



**SEPTEMBER 4, 2025  
REQUEST FOR QUALIFICATIONS**

### Introduction

The City of DuPont is located about 15 miles north of Olympia, WA and about 20 miles south of Tacoma, WA along the I-5 corridor off Exits 118 and 119 adjacent to and minutes from Joint Base Lewis-McChord. Most of our residents are active duty military families but sprinkled in and throughout the community you will find many residents who have been living in DuPont for decades. Since the construction of the Northwest Landing Master Planned Community began in 1994, the population of DuPont has increased from 600 residents to a population over 10,000. With this growth the City has gradually expanded the types and levels of services it provides to its residents to ensure an excellent quality of life for our current and future generations.

The City of DuPont prides itself on all that we have to offer in the Parks, Recreation and Tourism arena. With over 12 miles of paved and unpaved trails, we are also the home to several historic sites that have played a role in the rich history of the pacific northwest. We are also home to the Home Course, who have hosted 4 USGA Championships and welcome over 60,000 visitors to our city annually.

Together, with the DuPont Museum, Parks/Recreation & Tourism host special events throughout the year to include a thriving Farmers Market that was nominated in the Best of Pierce County category in 2024.

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### Feasibility Study

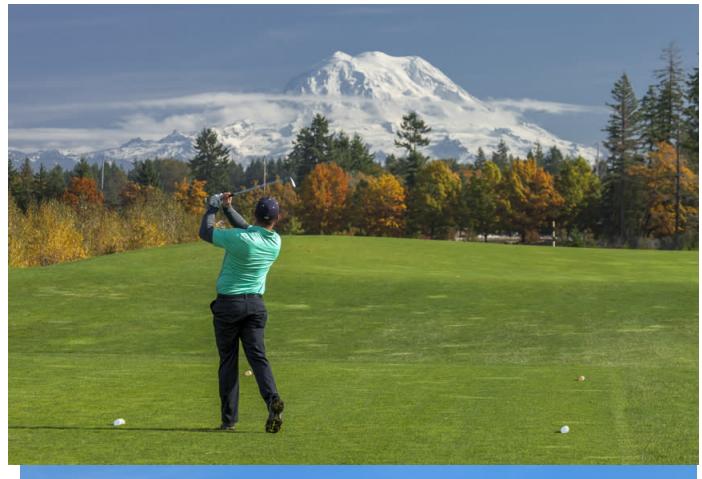
The City is uniquely positioned to support a vibrant event and conference center, given its proximity to five local hotels, two publicly accessible golf courses, and a calendar of seasonal City-hosted events. Additionally, its adjacent to Joint Base Lewis-McChord presents a significant opportunity to serve both civilian and military communities.

Despite these assets, the City currently lacks a dedicated facility to host mid-sized gatherings, conferences, and community programs. To address this gap, the City is evaluating the feasibility of repurposing its existing community center into a flexible

event and conference venue. The proposed facility would accommodate 100 to 200 attendees and support a range of daytime and evening programming. This initiative aligns with the City's broader goals of economic development, community engagement, and regional collaboration.

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### The Home Course



## Fairy Trails



## DuPont Farmers Market



**CITY OF DUPONT**

**REQUEST FOR QUALIFICATIONS FOR PLANNING AND ARCHITECTURAL SERVICES**

The City of DuPont is soliciting Statements of Qualifications from planning and architectural firms to prepare a feasibility and planning study for the conversion of an existing community center, built in 1910, located in the City's Historic Village at 303 Barksdale Ave. The building is approximately 4,340 sq. ft. and sits on a 15,446 sq. ft. lot. The city is seeking a multi-disciplinary firm that is highly capable of engaging the city's hotel and local tourism assets in a collaborative process that helps define the community's priorities for the Tourism, Event & Community Center. Based on the results, the firm must be capable of translating the desires of the tourism professionals and community members into a feasible plan which includes design options.

This study should include the following:

1. The economic feasibility for converting the city's Community Center into a Tourism/Event Center.
2. A cost estimate to convert the Community Center into a 150-200 person Event/Tourism Center.
3. A market analysis of who will utilize this facility in the south Puget Sound area which includes Pierce and Thurston Counties.

**Funding for this study will be available starting January 1, 2026. This study is to be completed by June 1, 2026.**

Desired consulting services for this work include but are not limited to: Public Outreach and Engagement, Financial Feasibility, Environmental and Land Use Planning, Space Planning, Cost Estimating, Alternatives Selection, and Conceptual Design.

Interested firms should **submit four(4) copies** of your Statement of Qualifications to: the City of DuPont, 1700 Civic Drive, DuPont, WA 98327. Additionally send an electronic copy to [awalker@dupontwa.gov](mailto:awalker@dupontwa.gov). **Submittal deadline is Wednesday, 4:00 PM October 15, 2025**. Questions can be directed to Amy Walker, Parks & Recreation Manager, @ [awalker@dupontwa.gov](mailto:awalker@dupontwa.gov) or (253) 405-9698.

Submittals should include the following information: Cover letter; general information about the consulting firm including name, office locations, contact information and general description of services provided; proposed team and qualifications; relevant experience; and references. Submittals shall be limited to **10 pages** excluding front and back **cover**. A printed side of paper shall be considered one page.

Submittals will be evaluated and ranked based on the following criteria: 1) Experience of the firm 2) Qualifications of the proposed team 3) Past performance **with reviewing** development/convertng existing facilities 4) Response of **references**. The top ranked firms may be asked to interview.

Persons with disabilities may request this information in an alternate format by contacting Ms. Walker at the above address or phone number.

The City of DuPont hereby notifies all firms that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Minority and Women's Business Enterprises will be afforded full opportunity to submit Statements of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration of award.

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