

DRCC RFQ Questions & Answers

- 1) Can Mill Creek share a list of the previously completed studies, engagements, needs assessments and their dates of completion. Along those lines has any studies on real estate "highest and best use" evaluations of their properties previously?**

A list of previously completed studies, engagements, and needs assessments, along with any "highest and best use" evaluations, will be uploaded shortly to the DRCC project website, <http://www.millcreekwa.gov/DRCC>.

- 2) What is the page limit for the response? Is there a font size minimum?**

There is no page limit or font size minimum specified in the RFQ. Standard formatting that is professional and legible is expected.

- 3) How many samples are they looking for and do they want the full report? for "Samples of comparable work, such as civic master plans or feasibility studies?"**

Please provide samples of comparable work that best demonstrate your firm's capabilities. Full reports are not required; excerpts or executive summaries are sufficient.

- 4) Should supporting consultants (civil, landscape, etc.) be included in the response?**

Supporting consultants may be included in your response if you believe their qualifications strengthen your submission.

- 5) What resulted from your previous master planning for this site?**

The City has not previously completed a master plan for the DRCC site. Past efforts were limited to technical groundwork such as site surveys, wetland delineations, needs assessments, and community input exercises. This RFQ is intended to be the first comprehensive master planning process for the property.

- 6) What is your budget for this process?**

City Council authorized an amount not to exceed \$300,000.

- 7) Regarding the "samples of comparable work" submittal requirement, please clarify if the City is requesting full master plan reports or components of studies.**

The City is not requesting full master plan reports. Excerpts, summaries, or representative components of studies are sufficient.

- 8) Does the City have SBE/DBE/W/MBE goals for this master plan effort?**

The City has not established formal SBE/DBE/W/MBE goals for this RFQ. Teams are encouraged to be inclusive in their approach.

- 9) Can you elaborate on the "prior needs assessments" the City has completed (i.e., specific documents and or reports) that the team will be reviewing and validating?**

A set of previously completed studies, engagements, and needs assessments will be uploaded shortly to the DRCC project website for reference.

- 10) Is there a page limit on the statement of qualifications response?**

There is no page limit specified for the statement of qualifications response. Standard formatting that is professional and concise is expected

- 11) Can you clarify the scope item “Provide materials to support City Council decision-making and ongoing public communication” – is the team expected to participate in the engagement and lead public communication/engagement, or is the team expected to provide content for the City-led engagement?**

The consultant team will be expected to prepare content including presentations, graphics, and supporting materials. The City will lead the engagement and communication efforts.

- 12) Can you clarify the “Operations and Maintenance Analysis” scope of service item – is the City looking for a consultant to provide operational assessment of the City departments as part of the master planning effort?**

The scope refers to evaluating the long-term operations and maintenance needs of the DRCC facilities as part of the master planning effort. It is not an assessment of City departments.

- 13) Could you please clarify the programming scope for Tasks 2 and 3? Specifically, has the City already established high-level space and program needs, or if the consultant will be responsible for developing a detailed building program?**

The City has identified a small pool of potential community partners and the general functions they would provide, including a potential theatre, youth center, senior center, library, event center, and community space for parks and recreation opportunities. Staff will provide this list of potential uses for validation. The consultant will be responsible for assisting staff in refining these uses, confirming space needs, and developing a detailed building program that aligns with community needs, operational requirements, and Council direction.

- 14) We understand that Wetland Resources completed Wetland Delineation work in 2023, did this include potential mitigation strategies?**

Yes, the scope of the contract included preparing a Mitigation Bank Use Plan.

- 15) Has an initial geotechnical site assessment been complete?**

Yes.