



**Addendum #1**

**Issued: Wednesday, July 5, 2023**

**Informational Meeting Sign-In and Meeting Notes**

Project: 2023-514  
 Project Name: SFCC Lodge Renovation, 2023  
 Phase: Request for Qualifications  
 Meeting Location: SFCC Lodge – Building 9, Room 103 at 3410 W Whistalks Way, Spokane, WA  
 Date/Time: Wednesday, July 5, 2023 at 10:00 AM PST  
 DES PM: Gloria Miller at Gloria.Miller@des.wa.gov

**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Qualifications (RFQ) is modified as set forth in this Addendum. The original RFQ documents remains in full force and effect, except as modified by this addendum, which is hereby made part of the RFQ. Respondent shall take this Addendum into consideration when preparing and submitting its Statement of Qualification.

Visit our webpage for additional information: <https://des.wa.gov/services/facilities-and-leasing-management/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

**1. Questions and Answers:**

Questions	Answers
Will the predesign services focus on the interior or the exterior?	<i>Probably both, but that will be determined during the Predesign.</i>
Have hazardous materials inspections and/or reports been undertaken?	<i>CCS will review documents and provide available information to the selected team.</i>
Where will interviews be held?	<i>Interviews will be held at the offices of Community Colleges of Spokane at 3939 N. Freya Street, Spokane, WA on the morning of Friday, July 28, 2023.</i>
What heating system is serving the facility?	<i>CCS will research this question and provide this information to the selected team.</i>

**2. Attachments:**

1. Informational Meeting Notes
2. Info Meeting Sign-In Sheet



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This addendum does not amend the due date or time for submission of Statements of Qualifications.

**End of Addendum #1**

## INFORMATIONAL MEETING

Wednesday, July 5, 2023 at 10:00 am - SFCC Lodge, Building 9, Room 103

Project #: 2023-514

Project Title: SFCC Lodge Renovation, 2023

- I. Welcome
  - A. Sign in.
  - B. Introductions
    1. Gloria Miller, DES Project Manager
    2. Clint Brown, Director of Capital Projects, CCS
    3. Jason Foraker, Project Manager of Capital Construction
  
- II. Highlights from RFQ
  - A. The highlights we will be covering today are from the RFQ. See the DES website listed in the RFQ for this document and others associated to this selection.
  - B. The selection is for an Architect for Predesign Services only.
  - C. History:
    - While the Lodge is not officially on the State's registry of historic places, it was originally constructed in the 1930's (or earlier) as part of the Fort George Wright army post.
    - It is thought it served as an officer's mess hall and club house.
    - In 1967, a portion of the fort grounds, including the Lodge, was deeded for educational purposes. It first became the second campus for Spokane Community College. In 1970, it transitioned to Spokane Falls Community College and became a separate college in the CCS District.
  - D. Future Purpose:
    - Current CCS District Administration, Business and HR office functions are located in River Point One – Spokane's University District east of downtown.
    - Historically these functions were located on the campuses. With this project, CCS would like to get back to this model of operation.
  - E. Project Goals:
    - *This project provides a unique challenge to preserve the architecturally historic nature of the facility while modernizing into an up-to-date work center to serve the needs of the CCS District administrative functions.*
    - *Increase the accessibility and welcoming feel of the facility by improvements to landscape, site, and campus access; may include working with the City of Spokane to implement traffic calming strategies to assist with tying the building to the main campus across Whistalks Way.*
    - *Enhance the building and site to better promote the location and views as well as usability of the area in a safe and secure manner.*
    - *Increase student/staff access and interaction creating a sense of continuity and connection with the campus.*
    - *Utilize high efficiency building systems to support meeting the goals of the State's Clean Building Act and other decarbonization legislation.*
  - F. Firms submitting SOQ's should have a strong background in the innovative design and modernization of historic facilities, as well as, a robust strategy to uncover existing conditions and successfully work within the constraints of inexact record documents.

G. Schedule highlights:

1. Statement of Qualifications are due on Thursday, July 13, 2023 prior to 2:00 pm.
  2. Short-listed firms will be selected and notified the Week of July 17<sup>th</sup>.
  3. Interviews will be scheduled on Friday, July 28, 2023 in the morning.
  4. Selections will be announced the Week of July 31<sup>st</sup>.
  5. Architectural Agreement will be executed mid-August 2023.
- H. Interested firms are responsible for checking the DES website for any changes to this solicitation. Information from this meeting will be posted to the website.
- I. See the RFQ for SOQ for detailed requirements.
- J. DES only accepts electronic submittals. All electronic submittals must be uploaded and received no later than the date and time specified. See the RFQ for the secure access point for uploading your SOQ.
- K. If you have trouble uploading or if you would like confirmation of your upload please contact Angeline (Ernst) Butros via email at [Angeline.Butros@des.wa.gov](mailto:Angeline.Butros@des.wa.gov).
- L. SOQ's not submitted by the specified time will render the SOQ as non-responsive and will be rejected by DES for consideration.
- M. The RFQ indicates the following required Supplemental RFQ Documents:
1. Consultant Selection Contact Form
  2. Federal Form SF330
  3. Diverse Business Inclusion Plan
- N. The selection process will consist of two phases: Phase 1 SOQ Evaluation and Phase 2 Oral Interviews. The RFQ includes weighted evaluation criteria for both Phases.
- O. Interviews include the following time periods:
1. Presentation - 30 minutes
  2. Q & A - 20 minutes
  3. Closing - 5 minutes
  4. Set-up and break-down need to occur within the total 55 minute time period.
- P. The successful firm and its subconsultants must register and create an account with the DES Diversity Compliance program B2Gnow.
- Q. Evaluation and Scoring is detailed in the RFQ.
- R. The DES standard Engineering and Architectural Services Agreement will be used.

III. Questions:

- A. Will the predesign services focus on the interior or the exterior?  
*Answer: Probably both, but that will be determined during the Predesign.*
- B. Have hazardous materials inspections and/or reports been undertaken?  
*Answer: CCS will review documents and provide available information to the selected team.*
- C. Where will interviews be held?  
*Answer: Interviews will be held at the offices of Community Colleges of Spokane at 3939 N. Freya Street, Spokane, WA.*
- D. What heating system is serving the facility?  
*Answer: CCS will research this question and provide this information to the selected team.*

IV. A site walk was held after the meeting.

# INFORMATIONAL MEETING SIGN IN SHEET

2023-514 - SFCC Lodge Renovation, 2023

Dept. of Enterprise Services - Engineering and Architectural Services

Date: Wednesday, July 5, 2023

Time: 10:00 am

Location of Informational Meeting: SFCC Lodge - Building 9, Room 103

Name	Firm	Email	Phone
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