



Peninsula Metropolitan Park District

5717 Wollochet Dr NW, 98335, PO Box 425, Gig Harbor, WA 98335
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E-mail: Info@PenMetParks.org

Request for Qualifications/Project Approach Hales Pass Renovation Project RFQ No. 2019.03

PenMet Parks (District) is soliciting interest and qualifications from a firm (Consultant) with expertise in Electrical, Plumbing, and ADA Engineering, Planning, Design and Construction to perform preliminary engineering and prepare final project plans, and cost estimates for a building renovation project.

PenMet reserves the right to amend terms of this Request for Qualifications/Project Approach (RFQ/PA), to circulate various addenda, or to withdraw the RFQ/PA at any time, regardless of how much time and effort consultant have spent on their responses.

PROJECT DESCRIPTION:

Hale Pass Park Community Center (Arletta School House) is located at 9218 - 36th St NW & Ray Nash Drive, Gig Harbor. The facility is a 2800 sq. ft. (1400 main floor and 1400 basement) 1938 WPA building on the Historic Register.

The electrical and plumbing systems as well as ADA accessibility are due for upgrades.

PRELIMINARY PROJECT SCOPE OF WORK:

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

- **Design Electrical, Plumbing, and ADA Requirements and Related Project Elements**
 - The Consultant will coordinate with District staff on a design for the improvements to the facility.
 - This project will include a requirements analysis, along with the design, all necessary permits, bidding, project coordination, and construction management.
 - Assemble team of professional consultants as needed for project completion.
 - Prepare for and attend pre-development conference with PenMet Staff and Pierce County Planning Staff.
 - 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 project.

- **Meetings with Elected Officials, PenMet Parks Staff, Public**
 - The Consultant may meet with District staff and/or Board members to discuss the project.
 - Public meeting (date to be determined).

PROPOSED TIMELINE

Schedule of Events	Date	Notes
Formal Solicitation	October 17, 2019	E-mailed to MRSC Roster Advertised in the DJC
Pre-Submittal Conference (optional)	October 28, 2019, 12:00-1:00pm	Hales Pass Park 9218 - 36th St NW & Ray Nash Dr Gig Harbor
Deadline for questions	November 4, 2019	Submit to Project Manager by e-mail
District response to questions	November 5, 2019	Questions and responses will be posted on project website listed below under Questions/Inquiries
Proposals due	Thursday, November 7, 2019, 4:00 PM	
Notify short-list firms	Monday, November 11, 2019	
Interview short-list firms	Wednesday, November 13, 2019	
District selects successful firm	November 15, 2019	
Complete contract negotiations	November 22, 2019	
Contract awarded by District	December 3, 2019	
Anticipated project start	December 4, 2019	

MINIMUM QUALIFICATIONS:

Minimum qualifications are required for a Consultant to be eligible to submit a response to this RFQ/PA solicitation. Responses should clearly show compliance with these minimum qualifications. Those that are not responsive to these minimum qualifications will be rejected by PenMet without further consideration.

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

- Consultants should have demonstrated expertise and at least five years of building renovation project planning, design, engineering, construction management, and reliable cost and schedule estimating experience.
- The Consultant's Project Manager should have demonstrated experience working with a public agency of similar size to PenMet within the last five years providing satisfactory project management services similar to those expected by the District for this project.

EVALUATION CRITERIA:

Submittals will be evaluated and ranked based on the criteria listed below. Up to three ranked Consultants may be invited to interview. A more detailed scope of work will be provided at the time of invitation.

- Qualifications and availability of the Project Manager and key personnel from similar projects.
- Technical expertise in successfully designing a project that can be permitted and constructed while minimizing long term risks, operations, and maintenance costs and needs.
- Team's previous working relationships and/or relevance to teaming on this project.
- Project approach to efficiently deliver a high quality product on schedule and budget.
- Experience with public outreach and stakeholder management.
- Past performances/references.

QUESTIONS/INQUIRIES:

Please direct any questions concerning this RFQ/PA to the District's Project Manager and the Alternate Contact listed in this RFQ/PA. Responders may submit written questions, by e-mail only, at any time prior to the question deadline identified in the Proposed Timeline. Unauthorized contact regarding this RFQ/PA with other District employees may result in disqualification of a submittal. Any oral communications will be considered unofficial and non-binding on the District.

Project Manager: Eric Guenther
E-Mail Address: EGuenther@PenMetParks.org

Alternate Contact: Ed Lewis
E-Mail Address: ELewis@PenMetParks.org

Any questions will be answered in writing and posted on the PenMetParks.org website under About, then Public Portal, then Projects or <https://www.penmetparks.org/public-portal/>
Click on Projects to view them.

It is the responsibility of individual firms to check this website for any amendments or Q & A's related to this RFQ/PA.

SUBMITTAL INSTRUCTIONS AND REQUIREMENTS:

A Pre-Submittal Meeting will be held on the date and at the location in the Proposed Timeline.

District staff will be available at that time to discuss the submittal process, answer questions or concerns raised about the solicitation and to clarify issues and technical aspects of the project. All interested firms are encouraged to visit the project site prior to the pre-submittal meeting. Attendance at the pre-submittal meeting is not required in order to be able to submit a proposal in response to this RFQ/PA.

The purpose of the pre-submittal meeting is to permit interested parties to obtain additional information regarding the project or the RFQ/PA process; however, the information given is not intended to amend the solicitation or subsequent contracting documents. Failure to raise concerns over any issues at the pre-submittal meeting opportunity will be a consideration in any protest filed regarding items that were known as of this pre-submittal meeting. Verbal communications expressed at the pre-submittal meeting will not change the solicitation; only a written addendum issued by the District to amend or supplement the solicitation will be binding.

It is the obligation and responsibility of the Consultant to learn of addendums, responses, or notices issued by the District relative to this RFQ/PA.

Please limit proposals to five (5) sheets (excluding cover and back), 10 pages in length. Pages may be printed double sided. 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.
2. Statement of project approach with a proposed schedule for design, permitting, bidding and construction.

Provide three (3) bound hard copies (stapling accepted), one (1) unbound copy suitable for photocopying and one (1) electronic CD/Thumb Drive copy of the RFQ/PA response to the Project Manager.

All submittal response materials must be received no later than time and date listed in the Proposed Timeline. All proposals must be in a sealed envelope and clearly marked "RFQ/PA Submittal – Park Lighting Project". No faxed or e-mail proposals will be accepted.

SUBMIT PROPOSALS USING UPS, FEDEX, OR COURIER TO:

PenMet Parks
Attn: Eric Guenther, Project Manager
5717 Wollochet Dr NW
Gig Harbor, WA 98335

If using USPS:

PenMet Parks
Attn: Eric Guenther, Project Manager
P.O. Box 425
Gig Harbor, WA 98335

DISCLOSURES:

- **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.