



Peninsula Metropolitan Park District

10123 – 78th Ave NW, 98332, PO Box 425, Gig Harbor, WA 98335
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

Request for Qualifications- Harbor Family Park Design

PROPOSAL INFORMATION

RFQ No. 2016.04

Proposal Name: Harbor Family Park Design

Date Issued: 10/28/16

Contact Person: Eric Guenther

E-Mail Address: EGuenther@PenMetParks.org

Telephone Number: 253-858-3400 x1222

Deadline for Clarifications: November 7, 2016

Proposals Accepted Until: November 10, 2016 at 4:00 P.M.

SUBMIT PROPOSALS TO:

Eric Guenther

PenMet Parks

10123 – 78th Ave NW

Gig Harbor, WA 98332

Date of notice: October 25, 2016
 November 1, 2016

The Peninsula Metropolitan Park District (PenMet Parks) anticipates reviewing all submittals and selecting a respondent for Design Firm by 12/1/16. The respondent selected is expected to begin providing services not later than 12/15/16.

PenMet Parks seeks a designer for a Community Park at the Harbor Family Park-Knight Forest Property (parcel #s 0121243120 & 0121243121), located on the corner of 70th Ave NW and 32nd St NW, on the Gig Harbor Peninsula. The property is 38 acres and mostly forested. The anticipated design may include baseball/softball fields, soccer/lacrosse fields, multi-purpose courts, multi-family open space, and pre-school and school-age play facilities. Perimeter and internal trails will also be included. Support facilities include stormwater treatment, parking, restrooms and picnic shelters. Project will include conceptual planning with public meetings, master planning, permitting, bidding, and construction management.

PROJECT SCOPE:

The selected respondent will undertake project tasks including, but not limited to:

- **Conceptual Plan**
 - Communicate and coordinate with staff on development of park design.
 - Conduct background research and familiarization with the project.
 - Prepare for and conduct approximately three public meetings to develop, review, and refine conceptual plan.
 - Meet with Pierce County and staff to review conceptual plan.

- Develop cost estimate and schedule for park development.
- **Master Plan**
 - Assemble team of professional consultants as needed for project completion.
 - Communicate and coordinate with staff on continuation of detailed park design.
 - Prepare for and attend pre-development conference with PenMet Staff and Pierce County Planning Staff.
 - Submit and acquire all necessary permits.
 - Finalize cost estimate and schedule for park development.
 - Prepare all documents necessary for putting project out to bid.
Assist as required with bidding process.
- **Oversee Building Construction**
 - Oversee and manage the construction of park.
- **Meet with Elected Officials and PenMet Parks Staff**
 - Meet with PenMet Parks staff, Board members to discuss the project as requested.

PROPOSAL PACKAGES

Letters of Interest and complete proposal packages must be received no later than 4:00 PM, Thursday, November 10, 2016 at the following address:

PenMet Parks
 Attn: Eric Guenther, Facilities and Special Projects Manager
 10123 – 78th Ave NW
 Gig Harbor, WA 98332

Proposal Name: **Harbor Family Park Design**

This is a Request for Qualifications. Your submittal should not exceed ten (10) pages in length. Included in your submittal should be the following:

- 1) A letter of interest with your firm’s background and past experience relevant to this type of project.

Please provide us with **3 hard copies and one electronic copy** of the above information for use by members of our selection committee. Following an evaluation of the proposals received, the respondents considered to have submitted the best proposal(s) may be requested to participate in an interview and final selection process. No further action beyond submission of the above information is required at this time.

The Design Firm will be selected based on the following criteria:

- A successful track record for working on similar projects for other governmental agencies;
- The ability to meet the timeline as stated above.

QUESTIONS: Questions regarding this **Request for Qualifications** may be directed to Eric Guenther at 253.858-3400 x1222, or EGuenther@PenMetParks.org.

- **REJECTION OF PROPOSALS:** PenMet Parks reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposal does not obligate PenMet Parks to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the Request for Proposals does not obligate PenMet Parks to accept or contract for any expressed or implied services.
- **CONTRACT AWARD:** PenMet Parks reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted in the most favorable light. PenMet Parks shall not be bound or in any way obligated until both parties have executed a written vendor contract. The respondent selected will be expected to enter into a contract with PenMet Parks.
- **PAYMENT:** All invoices related to the contract shall be paid by a PenMet Parks warrant usually within 30 days of PenMet Parks' receipt of a proper invoice and PenMet Parks approval of the respondent's completed tasks/deliverables to the date of the invoice or monthly report, as appropriate.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful respondent must comply with PenMet Parks equal opportunity requirements. PenMet Parks is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **BACKGROUND CHECK:** The successful respondent may be required to submit to a criminal background check. If a background check is required, the contract award shall be contingent upon PenMet Parks receipt of an acceptable background check report for any persons providing services or work under the agreement.
- **INSURANCE REQUIREMENTS:** The successful respondent shall maintain insurance that is sufficient to protect the respondent and PenMet Parks against all applicable risks.
- **NON-ENDORSEMENT:** As a result of the selection of a respondent to supply products and/or services to PenMet Parks, the successful respondent agrees to make no reference to PenMet Parks in any literature, promotional material, brochures, sales presentation or the like without the express prior written consent of PenMet Parks.
- **NON-COLLUSION:** Submittal and signature of this Proposal swears that the Proposal is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to the nondiscrimination requirements previously listed, the successful respondent shall comply with all applicable federal, state and local laws, statutes and ordinances relative to the execution of the work. 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.
- **PUBLIC RECORDS:** Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to PenMet Parks, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If PenMet Parks receives a request for inspection or copying of any such documents it will endeavor to notify the person submitting the documents to PenMet Parks (by U.S. mail or by e-mail if the person has provided an e-mail address, or by fax if the person has provided a fax number) and upon the written request of such person, received by PenMet Parks within five (5) calendar days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. PenMet Parks assumes no contractual obligation to enforce any exemption nor any contractual obligation to provide such notice.