



**The City of SeaTac
REQUEST FOR QUALIFICATIONS
CONTRACT FOR ARCHITECTURAL SERVICES**

SeaTac City Hall on the S200th Site

Due By April 14th, 2026

The City of SeaTac is requesting Statements of Qualifications (SOQs) from qualified architectural and engineering firms to assist in planning, design, and construction administration services for SeaTac’s new City Hall as part of the “*International Village*” Master Plan on the S200th site.

Please review the full RFQ following this notice below.

Submissions are due by April 14th, 2026, at 4:00 PM to the following email: civiccampus@seatacwa.gov

Questions regarding the proposal will be accepted by email to:
Clynn Wilkinson, Special Capital Project Manager
Subject: City of SeaTac – City Hall RFQ

ANTICIPATED RFQ TIMELINE

Schedule of Events	Date
Request for Qualifications (RFQ) Issuance	March 30 th , 2026
Informational Meeting (virtual) – 3pm	April 1st, 2026
Questions Due	April 7 th , 2026
Statement of Qualifications (SOQ) Due 4pm	April 14th, 2026
Interview Notice	April 21 st , 2026
Interviews	April 27 th to April 28 th , 2026
Notification of Consultant Selection based on SOQ	April 30 th , 2026

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INTRODUCTION

The City of SeaTac ("Owner") is seeking the services of a highly qualified Architecture firm (the "Architect") to provide professional services for the scope of work defined in Exhibit A for the City Hall, Parking & Civic Plaza located at 2701 South 200th Street, SeaTac Washington.

Due to the nature of the project and the schedule requirements involved, the City desires to engage the services of the Architect as early as possible in the planning process. The architect will be responsible for the full scope of work defined in Exhibit A, including participation in the Washington State Project Review Committee ("PRC") application process for the project selected GC/CM delivery method.

The Architect's response to the requirements of this Request for Qualifications (RFQ) will be the basis for selection. A complete listing of the current project team is included below, and additional consultants will be added to the team as required.

The City reserves the right to waive any response irregularities, to reject any and all responses, or to accept any response or parts thereof which in its judgment will be in its best interest. The City reserves the right to reject any submission including, but not limited to, those not meeting minimum qualifications. Furthermore, the City and its representatives will not be responsible to reimburse respondents for the costs incurred to prepare their response to this RFQ. Each respondent may be required to attend one or more interviews and/or respondent conferences. The successful Architect will enter into a contract with the City.

Questions or requests for clarification regarding this RFQ shall be directed to the **Special Capital Project Manager, Clynn Wilkinson, at civiccampus@seatacwa.gov. Questions must be received in writing no later than 4:00 PM, Pacific Standard Time, April 7th, 2026.** Please indicate in your transmission the e-mail address(es) for whom you would like to receive our response(s). Questions will be compiled, answered, and distributed to all solicited consultants.

Informational Meeting (virtual)

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/2897876117053?p=y1FdqKFK6kkVOHOB40>

Meeting ID: 289 787 611 705 3

Passcode: aL2AV9bd

PROJECT DESCRIPTION

The Civic Campus plan envisions an international village where all community comes together. It reflects the City's diverse people and global connections, supports local businesses, and makes City services easy to find. Designed as a shared gathering place for all ages, Civic Campus - International Village - builds community pride and creates a lively, lasting place for everyone.

The architectural team shall provide comprehensive design services resulting in a fully permitted, construction-ready City Hall project that serves as a flagship civic facility reflecting SeaTac's identity as a diverse, globally connected community.

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This scope builds upon the extensive feasibility work already completed and positions the architectural team to deliver a transformative civic campus that addresses the City's operational needs while creating a vibrant community gathering place. Reference project background: <https://speakup.seatacwa.gov/civic-campus>

PROJECT PHASES*:

- PHASE 0 - PRC APPLICATION AND PRESENTATION**
- PHASE I – VISIONING & PROGRAMMING VALIDATION**
- PHASE II - SCHEMATIC DESIGN**
- PHASE III - DESIGN DEVELOPMENT**
- PHASE IV - CONSTRUCTION DOCUMENTS**
- PHASE V - CONSTRUCTION ADMINISTRATION**
- PHASE VI – PROJECT CLOSEOUT**

**Exhibit A – Scope of Work outlines anticipated specific scope of work items.*

ARCHITECTURAL RFQ EVALUATION

Selection Process

The selection and award will consist of a two-stage process as outlined below.

A. SUBMITTAL OF QUALIFICATIONS EVALUATION

All Submittal of Qualifications (SOQ) will be scored and ranked on the criteria below. Shortlist selection will be based on the SOQ scoring.

#	Criteria	Points
1	Project Team Qualifications & Availability	20
2	Demonstrate Project Understanding	10
3	Proposed Project Approach & Methodology	15
4	Relevant Project Experience (*Relevant GC/CM Experience)	30
5	Experience with Washington State Public Agencies	10
6	Stakeholder & Community Engagement Approach	15
	TOTAL	100

1. Project Team Qualifications & Availability

Identify key team members and their reporting structure. Explain how each person's unique experience benefits the project. State the percentage of time each individual or sub-firm will dedicate to the Project.

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2. Demonstrate Project Understanding

Demonstrate understanding of the project by summarizing scope, objectives, and key requirements. Identify unique challenges, technical considerations, and relevant codes or regulations.

3. Proposed Project Approach & Methodology

Outline your approach to delivering this City Hall project under the GCCM delivery method, including your methodology for target value design participation, pre-construction collaboration, constructability reviews, value engineering, key approvals, and construction administration. Describe how you will integrate with the GCCM contractor and stakeholders throughout all project phases to meet budget and schedule targets while maintaining design quality. Provide your recommended consultant team for major disciplines (structural, MEP, civil, landscape) with firm names and relevant experience.

4. Relevant Project Experience

Provide minimum 3 case studies of projects your firm has undertaken of similar scope, size and complexity within the past five to eight years, highlighting experience with the GCCM delivery method.

5. Experience with Washington State Public Agencies

Describe your firm's experience working with Washington State public agencies, including state departments, municipalities, school districts, or other governmental entities. Include expertise with state procurement requirements, prevailing wage compliance, public works regulations, and agency-specific processes.

6. Stakeholder & Community Engagement Approach

Describe your approach to engaging project stakeholders and the surrounding community. Highlight strategies for transparent information sharing, public meetings, outreach efforts, and problem solving that ensure stakeholder feedback is heard and addressed while maintaining project momentum and objectives.

B. SHORTLIST INTERVIEWS

Shortlisted firms will be notified on April 21st and be invited to participate in an interview consisting of a formal oral presentation (approximately 30 minutes) followed by a question-and-answer session (approximately 30 minutes). Selected firms will present their qualifications, project understanding, proposed team, and approach. Following the presentation, the selection committee will engage in a question-and-answer dialogue.

PRELIMINARY PROJECT SCHEDULE:

Bidders should comment on this preliminary schedule as part of their response, including but not limited to *PRC application, design schedule, permit, and construction administration*.

Phase	Preliminary Schedule
PHASE 0 - PRC APPLICATION AND PRESENTATION	May – July 2026
PHASE I – VISIONING & PROGRAMMING VALIDATION	Q3/4 2026 +
PHASE II - SCHEMATIC DESIGN	Q4 2026 – Q2 2027

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PHASE III - DESIGN DEVELOPMENT	Q2 2027 – Q4 2027
PHASE IV - CONSTRUCTION DOCUMENTS + PERMIT	Q3 2027 – Q1 2028
PHASE V - CONSTRUCTION ADMINISTRATION	Q1 2028 – Q1 2030
FF&E/AV/IT, Move-In & Start-Up Activities	Q4 2026 – Q2 2030
PHASE VI – PROJECT CLOSEOUT	Anticipated 2031

PROPOSAL RESPONSE AND SUBMISSION REQUIREMENTS

Minimum qualifications are required for a consultant to be eligible to submit an RFQ response. Responses must clearly show compliance to these minimum qualifications. Consultants that do not comply with the minimum qualifications will be rejected by the City without further consideration.

Responses shall consist of:

1. Letter expressing interest
2. Response to RFQ Criteria (limit of 20 pages and 2-3 case studies)

This project will require a consulting firm, or team, with the following minimum qualifications and areas of expertise:

- Consultant must have demonstrated expertise and experience of at least five (5) years providing architectural services via GCCM project delivery with a public agency like the City of SeaTac.
- Consultant Project Manager must have demonstrated experience working with a public agency like the City of SeaTac within the last five (5) years providing satisfactory services like those expected by the City for this contract.
- Consultant’s Project Lead on work shall be a licensed Architect in the State of Washington.

Proposals must be received electronically via email by **Clynn Wilkinson, Special Capital Project Manager, at civiccampus@seatacwa.gov no later than 4:00 PM, Pacific Standard Time, April 14th, 2026.** No hard copy proposals will be accepted. If the file size is larger than 150 MB, contact the project manager for alternative submission options. Upon receipt of your documents, the City will send a confirmation email.

Questions about the electronic submittal process can be directed to Clynn Wilkinson, Special Capital Project Manager, at civiccampus@seatacwa.gov.

The City of SeaTac shall not be responsible for any costs or fees related to proposal preparation, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Form of agreement:

The architect will enter into a modified AIA B101 contracting agreement with The City of SeaTac.

Legislative Process

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Funding and authorization to enter into this on-call services contract must go through the Administration and Finance (A&F) Committee and City Council for approval. City staff will lead all necessary meetings and briefings with the A&F Committee and Council. The prospective consultant may be asked to supplement staff at certain meetings.

Title VI Statement

The City of SeaTac encourages disadvantaged, minority, women-owned, and veteran-owned consultant firms to respond. The Recipient, 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 26 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.

The City recognizes that meaningful participation by diverse businesses strengthens our community and enhances project outcomes. While subconsultant selection remains at the discretion of the prime consultant based on qualifications and project requirements, the City values prime consultants who demonstrate commitment to inclusive business practices throughout their team composition.

The City of SeaTac assumes no obligation of any kind for expenses incurred by respondents to this solicitation. The City's fair labor practices and non-discrimination policies shall apply.

Accommodation for persons with disabilities

The City is committed to meeting the requirement of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Florendo Cabudol, City Engineer, at fcabudol@seatacwa.gov or 206-973-4740.

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CURRENT PROJECT TEAM

1. City of SeaTac (“Owner”)

The following project team has contracted with the City of SeaTac for various scopes of work.

2. JLL (“Development Manager”)

3. GGLO Architects (*Responsible for concept master plan*)

4. GeoEngineers, Inc.

5. Transpo Group

6. BRH, Inc.

7. Piper Sandler & Co.

8. Pacifica Law Group

9. PDBC

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Exhibit A – Scope of Work

The City Hall Architectural Scope of Work agreement may include but is not strictly limited to:

PHASE 0 - PRC APPLICATION AND PRESENTATION

1. Participate in the Washington State Project Review Committee (PRC) GCCM application and presentation, led by JLL and PRC consultant.

PHASE I – VISIONING & PROGRAMMING VALIDATION

1. Conduct knowledge transfer and comprehensive review of all previous programming and visioning work and documentation to ensure project continuity
2. Validation of previously identified City Hall functional programming and master planning
3. GC/CM onboarding & collaboration on major scopes of work and procurement strategy

PHASE II - SCHEMATIC DESIGN

1. **Design**
 - Produce schematic drawings for all program elements
 - Develop building massing and architectural character studies
 - Manage basis-of-design for consultant scopes, in partnership with selected General Contractor (GCCM)
 - Create preliminary site plans showing building placement, circulation, and utilities
 - Establish design standards reflecting SeaTac's diverse community character
2. **Code Compliance & Accessibility**
 - Ensure full ADA compliance throughout all facilities
 - Address seismic design requirements per current building codes
 - Incorporate security design standards for government facilities
 - Coordinate with City staff on operational and safety requirements

PHASE III - DESIGN DEVELOPMENT

1. **Detailed Design**
 - Develop detailed architectural design as Architect of Record
 - Refine structural, MEP, and specialty consultant scope with GCCM input
 - Design sustainable building systems to meet to be established LEED targets
 - Finalize exterior materials and architectural character
 - Coordinate with specialty consultants (FF&E, AV, IT, Security) as required
 - Produce DD-level drawings and specifications at 60% completion
 - Conduct design reviews with owner and GCCM for constructability input
2. **Value Engineering**
 - Update project cost estimates and schedule in coordination with GCCM
 - Participate in value engineering sessions as needed, at various phases to optimize project budget

PHASE IV - CONSTRUCTION DOCUMENTS

1. **Technical Documentation**
 - Produce complete construction drawings and specifications at 100% completion

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- Coordinate all building systems and site improvements across design disciplines
- Ensure full code compliance and regulatory conformance
- Prepare and submit for applicable permit reviews and agency approvals
- Conduct final design reviews with owner and GCCM team
- Participate in Target Value Design process as needed
- Finalize project manual including technical specifications and contract requirements.

2. Bidding Support

- Issue bidding documents for trade contractor procurement.
- Assist with contractor prequalification process
- Respond to pre-bid questions and issue addenda as required
- Review and recommend bid awards

PHASE V - CONSTRUCTION ADMINISTRATION

1. Construction Support

- Participate in GCCM preconstruction services including constructability reviews and cost validation
- Review and approve shop drawings, product data, and material samples for code compliance and design intent
- Conduct regular site observations and attend regular project meetings with owner, GCCM contractor, and design team
- Ensure construction quality and code compliance
- Respond to Requests for Information (RFIs) and provide clarifications on construction documents
- Coordinate design team consultants' CA activities and integrate discipline-specific requirements
- Review and process contractor payment applications and change order requests
- Coordinate with commissioning agent for MEP systems testing and performance verification

PHASE VI - PROJECT CLOSEOUT

1. Final Documentation

- Support final inspections, certificate of occupancy process, and project closeout documentation
- Compile and deliver complete as-built drawings and specifications reflecting all field changes
- Review of contractor's as-built drawings and operation/maintenance manuals
- Verify achievement of sustainable design performance targets
- Conduct final walkthrough and punch list completion Sign Certificate of Occupancy

SPECIAL REQUIREMENTS

1. Site-Specific Considerations:

- Integration with existing utility easements and infrastructure
- Coordination with Sound Transit light rail adjacency and transit-oriented development goals
- Temporary use accommodation during construction (existing park-and-fly operations)

2. Community Engagement:

- Participate in public meetings and community design charrettes
- Incorporate community input regarding secondary programming elements
- Address community priorities for cultural spaces, small business support, and international market opportunities

3. Sustainability & Performance:

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- The City intends for this project to meet a built green standard that incorporates sustainable design strategies that reduce energy use, improve environmental performance, and support long-term operational efficiency. Respondents must demonstrate experience with green-building programs and outline their proposed approach to:
 1. Energy-efficient building systems
 2. Low-impact materials and construction practices
 3. Indoor environmental quality
 4. Site sustainability and stormwater strategies
 5. Lifecycle cost considerations
 6. Teams should provide relevant project examples, certifications achieved, and key staff with experience in sustainable design or high-performance construction.
- 2. If relevant, describe experience with utilizing the Office of Financial Management's (OFM) 'Life Cycle Cost Tool' (or similar process).