

Snoqualmie State Bank Parcel Design/Develop Competition City of Snoqualmie, Washington



May 2009

Contents

| | | |
|---|---|----|
| 1 | Schedule | 3 |
| 2 | Position Paper | 4 |
| 3 | Competition Overview | 5 |
| 4 | Design/Develop Competition Regulations | 7 |
| 5 | Jury Biographies | 14 |
| 6 | Phase 1: Request for Qualifications | 15 |
| 7 | Phase 2: Request for Proposal (Design/Develop Proposal) | 19 |
| 8 | Preliminary Design Program | 22 |
| 9 | Sample Advertisement | 25 |

DRAFT

Schedule

- 1 Advertisement
RFQ: Design/Develop Teams (advertise)
- 2 RFQ: Design/Develop Teams available
- 3 RFQ: Design/Develop Teams response due
- 4 Technical evaluation of responses RFQ: Design/Develop Teams
- 5 Interview potential Design/Develop Teams*
- 6 Selection of Design/Develop Teams to compete*
- 7 Notification of Design/Develop Teams
- 8 RFP: Pre-Competition briefing*
- 9 Question/Answer period 1
- 10 Mid-course concept review
- 11 Question/Answer period 2
- 12 Mid-course concept review
- 13 Question/Answer period 3
- 14 RFP: Design/Develop proposals due
- 15 Technical evaluation of proposals
- 16 Public exhibition
- 17 Presentation by Design/Develop Teams*
- 18 Jury deliberations*
- 19 Jury recommendations to City Council*

* Indicates Jury involvement in such tasks.

Introduction

The City of Snoqualmie is conducting a design/develop competition for the City owned historic 1,320 square foot Snoqualmie State Bank building located on the southwest corner of River Street and Falls Avenue at 38767 SE River Street, which was recently used for the City of Snoqualmie Planning Department offices, and adjoining parking lot on the parcel located on the southeast corner of River Street and Railroad Avenue/SR-202 that occupies one of the prime retail corners in downtown Snoqualmie. The property consists of ? (____ square feet) comprised of 2 tax lots.

Proposals for the purchase and reuse of the historic Snoqualmie State Bank Building and redevelopment of the parking lot site will be evaluated through a Design/Develop Competition in accordance with the Design Criteria to be published in the phase 2 Request for Proposals (RFP). The property will be sold by a Purchase and Sale Agreement contingent on the accomplishment of the contents of the selected proposal.

Snoqualmie State Bank Building History



The brick building was constructed on a vacant site in 1923 to house the State Bank of Snoqualmie, which had been founded in 1919 by WL Peters & Associates. The bank building is a rectangular 26-by 40-foot, tall one-story brick building with a hip roof, projecting eaves and Colonial Revival detailing.

The building has experienced only minor alterations since its construction, and is the only commercial structure in the city of this style. The building has large, wood double-hung windows with 12-over-12 and 12-over-16 pane glazing. There are 3 windows on the east elevation; 2 windows, and a brick filled space which repeats the pattern of the window openings, on the west elevation; and 3 windows, separated only by wooden pilasters, on the facade.





The entry door takes the place of the lower portion of the third window. There is an exterior brick chimney on the east facade. Decorative brick work with projecting diamond shapes and a double soldier course circles the building above the windows. Originally, the building's trim and window sash were painted a dark color – and are now painted white. Other changes include the conversion of interior gutters to exterior gutters, and installation of metal Colonial-style lanterns on the facade in the 1980s. A rectangular, 14 by 20 foot, low 1-story room extends from the rear (south) elevation. This originally housed the boiler room but has been used for offices for many years.

In the late 1920s, in addition to housing the bank, the building was used as meeting place by the Snoqualmie Town Council, and as the City Clerk's office. In 1929 the bank was purchased

and operated by C. Beadon Hall of Tolt, who also owned banks in Carnation, Duvall, North Bend, and Issaquah.

Hall was active in community affairs, particularly with the Methodist Church. He also platted some land adjacent to the City of Snoqualmie. Hall's banks survived the Depression and were consolidated as the Washington State Bank in 1943 - this building becoming the headquarters branch. The Washington State Bank was sold to Seattle First National Bank (Seafirst) in 1956. In 1976 Seafirst conveyed the building to the City of Snoqualmie, which used the building as its city hall, and recently as the Planning Department's offices.

Goals

It is the intent of this Design/Development Competition to deliver a mixed use development of a high level of design and technical quality that will reuse the historic Snoqualmie State Bank building and redevelop the adjacent parking lot in a manner that compliments the historic qualities and revitalization underway of the downtown business district. Accordingly, the City of Snoqualmie has identified the following goals to be achieved by this project:

- Attract a high quality mixed use development that will capitalize on the site's visibility on SR-202/Railroad Avenue and maximize the market potentials and economic benefits available from residents of Snoqualmie and Snoqualmie Ridge, as well as tourists interested in Snoqualmie Valley attractions.
- Develop a high quality and appropriate design and tenant use mix that will protect and preserve the historic character of the Snoqualmie State Bank building and redevelop the adjacent parking lot in a manner that will compliment the site's relationship with the historic downtown commercial district, national landmark Snoqualmie Valley Railroad Road & Northwest Railway Depot and Museum, Railroad Park, the Snoqualmie River, Sandy Cove Park, and the proposed Riverwalk behind the downtown district.
- Incorporate site amenities into the design and development that will compliment the pedestrian, sidewalk, and streetscape opportunities identified for Railroad, River, and Falls Avenues as important multipurpose outdoor spaces per the recently completed Downtown Snoqualmie Master Plan and the EDA Infrastructure Project on River Street, and Falls and Railroad Avenues.

Competition Overview

Phase 1: Request for Qualifications (RFQ)

Design/Develop (D/D) Teams will be requested to submit qualifications and a statement of design intent for the Snoqualmie State Bank Parcel.

Each D/D Team response to the Request for Qualifications (RFQ) must propose a consolidated approach by a team of highly qualified and innovative individuals representing design, development, and marketing.

Detailed criteria for qualification of the D/D Team will be established and the D/D Team must qualify under those terms to be eligible for submitting in Phase 2. Based on the RFQ responses, a maximum of 3 teams will be invited to participate in Phase 2: Request for Proposals (RFP).

Phase 2: Request for Proposals (RFP)

Each D/D Team response to the RFP must propose a Design/Develop business offer that will result in the delivery of a project of exceptional design, maximum marketability and economic impact on the downtown, and technical quality.

The proposal must also be in accordance with the design guidelines, market and economic objectives, and fixed price that will be issued at the commencement of Phase 2. Design and construction of all building and site improvements on the Snoqualmie State Bank Parcel and adjoining extension of on-street parking and access on Falls Avenue will be included.

Each team will have a **maximum of 90 days** to prepare their proposal and each team submitting a full and complete proposal in accordance with the published Competition Regulations **will be paid an honorarium**. No other compensation will be paid to the members of other teams.

Upon receipt by the City, each Proposal will undergo a technical and design evaluation to assure full compliance with all mandatory and minimum design performance criteria, and market and economic objectives. Questions arising from the evaluation will be submitted to each D/D Team for clarification, and the D/D Team will have an opportunity to explain their concept to the Jury.

The Jury will consider the technical evaluation findings and subsequent clarifications, team presentations, and all submitted materials in conjunction with design evaluations formulated within the Jury. The Jury will select the most appropriate proposal for Contract Award. **The Jury will then make their recommendation to the City Council, who will have final authority in making the Contract Award.**

The Jury comprised of design professionals, city staff, and qualified citizens, will be a key component of the competition process. The Jury will be responsible for selecting the D/D Teams, participating in the briefing of competitors, and selecting a D/D Team Proposal to recommend to the City Council for Contract Award.

The Jury is also charged with the responsibility of recommending termination of the competition process if they jointly determine that the product of any phase does not meet the quality standard set by the City.

Design/Develop Competition Regulations

The following constitutes the rules and regulations that will govern the conduct of the D/D Competition for the Snoqualmie State Bank Parcel. Agreement by any D/D Team or member thereof to participate in any facet, event or element of the D/D Competition requires compliance with each and every procedure listed herein.

Information related to Phase 1 and Phase 2 is included for information only and is subject to change at the sole discretion of the City prior to the time Phase 1 and Phase 2 documents are published.

D/D Teams selected to participate in Phase 2: D/D RFP will be required, as part of their participation, to execute agreement with the City accepting in totality the Competition Rules and Regulations set forth in the following:

- Request for Qualifications (RFQ),
- the Request for Proposals (RFP), and
- all attachments thereto.

Phase 1: Request for Qualifications (RFQ)

1. Advertisement/Solicitation of Request for Qualifications

The City will advertise in major metropolitan areas of Washington the availability of RFQ packets setting forth the process and regulations regarding the composition of D/D Teams. D/D Teams or components thereof, may receive this RFQ packet upon written request to the Competition Coordinator at the official competition address.

2. Distribute RFQ Packets

RFQ packets will be distributed in response to written, facsimile, or e-mail requests. Telephone requests will not be honored.

3. Questions regarding RFQ

Questions regarding the information contained in the RFQ must be submitted to the Competition Coordinator at the official competition address by 3:00 p.m., PDT, on the day set forth in the official schedule. All questions must be submitted in writing and received by the specified time and date. No verbal questions will be accepted. All questions received will be answered and copies of all questions and answers will be sent simultaneously to all parties requesting RFQ packets. Anonymity of the source of specific questions will be maintained in the written responses.

4. Receive Statements of Qualifications for D/D Teams

Responses to the RFQ shall propose a D/D Team comprised of a design, development, and marketing component.

The D/D Team will be required to qualify in accordance with criteria established in the RFQ, including experience, financial capability, and ability of undertaking a project of the scale and magnitude of the Snoqualmie State Bank Parcel.

All responses to the RFQ must be received at the official competition address no later than 3:00 pm on the day set forth in the official schedule. Faxed submittals will not be accepted. On behalf of the City, the Competition Coordinator will receive and record responses to the RFQ, forwarding to the Jury those submissions that meet the mandatory submission requirements.

5. Late submissions

A Statement of Qualifications will be considered late if received at any time after 3:00 pm on the day set forth in the official schedule. Statements of Qualifications received after the specified time will not be considered and will be returned unopened to the sender.

6. Number of copies

10 copies of the Statement of D/D Team Qualifications must be submitted in accordance with all requirements set forth in the RFQ.

7. Public display

The required board from each D/D Submittal may be put on public display. If displayed, public comments will be recorded and made available to the Jury during their evaluation of the D/D Team Submittals.

8. Evaluate Statements of Qualifications

The Competition Coordinator will conduct technical evaluations of the responses to the RFQ. Each element of the response will be noted strong, average, or weak, and such ratings will be forwarded to the Jury.

9. Determine Phase 2 Competitors

Through an evaluation and interview process, the Jury will select a maximum of 3 D/D Teams to participate in Phase 2: RFP. The Jury may recommend to City Council that the competition process be terminated if the Jury determines that:

- the quality of the proposed D/D Teams is not sufficient to deliver a Snoqualmie State Bank Parcel project of outstanding design and functional quality, or
- that a minimum number of qualified D/D Teams is not available to satisfy the intent of the competition.

10. Notification and agreements

Selected D/D Teams will be notified by the Competition Coordinator and will enter into an agreement with the City to participate in Phase 2: RFP competition.

Phase 2: Request for Proposals (RFP)

11. Competition period

Each participating D/D Team will have a period of 90 days to prepare and submit its proposal in accordance with the RFP. Upon submittal of a proposal in full conformance to these regulations, each D/D Team will be paid an honorarium of \$ _____ to help defray some of the costs of the RFP competition.

12. Briefing of participating D/D Teams

The D/D Teams will meet with the Jury and the Competition Coordinator in a single public session prior to the commencement of Phase 2 to review the official RFP. The session will review the design guidelines, market and economic objectives, submission requirements, and site information. Representatives of each of the D/D Teams will attend this joint session.

The Competition Coordinator and the Jury will respond to questions by participating teams. The briefing will include a site visit and presentation by the Jury and other officials and advisors to the project

13. Questions and answer periods:

During the first 74 days of Phase 2, the participating D/D Teams will be able to submit written questions and requests for additional information on 2 occasions. All questions received will be answered and copies of all questions and answers will be sent

simultaneously to all participating D/D Teams. Anonymity of the source of questions will be maintained in the written responses.

14. Midcourse concept reviews

Each D/D Team will be invited to 1 concept review. The concept review is a working session between the D/D Team and the Jury. The D/D Team may utilize the time to their best advantage.

All parties participating in the concept review will hold all information in confidence. However, program issues arising out of the concept review that affect all teams will be documented in written form by the Competition Coordinator and distributed to all participating D/D Teams in the same manner as questions and answers.

15. Receive proposals

All required material including forms, drawings, and models shall be delivered to the designated location on or before 3:00 pm on the date specified in the Competition Schedule.

An authorized representative or agent of each D/D Team shall include a signed certification that the Team will design and construct a mixed use project on the Snoqualmie State Bank Parcel meeting all requirements identified in the design criteria documents issued in the RFP. The Competition Coordinator will forward to the Jury each proposal received by the submission due date for evaluation.

16. Late submissions

A proposal will be considered late if received at any time after 3:00 pm on the day set forth in the official schedule. Proposals received after the specified time will not be considered and will be returned unopened to the sender.

17. Modification of proposals

Any proposal received prior to the date and time specified above for receipt of proposals may be modified by written notice of the proposing Team. To be considered, however, the City must receive the written proposal by the date and time specified above regarding Late Submissions. Each proposal not modified by the submission deadline shall be considered an irrevocable offer to design, develop, and market the Snoqualmie State Bank Parcel at the price and in accordance with the terms and conditions specified in the proposal.

This irrevocable offer shall be in effect for 6 months from the submission date and time specified above. Each proposal shall clearly and unambiguously state that the offer contained in the proposal shall be irrevocable for this 6-month period and shall not be modified in any respect without the written consent of the City.

Upon award of the D/D contract, the irrevocable offers of all unsuccessful Phase 2 proposing Teams shall be deemed automatically withdrawn and of no further force or effect.

18. Technical evaluation of proposals

Upon receipt, the Jury will evaluate only those proposals found in the sole and exclusive judgment of the City to be in full compliance with all specified mandatory criteria, and only those proposals will be eligible for further consideration. **If the proposal is not in compliance, the D/D Team shall forfeit the honorarium.**

Clarification issues identified during the technical analysis will be composed as written questions and submitted to the appropriate D/D Team. The D/D Team will respond in written form - verbal responses to the questions will not be permitted.

Based on the written clarifications received from the D/D Teams, the Competition Coordinator will complete its analysis and a written evaluation of each proposal will be submitted to the Jury along with the respective proposals.

19. Public review and comment period

While the Competition Coordinator is completing the review and analysis, some or all drawings, renderings, models, and other materials submitted by each D/D Team may be made available for public review and comment. The public will be afforded an opportunity to submit written comments to the City and any such comments received will be forwarded to the Jury.

20. Presentation by D/D Teams

Each D/D Team participating in Phase 2 will be given an opportunity to present its proposal to the Jury. Clarification questions regarding the proposal may be directed to the D/D Team but no modification to the proposal as submitted will be allowed as a result of this interchange.

21. Jury evaluation and selection

The Jury will receive the proposals and technical evaluations, satisfying itself of the accuracy of all materials presented. Along with these materials, the Competition Coordinator will also forward to the Jury any and all written comments received during any public review and comment period. The Jury will be present for the Presentation of Proposals and will be given the opportunity to ask questions and receive answers from the D/D Teams to clarify their respective proposals.

Upon review, analysis, and discussion of the proposals, the technical evaluations, any public comments received, and the D/D Team presentations, the Jury will rank the proposals and recommend to the City Council the proposal that best meets the criteria established in the RFP.

22. Report of the Jury

The Jury will prepare a written report that will state its reasons for the selection of its preferred D/D proposal. Such report will be submitted to the City as the final record to the Jury's decision and recommendation of the preferred D/D proposal. Should the Jury find that no proposal fulfills the design and technical criteria, it shall recommend to the City that the competition process be terminated without selecting a D/D Team.

23. City Council review and decision

The City Council shall review the Jury Report, and recommendations from the Competition Coordinator to ascertain the appropriateness of the Jury selection. The City shall then decide whether to accept the Jury Report, thereupon selecting the recommended D/D Team and directing the Competition Coordinator to proceed with contract award and execution.

The City reserves the right to reject the recommendation of the Jury and terminate the process without incurring any liability to any member of the D/D Team if the City deems the Team recommended by the Jury does not qualify or is inappropriate to undertake the Design/Development proposed.

24. Contract awards and execution

Upon selection, the candidate D/D Team will meet with representatives of the City to review the winning proposal and to re-confirm the proposal conforms to all project criteria published by the City.

In the event the City is unable for any reason to enter into an agreement with the successful D/D Team by the dates specified in the Competition Schedule, the

City reserves the right to thereupon terminate discussions with that D/D Team without incurring any liability to any member of any D/D Team.

General information

25. Competition address

_____, Competition Coordinator
Snoqualmie State Bank Parcel
PO Box 987, 8020 Railroad Avenue SE
Snoqualmie, WA 98065

26. Eligibility requirements

The D/D Teams must conform to Washington State and local requirements for licensing. Such licensing must be in place at all times during this D/D Competition.

27. Jury

At any meeting of the Jury, a quorum of 3 members must be present to make a determination in accordance with the Competition Regulations. A determination made by a quorum shall constitute an official position by the Jury and determinations of the Jury shall be subject to a majority vote of those Jury members present.

28. Communications

Communications regarding any phase or issue of this D/D Competition shall be made through the Competition Coordinator in accordance with the Competition Regulations. Discussion of this Competition with any elected official, any City employee, Jury member, or others may result in disqualification of individuals, teams or related groups from the D/D Competition.

Jury Biographies

Juror 1:

Juror 2:

Juror 3:

Juror 4:

Juror 5:

Phase 1: Request for Qualifications (RFQ)

Overview

The material listed in this section is included for information only and to generally describe the expectations of this Phase of the D/D Competition. Final requirements and criteria will be published in the official Phase 1: RFQ document.

The City will charge the Jury to select a maximum of 3 teams to compete for the Design/Develop contract for the Snoqualmie State Bank Parcel. The D/D Teams are to be composed of design, development, and marketing components necessary for the successful development of the Snoqualmie State Bank Parcel in accordance with the design criteria, market and economic objectives of this competition.

Each D/D Team should select and organize its team members to ensure the delivery of a project that is not only technically correct but also offer enhanced standards of design quality, market and economic benefit for the downtown district.

Criteria similar to the following will be used in evaluating responses to this RFQ and selecting the D/D Teams to be invited to participate in Phase 2 of the competition process.

Evaluation criteria: Design/Develop Team

Architects Qualifications

The goal of the qualification process is to establish an extraordinary level of design capability within the D/D Teams, confirming the commitment of the City to create a project of excellent design and technical quality.

The Submittals from design architects who wish to be considered on D/D Teams should demonstrate a high degree of design capability and be of a concise, understandable nature. In cases where the design architect (individual) is part of a larger firm, the relationship and project commitment of the individual should be addressed.

Examples of work submitted should graphically address building design, relationship of buildings to their context and site development, as well as an understanding of architecture as a part of, and initiator of urban development in historic downtown districts.

Each architect submission shall consist of 2 pieces:

- bound document, 8-1/2" x 11" (vertical) format, consisting only of the specific material requested; and
- 30" x 40" (horizontal) board indicating design intent as defined in the following list of requirements. The board may be put on public display.

One copy of each piece shall be submitted and all submissions become property of the City and will not be returned.

Architects Experience

Project experience involving the following:

- Historical preservation and retrofit projects
- Retail and commercial buildings
- Mixed use buildings and projects
- Public open spaces and streetscapes

Demonstrated excellence in comparable projects related to the following:

- Overall architectural and urban design quality including ability to create positive community identity, street level pedestrian environments, integration of art into architecture, and waterfront/park design compatibility,
- Experience in managing projects of similar scale and complexity.
- Project production with a high quality of materials and construction techniques.

Developer Experience

Project experience involving the following:

- Historical preservation and retrofit projects
- Retail and commercial buildings
- Mixed use development projects
- Public open spaces

Success of comparable undertakings related to the following:

- Economic success creating high quality development, marketing and sales record, favorable financing experience, and track record.
- Overall architectural and urban design quality including ability to create positive community identity, street level pedestrian environments, integration of art into architecture, and waterfront/park compatible architecture.
- Experience in managing and maintaining projects of similar scale and complexity constructed by the D/D Team.

Developer Organization and Management Approach

- Clear lines of responsibility within the D/D Team's organization demonstrating effectiveness and responsiveness.
- Availability of a full-time representative of the D/D Team throughout the duration of the project.

Qualifications of Other Key Personnel

- Qualifications and specific project experience of other designated design professionals in projects requiring context sensitivities evidenced by overall architectural and urban design quality in previous projects.
- Qualifications and experience of other key persons and entities assigned to this project that are associated with the developer.

The form and content of each response to the RFQ will contain the following or similar information tabulated in specific separate sections. All materials shall be provided in an 8 - 1/2" x 11" format bound vertically (11" side). 10 copies of the response must be submitted.

Specific requirements: Statement of Qualifications

1. Cover letter

Indicate contact person for the D/D Team.

2. Table of contents

Provide an index to the D/D Team submittal.

3. Executive summary

Provide a synopsis of the submittal.

4. D/D Team members

Provide name and address of each firm comprising the D/D Team, including all subcontractors and their specialty.

5. Statement of Qualifications

The D/D Team qualifications must include submittals from the design and development components of the team.

Architect specific requirements: Bound document

6. Registration (one page)

Indicate name, address, telephone number, and e-mail of architect or firm.

7. Projects

Submit qualifications of the design architect for this specific project. Include a maximum of 5 examples of projects executed by the design architect that demonstrate an innovative approach to solving design program requirements, and, when possible, collaboration between design professionals and developer entities. Projects do not have to be constructed to be a part of this section.

8. Participants

Submit names and qualifications of key individuals who will be assigned to this project. Provide personal resumes and the projected degree of individual involvement in the project. Indicate the individual degree of responsibility in the projects listed. Provide 3 references for each participant. Where possible, include clients and individual related projects submitted. For each reference, list the person's name, address, telephone number, and e-mail.

The submittal shall address design capabilities of the design architect only. Joint venture or other relationships with other architect/engineer firms that enhance an architect's professional capability (construction documents or construction administration) may be formed.

9. Intentions

Submit a one-page (8 1/2" x 11") statement listing and discussing the issues the architect needs to explore in the design of the Snoqualmie State Bank Parcel. In addition, submit an 8 1/2" x 11" color reduction of the 30" x 40" board bound in this section of the submittal as well as a digital jpeg image of the board. Include this digital image on a disk in a separate business-sized envelope attached to the inside back cover of the document.

10. Specific requirements: Board

Submit one 30" x 40" board, drawing or graphic piece of horizontal format, mounted on rigid stock. The board should convey the intentions of the architect in approaching the design of the Snoqualmie State Bank Parcel. It may include, for example, conceptual ideas for the building, site analysis diagrams, past work relative to a project of this scale and complexity, or any other method by which the architect chooses to display design intent, philosophy, and capability.

Developer specific requirements

11. Business form

Indicate name, address, telephone number, and e-mail of firm, method of business operation or incorporation, and annual financial report or statements attesting to the firm's ability to undertake a project of this magnitude.

12. Projects

Include a maximum of 5 examples of projects developed by the firm or company that demonstrate the design, marketing and economic objectives for this Snoqualmie State Bank Parcel.

13. Participants

Submit names and qualifications of key individuals who will be assigned to this project. Provide personal resumes and the projected degree of individual involvement in the project. Indicate the individual degree of responsibility in the projects listed. Provide 3 references for each participant. Where possible, include clients and individual related projects submitted. For each reference, list the person's name, address, telephone number, and e-mail.

14. Proposal for project management

Include planning, coordination, scheduling, tracking, and monitoring of construction – and marketing and lease-up of key or proposed anchor tenants and activities.

15. Quality control techniques and operations

Include methods and examples as utilized on prior projects to ensure finished development quality and lease-up – including any related public infrastructure or other improvements on public properties.

16. Role of key team members

Include a team organization chart, discuss the role and commitment level of key team members, and describe the on-going role of design and marketing professionals during the construction phase of this project.

17. Insurance coverage

Include type and coverage limits for general liability, worker's compensation, automobile, and professional liability including errors and omissions as required by the RFQ document.

18. Bonding capacity

Include letter from a bonding company attesting to the bonding capacity of the D/D Team.

19. Brochures and miscellaneous information material

Include materials considered of interest to the Jury in this submission.

Phase 2: Request for Proposal (RFP)

The material contained herein is for information only and to generally describe the expectations of this Phase of the D/D Competition. Final requirements and criteria will be published in the official Phase 2: RFP document.

Overview

The City will charge the Jury with evaluating and determining the proposed project that best answers the design, marketing and economic goals to be set forth in the official project criteria. These documents will be prepared and released to the selected D/D Teams at the commencement of Phase 2: RFP. The documents will include building and urban design criteria, market and economic performance objectives, and fixed price parameters.

At the appropriate time and date, the following data, drawings, models, and documents shall be prepared and submitted by the D/D Team. Failure to provide all data, drawings, models, and documents specified in this or other sections of the Proposal Documents may cause the proposal to be rejected by the City and result in disqualification of the proposing Team.

Documents will be submitted in an 8 1/2" x 11" loose-leaf 3-ring hard cover binder complete with tabs. 10 bound copies shall be submitted together with 3 sets of full-scale drawings and the model.

The proposing Team shall sign and include the Proposing Team Form and the Purchase Agreement included in each of these volumes. The D/D Team Form shall be included in the 10 bound volumes, but shall be submitted under separate cover.

The proposal submittal shall be generally organized in accordance with the following outline:

1. Table of contents
2. Required proposal and purchase price forms
3. Site master plan including parking, landscape, and pedestrian improvements
4. Building description including elevations, facades, and materials
5. Description of compliance with mandatory requirements
6. Description of degree to which minimum performance criteria are exceeded
7. Description of compliance with qualitative attributes
8. Proposed quality control program
9. Schedule of critical dates
10. Design documents in 8 1/2" x 11" format, unsigned and no identification of Team
11. Photographic record in digital format on disk of all graphic and model displays included as part of the proposal submittal
12. Supplemental Team qualifications
13. Other information at option of proposing Team

Each submittal shall also include an architectural model depicting the Snoqualmie State Bank Parcel project development including representation of the project's relationships to adjacent downtown buildings. The models shall be built at specified scale and shall be appropriate for public display and photographic reproduction. The models shall also depict site landscaping, on-street parking, pedestrian, public open spaces and plazas, and other site improvements or features.

Evaluation of proposal

Upon receiving the proposals from the D/D Teams an evaluation by the Competition Coordinator will ensue. The evaluation will be in accordance with criteria established and

published as part of the Phase 2: RFP. The 3 areas that the proposals will be evaluated will be Mandatory Criteria, Minimum Performance Criteria, and Qualitative Attributes.

The response to the criteria will be evaluated, scored, and ranked and the results submitted to the Jury in a written report from the Competition Coordinator to the Jury. The technical evaluation, in combination with public review and comment, will be considered by the Jury in their evaluation of the submitted material in each proposal. The Jury evaluation will also include the degree to which the proposed designs respond to the stated goals for the Snoqualmie State Bank Parcel.

Mandatory criteria for proposal

At the commencement of the Phase 2: RFP process a number of mandatory criteria will be established by the City that must be met by each D/D proposal. These criteria will be published in the RFP.

The mandatory criteria will include such items as the set dollar amount the City will accept in payment from the D/D Team for the sale of the Snoqualmie State Bank Parcel. The design requirement will specify minimum and maximum for the following criteria among others:

- Allowable land uses and activities will conform with the B1 zoning district and shall include anchoring use(s) of maximum market and economic benefit to the downtown district
- Maximum site coverage allowing for public amenity spaces
- 0 foot building setback from River Street, and Railroad and Falls Avenues right-of-way
- 35 foot building height
- Parking requirements to be met on-street by angle parking on the west side of Falls Avenue and parallel parking on the south side of River Street in front of the property
- Loading requirements and areas to be from Falls Avenue and/or from a parallel loading stall to be designated on the south side of River Street in front of the property
- Streetscape improvements and furnishings palette shall match the proposals within the Downtown Design Manual and the EDA infrastructure project under construction on Falls Avenue and River Street
- Outdoor amenities including hardscape paving, street trees, tree grates, benches, flower pots and landscaping, water features, and artworks will be provided in the River Street, and Falls and Railroad Avenues right-of-way as well as any public spaces incorporated into the design

Each Phase 2 proposal must specifically discuss how the proposed project will comply with all identified criteria.

Minimum criteria for proposal

The minimum performance criteria will be available at the commencement of Phase 2: RFP. The minimum criteria will specify performance for the following criteria among others:

- Anchor tenant(s)
- Façade design standards
- Sign design standards
- Color and material palette
- Historical design standards and objectives

Each proposal must include a description of how the project will meet or exceed the quality established in the performance criteria.

Qualitative attributes for proposal

As part of the Phase 2: RFP, certain qualitative attributes shall be established at the beginning that will be evaluated as part of the technical evaluation. Qualitative attributes may include:

- Reuse activities in the Snoqualmie State Bank building that respect the architectural and historical character of the building but also provide pedestrian friendly and interesting retail and other commercial opportunities
- Relationship of proposed on-site development to the historic nature and characteristics of the Snoqualmie State Bank building
- Relationship to the historic downtown district
- Pedestrian friendly design and activities of all site improvements
- Overall outstanding design quality, or
- Other features that will help the City facilitate the reuse of the Snoqualmie State Bank and redevelopment of the adjoining parking lot as part of a downtown district of outstanding design quality.

Each proposal must include a description of how the project will meet or exceed the quality established in the performance criteria.

Preliminary design program

Site description

The Snoqualmie State Bank Parcel consists of Tax Parcels _____ and _____. Improvements for on-street parking and access will also be accomplished by the successful developer within existing Falls and Railroad Avenues and King Street right-of-way that will remain under City ownership. A parcel map is attached for purposes of locating the property only. The Snoqualmie State Bank Parcel is generally level and flat, with an asphalt improved parking lot accessed from River Street and exiting onto Railroad Avenue. The corner of the parking lot has been improved with a period timepiece that will be turned over to the City or incorporated into the final design. The parking lot property was previously improved with _____.

Development Regulations

The Snoqualmie State Bank Parcel is zoned Business Retail 1 and located in the Downtown Historic District Overlay Zone and Landmark District subject to the standards set forth in chapters 17.25 and 17.37 of the Snoqualmie Municipal Code (SMC).

The Snoqualmie State Bank Parcel is located within the FEMA 100 year Floodway subject to SMC 15.12 flood hazard regulations. The property is also located within the Snoqualmie River shoreline, subject to the City's shoreline regulations, SMC chapter 19.08 (a new Shoreline Master Program, including shoreline regulations, is under review by the Department of Ecology).

Environmental Disclosure

_____.

Design criteria

The Snoqualmie State Bank Parcel is important as a key retail location for anchoring the downtown core and supporting revitalization efforts on Railroad and Falls Avenues. These design criteria provide direction for the reuse of the historic bank building and redevelopment of the site, as well as uses appropriate to the historic district and downtown revitalization goals. Development of the Snoqualmie State Bank Parcel is subject to the Downtown Historic District Design Manual and Sign Design Manual, which provide more specific direction for some aspects of site and building design.

1: General

The Snoqualmie State Bank building and adjacent parking lot occupy a key location in Snoqualmie's historic downtown retail area. Site and building design shall be consistent with the Downtown Snoqualmie Master Plan and Downtown Design Manual.

- A reuse of the historic Snoqualmie State Bank building must protect and preserve the architectural and historic nature of the building and provide a new use and activity that generates retail and pedestrian interest of benefit to the downtown district.
- A new building constructed on the remainder of the site must be a cornerstone building of high quality design, materials and construction; one that compliments the architectural character of the bank building, reinforces and improves the downtown core, and strengthens the downtown as a place for both local and tourist shopping, dining and gathering.
- Site and building development should complement existing and proposed amenities, including the historic Snoqualmie Valley Railroad & Northwest Railway Depot & Museum, Railroad Park, and other the downtown historic district buildings and businesses.
- A building or buildings developed on the site should not be viewed as a stand-alone project, but with consideration for how it can expand and fuse together the downtown retail

district, serve as a catalyst for future development and revitalization, and provide a design direction and branding for the historic community consistent with the Downtown Snoqualmie Master Plan and Downtown Design Manual.

2: Scale, height, and massing

- The project should design and construct a 2 to 3-story building with a minimum of _____ square feet of ground floor retail tenant space in both buildings combined. All ground floor retail tenant spaces in the new building shall have a minimum ceiling height of 13 feet and compliment the first floor heights and window lines of the historic bank building.
- The building should establish a cornerstone architectural identity for the downtown as vehicles and pedestrians approach from either direction on Railroad Avenue/SR-202 and shall include a significant design treatment at the King Street corner.
- Building mass should be scaled to the pedestrian by being divided into storefront segments, with openings consistent with the historic buildings in the downtown and as portrayed in the Downtown Design Manual.
- Since this building will be faced on 3 sides by public streets and on-street parking and therefore have 3 visible sides, each with a different adjacent building and spatial context, scale and design of the building should be sensitive to each adjacent context. Building design should consider the vehicular view of the building, but emphasize design for the pedestrian experience.
- The building will also sit at the crossroads of key pedestrian links between the Snoqualmie River, historic Snoqualmie Valley Railroad & Northwest Railway Depot & Museum, Railroad Park, Sandy Cove Park, proposed Riverwalk behind the downtown, and downtown shopping. The massing should create and sculpt pedestrian plazas, respond to street edges and pedestrian ways, and reinforce the adjacent use experiences.

3: Building frontage and storefronts

Due to the key location of this site surrounding the historic bank building and in the downtown and along Railroad Avenue/SR-202, the building storefronts are very important to creating a strong presentation for retailers and restaurants, and helping to activate adjacent retail spaces.

- As the focus of the building is to enhance street vitality to complement and expand the amenities and opportunities for retail activity in the downtown, street-facing facades shall consist only of contiguous storefronts.
- All storefronts shall be fully transparent, including clear glass in storefront windows and doors, and transom and clerestory windows above storefront windows and doors.
- River Street between Falls and Railroad Avenues, and across the railroad tracks to the Westside business district on Maple and Olmstead Avenues, provides an important east-west pedestrian link in the downtown. Building facades, storefronts, uses and amenities oriented to River Street should be designed to enhance this pedestrian linkage and special event staging.
- Canopies or awnings should be used for all window or entry openings. The building should be designed to allow outdoor café seating, particularly along the Falls Avenue and River Street frontages and setbacks, and possibly between or incorporated into the integration of the historic bank building with proposed new building development.
- Storefront entrances shall be recessed consistent with the historic bank building character.
- Building design should consider inclusion of small square footage storefront spaces (less than 1,000 square feet) on River Street to accommodate start-up businesses and maximize storefront activity.

4: Uses and tenant spaces

- Street level tenant spaces shall be designated for retail sales and/or restaurant uses only, with upper level retail, restaurant, hospitality or office uses. (If determined to be

allowed by State law and FEMA, upper story may include transient or permanent residential uses.)

- Targeted retail tenants shall include those listed in the Downtown Snoqualmie Master Plan.
- Non-retail commercial uses, such as medical or dental offices, professional offices, dry cleaners, real estate offices, mortgage brokers, etc. shall not be allowed on the ground floor.

5: Materials

- Building materials shall reflect the nature and presence of the proposed new building development as a cornerstone project. Material and color treatments should reflect the character of the historic bank building, the essence of historic buildings in the downtown, as well as the northwest region in accordance with the Downtown Design Manual.
- The use of high quality brick, CMU, and/or stucco as the primary building material is encouraged, with the use of natural woods, brick and tile as accents.
- If awnings are used they should be constructed of glass or similar transparent materials.
- Colors used on the building should reflect the historical palette of Snoqualmie.

Parking

- Parking will be provided on-street in accordance with the On-Street Parking Requirements on the west side of Falls Avenue and south side of River Street as shown in the Downtown Snoqualmie Master Plan.

Streetscape

- Pedestrian and retail use experiences are very important at this key location. Site and building design should provide a variety of pedestrian features and amenities to help animate and energize street activity, from plazas and outdoor seating and display areas, to the public sidewalk and streetscape elements. Streetscape improvements within the public street rights-of-way adjacent the site and within any on-site incorporated outdoor pedestrian accent or activity areas shall consist of an urban sidewalk treatment with hardscape paving, street trees, tree grates, benches, flower pots and landscaping, water features, and artworks, along with appropriate street lighting and accoutrements (garbage cans, benches, etc.) specified in the Downtown Design Manual and furnished in the EDA Infrastructure Project on Falls and Railroad Avenues, and River Street.

Signage

- High quality, professionally designed and constructed signage shall be provided for all tenants. Signage shall be consistent with Sign Design Manual. Blade signs shall be provided for all retail tenants under the awnings and over the entry doorways.

Servicing

- Service access for garbage and recycling shall be taken from Falls Avenue and a service corridor to be provided between the buildings, and preferably from within an interior building hallway or corridor, and should be integrated within the building architecture. Service access areas shall not be located adjacent to significant pedestrian ways, plazas, or entries.

Entries

- All primary entrances to ground floor tenants shall be located within a storefront. To allow for maximum space and flexibility for retail storefronts along Railroad Avenue a ground floor entrance to a small lobby with an interior stairway or elevator to upper level tenants may be located on River Street or Falls Avenue. Exterior stairs for upper level entries may be located only on Falls Avenue.

Timing of construction

- A building permit for the historical building reuse and new mixed-use retail building(s) for the site shall be applied for within 9 months, and site and building construction shall commence within 12 months of purchase. Construction shall be complete (with certificate of occupancy) within 18 months of the start of construction.

Other design criteria

- **Code requirements** - the design must comply with all applicable City zoning requirements, local ordinances, and building codes, including appropriate fire resistance and protection, life safety and exiting requirements, energy conservation, and live, wind, and seismic loading.
- **Construction materials** - should be selected based on established building methods, local availability, and renewable resources that are compatible with the Downtown Design Manual and Sign Design Manual. Preference should be given to materials with low toxicity to both workers and occupants. "Least cost" should not be the primary determinant of material choice. Well-constructed buildings using high quality materials and methods result in pride of "ownership" and reduced long-term maintenance costs. Technology appropriate to the climate and the scale of the project will yield long-term energy savings.

Sample advertisement

Design/Develop Competition for the Snoqualmie State Bank Parcel

The City of Snoqualmie (the "City") is sponsoring a Design/Develop Competition for the design and development of the Snoqualmie State Bank Parcel. This competition is hereby requesting qualifications from teams interested in providing Design/Develop services for this project.

The City will implement a process for this project and will award a single sales and development contract agreement to a Design/Develop team for all design, development, and marketing services.

The Design/Develop Competition process will consist of the following 2 phases:

Phase 1: Request for Qualifications (RFQ)

Each response to the Request for Qualifications (RFQ) must propose a consolidated approach by a Design/Develop Team (D/D Team) of highly qualified and innovative individuals representing design, development, and marketing.

Detailed criteria for qualification of the Design/Develop Team will be established and the developer must qualify under those terms to be eligible for submitting in Phase 2. Based on the RFQ responses, a maximum of 3 teams will be invited to participate in Phase 2: Request for Proposals (RFP).

Phase 2: Request for Proposals (RFP)

Each response to the Request for Proposals (RFP) must propose a Design/Develop solution that will result in the successful reuse of the historic Snoqualmie State Bank and the redevelopment of the adjacent parking lot for a mixed use structure of exceptional design, and most beneficial market and economic impact on the historic downtown district.

The proposal must be in accordance with the design guidelines, market and economic objectives, and fixed purchase price that will be issued at the commencement of Phase 2. Design and construction of all on and off-site site improvements will be included.

Each team will have a maximum of 90 days to prepare their proposal and each team submitting a full and complete proposal in accordance with the published Competition Regulations **will be paid an honorarium.**

Copies of the Request for Qualifications (RFQ) may be obtained by written request from:

_____, Competition Coordinator
Snoqualmie State Bank Parcel
PO Box 987, 8020 Railroad Avenue SE
Snoqualmie, WA 98065

Statements of Qualifications are due at the official competition address no later than _____