



Request for Qualifications

Architectural Design for Thrift Shop and Recycling Center Remodel Project

June 17, 2020

Project Overview:

On June 16, 2020, the Mercer Island City Council authorized funding to begin design for a remodel of the Thrift Shop and Recycling Center. Thrift Shop operations are currently impacted by the COVID-19 Pandemic and the City is interested in completing a capital project during the down time.

Time is of the essence in completing this remodel project and the City is seeking a firm that has availability to work on an accelerated schedule.

Project Description

The City of Mercer Island ("City") is requesting Statements of Qualifications (SOQs) from qualified architectural firms to:

1. Complete a design for remodeling the Mercer Island Thrift Shop, resulting in an expanded retail floor space (≈50% increase); and
2. Complete a design for remodeling and utilizing the Recycling Center site (northwest corner of Mercerdale Park) to support donation processing.

Background

Over five miles long and two miles wide, Mercer Island is a bedroom community consisting of high-quality residential areas. Incorporated in 1960, Mercer Island is known for providing quality customer service to its 24,000 residents.

The Mercer Island Thrift Shop ("Thrift Shop") has been operating since 1975 with proceeds supporting community services provided by the Mercer Island Youth and Family Services (YFS) Department. The Thrift Shop provides a resource for re-use and recycling of donations; provides opportunities for volunteers of all ages; and generates funding for the YFS Department services.

In 2019, the Thrift Shop earned \$1.98 million in annual revenues, averaging \$165,000 per month. In 2020, the Thrift Shop was projected to earn nearly \$2 million in revenues, which represents 65 percent of the YFS Department's annual resources. With the onset of the COVID-19 Pandemic ("Pandemic"), the Thrift Shop closed in mid-March and has remained closed since.

Project Timeframe

On June 16, 2020, the Mercer Island City Council authorized funding to begin design for a remodel of the Thrift Shop and Recycling Center. Staff is committed to providing a 30% design update, including updated cost estimates, construction timelines, project scope of work, and an operations analysis to the City Council in July or early August. Time and availability of the design team is essential for this project.

General Scope of Services

The preliminary project scope of work includes capital improvements at the Thrift Shop and the

Recycling Center. Concept drawings are attached as Exhibit A.

- **Thrift Shop Remodel Project:** The overall project goal is to expand the retail floor space. This will be accomplished by decommissioning the existing production spaces (area where donations are processed) and opening up the walls. On the first floor, the project includes a new office area (113 SF), a new breakroom area (242 SF), new bathrooms (192 SF), and a new back of house area (379 SF). The total retail space with the reconfigurations is estimated at almost 6,500 SF, which is a 50% increase over the existing space.
- **Recycling Center Remodel and Expansion Project:** The overall project goal is to relocate the production spaces from the Thrift Shop and make use of the underutilized space at the Recycling Center to maximize the retail space in the Thrift Shop. The current scope of work includes enclosing a 1,600 SF space and does not include modifications to ingress/egress at this location. Initial assessment by staff and a community volunteer familiar with the thrift industry indicates that additional production space may still be needed, perhaps 300 SF or more, which can be achieved at this location. Equipment, signage, and other improvements may also be needed.

Statement of Qualifications

Interested consultants are requested to submit a Statement of Qualifications (SOQ) for the work. The SOQ shall include the following information:

1. Letter of Introduction and Project Understanding (maximum of 2 pages): Indicate interest in this project and working for the City, and any other information that would assist the City in making its selection, including why your firm is the best qualified to meet the needs of Mercer Island and this project. Please also include information on your firm's approach and capacity to work on an accelerated project timeline.
2. Company Profile and Experience (maximum of 1 page): Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project. Provide evidence of relevant experience in building design and building renovations. Provide a list (three to five) of similar projects completed by the firm or team within the last five (5) years, with brief descriptions that demonstrate the firm's/team's ability to complete projects of this type.
3. Project Team and Key Personnel (maximum of 1 page): Identify key staff (including sub-consultants as appropriate) who will be involved in the project, including their assigned roles, a brief description of their background and relevant experience. Please confirm that assigned staff have capacity to work on an accelerated project schedule.
4. References: Provide three references (maximum) for whom your firm has performed similar work within the last five years. Include contact name, current telephone number, and current email for all references. Include two additional references (maximum) for each sub-consultant, as appropriate.

The City of Mercer Island reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.

The City will not be liable for any costs incurred by the consulting firms' incidentals to the preparation of their SOQs or for developing and carrying out interview presentations.

Submittals shall be no more than **4 pages** (excluding references) and will be submitted electronically. Submittals that do not address the items listed in the submission requirement section, exceed the 4-page limit, or contain information other than what is requested will be considered incomplete and will be deemed non-responsive by the City.

Evaluation & Award

SOQs will be reviewed and ranked by a City selection team. Depending on the submittals received, firms may be invited to participate in a follow-up interview. It is anticipated that a consultant will be selected from this process and a contract will be negotiated with work to begin immediately.

Submittal

Submit SOQs electronically to publicworks@mercergov.org no later than **2:00 p.m. on Tuesday, June 30, 2020**.

All submittals shall be clearly titled: "STATEMENT OF QUALIFICATIONS – CITY OF MERCER ISLAND THRIFT SHOP AND RECYCLE CENTER REMODEL PROJECT"

City Contact

Questions regarding the project may be directed to Jason Kintner, Public Works Director, at publicworks@mercergov.org.

The City of Mercer Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

NO.	REVISION	DATE
1		03/01
2		03/01
3		03/01
4		03/01
5		03/01
6		03/01
7		03/01
8		03/01
9		03/01

PROJECT NO: 0006
 DRAWN BY: CMC
 CHECKED BY: CMC
 DATE: 5/1/14

PROJECT:
 MERCER ISLAND
 TRAFFIC STOP ADD.
 7710 S.E. 84TH ST.
 MERCER ISLAND, WA

OWNER:
 CITY OF MERCER ISLAND
 9611 SE 38TH
 MERCER ISLAND, WA
 98040

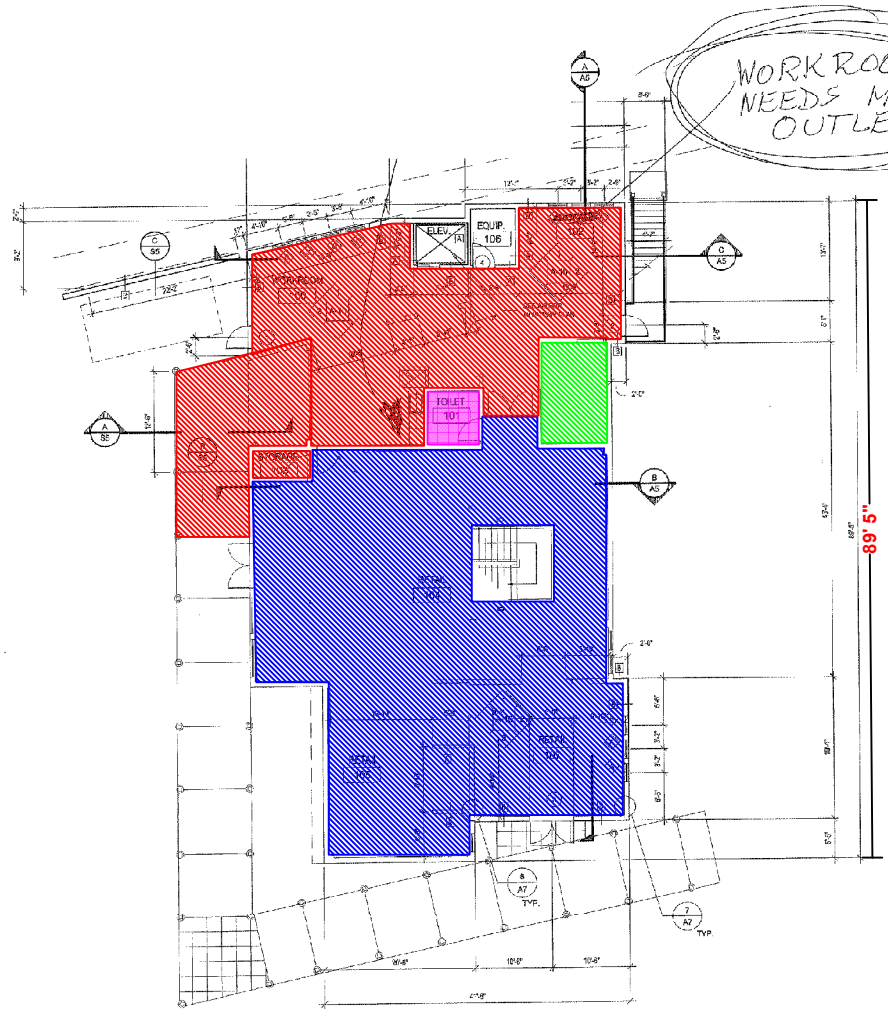
FIRST & SECOND
 FLOOR PLAN
 ENLARGED
 PLAN

LEGEND

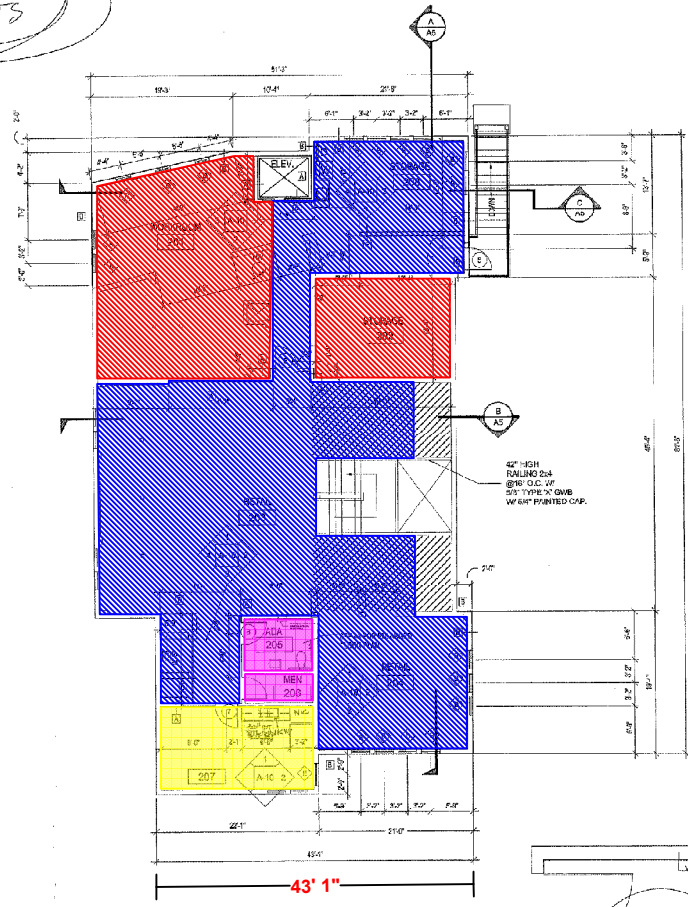
- NEW CONSTRUCTION
- EXISTING CONSTRUCTION
- ▨ CONTRADICTION OF RETAIL SPACE IN THIS AREA

WALL TYPES

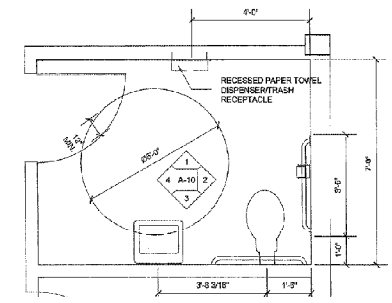
- TYPE A: INT PARTITION FULL HEIGHT
2x4 WD STUDS @ 16" O.C.
2x TYPE 'X' GUS ON EACH SIDE
- TYPE B: EXTERIOR NON-RATED WALL
2x6 MC ST JOIS @ 16" O.C.
R-10 INSULATION BETWEEN STUDS
5/8" TYPE 'X' GUS ON INT.
1/2" EXT. FLYWD. BLDG PAPER
1/2" RECYCLED MD SIDING
- TYPE C: FENCE WALL
2x6 MC STUDS @ 16" O.C.
1/2" FLYWD SHEATHING BOTH SIDES
BLDG PAPER BOTH SIDES
1/2" RECYCLED MD SIDING BOTH SIDES
- TYPE D: DRESSING RM PARTITION
1" PLYWOOD
- TYPE E: ELEVATOR
2x6 MC ST JOIS @ 16" O.C.
1/2" WALLBOARD SHIM
1" LINER FILER
2x6 MC ST JOIS SHAFTHALL LINER
- TYPE F: INT PARTITION HALF HEIGHT
2x4 WD STUDS @ 16" O.C.
2x TYPE 'X' GUS ON EACH SIDE



FIRST FLOOR PLAN
 SCALE: 1/8" = 1'-0"



SECOND FLOOR PLAN
 SCALE: 1/8" = 1'-0"



- - Current Retail Space = 4,419 SF
- - Current Processing Space = 2,326 SF
- - Current Office Space = 121 SF
- - Current Bathrooms = 147 SF
- - Current Breakroom = 230 SF
- - Floor space where walls are to be removed = 167 SF

TOTAL = 7,410 SF

ARCHITECTS
KUBOTA KATO CHIN
 INC.

347 - 5th Avenue South
 Suite 2
 Mercer Island, WA 98040
 (206) 535-1110
 (206) 535-9117 FAX

No.	REVISION	DATE
1		03/01
2		03/23
3		03/27
4		03/27
5		03/27
6		03/27
7		03/27
8		03/27

PROJECT NO: 0706
 DRAWN BY: CMC/CJK
 CHECKED BY: ZC
 DATE: 5/1/19

PROJECT:
 MERCER ISLAND
 THERMISTOR BLDG.
 7710 S.E. 34TH ST.
 MERCER ISLAND, WA

OWNER:
 CITY OF MERCER ISLAND
 9611 SE 38TH
 MERCER ISLAND, WA
 98040

FIRST & SECOND FLOOR PLAN
 ENLARGED PLAN

IF SHEET IS LESS THAN 24" x 36" IT IS A REDUCTION.

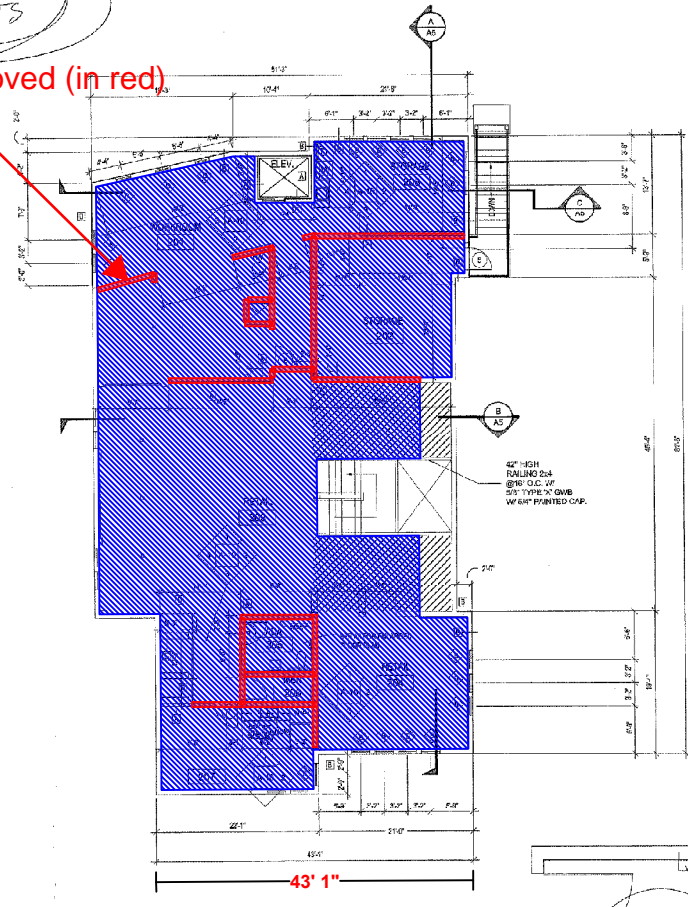
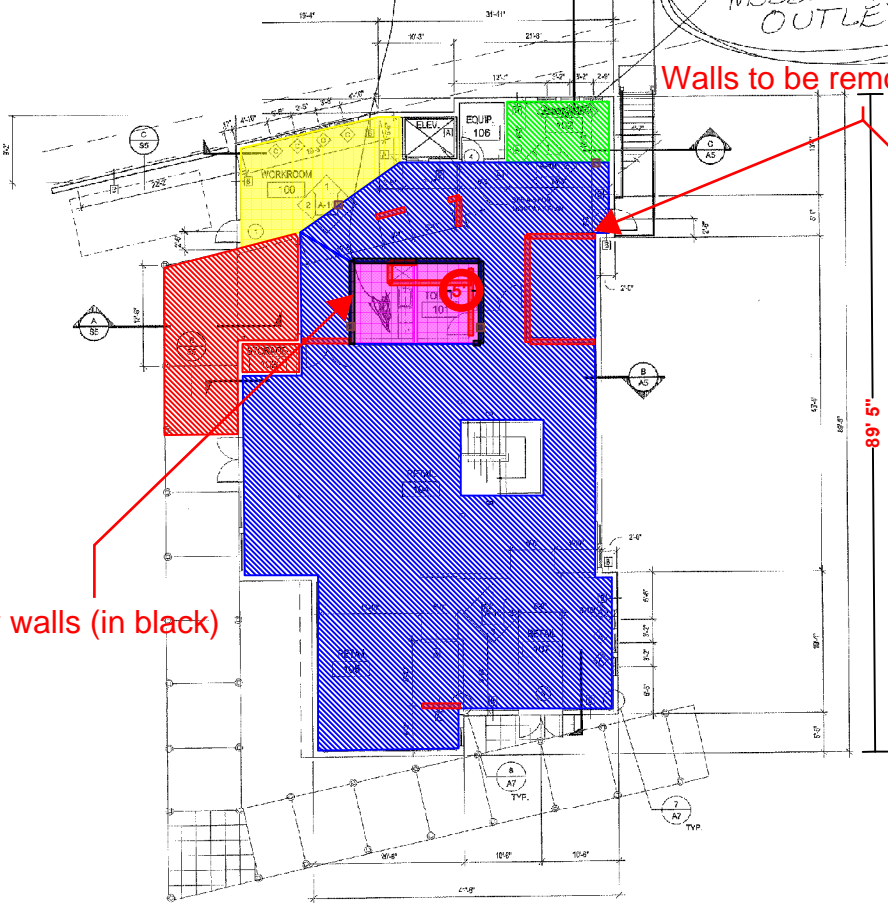
A-3

SH WASHER
 BE INSTALLED
 HERE

WORK ROOM
 NEEDS MORE
 OUTLETS

Walls to be removed (in red)

New walls (in black)



LEGEND

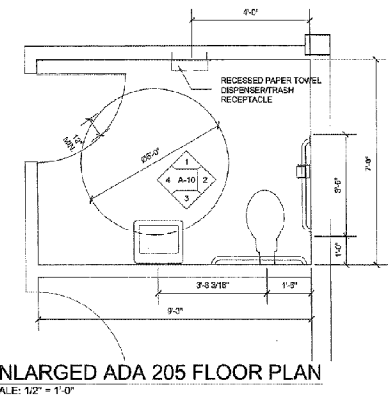
- NEW CONSTRUCTION
- EXISTING CONSTRUCTION
- ▨ CONSTRUCTION OF RETAIL SPACE IN THIS AREA

WALL TYPES

- TYPE A: INT PARTITION FULL HEIGHT
2x4 WD STUDS @ 16" O.C.
2x TYPE 'X' GYS ON EACH SIDE
- TYPE B: EXTERIOR NON-RATED WALL
2x6 MC ST JOIS @ 16" O.C.
10" INSULATION BETWEEN STUDS
5/8" TYPE 'X' GYS ON INT.
1/2" EXT. FLYWD. BLDG PAPER
1" RECYCLED WOOD SIDING
- TYPE C: FENCE WALL
2x6 MC STUDS @ 16" O.C.
1/2" X 1/2" SHEATHING BOTH SIDES
BLDG PAPER BOTH SIDES
1/2" RECYCLED WOOD SIDING
- TYPE D: DRESSING RM PARTITION
1" PLYWOOD
- TYPE E: ELEVATOR
2" x 6" GYS
1/2" WALLBOARD SHIM
1" LINER PLEER
2x6" X 16" GYS SHUFT/WALL LINER
- TYPE F: INT PARTITION HALF HEIGHT
2x4 WD STUDS @ 16" O.C.
1/2" TYPE 'X' GYS ON EACH SIDE

FIRST FLOOR PLAN
 SCALE: 1/8" = 1'-0"

SECOND FLOOR PLAN
 SCALE: 1/8" = 1'-0"



ENLARGED ADA 205 FLOOR PLAN
 SCALE: 1/2" = 1'-0"

■	- Expanded Retail Space =	6,484 SF
■	- Reduced Processing Space =	379 SF
■	- New Office Space =	113 SF
■	- New Bathrooms =	192 SF
■	- New Breakroom =	242 SF
TOTAL =		7,410 SF

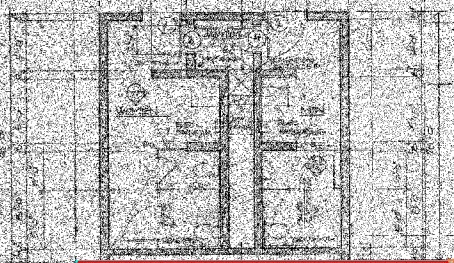
■ - Existing Enclosed Space = 720 SF
■ - Existing Covered Open Space = 880 SF

TOTAL = 1,600 SF

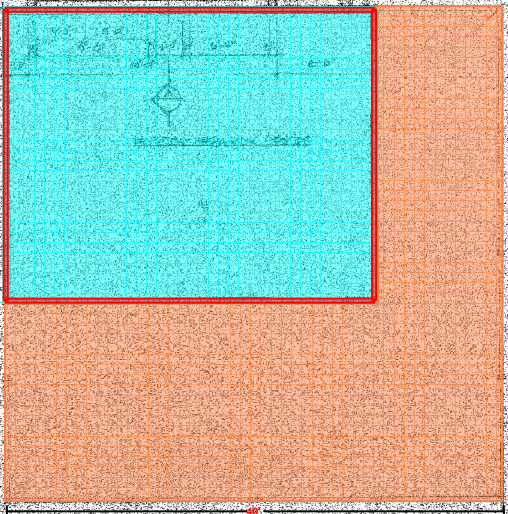
DOOR SCHEDULE									
NO.	TYPE	LOCATION	FINISH	SWING	GLASS	REMARKS	DATE	BY	CHECKED
1	DOOR	ENTRANCE	WOOD	OUT	0%				
2	DOOR	RESTROOM	WOOD	IN	0%				
3	DOOR	TOILET	WOOD	IN	0%				
4	DOOR	TOILET	WOOD	IN	0%				
5	DOOR	TOILET	WOOD	IN	0%				
6	DOOR	TOILET	WOOD	IN	0%				
7	DOOR	TOILET	WOOD	IN	0%				
8	DOOR	TOILET	WOOD	IN	0%				
9	DOOR	TOILET	WOOD	IN	0%				
10	DOOR	TOILET	WOOD	IN	0%				



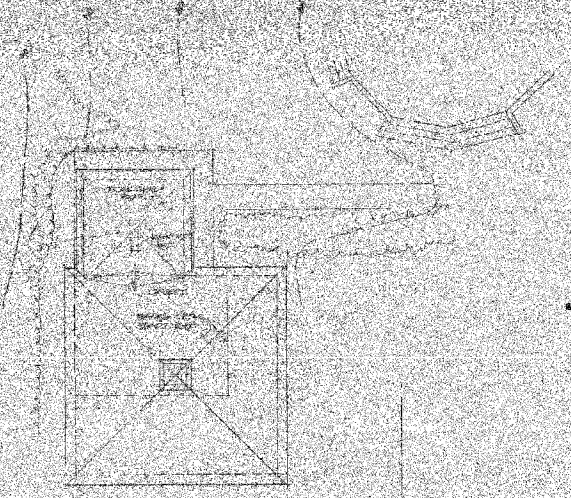
FOUNDATION PLAN



FLOOR PLAN



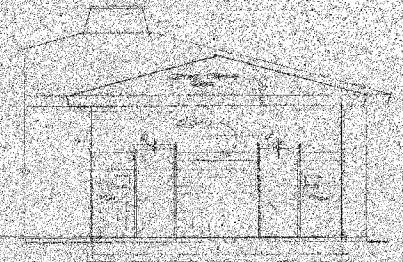
FLOOR PLAN



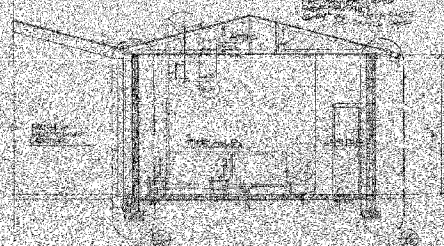
ROOF PLAN



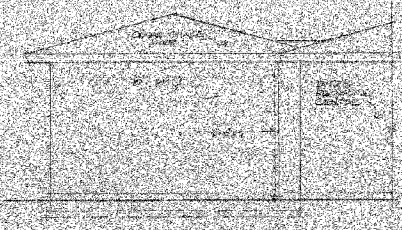
EAST ELEVATION



NORTH ELEVATION



SECTION A



WEST ELEVATION

DATE	_____
BY	_____
CHECKED	_____
SCALE	_____
PROJECT	_____
NO.	_____

Prepared by:
 Checked by:
 Date: _____

**MERCERDALE PARK
PHASE 1**

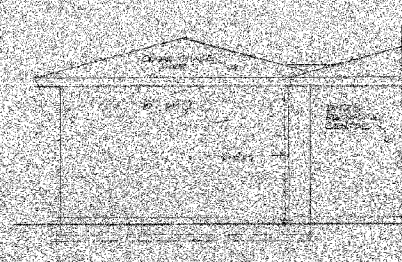
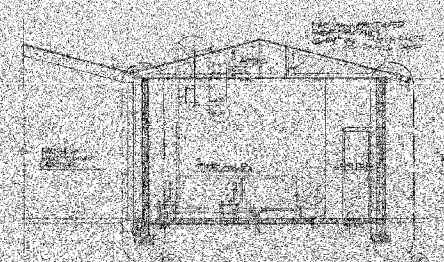
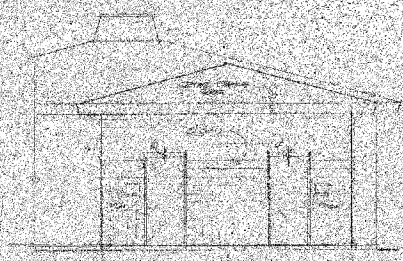
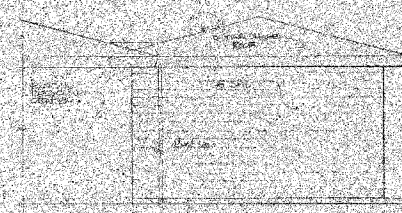
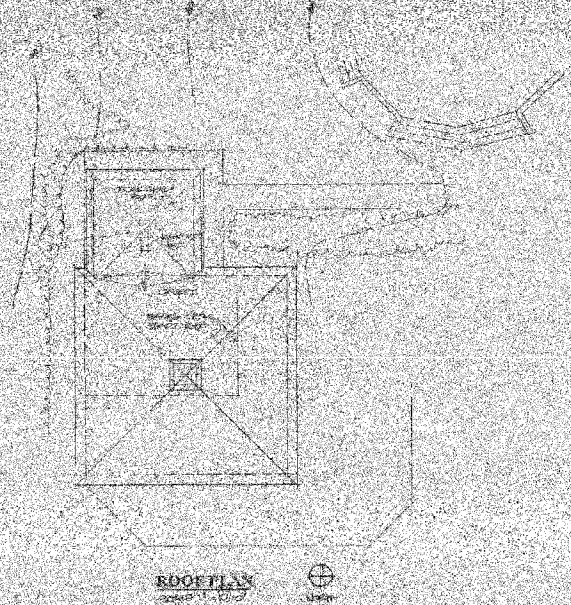
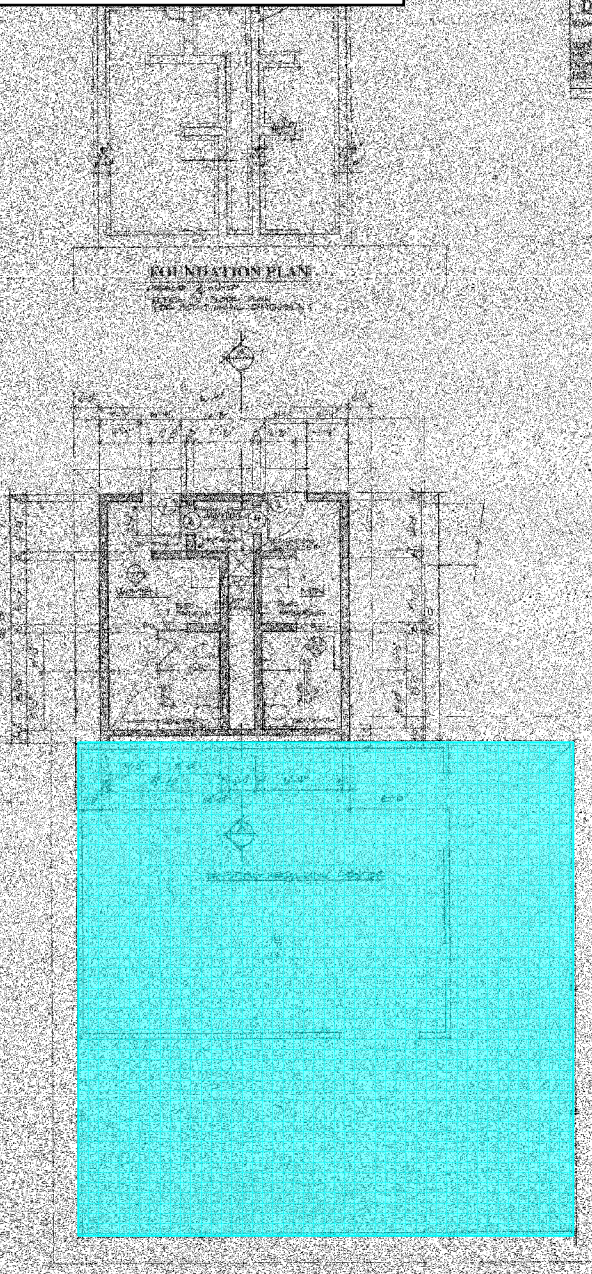
CITY OF MERCER ISLAND
DEPARTMENT OF PARKS
AND RECREATION

RESTROOM
BUILDING

No. 001 1000
 A1

■ - New Enclosed Space = 1,600 SF

DOOR SCHEDULE										
NO.	TYPE	FINISH	SWING	GLASS	GLASS TYPE	GLASS AREA	GLASS TYPE	GLASS AREA	GLASS TYPE	GLASS AREA
1	DOOR	WOOD	IN	0	0	0	0	0	0	0
2	DOOR	WOOD	OUT	0	0	0	0	0	0	0
3	DOOR	WOOD	IN	0	0	0	0	0	0	0
4	DOOR	WOOD	OUT	0	0	0	0	0	0	0
5	DOOR	WOOD	IN	0	0	0	0	0	0	0
6	DOOR	WOOD	OUT	0	0	0	0	0	0	0
7	DOOR	WOOD	IN	0	0	0	0	0	0	0
8	DOOR	WOOD	OUT	0	0	0	0	0	0	0
9	DOOR	WOOD	IN	0	0	0	0	0	0	0
10	DOOR	WOOD	OUT	0	0	0	0	0	0	0



DATE	_____
BY	_____
CHECKED	_____
SCALE	_____
PROJECT	_____
NO.	_____

MERCERDALE PARK
 PHASE 1
 CITY OF MERCER ISLAND
 DEPARTMENT OF PARKS
 AND RECREATION
 RESTROOM
 BUILDING