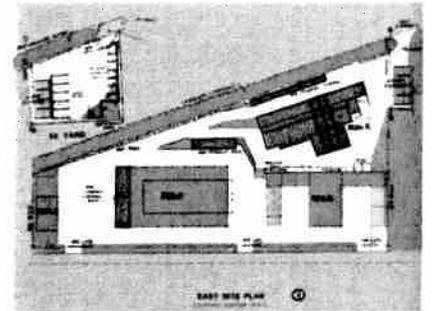
For more than 29 years The Driftmier Architects has been providing design excellence and cost efficient solutions to our clients. Through our extensive experience, we know the rules, responsibilities and regulations that affect performance and project delivery.

### **Experience with Existing Facilities Conditions**

Since 1980, we have completed more than 600 projects. Of this, more than half have involved analyzing existing facilities. In each case, we were required to analyze the existing facility, determine the challenges and opportunities presented by that facility, and identify creative ways to take advantage of the opportunities while also addressing the challenges.

Three specific recent examples will be discussed in this section; PUD #1 of Clallam County, City of Fife and the Covington Water District.

In addition to these examples, The Driftmier Architects has worked with many other jurisdictions and companies on similar projects. For example, the City of Kirkland maintenance facility analysis and master plan consolidated a 7-acre site and eight buildings to accommodate the public works, parks, and fleet maintenance departments. The vehicle maintenance and parking for the police and fire departments, as well as the fueling depot and the police department's large evidence facility were also consolidated. This project, like many of our others, required an analysis of a number of existing structures and yard areas, the recommendation that two buildings be torn down, and the layout for the expansion of several of the remaining buildings.



Redevelopment of the Phil Smart Mercedes dealership on Capitol Hill in Seattle involved the analysis and eventual remodel of several 100-year-old buildings on a city block to optimize their use for sales, service, parts, and administration for the 84-year-old dealership.

### **Timely Completion of Projects**

In opening the pre-construction meeting for the development of the Mukilteo Water District's new headquarters, General Manager Dan Hammer noted that the meeting was being held on exactly the day shown in our schedule which was prepared two years earlier. While we can never take credit for being exactly on schedule two years after commencement, we do work diligently to stay on schedule throughout the project. We do this by setting a realistic schedule at the outset and then using that schedule to guide the work.

In our larger projects the schedule is a Gantt Chart with the critical path and milestone dates identified. With this project the schedule will be simpler but no less important. We will work with you to set the schedule and then review project progress related to the schedule with you periodically. Only when absolutely necessary will the schedule be adjusted to respond to unforeseen delays or scope changes.

# Experience and Qualifications

## PUD #1 of Clallam County - Clallam County, WA

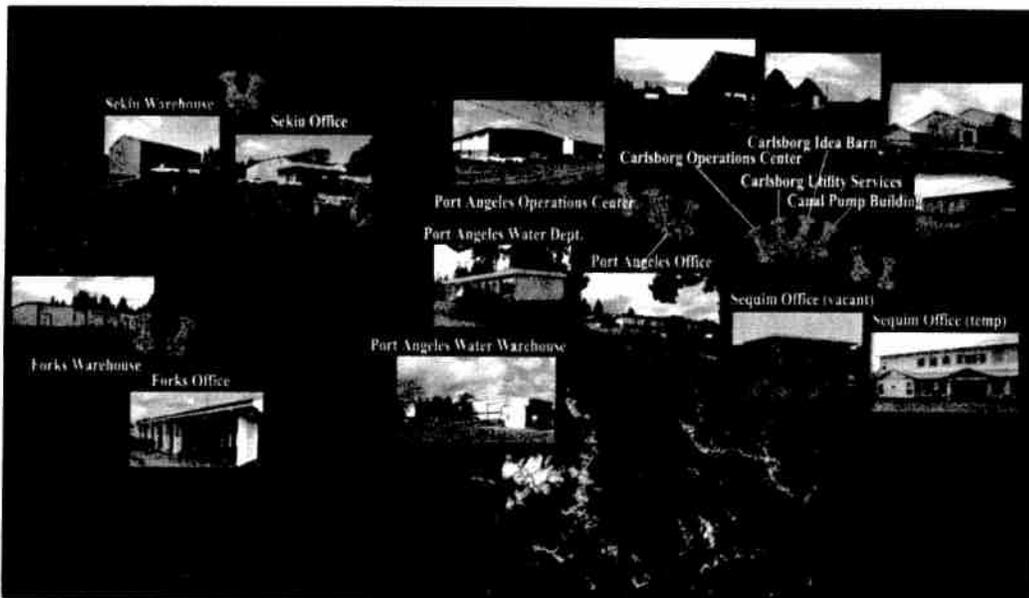
The Driftmier Architects has been involved in a comprehensive organizational and facilities study for the PUD. The study has included determining optimal locations for administrative and operation functions through an analysis of the PUD's 14 existing facilities. Interviews were conducted and questionnaires were given to all of the District's staff members. A technical analysis was conducted for each of the 14 PUD owned facilities to help determine which buildings should be saved, remodeled, surplused or sold.

The information gathered from the study will be used for the PUD's long-term facility development strategy. Currently we are working with the PUD to locate and purchase one or more sites for expanded facilities. Likely this will be followed by design and implementation of a new administrative center and other Capital Improvements.

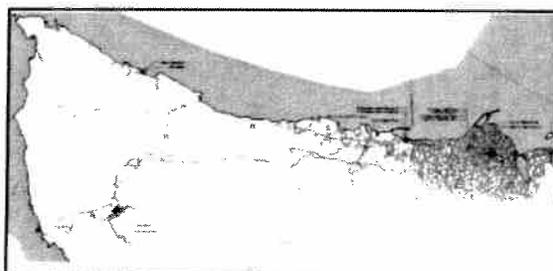
### Reference Information

#### PUD #1 of Clallam County

General Manager: Doug Nass  
 Phone Number: 360-452-9771  
 Address: 2431 E. Highway 101  
 Port Angeles, WA 98362



Organizational Matrix



District Growth Projections

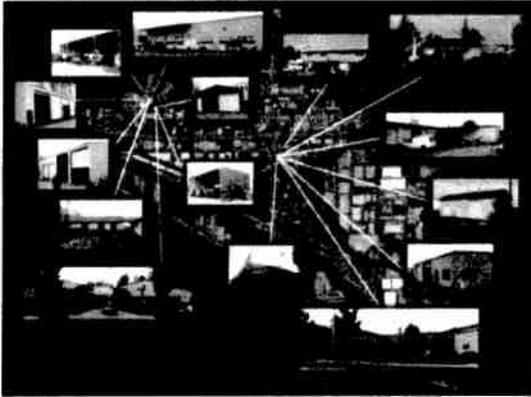
### Components of the Clallam County PUD Facility Analysis

- ✓ District Wide Need Analysis
- ✓ Develop Planning Program
- ✓ Identify/Map Service Locations
- ✓ Evaluate Existing Facilities
- ✓ Value Unnecessary Facilities
- ✓ Determine Cost and Schedule
- ✓ Provide Master Plan
- ✓ Make Overall Facility Recommendation

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## Experience and Qualifications

### City of Fife - Fife, WA



The Driftmier Architects is in the process of completing a facilities study and needs assessment for the City of Fife. The report analyzes the City's main facilities, which include fifteen separate buildings. It also studies the current department needs and those needs within the twenty year horizon.

The report addresses the best use of each existing building, possible future uses, and what updates are necessary. Each of the buildings is being recommended for remodel, demolition, expansion, kept the same or a new facility designed to accommodate the needs of the city. A

20-year facilities plan is also being included in the report.

Information for the report was gathered through a comprehensive evaluation of the facilities which included documenting the system deficiencies and structures. Manager interviews were also conducted along with the completion of manager questionnaires.

#### Reference Information

##### City of Fife

City Manager: Steve Worthington  
Phone Number: 253-922-2489  
Address: 5411 23rd Street East  
Fife, WA 98424

### Covington Water District - Covington, WA

Currently we are working with Covington Water District on an analysis of their current buildings and a master plan to address future needs. The District has a 23-acre site with five existing buildings, two stand-pipe reservoirs, several parking lots, yard areas, and three wetlands.

The analysis of this site has lead to a master plan that has already addressed the wetlands, solved a problem with Indian remains near the



site, and used the existing buildings in the development of an expanded facility. The design enables the District to consolidate all of their employees onto one site and provide all the shop, operations, administration, vehicle and inventory space that the District will need over the next 30 years.

#### Reference Information

##### Covington Water District

Sr. Project Manager: Jade Sullivan  
Phone Number: 253-867-0918  
Address: 18631 SE 300th PI  
Covington, WA 98042

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## **Project Approach**

As soon as we are authorized to proceed, we would expect to meet with staff to outline the work and determine the schedule of on-site tasks as well as additional meetings, review periods and delivery dates. By developing the schedule and expectations at the outset, it sets the stage for controlling costs and scheduling throughout the project.

This is a relatively small but important project. Since Tasks 1 and 2 are interrelated, we expect to undertake the work in Tasks 1 and 2 concurrently. We are already aware of many deficiencies such as the HVAC and lighting in the City Hall building; roof problems at the Food Bank, Visitor Information Center and Boys and Girls Club; and electrical, window and door issues at many of the buildings, etc. Many of the buildings have IBC, Energy and Barrier-free code deficiencies. It appears that there may be some structural deficiencies in some of the Public Works buildings. There likely are a variety of other things that are not yet known to our team.



### **Task 1 and Task 2**

To begin to gather information on each building, we would expect to undertake brief meetings with the staff that works in the various facilities. Through the meetings we would gather factual and anecdotal information on building deficiencies. We then would bring a limited team of architects and engineers to inspect each of the buildings over a one or two-day period. This data collection would also include reviewing historical data on the sites including the past three years of utility bills.

After we have catalogued, analyzed and prioritized the identified concerns and deficiencies, we would expect to meet with staff to review our findings and discuss both traditional and energy efficient solutions to correcting the various deficiencies. We would then start developing cost data for each of the issues.

During the review we would also discuss sustainability and energy efficiency goals. Good sustainable and energy efficient results require an integrated approach – rather than simply assessing individual systems, we suggest a Master Plan be developed to optimize the City's facility dollars. For example, improving building insulation and glazing can reduce the size and operating cost of HVAC systems.

### **Task 3**

Development of the draft report would begin with the information gathered in tasks 1 and 2, as well as information gained through review with staff. A draft report would then be developed, including information and findings as well as solutions, costs, and recommendations. This report would again be reviewed with staff for input and direction.

### **Task 4**

Upon receiving direction from staff, the final report would be prepared. It would respond to staff comments and information would be developed for the city's Capital Improvement Planning process. The intent would be to provide a basis for a program which will allow

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## **Project Approach**

the City to move from a reactive model to a proactive approach to facilities maintenance and repair.

### **Task 5**

After staff's approval of the final report, we would prepare a presentation summarizing the findings, costs, and recommendations to the City Council either at a workshop meeting or a formal council meeting. Our intent would be to work with City staff so that the assessment team and City staff are united in the final presentation.

### **Additional Items (If Desired)**

The RFQ listed a number of systems to be considered and reviewed. If it becomes desirable, this team can also review communications and data systems, IBC compliance, barrier-free and energy code compliance, and address utility and site development issues.

The buildings that were to be reviewed were also listed in the RFQ. We are aware the city also owns other buildings including parks facilities, water/wastewater facilities and maybe others. This team is ready to take on that additional work if the city finds that they would like to add those buildings to this report.

### **Quality Control and Quality Assurance**

In order to provide high quality, well coordinated documentation, The Driftmier Architects works from proven checklists and procedures. This reduces the likelihood of inconsistencies in the documents and provides a basis for review of all documents. We have in-house and client reviews at the completion of each phase of the work. The intent is to resolve the majority of these inconsistencies before the final report is published.

### **Cost Management**

Cost control is a very important part of our responsibility to each client. The Driftmier Architects believes strongly in adhering to the project budget for each phase of the project. Through early development of project budgets, coordination with our cost consultant and constant comparison of the budget with the design decisions made, we can keep the project on track and the client informed.

To monitor and manage the project, we use an A/E project management program called Vision. Using this program, the project manager has regular reports showing time invested and costs incurred to date, along with the balance remaining to complete the work.

To manage projected construction costs we work with the team's cost consultant to establish a baseline budget early in the project. The construction cost estimate is updated periodically to allow for changes and more detailed information. Through the use of these tools, the client has the information necessary to know how each decision affects the bottom line. This is crucial to maintaining fiscal responsibility.



# **Rick Driftmier, AIA**

## *President and Principal Architect*

### **Education**

BA, Environmental Design, University of Washington

BA, Business Administration, University of Washington

### **Registrations**

Registered Architect, Washington, Alaska, Oregon and Hawaii

N.C.A.R.B. (Nationally Certified Architect)

### **Professional Affiliations**

A.I.A., American Institute of Architects

Association of Washington Cities, Associate Member

Washington Association of Water and Sewer Districts, Associate Member

I.C.C. International Code Council, Professional Member

Washington PUD Association, Associate Member

American Public Works Association, Associate Member

As a practicing architect, Mr. Driftmier has more than 30 years of experience covering all major areas of architectural analysis, design and construction. The wide variety of experience offered by this work helped create the broad base from which he now draws his expertise. In 1980 he established The Driftmier Architects, P.S. which has grown into a full service architectural and planning firm.

Mr. Driftmier has been responsible for the design of more than 40 administrative and service centers for 28 different municipalities and utility districts. He is especially skilled in working with clients to determine their current facility needs and what their future facility requirements will be.

### **Relevant Experience**

#### **City of Fife**

Conducted a facility analysis and needs assesment for over fifteen city owned facilities resulting in a City Facility Plan

#### **NE Sammamish Sewer & Water District**

Analyzed existing conditions and designed expansion to office and shop/vehicle storage buildings

#### **City of Kirkland**

Conducted a Utilization Study, Master Plan and Capital Improvement Plan for the City's Maintenance Service Center

#### **First Mutual Bank - Monroe**

Analysis and development of needed maintenance and repair recommendations followed by a minor remodel

#### **Lake Stevens Sewer District**

Conducted a needs analysis and existing building evaluation for a 5,800 sf office building



# David Seely

*Project Manager - The Driftmier Architects*

## Education

Master of Architecture,  
University of Washington

BA (Architecture),  
University of Washington

## Registrations

Registered Architect,  
Washington.

Mr. Seely is currently the project architect for the Covington Water District master planning project. He was project manager for the Cedar River Water and Sewer District Office and Operations Facility, expansion of the City of Marysville's Lloyd Taubeneck Public Works Office Building and the Mukilteo Water District Headquarters Facility.

David has been involved in facility analysis, site selection, needs analysis and facility design for many public agencies throughout the state including Silverdale and North Perry Water Districts and the City of Kirkland. He is especially gifted in the technical design, code compliance and management of projects.

Through David's extensive experience with public clients, he has developed a special knack to find and tie down details that are important for a project's success. This trait has proven advantageous with many projects including the City of Fife's recent facilities analysis.

## Relevant Experience

### **City of Marysville; Marysville, WA**

Facility analysis and design of the remodel and expansion of the City's 12,000 sf public works building

### **PUD #1 of Clallam County; Clallam County, WA**

Conducted a facility assessment, needs analysis and reorganization recommendation of the District's 14 facilities.

### **Covington Water District; Covington, WA**

Facility analysis and master plan for 23 acre site with remodel and facility design to follow

### **Washington Cities Insurance Authority; Tukwilla, WA**

Analysis and remodel of 26,000 sf office building for two public agencies and seven businesses



# Jamie Meersman, LEED AP

## Job Captain - The Driftmier Architects

### Education

BA, Interior Design:  
Washington State  
University

### Registrations

LEED Accredited  
Professional

As a LEED Accredited Professional, Ms. Meersman excels at identifying opportunities to use sustainable design components in order to maximize resource and energy efficiency. This has proven valuable on many projects such as the highly sustainable Lake Whatcom Water and Sewer District Headquarters design.

In her position as Job Captain, Jamie has the vital role of managing the project documentation from site evaluation through construction. She is currently fulfilling the role of job captain in the large scale Redmond Center project which includes a 10,000 sf addition/remodel and the design of two new 15,000 sf retail buildings.

With a background in interior design, Jamie works to blend any remodel, repair and maintenance work with the original building in a manner that is pleasing and complementary.

Another valuable component that Jamie brings to the team is her graphic talent. In a recent project analyzing demographic and growth trends in Snohomish County, Jamie was able to present the information through a series of maps and graphs that were utilized by the client in several presentations. Her rendering capabilities are also advantageous when helping clients and stake holders visualize what a building could or will look like post-construction.

### Relevant Experience

#### **Lake Whatcom Water & Sewer District; Bellingham, WA**

Master planning, CUP process coordination and design of an energy efficient office building, maintenance shop and service yard

#### **Redmond Center; Redmond, WA**

Site and building analysis and design of three retail buildings including permitting and construction administration

#### **LNH Mixed Use Building; Redmond, WA**

Conducted a site evaluation and concept plans for a four story mixed-use building with an additional two levels of parking



### **Education**

*BS Civil Engineering,  
Iowa State University,  
1980*

### **Registrations**

*Professional Engineer,  
Civil, Washington and  
Idaho, 1989*

### **Certifications**

*Certified Value  
Specialist, 2006*



### **Randy Barber, Principal**

Randy is a dynamic and experienced leader providing comprehensive cost consulting and construction support services. Joining OAC in 2000, he has over 26 years of experience providing constructability reviews, cost estimating, value engineering, and commissioning. His expertise includes project coordination, construction administration, plans and procedure implementation, scheduling, project controls, and quality control for school districts and higher education facilities across the Northwest.

With a broad background working with both public and private clients, Randy effectively manages a wide variety of project types. He frequently leads value engineering studies, including OAC's ongoing, award-winning work for the US Army Corps of Engineers.

### **Representative Cost Estimating Experience**

- Greenbridge, Park Lake Homes Site I Redevelopment, Seattle, WA
- Hanjin Terminal 46, Port of Seattle, Seattle, WA
- King County Regional Communication Emergency Coordination Center, Renton, WA
- INS Border Patrol Stations, Lynden, Blaine and Oroville, WA
- I-90 Freeway Expansion Project Phase II Seattle, WA
- Fort Lewis Deployment Facility, U.S. Army Corps of Engineers, Seattle, WA
- City of Issaquah Maintenance Facility, Issaquah, WA
- Port of Seattle Central Terminal Expansion

# ARMOUR UNSDERFER ENGINEERING



## STRUCTURAL ENGINEERING

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### **BRIAN UNSDERFER: PRINCIPAL STRUCTURAL ENGINEER; SE, SECB**

Brian Unsderfer has over 20 years of experience providing structural engineering services. His considerable knowledge of seismic design comes from his seven years of seismic retrofit / renovations for existing buildings in California. This experience shaped him to be proficient in the design of complicated structural renovations. He extended his skills in the Puget Sound region to include the design of new buildings and renovations for many industries such as municipal, retail, industrial and more. With his broad range of structural designs and building locations, he is proficient with local as well as national codes including the IBC, UBC, SBC, and BOCA.

#### **EDUCATION:**

- BS in architectural engineering from Kansas State University - 1988
- MS in civil engineering from UCLA - 1994

#### **PERSONAL EXPERIENCE:**

- Clallam County Public Utility District in Bellingham, Washington: AUE conducted a site visit to review the as built structural condition of the 3 buildings. The review and analysis also addressed what would be needed to bring the buildings up to current code and the potential cost for implementation.
- Chehalis Tribal Community Center in Chehalis, Washington: This is a 40,000 square foot building including meeting, office & lobby spaces, gymnasium and a pool.
- Chelan Hotel Conversion in Chelan, Washington: This is a conversion the second floor of the building into a hotel to maximize the under-utilized space.

### **CHRIS BRILZ: PROJECT ENGINEER; EIT, LEED® AP**

Chris Brilz brings with him considerable knowledge of steel from his experience working as a Project Manager in a steel shop. All together, Chris has over 5 years of experience in the construction industry which has given him insight during the construction phase of projects. As a LEED® AP, Mr. Brilz can communicate how the pursuit of different LEED® credits will affect the structural systems in a project, and how the use of different materials and existing building elements will help to achieve additional LEED® credits. Mr. Brilz has recently worked on several baseline inspections of Verizon switching centers to evaluate them against Verizon standards and building codes, noting specifically the steps that need to be taken to bring the centers into compliance.

#### **EDUCATION:**

- BS in Civil Engineering from Gonzaga University - 2006
- MBA from Gonzaga University School of Business - 2007

#### **PERSONAL EXPERIENCES:**

- West 8th Office Tower Metal Stud Design, Seattle, Washington; AUE designed exterior metal stud framing for high-rise commercial building in South Lake Union district.
- Verizon Lenexa Baseline in Lenexa, Kansas; Baseline survey of Mobile Switch Center and call center to determine the level of compliance with Verizon Wireless standards as well as applicable building codes.
- Verizon St. Louis Baseline in St. Louis, Missouri; Baseline survey of Mobile Switch Center and call center to determine the level of compliance with Verizon Wireless standards and applicable building codes

# Philip Michaels / PE, LEED AP

## PRINCIPAL ELECTRICAL ENGINEER

### Education

Bachelor of Science,  
Electrical Engineering,  
California State University,  
Fullerton

Master of Science,  
Electrical Engineering,  
University of Southern  
California

### Registration

Electrical PE: Oregon,  
Idaho, California,  
Washington, Nevada

LEED Accredited  
Professional, US Green  
Building Council

### Professional Affiliations

Washington State Society  
of Healthcare Engineering  
(WSSHE)

International Society of  
Electrical and Electronic  
Engineers (IEEE)

Instrument Society of  
America (ISA)

International Society  
for Pharmaceutical



Engineering  
(ISPE)

**Philip is a  
Principal and  
Senior Electrical  
Engineer of  
Interface's  
Seattle office.  
Phil over  
eighteen years**

**experience in client management,  
power systems design, project  
management, studies and audits,  
controls design, systems startup, and  
electrical power distribution design.  
His project experience includes  
educational facilities and municipal  
projects. For all his projects, Phil  
endeavors to maximize value to the  
client for the costs incurred by the  
client, both for initial costs as well as  
for operations costs over the life of  
the facility.**

### Relevant Experience

Covington Water District  
Headquarters and Site Master Plan  
COVINGTON, WASHINGTON

Lynnwood Traffic Management Center  
& City Hall Expansion/ LEED Silver Goal  
LYNNWOOD, WASHINGTON

Clallam PUD Assessments,  
Renovation & Facilities Plan  
PORT ANGELES, WASHINGTON

Fire Maintenance Garage  
Electrical Study & Renovation  
SEATTLE WASHINGTON

Bow Lake Transfer and Recycling  
Station / LEED Silver Goal  
TUKWILA, WASHINGTON

Cascadia Welcome Center  
BELLEVUE, WASHINGTON

WSDOT Enumclaw Welcome Center  
ENUMCLAW, WASHINGTON

City of Lynnwood Data Center  
PDU Replacement Project  
LYNNWOOD, WASHINGTON

City of Seattle Fleets and Facilities  
Charles Street Yard Security Upgrades  
SEATTLE, WASHINGTON

Charles Street Security Upgrade  
and Gate Automation Project  
SEATTLE, WASHINGTON

Edgewood Interurban Trail and  
Jovita Crossroads Park  
EDGEWOOD, WASHINGTON

Island County Public Works  
Administration Building  
CAMANO ISLAND, WASHINGTON

King County Metro Revenue  
Process Center  
SEATTLE, WASHINGTON

Lake Whatcom Water & Sewer District  
New Headquarters and Shops Design  
LAKE WHATCOM, WASHINGTON

Pierce County Fire District #3  
Public Safety Building  
UNION PLACE, WASHINGTON

Puget Sound Energy Eastside  
Operations Renovation  
REDMOND, WASHINGTON

Puget Sound Energy Skagit Service  
Center / LEED Registered Silver Goal  
BURLINGTON, WASHINGTON

Seattle Fire Station No. 21  
/ LEED Silver Goal  
SEATTLE, WASHINGTON

Seattle Fire Station No. 39  
/ LEED Silver Goal  
SEATTLE, WASHINGTON

Seattle Fleet Maintenance  
Electrical Upgrades  
SEATTLE, WASHINGTON

Temporary Seattle Fire Station 41  
SEATTLE WASHINGTON

# Douglas C. Smith / PE, LEED AP

SENIOR MECHANICAL ENGINEER

## Education

MBA, Technology and Engineering Management, City University

BS, General Engineering, US Naval Academy

## Registrations

Mechanical: Washington, California

USGBC LEED 2.0 Accredited Professional

## Professional Affiliations

National Sustainable Building Advisor

American Society of Heating, Refrigerating and Air-Conditioning Engineers

Co-Chair, Seattle Branch, USGBC Cascadia Chapter  
Cascadia Region Green Building Council



With 25 years in the design, construction, and operation of complex facilities, and most recently in sustainable project development and design, Doug

brings extensive experience to Interface's Seattle office. He has experience in HVAC, plumbing, fire protection, commissioning, industrial process systems and sustainable design. Doug is active in the USGBC Cascadia Chapter as Chair of the Seattle LEED Users' Group; he is also a member of ASHRAE.

## Relevant Experience

Clallam PUD Facilities Plan  
PORT ANGELES, WASHINGTON

Covington Water District  
Headquarters and Site Master Plan  
COVINGTON, WASHINGTON

Bellevue Service Center  
BELLEVUE, WASHINGTON

City of Orting Public Works  
Facility & Police TI  
ORTING, WASHINGTON

Grant County PUD Dispatch  
Center Remodel  
EHRATA, WASHINGTON

King Street Station Interim  
Improvements  
SEATTLE, WASHINGTON

Lake Whatcom Water  
and Sewer District  
BELLINGHAM, WASHINGTON

Lakehaven Utility District  
FEDERAL WAY, WASHINGTON

Lake Whatcom Water & Sewer District  
New Headquarters and Shops Design  
LAKE WHATCOM, WASHINGTON

May Valley Service Center  
ISSAQUAH, WASHINGTON

Olympic National Park  
Plant Propagation Facilities  
/ LEED Registered  
PORT ANGELES/SEQUIM, WASHINGTON

Puget Sound Energy Eastside  
Operations Renovation  
REDMOND, WASHINGTON

Puget Sound Energy Skagit Service  
Center / LEED Registered  
BURLINGTON, WASHINGTON

Seattle Fire Station No. 21  
/ LEED Silver Goal  
SEATTLE, WASHINGTON

Seattle Fire Station No. 39  
/ LEED Silver Goal  
SEATTLE, WASHINGTON

Seattle Public Utilities On-Call  
SEATTLE, WASHINGTON

Snohomish County Parks  
Department Headquarters  
SNOHOMISH COUNTY, WASHINGTON

SW Recycling and Transfer  
Station Phase I  
MOUNTLAKE TERRACE, WASHINGTON

Tacoma Landfill-Sustainable/  
LEED Design Services  
TACOMA, WASHINGTON

Tacoma Police Department  
Stewart Heights  
TACOMA, WASHINGTON

Waste Management Vehicle  
Maintenance Facility  
MORENO VALLEY, CALIFORNIA

West Willows Technology Center  
REDMOND, WASHINGTON

# Nick Natividad

## PLUMBING DESIGNER

### Education

Bachelor of Science, Civil Engineering, Far Eastern University



With almost 10 years in the engineering field, Nick has experience in the design of plumbing and fire protection systems. He has contributed

engineering expertise in the design and construction of various projects such as fire stations, medical facilities, office buildings, multi-family residences and maintenance facilities. He applies his knowledge of cost effective and efficient systems to engineering designs that provide greatest benefit to owners.

### Relevant Experience

Bellevue Service Center  
BELLEVUE, WASHINGTON

City of Orting Public Works Facility & Police TI  
ORTING, WASHINGTON

City of Seattle Fleets & Facilities on Call Contract  
SEATTLE, WASHINGTON

Edgewood Interurban Trail and Jovita Crossroads Park  
EDGEWOOD, WASHINGTON

Enumclaw Welcome Center  
ENUMCLAW, WASHINGTON

Everett Animal Shelter Regional Expansion Wing  
EVERETT, WASHINGTON

Grant County PUD Dispatch Center Remodel  
EPHRATA, WASHINGTON

Island County Public Works Administration Building  
CAMANO ISLAND, WASHINGTON

King County Corrections Facility Jail Health  
SEATTLE, WASHINGTON

Lummi Tribe Community Building Operations Cost Study  
BELLINGHAM, WASHINGTON

Lynnwood Traffic Management Center / LEED Silver Goal  
LYNNWOOD, WASHINGTON

PSE Eastside Operations Renovation  
REDMOND, WASHINGTON

Puget Sound Energy Skagit Service Center / LEED Registered  
BURLINGTON, WASHINGTON

Seattle Fire Station No. 39 / LEED Silver Goal  
SEATTLE, WASHINGTON

Seattle Fire Station No. 21 / LEED Silver Goal  
SEATTLE, WASHINGTON

SW Recycling and Transfer Station Phase I  
MOUNTLAKE TERRACE, WASHINGTON

Tacoma Police Department Stewart Heights  
TACOMA, WASHINGTON

Temporary Seattle Fire Station 41 Magnolia  
SEATTLE, WASHINGTON

Whatcom County Fire Department No. 7 Station 1 Remodel/Addition  
SEATTLE, WASHINGTON

**REQUEST FOR QUALIFICATIONS  
TO PROVIDE ARCHITECTURE AND ENGINEERING SERVICES  
FOR THE CITY OF SULTAN  
FACILITIES CONDITION ASSESSMENT**

The City of Sultan is requesting proposals from qualified architecture and engineering firms to conduct a facility condition assessment and inventory for each of its buildings.

**PROJECT DESCRIPTION**

The City of Sultan owns, operates and maintains a variety of buildings housing government and non-profit services. The facilities are City Hall, Food Bank, Boys & Girls Club, Public Works Shop, Police Station, Post Office, and Visitor Information Center. Specific facility information is provided in Attachment 1 to this request for qualification. Additional property information is available on the Snohomish County Assessor's website.

The City's interest is to use the information generated by the study to predict major systems replacement schedules and budget accordingly and to better manage the maintenance of the City's real estate assets. The primary deliverables of the study include a comprehensive inventory for each building and comprehensive condition assessment and lifecycle assessment of major systems. In keeping with the City's sustainability goals, the study will identify opportunities for replacing, repairing or upgrading various building components and systems using the most sustainable and energy efficient technology available.

**Sealed proposals for Consulting Services [six (6) copies of each proposal] will be received at the City of Sultan until 4:00pm (PST), on Monday, June 15, 2009 and shall be addressed to:**

Laura Koenig, City Clerk  
PO BOX 1199  
319 Main Street #200  
Sultan WA 98294

In order to be considered for selection, responses must be received by City Clerk on or before the date and time specified. Firms mailing responses should allow for normal mail delivery time to ensure timely receipt by the City. Proposals received after the stated time shall not be considered. No fax or e-mail transmittals will be accepted.

Connie Dunn, Director of Public Works is the City's Project Manager for this work. Please contact Connie at 360.793.2231 with any inquires regarding this Facilities Condition Assessment.

## **SCOPE OF WORK**

### **Task 1 Detailed Condition Assessment for City Buildings**

#### **Objective**

Conduct a comprehensive evaluation of City buildings documenting all system deficiencies, encompassing the structure, systems and components of each. Provide estimates of the cost and prepare a schedule to repair or renew elements as needed. Recommend energy efficient and sustainable solutions where applicable.

### **Task 2 Systems Lifecycle Assessment**

#### **Objective**

Assess system conditions and conduct a targeted evaluation of:

- Exterior structure
- HVAC
- Electrical
- Plumbing

Recommend energy efficient and sustainable solutions where applicable.

#### **Meetings**

Meet once with staff at beginning of task to determine a schedule for on-site work at each location. Work closely with the Public Works Director as needed.

### **Task 3 Final Report – Draft**

#### **Objective**

Prepare a Draft Facilities Condition Assessment Report for City staff to review that summarizes the findings of Tasks (1) and (2) which shall include recommendations addressing facility deficiencies. The report shall include cost estimates for renovations. All costs contained in the assessment shall be expressed in 2009 dollars.

## **Task 4      Develop Final Report**

### **Objective**

Prepare a final report based on outcomes from Tasks (1) through (3) above. The final report shall include appendices of supporting data including photos of specific problems.

## **Task 5      Presentation**

### **Objective**

Present a summary of findings and facts of needs assessment at a council meeting or similar setting.

### **PROPOSAL REQUIREMENTS**

Consultants are encouraged to provide clear, concise proposals that contain only information required responding to the needs of this project. The proposal shall be limited to 15 single-sided pages. Use Arial font, at least 12 point. Excluded from this count are the resumes and the copy of a recent similar project. At a minimum, each proposal shall include the following:

1. General Information – The consultant shall provide general information describing the firm size, office locations and relevant firm capabilities.
2. Project Schedule – The consultant shall submit a proposed project schedule identifying key tasks and milestone dates and their associated duration. The City desires to complete the Facilities Condition Assessment on or before August 14, 2009.
3. Project Team – The consultant shall identify the team to be assigned to the project by name: this includes project manager and other key team members. Resumes for team members shall be provided.
4. Experience/Qualifications – The consultant shall submit a copy of one recent similar project that reflects the quality of their work. They shall also provide information on recent projects similar in nature to the proposed project to document the consultant's expertise, experience and ability to complete the proposed project in a timely manner. A list of three project references with name, address, phone number and contact person(s) shall also be provided.
5. Project Approach – The proposal shall identify in sufficient detail the consultants approach to and understanding of the project for each distinct phase of the work. The proposal should also address approach to quality control and quality assurance, methods for managing cost and time to

ensure product delivery on time and at budget and techniques for dealing with unanticipated changes during the project.

**EVALUATION OF PROPOSALS**

The City selection panel will evaluate proposals based on the following criteria:

- 5. Recent firm experience on similar projects. The City is interested in the experience of the firm’s office providing similar professional services.
- 6. Key team members’ qualifications and recent experience on similar projects.
- 7. Proposed project schedule.
- 8. Project understanding and approach.

The City shall negotiate a contract with the most qualified firm at a price which the City determines is fair and reasonable to the City taking into account the scope, complexity, and professional nature of the work.

If the City is unable to negotiate a satisfactory contract with the firm selected at a price the City determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the City shall select other firms in accordance with RCW 39.80.040 and continue in accordance with this section until an agreement is reached or the process is terminated.

**SCHEDULE**

Issue RFQ .....	Monday, June 1, 2009
RFQ Deadline.....	Monday, June 15, 2009
Review Proposals.....	June 15-June 19, 2009
Submit Recommendation to City Council .....	June 25, 2009
Award Contract.....	June 26, 2009
Start Date for Contractor .....	July 6, 2009

All proposals submitted shall remain in full force and effect during the city’s evaluation and selection process.

**COSTS**

All costs that each proposer incurs in preparing and submitting its proposal are the sole responsibility of the proposer and will in no event be paid or reimbursed by the City.

## OTHER MATTERS

### 1. Changes in the RFQ

Any communication from the City to a Proposer will be transmitted simultaneously to all Proposers along with written questions submitted. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or e-mail to all Proposers.

### 2. Verbal Agreements

No verbal agreement or conversation with any officer, agent, or employee of the City, either before or after execution of an agreement, shall affect or modify any of the terms or obligations contained in the agreement. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon the City or the proposer.

### 3. Receipt of Addenda

The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their proposal.

### 4. Clarifications

Proposers are notified to examine thoroughly the instructions, specifications and the service requirements as set forth in this RFQ. If there is any doubt or uncertainty as to the meaning of the same, proposers may ask for any explanation or clarification before submitting their proposal. All requests for explanation or clarification must be presented to the City in written form.

**All inquiries related to this RFQ shall be submitted in writing to:**

**Laura Koenig City Clerk  
City of Sultan  
PO Box 1199  
Sultan, WA 98294  
Phone: 360-793-2231  
Laura.koenig@ci.sultan.wa.us**

## 5. Reservation of Rights

The City reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the Request for Qualification, including extending or otherwise revising the timeline for submittals;
- b. Withdraw the Request for Qualification;
- c. Request clarification and/or additional information from the proposer at any point in the qualification process;
- d. Execute an agreement or agreements with one or more proposers, on the sole basis of the original proposal or any additions to proposal submissions;
- e. Reject any or all proposals, waive irregularities in any proposal, accept or reject all or any part of any proposal, waive any requirements of the Request for qualifications, as may be deemed to be in the best interest of the City; and
- f. Reissue the RFQ or modify the RFQ.

## DISPOSITION OF PROPOSALS

All materials submitted in response to this RFQ will become the property of the City of Sultan. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of Sultan.

Facility	Location	Year Built	Assessed Value	Structural Type	Facility Systems	Square Footage	Bld. Plans Avail. (yes/no)
City Hall / Community Center	319 Main St	2000	\$1,600,000	Brick/Steel	Heat /Air	Floor 1: 7,816 Floor 2: 4,228	Y
Visitor Information Center	320 Main St	1928	\$245,300	Brick	Heat/Air	1,736	Y
Police Department	515 Main St.	1986	\$318,300	Wood	Heat/Air	2,445	Y
Sultan Post Office	102 Forth St	1954	\$655,000	Brick/Wood Metal roof	Heat	Floor 1: 4,554 Floor 2: 3,666 Carport: 266	Maybe
Public Works Shop	703 First St.	1960	unknown	Wood/Metal	None	Bldg 1: 2,958 Bldg 2: 1,981	N
Sultan Food Bank	703 B First St	1960	unknown	Wood	Heat	Floor 1: 1,984 Floor 2: 960 Carport: 720	Remodel only
Boys and Girls Club	705 First St	1920	unknown	Wood	Heat	1,200	N
Boys and Girls Club	705 First St	1920	unknown	Wood	Heat	Floor 1: 2,730 Floor 2: 2,730 Carport: 1,500	N

## Facilities Maintenance RFQ

Firm	Name	Address	City	State	Zip	Phone	Fax	Email
TEC Inc	Jeffrey Villnow	1450 114th Ave SE Ste 220	Bellevue	WA	98004	425 453-4040	425 454-7043	<a href="mailto:jdwillnow@tecinc.com">jdwillnow@tecinc.com</a>
ART	Peter T.S. Rasmussen	9 Saint Helens Ave Ste D	Tacoma	WA	98402	253 572-5511	253 572-5515	<a href="http://www.a-rt.org">www.a-rt.org</a>
Wilson Architects		404 E 15th St #7	Vancouver	WA	98663	360 696-4722	360 696-0392	<a href="http://www.wilsonarchitects.us">www.wilsonarchitects.us</a>
MENG Analysis	Joel Davis	2401 Elliott Ave Ste 100	Seattle	WA	98121	206 587-3797	206 587-0588	<a href="http://www.menganalysis.com">www.menganalysis.com</a>
Ambia Enduring Architecture	David P. Thomas	108 First Ave S Ste 200	Seattle	WA	98104	206 340-1552	206 340-0412	<a href="http://www.ambia-inc.com">www.ambia-inc.com</a>
Marx/Okubo Associates Inc.	Michael B. Schneider	1809 7th Ave Ste 309	Seattle	WA	98101	206 621-9122	206 921-9041	<a href="http://www.MARXOKUBO.com">www.MARXOKUBO.com</a>
Driftmier Architects	Rick Driftmier	7983 Leary Way NE	Redmond	WA	98052	425 881-7506	425 881-7306	<a href="mailto:mail@driftmier.com">mail@driftmier.com</a>
Carletti Architects	Peter Carletti	116 E Fir St Ste A	Mount Vernon	WA	98273	360 424-0394	360 424-5726	<a href="mailto:peter@carlettiarchitects.com">peter@carlettiarchitects.com</a>
RDH Building Sciences		509 Fairview Ave N #100	Seattle	WA	98109	206324-2272	206 324-6339	<a href="http://www.rdhbe.com">www.rdhbe.com</a>
Capital Architects, Inc	Sandra Alder	2813 Rockefeller Ave	Everett	WA	98201	425 317-8017	425 317-8489	<a href="mailto:sandra@capitalarchitects.net">sandra@capitalarchitects.net</a>