

## **REQUEST FOR QUALIFICATIONS (RFQ)**

**Date: December 16, 2016**

**YOU ARE INVITED TO SUBMIT A LETTER OF INTEREST AND  
STATEMENT OF QUALIFICATIONS:**

**For Professional Architectural/Planning Consulting Services  
for Conceptual Space Layout and Cost Estimating of a City Hall**

*Deadline: 5:00 PM, Tuesday, January 17, 2017*

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### **I. Project Description**

#### **Overview**

The City of Mountlake Terrace requests a Letter of Interest (LOI) and a Statement of Qualifications (SOQ) from interested, qualified firms (or groups) to work with a volunteer resident City Hall Advisory Committee and community to determine current and future services, needs, functions and amenities the city should offer in a new City Hall facility; assist the committee to understand construction costs that align with the project space needs; conceptual design and cost estimating; work with the committee to gather community input; and develop a recommendation for a new City Hall proposal to present to City Council by June 5, 2017.

Much of the space needs assessment and cost estimating was done in 2008/2009, yet needs updating to the community's current vision. A preliminary design is not expected at this stage; the work will be conceptual in order to determine cost estimating.

This project is on a rapid timeline in order to allow the City Council to consider placing a ballot measure before voters in November, 2017.

#### **Deadline for Submittals**

Responses will be accepted until 5:00 PM, Tuesday, January 17, 2017. The selected firm (or group) for this project would need to immediately work with the City to execute a contract and begin necessary responsibilities.

#### **Scope of Services**

The City is seeking professional architectural/planning consulting services of an interested, qualified firm (or group) for a thorough and objective Services and Needs Assessment and to develop a Conceptual Space Layout and Project Cost Estimate. The plan will address short and long term goals and objectives of the City.

The scope of services is preliminary and may be revised at the discretion of the City to ensure the successful completion of the project.

**PHASE I: Services and Needs Assessment**

Determination of the optimal amount of square footage needed to accommodate the 20-year projection of future City staffing levels and projected services. Utilize the relevant elements of the City's Comprehensive Plan, input from the community, City Hall Advisory Committee, city staff, and other sources in order to project the future facility needs of the City.

- A. Requirements. Determination of the optimal amount of square footage needed to accommodate the 20-year projection of future City staffing levels and projected services. Utilize the relevant elements of the City's Comprehensive Plan, input from the community, city staff, and other sources in order to project the future facility needs of the City. Develop total needs based on:
1. Detailed space requirement standards with total space requirements developed in Excel spreadsheet format for each department and for each position based upon employee position types or job families for each City department to be housed in the facilities;
  2. Typical common area needs calculated for hallways, lobby areas, meeting spaces, break rooms, storage, filing, restrooms, copy and printing centers and other requirements for City departments as identified through the process.
  3. Parking requirements calculated for the project to accommodate staff, customers and public participation at community meetings/events.
  4. Special space requirements calculated for individual departments, such as holding cell(s), interview/interrogation room, evidence room and weapons storage for the Police Department, permit/plans review center for Community and Economic Development, server room for Information Services, records storage, a City Council chambers/meeting space with modern public address and multimedia technology and emergency power generation for parts or all of City Hall.
  5. Site-related security considerations for Police Department usages are also an important consideration for the selected site.
  6. Calculations for staff growth and space demands within the 20-year time frame will be primarily based upon the City's Comprehensive Plan, which contains projected growth targets for population and job growth during this planning time frame. Department directors will be responsible for developing staff growth projections based on these numbers.
  7. Phasing of future expansion of City Hall to accommodate staff and service needs beyond 20 years should be considered.
  8. Evaluate potential rental spaces for U.S. Post Office or other agencies.
- B. Review of Current Facilities. Inventory current facilities and public services within the City and research perceived future needs of the various City departments. Identify any significant deficiencies in existing facilities and sites.
- C. Plan. Define implementation steps and milestones necessary to fulfill the needs identified, coordinating the identified scope of work with funding resources and creating a 20-year

schedule for the plan. Identify future needs of the 10-20-year time frame in terms of excess square feet.

- D. Timeline. The tentative timeline for the Service & Needs Assessment phase is completion by the end of March 2017.

**PHASE II: Conceptual Space Layout**

Develop a conceptual space layout working in conjunction with the committee, community and staff that takes into account the following:

- A. Phasing for building and site facilities.
- B. Meeting parking requirements and shared parking options with surrounding uses.
- C. Inclusion of other potential uses that would complement civic uses and/or be compatible with downtown plan goals.
- D. Public gathering spaces and multi-purpose uses on site and within the building.
- E. Separating publicly accessible space from City Hall office functions.
- F. Achieving a site and building that is functional, efficient, safe/secure, incorporates quality systems and materials, energy efficient with low operating and maintenance costs.
- G. Options for "green built" (e.g. LEED Gold), energy efficient and/or low impact development.
- H. Options for amenities including lighting, seating, public art.
- I. Options for integration and relationship to downtown (i.e., pedestrian and vehicular circulation, edge and street treatments).

Timeline. The tentative timeline for the Conceptual Space Layout phase is completion by the end of April 2017.

**PHASE III: Cost Estimate**

- A. Funding Needs. Develop an estimate of approximate costs based on current project bids for similar construction and develop construction cost estimate for the proposed plan.
- B. Presentations. Work with the City Hall Advisory Committee to explain the estimate of costs based on current project bids for similar construction and present results of the construction cost estimate for the proposed plan.
- C. The tentative timeline for this work is completion by mid-May 2017.

## **OVERALL**

For both aspects of the project (Services and Needs Assessment and Conceptual Space Layout), the expectation is that the selected firm (or group) will:

- Work and coordinate with the City Hall Advisory Committee, community and city staff for Services and Needs Assessments.
- Identify and analyze options for Conceptual Space Layout.
- Coordinate with and brief City Hall Advisory Committee, City Council, public, and city staff as requested.
- Provide regular project information updates for the City's website and other publications.
- Attend regular meetings with the City Hall Advisory Committee, city staff and other project participants.
- Develop and monitor project budget and schedule for Conceptual Space Layout, reviewing Cost Estimates.
- Identify and analyze project options.
- Prepare regular progress reports on project schedule and budget.
- Provide analysis and recommendations on constructability, life cycle costs, schedule considerations and value engineering.
- Coordinate with and brief City Council, staff and public as requested.
- Provide project information for the City's website and other publications.

The firm (or group) will be familiar with environmental and development permitting process; relevant codes and standards; civic projects; public involvement and effectively communicating options and recommendations; meeting demanding schedule requirements; and, effective budget and cost estimating.

## **II. Project Milestones**

January 17, 2017	RFQ Submittals Received and Evaluated
February 21, 2017	Award of Contract
February-May, 2017	Work with Committee & Community to Develop a Recommendation
May/June 2017, 2017	Present Recommendation to City Council
June/July, 2017	City Council Presentation and Acceptance of Work Completed (Phase I, II and III)
November 6, 2017	Potential Ballot Measure for Funding Project

## **III. Submittal Content Requirements**

### **Letter of Interest**

The letter of interest should indicate: (a) an interest in developing a Services and Needs Assessment and evaluating Site Alternatives and developing Conceptual Designs; (b) the availability of the firm's resources for completing all components of the project; (c) any desire for schedule changes; (d) the firm's contact information (address, telephone, email); and (e) additional data or recommendations, if desired.

### **Statement of Qualifications**

The nature and form of response are at the discretion of the respondent, but at a minimum, the following information must be included:

#### **A. Project Organization and Staffing**

1. Provide an organization chart showing all proposed team members and describing their responsibilities for this project. Include professional qualifications/resumes of each member of the project team.
2. Describe the portion of work that will be performed by a subcontractor, if any, and information about the professional qualifications of proposed subcontractors.

#### **B. Description of Related Experience**

1. Describe the firm's experience with preparing Services and Needs Assessment, developing Conceptual Space Layouts and Cost Estimates. Include at least three projects the firm has completed that are somewhat similar to the project described in this request. For each project, provide the following information:
  - Name, address and telephone number of the client.
  - Name of the firm's project manager and personnel who worked on each project with a brief description of their responsibilities.
  - Budget and actual project cost.
  - The elements of the projects that are common to the projects proposed above.
  - Summary of the firm's role/responsibility in overall project.
  - Summary of the firm's deliverables.
2. Describe the firm's familiarity with Mountlake Terrace or similar cities.
3. Describe the firm's ability to complete work under a short timeline.
4. Describe the firm's approach to dealing with and communicating with public officials about complex, analytical data regarding facility planning.
5. (Optional) Identify any other relevant information pertinent to this RFQ section.

### **IV. Submittal Format**

The Statement of Qualifications should be organized in a manner that allows the reviewer to evaluate the firm's qualifications quickly and easily. Brevity of text will be appreciated.

The Statement of Qualifications shall be no more than fifteen (15) pages in length. The page count excludes the covers, a one or two page Letter of Interest, and section dividers, provided the text of the response is not printed upon them. The pages shall be eight and one-half inches by eleven inches with printed text only on one side, except that pages containing only charts and graphs may be printed on pages eleven inches by seventeen inches.

Ten (10) copies and one electronic copy must be provided.

## **V. Selection Process**

### **General Approach**

Responses to the request for a LOI and SOQ will be evaluated, based on their clear ability to meet the City's interest in quickly and efficiently developing a Services and Needs Assessment and developing a Conceptual Space Layout and Cost Estimate, consistent with the project description contained in this request. The responses will be rated according to the criteria detailed below. This may result in the selection of a firm (or group), or in a short list of firms (or groups) who will be asked to provide additional information at an oral interview. The selected finalist will be asked to begin fee negotiations immediately. Final approval of an agreement will rest with the City Council based on the recommendations of the city staff.

### **Evaluation Criteria for the Written Responses**

Each proposal will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum number of points achievable is 100.

#### **A. Project Timeline & Budget – 30 points maximum**

- i. Timeline – 15 points
  - Ability to create/monitor project timelines
  - Ability to meet project timelines
  - Ability to exceed project timelines
- ii. Budget – 15 points
  - Ability to create/monitor total project budget (soft and hard costs)
  - Methods of proven successes of staying within budget during design

#### **B. Organizational Background, Experience & Expertise – 50 points maximum**

- i. Qualifications of Proposed Members – 15 points
  - Years of experience
  - Quantity of similar projects
  - Education
  - Years with the firm
- ii. Comprehension, Responsiveness and Demonstrated Success – 15 points
  - Illustrates that the team clearly understands objectives and technical requirements
  - Responsiveness to all aspects of the RFQ
  - Firm's demonstrated success with similar projects
- iii. LEED Experience and Successes – 10 points
- iv. Public Sector Experiences, including Community Engagement – 10 points

C. Clarity of Proposal – 20 points maximum

- i. Is the SOQ easy to understand?
- ii. Do the graphics further clarify the written items?
- iii. Did the firm (or group) stay within the maximum allotted pages?

**Agreement for Services**

The selected firms (or groups) will be expected to enter into a standard Professional Services Agreement in a timely fashion. Insurance requirements, included in the services agreement package are:

1. General Liability
2. Professional Liability.

**VI. City Contacts**

Questions should be submitted to Leslie Lavoie at [llavoie@ci.mt.wa.us](mailto:llavoie@ci.mt.wa.us). Replies to questions will be sent via electronic mail to all firms (or groups) requesting to be on the list for this RFQ. Please send your electronic mail address to Leslie Lavoie at [llavoie@ci.mt.wa.us](mailto:llavoie@ci.mt.wa.us) upon receipt of this request for LOI and SOQ to ensure receiving a copy of all questions and responses.

**VII. Intended Submittal Schedule**

RFQ Advertised	December 19, 2016
Deadline for Receipt of RFQ	January 17, 2017
Review and Selection of Finalists	January 18 – January 25, 2017
Interview Finalists	January 30 – February 3, 2017
Select Firm (or group) & Contract Negotiations	February 6 – February 15, 2017
City Council Recommendation & Discussion	February 16, 2017
City Council Award of Contract	February 21, 2017

The deadline for submittals is Tuesday, January 17, 2017, at 5:00 PM. Please deliver responses in person to the Customer Service Counter or by mail to:

Attn: Leslie Lavoie  
City of Mountlake Terrace  
6100 219<sup>th</sup> Street SW, Suite 200  
Mountlake Terrace, WA 98043

Proposals should be marked “City of Mountlake Terrace City Hall Proposal.” Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

### **VIII. Terms, Conditions and Disclaimers**

1. All facts and opinions stated within this RFQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQ's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract. The City also reserves the right to choose not to proceed with this project or to re-issue the request for LOI and SOQ. The City reserves the right to postpone the opening of the responses and to reject all responses without indicating any reasons for such rejection. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process. The Firm (or group) or responding firm (or group) shall bear all costs relating to their response to this RFQ including time in preparation of an RFQ, copies submitted, and time spent in interviews or negotiation with the City prior to final selections.
4. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
5. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
6. The City will not accept any submittal after the time and date specified on the RFQ. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
7. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.
8. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
9. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for Services and Needs assessment, Conceptual Space Layout with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFQ process again.
10. All submittals and accompanying documentation will become the property of the City, will not be returned and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is



otherwise privileged. Qualifications submitted under the RFQ process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.

11. The City of Mountlake Terrace encourages submittals from firms that demonstrate a commitment to equal employment opportunity.

### **Supplemental Information: Background**

#### **Background**

Mountlake Terrace is home to 21,090 residents, 7,420 jobs and is about four square miles in size. Known for its quiet residential neighborhoods, beautiful parks, trails, Lake Ballinger, first-class schools and close proximity to employment centers, Mountlake Terrace is conveniently located about 14 miles north of downtown Seattle and about 15 miles south of Everett. The city is inside Snohomish County along the northern border of King County, just three miles northwest of Lake Washington bisected by I-5. Visitors and residents enjoy over 260 acres of recreational attractions including parks, playfields, two golf courses, fishing, a sports pavilion and year-round swimming in an internationally acclaimed aquatics center.

Mountlake Terrace is a Washington Code City operating under the Council-Manager form of government. The City is governed by an elected seven-member City Council. The City Manager is appointed by the City Council as the chief administrator of the City. Currently, six directors manage seven city departments and various programs.

#### **Project History/Civic Facilities Advisory Task Force**

In 2006-07, the City Council worked in tandem with the community to develop a Town Center Plan that was adopted prior to the recession in February 2007 with the hope of revitalizing its downtown to create an economically viable city and retain quality of life for its residents.

In June of 2008, the city appointed a Civic Facilities Advisory Task Force to work on a strategy to address the city's aging facilities to include City Hall (demolished in 2010), Recreation Pavilion, Police Station, Clubhouse at Ballinger Park (former Ballinger Golf Course), and Fire Station 18 (demolished in 2012). Appointment of the Task Force was in line with the City Council's goal: "Develop and Implement a Strategy to Address the City's Aging Public Facilities." The key objective of this goal was to provide public facilities and buildings that ensure municipal and community services are delivered in an efficient and effective manner, while helping to create and maintain a community identity and community pride.

Later that summer after the Task Force began meeting, the ceiling of the former City Hall Council Chambers collapsed during the night and that portion of the building was sealed off and the city underwent asbestos abatement. Therefore, the Task Force was asked to focus on just the City Hall facility and work with the community on a plan and financing options for City Council approval. A recommendation for a 47,694 SF City Hall/Police Station with underground parking, 8,500 SF community/senior center, amphitheater in Veterans Park, repurpose the Police Station into an Emergency Operations Center, civic green, farmers market, library roof replacement and ornamental gardens was made. The cost was \$37.5 million and the Task Force

recommended financing the project with a 30-year capital bond. The City Council approved the recommendation in 2009.

### **Interim City Hall**

There were no injuries as a result of the 2008 ceiling collapse, however the City Council had concerns about the known safety/liability issues with the nearly 50 year-old building. They provided direction to look for an Interim City Hall so employees and those visiting City Hall would not be at risk.

The city spent the remainder of 2008 and early 2009 looking at existing buildings to purchase or rent and ultimately decided to rent Class A office space in the Redstone Corporate Center II where the city moved its services in July of 2009.

### **Proposition 1 – November 2010**

The measure went on the November 2010 ballot as one of several tax measures statewide including statewide income tax. The proposal only received 47% of the 60% needed. There was no active YES or NO campaign in the community.

Several changes in the community occurred over the next few years. The City of Mountlake Terrace purchased the part of the Operations Facility (for Public Works and Parks Departments) that was previously owned by the City of Lynnwood. The city received a grant from the Department of Homeland Security in 2011 to construct an Emergency Operations Center in this facility. Ballinger Golf Course operators stepped away in 2012 and the property was converted to a passive park. The Clubhouse was converted to a community/senior center in 2013. Improved economic conditions have spurred development in the Town Center with three major mixed-use projects now open and more businesses locating in Mountlake Terrace.

The Mountlake Terrace Transit Center opened in 2009. The Sound Transit Freeway Station that is located in the I-5 median and adjoins the Transit Center opened in 2011 and a Light Rail Station is currently under design and is planned to open in 2023. Mountlake Terrace is quickly becoming a transit-oriented community with a link from the Civic Center (old City Hall site) through Veterans Park to the Transit Center.

In 2011, the city conducted two focus groups (one with males only and one with females only) to learn more about why the proposal failed. The main reasons that rose to the top were total cost and scale of the project including too many amenities.

### **Proposition 1 – August 2012**

With the prominent changes in the community coupled with the focus group information, the city worked on a scaled down version of the Civic Center proposal reducing the scope and the cost. The updated plan was reduced by 1/3 with a cost of \$25 million for a 31,000 SF City Hall and 8,500 SF Community/Senior Center by eliminating amenities such as underground parking, the Emergency Operations Center, amphitheater, farmers market, and ornamental gardens.

The city conducted more than 40 “Civic Center 101” presentations to the community and there was a great deal of support for this measure. Active YES and NO campaigns formed for this

proposal and there was a lot of interest in the project as the Town Center was beginning to show signs of revitalization. The measure received almost 58% of the vote and was 124 votes short of the required 60%.

### **Proposition 1 – April 2013**

After such a strong showing, the City Council met in September of 2012 and decided to put the measure back on the ballot in April of 2013 and do a better job of educating the public. It was also important because construction costs were rising and the city had forecasted that it only had funds for Interim City Hall rent through summer of 2014.

The same measure was put before voters in April of 2013 with the same YES and NO campaigns that expanded their efforts to reach voters through recorded messages, mailings, flyers, and signs. The result was 53% in favor of the measure that required 60%. The NO campaign said they were not against the project and understood the need for a City Hall but it still cost too much and could be scaled down. They also desired more input in the planning process before the price tag was determined.

### **2013-Present**

In September of 2013, there was a transition in the City Manager's Office and a new City Manager was not hired until March of 2014 so no work was done on this project. After the changeover, the forecasted financial shortfall for Interim City Hall rent was not addressed and an architect was brought on board to begin work on a new City Hall Plan that totaled over \$40 million. In addition, the lease with the Redstone Building for Interim City Hall was extended to 2019. The City Council did not support that proposed City Hall Plan and subsequently the City Manager resigned in September of 2015.

The current City Manager (who has served as Assistant City Manager since 2004) worked with the City Council to develop a property tax levy lid lift proposal to fund four years of Interim City Hall rent and ongoing parks and recreation funding. The measure passed in August of 2016 and the voters were informed that the next steps would include working with the community to plan design, fund and construct a new City Hall on vacant city-owned property at the Civic Center.

### **City Hall Advisory Committee**

In October of 2016, the City Council established a City Hall Advisory Committee and appointed the nine-member Committee in December. The Committee is a well-rounded group with individuals representing previous yes and no campaigns, male and female perspectives, and some specialized skills including construction, engineering and finance. The Committee will begin meeting in January of 2017.

The Committee will assist and advise the City Council on the following:

- A. Task 1. Work with City to provide input on Architect selection for conceptual design and cost estimating.
- B. Task 2. Work with City and Architect to gather community input.

- C. Task 3. Evaluate and provide input on current and future services, needs, functions and amenities the City should offer to the community in a new City Hall facility.
- D. Task 4. Work with City and Architect to provide input on conceptual designs for developing a new City Hall.
- E. Task 5. Provide input on financing options for constructing a new City Hall.
- F. Task 6. Develop recommendations to present to City Council relating to the City Hall facility.

### **Current Conditions – Existing Civic Center Facilities**

The Mountlake Terrace Civic Center is located within the Town Center at the southwest corner of 232<sup>nd</sup> Street SW and 58<sup>th</sup> Avenue West. The Civic Center is approximately 4.8 acres and includes the former City Hall site (now vacant and being used as a staging area for projects in the city), Fire Station 19, Police Station and a Library. A surface parking lot that formerly held 152 spaces served all the civic buildings. The Library parking lot was reconstructed following construction of a Regional Town Center Stormwater Facility in 2014.

The Civic Center is bordered north and west by single-family zoning. The planned heart of the downtown lies directly across the street on the east; it currently contains senior housing, the Post Office and a retail area. On the south side, the Civic Center adjoins Veterans Memorial Park, an approximately eight acre park to the south which, in turn, adjoins the I-5 Park and Ride to its southwest.

#### **a. Interim City Hall**

- Address: 6100 219<sup>th</sup> Street SW, #200
- Leasing Space in Redstone Corporate Center II
- Sq. Ft.: 14,000 including the City Council Chambers plus 2,000 SF of shared space (lobby and restrooms)
- Services and Function: This building is home to the City Council, Mayor, City Manager, Administrative Services, Community and Economic Development, Community Relations, Engineering Services, and the Fire Marshal's Office. This building also stores records and provides flex space for annual audits, etc.

#### **Former City Hall**

- Address: 23204 58<sup>th</sup> Avenue West
- Year Built: 1961
- Sq. Ft.: 19,562
- Number of Stories: 2
- Services and Function: This building was home to the City Council, Mayor, City Manager, Administrative Services, Planning and Development Services, Engineering Services, and the Fire Marshal's Office. This building also stored most of the City's historical records.

b. Fire Station #19

- Address: 5902 232<sup>nd</sup> Street SW
- Year Built: 2006
- Sq. Ft.: 18,000
- Number of Stories: 2
- Services and Function: Mountlake Terrace has an Interlocal Agreement with Snohomish County Fire District No. 1 (SCFD1) to provide Fire and Emergency Medical Services to our City. Under the terms of the Agreement, SCFD1 staffs the City's fire station. Station #19 is staffed 24 hours per day. (The Fire Chief of SCFD1 is designated as the City's Fire Chief and the District provides the City with a designated Fire Marshal at Interim City Hall.)

c. Library

- Address: 23300 58<sup>th</sup> Avenue W
- Year Built: 1988
- Sq. Ft.: 13,090
- Number of Stories: 1
- Services and Function: With a service area population of 23,198, the building contains: 20 public computers; 2 Meeting/Study rooms (312 total capacity); Quiet Zone/Study Rooms; Public Phone; Copier; Proctoring; and Volunteer Opportunities.

d. Police Station

- Address: 5609 232<sup>nd</sup> Street SW
- Year Built: 1991
- Sq. Ft.: 6,400
- Number of Stories: 1
- Services and Function: The station houses both commissioned and civilian Police Department staff, including the Chief of Police.