



Peninsula Metropolitan Park District

5717 Wollochet Dr. NW, Gig Harbor, WA 98335
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

"Today We Touch Tomorrow"

Request for Qualifications PenMet Parks Community Recreation Center RFQ No. 2020.01 (amended 3/2/20)

PROPOSAL INFORMATION

RFQ No. 2020.01

Proposal Name: PenMet Parks
Community Recreation Center

Date Issued: February 20, 2020

Contact Person: Ed Lewis

E-Mail Address: Elewis@PenMetParks.org

Telephone Number: 253-649-5254

Deadline for Clarifications: March 20, 2020

Proposals Accepted Until:
April 3, 2020 at 4:00 P.M.

SUBMIT PROPOSALS TO:

Ed Lewis

If using UPS or FEDX:

5717 Wollochet Dr NW #3
Gig Harbor, WA 98335

For USPS:

P.O. Box 425
Gig Harbor, WA 98335

PROJECT DESCRIPTION:

The Peninsula Metropolitan Park District (PenMet Parks or District) is soliciting interest and qualifications from an architectural team to design a community recreation center (CRC) at 2416 14th Ave. NW, Gig Harbor, WA 98335, a former golf driving range (~17 acres). The project involves the renovation of an existing building (~4,000 sq. ft.) and the addition of a new structure enclosing proposed indoor recreation space, as well as the addition of an expanded parking lot, outdoor recreation space, and trail.

This project will involve reviewing and refining the preliminary site plan and conceptual planning (35% completed), and then finalizing a master plan, developing design and contract documents for submission of all necessary permits, bidding (To-Be-Determined), and construction administration. PenMet Parks is considering seeking approval from the State to use a General Contractor Construction Manager (GCCM) contracting procedure (as an alternative to design-bid-build, TBD).

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

PROJECT WORK TO-DATE:

PenMet Parks has performed the following work on the project to-date:
(available at www.PenMetParks.org)

- Preliminary site plan
- Conceptual planning and design (to 35%)
- Preliminary Pro Forma and Business Plan
- Conditional Use Permit and Site Plan Review Approved by Pierce County Planning
- Preliminary cost estimate, \$26,000,000 (inclusive of design fees)

PRELIMINARY PROJECT SCOPE OF WORK:

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

- **Design Team**
 - The Design Firm will assemble a professional planning and design team that includes a full range of architectural, engineering, and related professional expertise, that is capable of supporting the project from the planning phases through complete design, permitting, bidding, and construction.
- **Review Preliminary Planning To-Date & Refine Conceptual Planning**
 - The Design Firm will review existing work and materials and undertake a public process including community stakeholders to refine the conceptual planning.
 - Review existing opinion and priority surveys and update as necessary.
 - Architectural Program Analysis - Review existing work and perform additional required tasks to prepare an architectural space and facility program analysis that includes:
 - A listing of all anticipated programs and desired program spaces for PenMet and other shared community uses.
 - Space and facility diagrams showing potential adjacencies, circulation, and other relationships
 - Alternative Concepts - Review existing work and perform additional required tasks to prepare alternative concepts with the following anticipated elements:
 - A large community center building containing most, if not all, of the programs envisioned through the Architectural Program Analysis.
 - Outdoor recreation and event space providing core service functions and PenMet mission-based amenities.
 - Renovation of the existing administrative building to provide office space and additional core services provided by PenMet Parks and potential lease tenants.
 - Review and refine project cost estimate.
 - Prepare potential phasing plan.

Following a period for review, PenMet Parks will provide the Design Firm with a summary of comments to direct the work in subsequent phases.

* The existing team of professional consultants for the project are available to continue as consultants to the selected Design Firm if desired.

- **Design CRC Building/Renovation Project**
 - Coordinate with PenMet Parks staff to complete a comprehensive master plan for a community recreation center and renovation of the existing structure.
 - Develop a potential phasing plan that would identify the core facilities to be developed in a manner that maximizes the potential for incremental changes or additions to facilities or services as the Community Recreation Center business model evolves and grows over time.
 - Participate in GCCM Capital Projects Advisory Review Board approval process (TBD).
 - Participate in GCCM contracting RFQ process if so determined (TBD).
 - Prepare for and attend pre-development conference(s) with PenMet Staff and Pierce County Planning Staff.
 - Prepare all documents necessary for permitting from submission through approval.
 - Prepare all documents necessary for putting the project out to bid (TBD).
 - Assist as required with bidding process (TBD).
 - Maintain project status web page.

- **Construction Administration**
 - Provide construction administration services to PenMet Parks and the contractor during the remodel of the existing building, construction of the new building, and development of the site. (Specific scope may vary depending on the GCCM project delivery decision.)
- **Meet with Elected Officials, PenMet Parks Staff, and the Public:**
 - Meet and coordinate with PenMet Parks staff to develop the master plan program and design for the project and help manage the design and construction process.
 - Provide presentations for and attend meetings with Board members to discuss the project.
 - Conduct public meetings to share progress and receive public input on the project.

PROPOSED TIMELINE (AMENDED 3/2/20)

| Events: | Date: |
|----------------------------------|---|
| Formal Solicitation | February 20, 2020 (DJC 2/20, 2/25) |
| Pre-Submittal Conference | Tuesday, March 3, 2020, 12:00-1:00pm Project site: 2416 14 th Ave. NW, Gig Harbor, WA 98335 |
| Deadline for questions | March 20, 2020 |
| District response to questions | March 24, 2020 |
| Proposals due | Friday, April 3, 2020, by 4:00 PM |
| Notify short-list firms | April 10, 2020 |
| Interview short-list firms | April 20, 2020 |
| Follow-up Interviews (if needed) | April 22, 2020 |
| District selects successful firm | April 24, 2020 |
| Complete contract negotiations | April 29, 2020 |
| Contract awarded by District | May 5, 2020 |
| Anticipated project start | May 6, 2020 |

MINIMUM QUALIFICATIONS:

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

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

- The Design Firm’s team should have demonstrated expertise and at least five years of project-related experience including renovation and new building planning, design, and engineering; construction administration; reliable cost estimating; and successful project

scheduling for projects requiring public input and funding. Demonstrated experience can be for public or private facilities of similar size and scope.

- The Design Firm Project Manager should have demonstrated experience working with a public agency of similar size to PenMet Parks providing satisfactory project management services like those expected by the District for this project.
- The Design Firm lead must be a licensed architect in the State of Washington.

EVALUATION CRITERIA:

Submittals will be evaluated and ranked based on the criteria listed below. Higher ranked Design Firms (short list) may be invited to interview. A more detailed scope of work may be provided at the time of invitation.

- Recreation facility experience including site and building design and construction.
- Relevant experience on similar projects, qualifications, and availability of the Project Manager and of other key personnel.
- Proven technical expertise in successfully designing projects of this scale that facilitates permitting and construction while minimizing long term risks and costs associated with maintenance and operations.
- Experience with the GCCM design, procurement and construction process in Washington State.
- Project approach with scope of work and proposed schedule (including design and construction), to efficiently deliver a high-quality product.
- Experience with public outreach and stakeholder management.
- Team experience with Pierce County Planning.
- Experience with sustainable design. The project may be LEED Certified depending on funding sources or District needs (TBD).
- Past performance and references.

QUESTIONS/INQUIRIES:

Direct all questions concerning this RFQ to the District's Project Manager and Cc the Alternate Contact listed in this RFQ, below. 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 with other District employees may result in disqualification of a submittal. Only written, e-mailed questions or inquiries will be accepted.

Project Manager: Ed Lewis, office 253-649-5254, cell 720-272-8418
E-Mail Address: ELewis@PenMetParks.org

Alternate Contact: Eric Guenther, 253-313-5086
E-Mail Address: EGuenther@PenMetParks.org

Any questions will be answered in writing and posted on the PenMetParks.org website under About, then Capital Improvement Projects or <https://www.penmetparks.org/news/capital-improvement-projects/> Scroll 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.

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.

The purpose of the Pre-Submittal Meeting is to give interested parties an opportunity to obtain additional information regarding the project and the RFQ process. Unless determined otherwise by the District, the information given at the Pre-Submittal Meeting is not intended to amend this solicitation or subsequent contracting documents. Failure to raise concerns over any issues at the Pre-Submittal Meeting will be a consideration in any protest filed regarding items that were known at the time of the 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 Design Firm to learn of addendums, responses, or notices issued by the District relative to this RFQ.

Limit proposals to ten (10) sheets (cover and back not counted), 20 pages in length. Pages may be printed double sided. Included in your submittal should be the following:

1. Letter of interest with your firm's background and past experience relevant to this type of project.
2. Relevant experience addressing qualifications and details of that experience.
3. Project approach including the proposed scope of work and a schedule for design, permitting, bidding, and construction.
4. List all firms and provide resumes for key personnel on the project team.
5. At least three references for Design Firm.

Provide six (6) bound hard copies, one (1) unbound copy suitable for photocopying and one (1) electronic CD/Thumb Drive copy of the RFQ response.

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 the Proposal Name. No faxed or e-mail proposals will be accepted.

PROPOSAL PACKAGES

The complete proposal packages must be received no later than the date and time in the Proposed Timeline at the following address:

Proposal Name: PenMet Parks Community Recreation Center

PenMet Parks
Attn: Ed Lewis, Construction Project Manager

If using FedEx or UPS:

5717 Wollochet Dr NW Building #3
Gig Harbor, WA 98335

If using USPS:

PO Box 425, Gig Harbor, WA 98335

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.

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.