

REQUEST FOR QUALIFICATIONS

For Construction Management Services for the Locker Room Expansion Project in the Greater Wenatchee Regional Event Center Public Facilities District, d/b/a Town Toyota Center Main Ice Rink (Event Center)

The Greater Wenatchee Regional Events Center Public Facilities District, d/b/a Town Toyota Center (“TTC”), located in Wenatchee, Washington, is soliciting statements of qualifications from experienced construction management firms to provide construction management services for a project consisting of the expansion of locker rooms in the main event center (ice rink) at the TTC.

Applicants that wish to be considered must provide: a transmittal letter on firm letterhead, 1 original written statement of qualifications, 3 written copies of said statement, and either an email or a flash drive containing a copy of the submitted statement in a standard electronic format. All responsive statements must be received in the office of the TTC as specified below by 3:00pm (PST) on March 27, 2026. A non-responsive or incomplete statement will not be considered. Statements must be delivered to:

Mark Miller
General Manager
Town Toyota Center
1300 Walla Walla Ave
Wenatchee, WA 98801
rfq@towntoyotacenter.com
Phone: (509) 888-7332

A complete RFQ packet including exhibits and any potential addendums can be downloaded in full at www.towntoyotacenter.com under employment opportunities. All costs incurred in preparing and submitting a statement in response to this RFQ shall be at the proposing firm’s sole risk and expense, and TTC shall not be liable for the payment or reimbursement thereof. TTC reserves the right to waive irregularities, to reject any or all statements, and/or to amend, modify or discontinue the RFQ at any time.

DATED: _____

Greater Wenatchee Regional Events Center
Public Facilities District, d/b/a
Town Toyota Center

By: _____
Mark Miller, General Manager

REQUEST FOR CONSTRUCTION MANAGEMENT (CM) SERVICES

A. PURPOSE OF REQUEST.

The Greater Wenatchee Regional Events Center Public Facilities TTC, d/b/a Town Toyota Center ("TTC"), is requesting Statements of Qualifications "SOQ" from qualified construction management firms (referred to herein as "Construction Manager" or "CM") to provide professional construction management services related to the construction, coordination, and project management of a locker room expansion and associated improvements at the TTC ("Project"). The TTC has already contracted with an Architect firm to provide construction diagrams and construction support. However, a construction manager is required to ensure the Project stays on track and meets construction timelines.

It is the TTC's intent to select the Construction Manager (which may be a firm or individual) based on qualifications, knowledge, past performance, and the ability to perform the necessary work and to complete the Project within time frame specified. Once the TTC has reviewed the qualifications, one or more Construction Managers may be requested to provide additional information and/or participate in an interview process, as the TTC deems necessary. The TTC reserves the right to reject all submissions and re-solicit qualifications at any time.

B. SCOPE OF WORK & ESTIMATED PROJECT COST

The TTC requires the services of a professional Construction Manager for construction management, coordination, and oversight of the Project. The Project work consists of construction of a 2,054 sq. ft. locker room addition to the east side of the existing practice skate facility at the TTC Event Center.

Additionally, the Project includes modifications and enhancements to the current grandstand seating area to improve circulation and provide access to the new locker rooms. These adjustments also include the creation of additional storage space beneath the grandstands.

It is anticipated that the Construction Manager will provide professional construction management services required for project scheduling, cost management, contractor coordination, quality control, regulatory compliance, and construction administration to facilitate completion of the Project during the term of the agreement with the TTC. The estimated or proposed timeline for completion of construction of the Project is 12 months following Contract award.

C. TIME SCHEDULE.

Issue Request for SOQ	March 4, 2026
Deadline for Submittal of Qualifications	March 27, 2026
Interviews/Contract Negotiations	March 27-April 6, 2026
Contract Award	April 6, 2026

D. INSTRUCTIONS TO PROPOSERS.

One (1) digital (flash drive or email) and three (3) hard copies of the SOQ must be received at the TTC Office (address below) by 3:00 p.m. on March 27, 2026. No faxed SOQs or submissions will be accepted. It is the responsibility of the Construction Manager to ensure the SOQ arrives on time and to the correct location. Any SOQ received after the scheduled closing time shall be returned to the Construction Manager unopened.

All SOQ's shall be clearly marked as "Locker Room Expansion Project Construction Management Services Request for SOQ" and shall be mailed or delivered to:

Town Toyota Center
Attn: Mark Miller, General Manager
1300 Walla Walla Avenue
Wenatchee, WA 98801
rfq@towntoyotacenter.com

Any additional information or addendum to the Request for SOQ will be issued by the TTC prior to the submittal deadline and posted on the TTC website at www.toytoyotacenter.com.

SOQ's should be prepared simply and economically, providing a straightforward, concise description of provider qualifications and capabilities to satisfy the requirements of the request. SOQs should not exceed 15 pages.

All SOQ's must include the following information:

1. A cover letter/statement of interest indicating the Construction Manager's interest in working for the TTC and highlighting its qualifications to perform the professional construction management services, for or on behalf of the TTC to complete the Project.
2. A brief overview of the Construction Manager's business or company, including how long in business, privately or publicly owned, number of employees (including principals and staff), etc. Please include an organizational chart.
3. Related experience with construction management of government building projects and specific qualification and resumes of key team members.
4. A staffing plan that identifies the responsible Construction Manager and, as appropriate, the names and specific duties of other key staff that may perform construction management services for the TTC on the Project.
5. Provide three (3) examples of government related building projects completed by the Construction Manager with references and telephone numbers of the individuals the Construction Manager worked with on those projects. Include a brief statement of the scope of work, budget, timeline and change order report for each applicable project. In the event the applicant has not performed work on three related projects, the applicant should submit up to three examples, with references, of projects performed by Construction Manager for government agencies.
6. At least three (3) general references, including entity name, contact person and telephone number.
7. A fee schedule with generalized overall costs and billing practices of the Construction Manager for providing services.

8. The current limits on the Construction Manager's professional liability and errors and omissions insurance.
9. Information regarding whether the Construction Manager or any principals of the Construction Manager have been involved in legal proceedings within the last 10 years related to performance of the Construction Manager's (including other principals and staff) work or services, or licensing. If Construction Manager has been involved in such legal proceedings, Construction Manager shall provide information regarding the disposition of such proceedings.

E. SELECTION CRITERIA.

The following may be used to evaluate the applicants:

1. Demonstrated experience and expertise in construction management of building projects for government entities.
2. Previous overall experience of the Construction Manager.
3. The character, integrity, reputation, judgment, and efficiency of the Construction Manager.
4. Whether the Construction Manager seeking to provide construction management services can perform the work on the Project within the time required.
5. The availability and work load of the Construction Manager relative to the timetable for the TTC's Project.
6. The financial ability to complete the services.
7. References
8. General impressions, presentation of qualifications, interviews (if any), and any other information as may be secured which is material to a determination of the qualifications of a person or firm to satisfactorily accomplish the Project requiring professional services.

F. TERMS AND CONDITIONS.

1. The TTC reserves the right to waive irregularities in responses or reject any and all SOQs.
2. The TTC reserves the right to request clarification of information submitted, and to request additional information from any Construction Manager.
3. The TTC reserves the right to retain the services of the next most qualified Construction Manager, if the successful Construction Manager for any reason is unable to or refuses to provide services when specifically requested by the TTC.
4. The TTC shall not be responsible for any costs incurred by the Construction Manager in preparing, submitting or presenting its response to the Request for SOQ.

5. Each SOQ will become a public record subject to disclosure under the Washington State Public Records Act (RCW 42.56, et seq) after opening by the TTC. If the Construction Manager believes any material submitted in the SOQ is confidential or qualifies for exemption from public disclosure, the Construction Manager shall designate the material as such. Designation of material as confidential or exempt does not, however, guarantee that the designated material qualifies for exemption from disclosure. The TTC shall determine whether material qualifies as confidential or is otherwise exempt from disclosure. Construction Manager shall have no recourse against the TTC for any disclosure pursuant to the Public Records Act.
6. The successful Construction Manager will be required to negotiate and enter into a Professional Service Agreement with the TTC to provide the services contemplated by the SOQ.

G. OTHER INFORMATION:

Equal Opportunity Employment: The successful Construction Manager must comply with Washington State equal opportunity requirements. The TTC is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, military veteran status, or any other protected class or characteristic.

Insurance Requirements: The selected Construction Manager shall maintain insurance that is sufficient to protect the Construction Manager's business against all applicable risks in a manner acceptable to the TTC. Construction Manager shall be required to provide the TTC with proof of insurance coverage and limits prior to execution of Agreement and may, but is not required, to include this information in its SOQ.

Non-Endorsement: As a result of the selection of a Construction Manager to supply services to the TTC, the Construction Manager agrees to make no reference to the TTC in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the TTC.

Non-Collusion: Submittal and signature of a SOQ swears and affirms that the SOQ is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Construction Manager has not induced or solicited others to submit a sham offer, or to refrain from proposing.

Compliance with Laws and Regulations: The Construction Manager that is retained to provide services to the TTC under this Request for SOQ shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work performed. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

For additional information or explanation of the contents or intent of these specifications, please contact rfq@towntoyotacenter.com.