



City of Medical Lake
124 S Lefevre Street
PO Box 369
Medical Lake, WA 99022-0369
509-565-5000

Request for Proposal (RFP)
CITY HALL COMMERCIAL KITCHEN UPGRADE
City of Medical Lake

Purpose:

The City of Medical Lake (“City”) is seeking a qualified Contractor (“Consultant”) for the upgrade of its commercial kitchen. The project aims to enhance the functionality and efficiency of the kitchen to better serve the community. Architectural designs and drawings are attached with this RFP for reference.

Background:

The City approved this Commercial Kitchen Upgrade project in its Capital Improvement Plan Update for 2024. The project will enhance our ability to offer senior lunch programs, provide better storage and cooking areas for programs and facility rentals, and offer incubator space for restaurants looking to locate in our community.

Project Overview:

This project involves the following key components:

1. Demolition. Removal of existing doors, shelving, and certain kitchen equipment..
2. Construction. Installation of new doors, high shelves, and mobile work counters with stainless steel shelves and fuax stone countertops.
3. Electrical, Mechanical, and Plumbing Work. Upgrading the electrical, mechanical, and plumbing systems to support the new kitchen layout and equipment.
4. Equipment Installation. Setting up new kitchen equipment including fryers, grills, sinks, and storage units.

Scope of Work:

See Attachment 1, Construction Plans and Documents for the City Hall Commercial Kitchen Upgrade Project.

Each of these tasks in Attachment 1 generally outline the work, but it shall be the responsibility of each consultant responding to the RFP to specifically identify the tasks, including a timetable to perform the completed work. Consultants should feel free to suggest amendments to the scope

which they feel would be of benefit to the City, though the cost may not be based on such. The proposal shall clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

Proposal Requirements:

Cover Letter: Maximum of two (2) pages serving as an executive summary which shall include an understanding of the scope of services.

Brief Company Profile: General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualification(s) of the firm as they relate to the work proposed with this RFP.

Organization and Staffing: Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional level of work to be performed by each individual. The City will retain under its agreement with the successful Consultant the right of approval of all individuals performing under the agreement.

Description and Approach: The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP.

Cost Proposal: The cost proposal shall include the hourly rate for all provided services. Include any sub-consultant's fee schedule, if applicable. This should include hourly billable costs of each team member.

Résumé: Relevant Projects/Services with References. Provide résumés of the individual(s) from the Consultant's firm or entity that will be directly responsible for carrying out the contract, three (3) references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.

General Conditions:

The City shall not be liable for any pre-contractual expenses incurred.

The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.

The selected firm must agree to indemnify, hold harmless and defend the City, its officers, employees, and agents; and assigns from any and all liability or loss resulting from any suites, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the Consultant in the performance of the contract.

The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.

The City reserves the right to negotiate special requirements and service levels using the selected qualification(s) as a basis. Compensation for additional services will be negotiable.

All responses to this RFP become the property of the City.

No amendments, additions or alternates shall be accepted after the submittal deadline.

All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the City.

Submittals

Three (3) color copies and one (1) digital pdf copy of the proposal must be submitted (hand-delivered, mailed, or delivered by courier) no later than **4:00 PM, Tuesday, November 26, 2024** (No submittals will be accepted after that date and time) to the following location:

City of Medical Lake Planning Department
“RFP City Hall Commercial Kitchen Upgrade”
Attn: Glen Horton
124 S Lefevre Street
Medical Lake, WA 99022

All questions regarding this RFP shall be directed in writing to Glen Horton, Parks and Recreation Director, at ghorton@medical-lake.org or 509-565-5012. No postmarks will be accepted.

Proposal Evaluation and Selection:

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City’s needs. City staff will use the following criteria to evaluate proposals:

- Understanding of Work to be Performed (the Scope of Services): **15 points**
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach: **20 points**
- Familiarity with City, County, and State Procedures: **15 points**
- Firm and Professional Staff References/Satisfaction of Clients: **15 points**
- Completeness and Quality of Proposal: **25 points**
- Cost Approach to performing this type of service: **10 points**
- Total: **100 points**

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City’s adopted procedures. The City reserves the right to reject any and all proposals.

Schedule:

The solicitation, submittal receipt, evaluation and final decision selection will substantially conform to the following schedule:

Advertisement

November 7, 2024

Submittal Deadline 4:00 PM
Notice to Proceed
Project Completion

November 26, 2024
December 4, 2024
March 15, 2025

Other Information:

Submittals received by the City in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The Consultant should clearly identify in its proposal any specific information that it claims to be confidential or proprietary. If the City receives a Public Records Act request to view the information so marked in the Consultant's proposal and the City determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the Consultant (1) of the request and (2) of the date that such information will be released to the requester unless the Consultant obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Consultant fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.