



Bellevue Convention Center Authority
Meydenbauer Center
Bellevue, Washington

REQUEST for QUALIFICATIONS (RFQ):

**Architectural Design Services for
Center Hall Remodel**

January 6, 2025

PROPOSAL DEADLINE:

Friday, January 31, 4:00 p.m. local time in Bellevue, Washington

PROPOSAL DELIVERY ADDRESS:

Bellevue Convention Center Authority - Meydenbauer Center
Level 3 Administrative Offices
11100 NE 6th Street
Bellevue, WA 98004

EXPECTED PERFORMANCE PERIOD:

The period of performance for any Contract resulting from this solicitation is expected to begin on or about March 1, 2025 and end on or about September 30, 2026. The BCCA reserves the right at its discretion to extend the contract for a period of time to be specified, in accordance with the Contract.

CONTRACTOR ELIGIBILITY:

This procurement is open to all service providers who satisfy the minimum qualifications stated herein and that are available for work in Washington State.

I. BACKGROUND AND INFORMATION

A. Announcement

Statement of Qualifications will be reviewed by the Bellevue Convention Center Authority (“BCCA”) from consultant firms interested in providing architectural design services for a remodel of the 36,000 square foot Center Hall ballroom, for Meydenbauer Center, located at 11100 Northeast Sixth Street, Bellevue, Washington, which is an existing, working public assembly facility.

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

B. Time and Place for Submittal

All communication between potential Proposers and the BCCA shall be with the RFQ Coordinator, as follows:

Name	Sara Waltemire, Chief Operating Officer
Address	11100 NE 6 th Street Bellevue, WA 98004
Phone Number	425-637-1020
Fax Number	425-637-0166
E-mail Address	swaltemire@meydenbauer.com

Proposers are to rely on written statements issued by the RFQ Coordinator; any other information will be considered unofficial and non-binding on the BCCA. The BCCA reserves the right to appoint an alternate RFQ Coordinator during the solicitation process, as may be necessary and convenient.

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

Statements of Qualifications shall be submitted no later than **4:00 p.m. on January 31** to the Meydenbauer Center, third floor Administration Office, 11100 NE 6th Street, Bellevue, Washington 98004 or via email to swaltemire@meydenbauer.com. Any company failing to submit information in accordance with the procedures set forth in the Request for Qualifications may be considered non-responsive and may therefore be subject to disqualification by the review panel.

All information shall be submitted at the dates and times indicated herein to Meydenbauer Center, third floor Administration Office, 11100 NE 6th Street, Bellevue, Washington 98004 or via email clearly labeled “Architectural Design Services for Center Hall Remodel”. Communications regarding this RFQ and

selection process with BCCA officials or staff other than communications e-mailed in accordance with the advertisement shall cause the company involved to be subject to disqualification.

II. PROCUREMENT PROCESS

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

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

A. Selection Process

Review By Panel

Prior to the qualification submittal deadline, the BCCA will designate a review panel to review those qualifications received by the due date and time specified in the Advertisement. Review of the qualifications will be made based on criteria set forth in section IV below. At BCCA's discretion, selection of a company may be made solely based on original submittals without oral interviews or negotiation.

B. Contract Negotiations

Contract negotiations may be conducted with the company deemed best qualified by BCCA. In the event a mutually acceptable contract cannot be negotiated with the selected company the BCCA reserves the right to negotiate with other responding companies. Upon negotiation of a mutually acceptable contract, the BCCA will award the contract or contracts, if any. Insurance requirements are included in that contract. The BCCA reserves the right to reject all qualifications and reissue the RFQ.

C. Protest Procedures

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

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

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

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

D. Statement of Qualification Modification, Clarification and Selection

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

III. SCOPE OF SERVICES

The BCCA is looking for an architectural or design firm to assist with the design and construction for a refresh of the 36,000 square foot Center Hall ballroom. Center Hall A&B was initially constructed in 1993. One extensive upgrade to the ballroom interiors was completed in 2009 with a carpet and restroom upgrade being completed in 2015. Much of Meydenbauer Center's competition in the meetings market offers ballroom space with a more modern level of finishes. Based upon extensive client feedback, the BCCA is seeking to upgrade the interior of the Center Hall ballroom to include some or all of the following improvements: carpeting, acoustical wall treatments, resurfaced operable walls and potentially improved lighting and ceiling treatment. Some updates to the adjoining lobby space may be considered for continuity; however, that space went through a more recent remodel in 2015. We would like to explore using sustainably, locally sourced materials for the project.

The BCCA's goal is to complete design and construction documents by the end of January 2026. Our goal is to have a contractor hired for construction in early 2026 with construction to happen midyear. Meydenbauer Center's other meeting spaces must remain in operation during construction. The BCCA has identified a time window between June 29 – August 28, 2026, in which construction may happen. Construction may have to be scheduled around events elsewhere in the building and at non-standard hours. In the contract negotiation phase with the initially selected firm, the BCCA will place emphasis upon a review of proposed fee structures and overhead costs to ensure the most cost-effective use of public funds on the design of this project.

The required services will include all architectural services and some special consultant services necessary to obtain any and all building permits for this work as well as the preparation of construction documents.

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

IV. SUBMITTAL REQUIREMENTS, QUALIFICATION CONTENT AND EVALUATION CRITERIA.

A. SUBMITTAL REQUIRMENTS

The submittals shall be organized in a logical manner so that the review panel can quickly find pertinent information. In consideration of the reviewers' time, every effort should be made to avoid duplicating the information presented in the submittals. Organization, brevity, and specificity will be valued in evaluating the materials submitted. All submissions should be no more than 25 pages total.

Only proposers who are able to perform the work according to the proposed schedule identified in section G, below, should respond.

All materials should be presented in eight and one-half inch format, with no other media.

B. Contents of Statement of Qualifications

Statements of Qualifications will be evaluated and ranked based on the following:

1. Company Profile: Firm history, Office locations, Principals
2. Key personnel experience: Professional qualifications, including education, licenses and relevant experience of individuals who will be assigned to this project.
3. References: A list and description of at least clients for which the firm has done comparable work during the last five years. A contact name, a recent telephone number and a brief description of the comparable work. Only projects completed by members of the proposed project team will be considered.
4. Specific examples of experience with hospitality or public assembly facilities of similar size and scope.
5. Firm's approach to the cost-efficient delivery of remodeling or tenant improvement projects.
6. Firm's approach to the projects planning and scheduling.
7. Ability to complete the work in the time frame desired.

C. Evaluation Criteria

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

Criterion	Evaluation Points
<p>1. Organizational and Staff Capacity (Ability to Perform the Work). Provide information regarding staff experience and qualifications that demonstrate the Proposer’s capacity to perform the required services. Include the following:</p>	20
<p>A. Organizational chart showing Proposer’s overall staffing approach for completing the required work</p>	
<p>B. Description of all key personnel, specialists, and consultants who will be assigned work under this contract. (Include them in organizational chart above). Describe their experience, with samples of previous related work they have completed. Also, submit profiles of the firm’s principals, staff and facilities with detailed descriptions of the specific staff and organizational structure to be employed for this Project. List current projects and include description of approach for life-cycle cost analysis.</p>	
<p>2. Relevant Experience and Past Performance</p>	50
<p>A. Identify projects similar or related to the subject project performed for public assembly facilities, hotels and other hospitality industry projects that have been completed to date or are currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal.</p> <p>For each project identified, provide the following:</p> <ul style="list-style-type: none"> • Project name and address • Project type: Convention Center, Conference Center, Meeting Rooms, Hotels, Ballrooms, Arena, public concourse etc. • Describe the scope of the project: Remodel (to what extent), new construction, tenant improvement, etc. Describe the level of finishes in the space. • Project funding: Public financing, Mix financing, private etc. • The client name and contact person–Include address, e-mail and phone number (verify contact information is current). • The size of the project (square footage of functional meeting space, square footage of public pre-function space, etc.) • The services performed: Scoping study, Feasibility Study, complete design, Construction Administration etc. • Dollar value of services • Dollar value of the project • Start and completion dates or projected completion if project still active 	
<p>B. Programming Experience: Identify Proposer’s experience in developing scope alternatives and cost estimating for interior projects.</p>	
<p>C. Codes, Laws and Regulations: Demonstrate, through written explanation, the Proposer’s familiarity with federal, state, and local laws, regulations and codes, including all laws governing the accessibility the project must have for persons with disabilities.</p>	

Criterion	Evaluation Points
<p>3. References: (The BCCA will use contacts listed in response to B3)</p> <ul style="list-style-type: none"> • A sample of the questions to be asked include: • Overall Design Performance - Were the drawings and specifications clear? • Did constructors require clarification? • Was project completed successfully on time and within budget? • Were change orders kept to a minimum? • Was A/E responsive to the client’s needs and concerns? • Would client hire A/E again for a similar job? 	30
<p>Interviews – if deemed necessary</p>	n/a
<p>NOTE: Prior to award of contract, the Design Professional will have to submit a written certification that they have no conflict of interest with any BCCA Commissioners, or any of the professionals, contractors or subcontractors who performed any work on the project which is the subject of this RFQ.</p>	
<p>NOTE: BCCA will make no award to any Proposer that BCCA in its sole discretion determines is not responsible or capable of performing up to BCCA’s standards or to any Proposer or any member of its team who is suspended, debarred or otherwise determined ineligible to receive an award.</p>	

V. BCCA’s Evaluation Process and Schedule

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

A. Review for Compliance with Submission Requirements

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

B. Ranking

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

C. With or Without Discussions and Oral Interviews

The Panel or someone it designates for the purpose may conduct separate discussions, which may involve an in-person interview, with each Proposer designated acceptable or potentially acceptable. The purpose

of these discussions would be to ensure that each Proposer understands the work to be performed. BCCA also reserves the right to proceed in its evaluation without discussions.

D. Written Modification of Proposal

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

E. Final Ranking

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

F. Negotiation of Contract

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

G. Intended Submittal Schedule

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

Activity	Projected Date
Issue Request for Qualifications	January 6, 2025
Qualifications due	January 31, 2025
Evaluate Qualifications	February 3-5, 2025
Conduct oral interviews with finalists, if required	February 6-11, 2025
Announce apparent successful Contractor(s) and send notification via fax or e-mail to unsuccessful Proposers	February 25, 2025
Negotiate contract(s)	February 26 – March 6, 2025
Begin contract(s) work	March 2025
Contract completion	September 2026

H. Expense of RFQ Submissions

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

VI. MISCELLANEOUS

A. BCCA Options

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

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

B. BCCA Discretion

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

C. No Claim Against BCCA

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

- Any aspect of this RFQ;
- The selection process;
- The rejection of any or all offers;
- The acceptance of any offer;
- Entering into any agreements or the failure to enter into any agreements;
- Any statements, representations, acts or omissions of BCCA to any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and,
- Any other matters arising out of the foregoing.

D. Personnel

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

F. Rules, Laws and Regulations

The Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflicts of interest. BCCA will presume that Proposers are familiar

with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the services.

END OF RFQ

**Attachment A
Affidavit Concerning Conflicts of Interest**

STATE OF: _____)

• _____) ss.

COUNTY OF: _____)

The undersigned, being first duly sworn, on oath states on behalf of _____, hereinafter called the Proposer, as follows:

A. CONFLICT OF INTEREST

That the Bidder, by submitting its Qualifications to perform or provide work, services or materials, has thereby covenanted, and by this affidavit does again covenant and assure, that it has no direct or indirect pecuniary or proprietary interest, and that the Bidder shall not acquire any such interest, which conflicts in any manner or degree with the work, services or materials required to be performed under a contract which may result from this Request for Qualifications.

B. CONTINGENT FEES AND GRATUITIES

That the Proposer, by submitting its Qualifications to perform or provide work, services or materials, has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency except bona fide employees or designated agents or representatives of the Proposer has been employed or retained to solicit or secure this submittal with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and
2. That no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Proposer or any member of its agents, employees or representatives, to any official, member or employee of the Owner or other governmental agency with a view toward securing a Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of a contract which may result from this Request for Qualifications.

SIGNED this _____ day of _____, 20 ____.

Name of Proposer

By: _____

Title: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.

NOTARY PUBLIC in and for the State of Washington

Residing at _____

My Appointment Expires _____