



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

Addendum #3 – April 10, 2020

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: April 3, 2020

Proposals Accepted Until:

April 17, 2020 at 4:00 P.M.

SUBMIT PROPOSALS TO:

Ed Lewis
Eric Guenther
via e-mailed pdf

If using UPS or FEDX:

5717 Wollochet Dr NW #3
Gig Harbor, WA 98335

For USPS:

P.O. Box 425
Gig Harbor, WA 98335

ADDENDUM #1

This addendum shall be bound into and become part of the above referenced RFQ which is modified as follows:

Interview dates pushed back 5 days due to Gig Harbor schools Spring Break.

ADDENDUM #2

This addendum shall be bound into and become part of the above referenced RFQ which is modified as follows:

The Deadline for Questions and all following dates including the Proposal Due Date have been pushed back 14 days due to COVID-19 issues.

ADDENDUM #3

This addendum shall be bound into and become part of the above referenced RFQ which is modified as follows:

In light of the governor's orders, public health guidance, and expectations around social distancing, we are adjusting the RFQ format for submittal of Qualifications and Interviews:

- We are accepting electronic pdf copies of Qualifications only
E-mail pdf's to ELewis@PenMetParks.org and Cc EGuenther@PenMetParks.org
- We will be conducting video conferencing interviews using Zoom

PROPOSED TIMELINE (AMENDED 3/26/20)

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	April 3, 2020
District response to questions	April 7, 2020
Proposals due	Friday, April 17, 2020, by 4:00 PM
Notify short-list firms	April 24, 2020
Interview short-list firms	May 4, 2020
Follow-up Interviews (if needed)	May 6, 2020
District selects successful firm	May 8, 2020
Complete contract negotiations	May 13, 2020
Contract awarded by District	May 19, 2020
Anticipated project start	May 20, 2020

SUBMITTAL INSTRUCTIONS AND REQUIREMENTS:

A Pre-Submittal Meeting

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~~ **one (1) pdf** copy of the RFQ response **via e-mail**.

All submittal response materials must be received **via e-mail** no later than time and date listed in the Proposed Timeline. All proposals must be in a **pdf format** ~~sealed envelope~~ and clearly marked with the Proposal Name. No faxed or ~~e-mail~~ **or hard copy** 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 **e-mail addresses**:

Proposal Name: PenMet Parks Community Recreation Center

PenMet Parks

Attn: Ed Lewis, Construction Project Manager

To: ELewis@PenMetParks.org

Cc: EGuenther@PenMetParks.org

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 a **Zoom** interview and final selection process. No further action beyond submission of the above information is required at this time.