



Peninsula Metropolitan Park District

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Request for Qualifications Sehmel Homestead Park Turf Replacement RFQ No. 2021.01

PROPOSAL INFORMATION

RFQ No. 2021.01

Proposal Name:

Sehmel Homestead Park Turf Replacement

Date Issued: July 14, 2021

Contact Person: Eric Guenther

E-Mail Address: EGuenther@PenMetParks.org

Telephone Number: 253-313-5086

Deadline for Clarifications: August 2, 2021

Proposals Accepted Until:

August 12, 2021, at 4 p.m.

SUBMIT PROPOSALS TO:

Eric Guenther

via e-mailed pdf to

EGuenther@PenMetParks.org

PROJECT DESCRIPTION:

The Peninsula Metropolitan Park District (PenMet Parks or District) is soliciting qualifications from a design firm to provide design, permitting, and construction administration for the replacement of the synthetic turf on the multipurpose (soccer/football) field at Sehmel Homestead Park (SHP) at 10123 – 78th Ave NW, Gig Harbor, WA 98332.

The synthetic turf was installed 2009 and is approaching the end of its life expectancy. The field is used year-round by youth, adult, and interscholastic groups for football, soccer, and lacrosse, and is also relied upon by the community for recreation and open space. Coordinating the design schedule to minimize disruption to field use is essential for this project.

Funding for the design and construction of this project is provided through a combination of District capital improvement funding and a WA RCO Youth Athletic Facilities (YAF) Grant.

PenMet Parks reserves the right to amend the terms of this Request for Qualifications (RFQ), to issue addenda, to withdraw the RFQ at any time, to reject all submittals, and to award the contract in phases.

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
- Total project budget, \$987,466 (inclusive of design fees)

PRELIMINARY PROJECT SCOPE OF WORK:

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

- **Design Firm**
 - The firm will provide professional design services through complete design, permitting, bidding, and construction.
 - The firm will supervise, coordinate, and monitor the work effort of the consultant team to assure an efficient use of the team resources and to assure free and timely flow of information for each task activity.
- **Provide A/E services from schematic design through project closeout**
 - a. Consultant shall develop all documentation, including but not limited to, plans and specifications required to scope, procure, and complete the work.
 - b. Review existing conditions and as-built documentation of the original installation project.
 - c. Assess subsurface conditions and infill to evaluate drainage issues and determine requirements to provide proper drainage.
 - d. Evaluate turf and infill system options.
 - e. Remove and replace the existing turf surface and infill.
 - f. Layout should include lines and markings for each sport to include football, soccer, and boy's and girl's lacrosse (PenMet Parks may choose to specify the Unified Lacrosse marking system).
- **Meet with Elected Officials, PenMet Parks Staff**
 - Meet and coordinate with PenMet Parks staff.
 - Provide presentations for and attend meetings with Board members to discuss the project as requested.

PROPOSED TIMELINE

Events:	Date:
Formal Solicitation	July 14, 2021 (DJC 7/15, 7/20)
Pre-Submittal Conference	Wednesday, July 28, 2021, 12:00-1:00 p.m. Project site: 10123 - 78 th Ave. NW Gig Harbor, WA 98332
Deadline for questions	August 2, 2021
District response to questions	Aug 4, 2021
Proposals due	Thursday, Aug 12, 2021, by 4:00 p.m.
Notify short-list firms (optional)	Aug 13, 2021
Interview short-list firms (optional)	Aug 18, 2021
District selects successful firm	Aug 13 - 19, 2021
Complete contract negotiations	Aug 26, 2021
Contract awarded by District	September 7, 2021
Anticipated project start	September 8, 2021
Tentative construction window	December 2021 – January 2022

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 design, and engineering; construction administration; cost estimating; and successful project scheduling for similar public projects.
- Key personnel assigned to this project should have demonstrated experience working with a public agency of similar size to PenMet Parks providing satisfactory project management services.
- The design firm lead must be licensed 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.

1. Responsiveness to the RFQ.
2. Firm's relevant project experience.
3. Qualifications of the project manager and of other key personnel.
4. Provide value and change order value for recent similar projects.
5. Consultant shall demonstrate previous experience with the Pierce County Planning and Land Use Services (PALS), as well as all other local, state, and federal jurisdictional agencies that are required to obtain all development and regulatory permits.
6. Project approach with scope of work and proposed schedule (including design and construction) to efficiently deliver a high-quality product.
7. Past performance and references for similar projects.

QUESTIONS/INQUIRIES:

Direct all questions concerning this RFQ to the District's project manager, 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: 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 Current Projects or <https://www.penmetparks.org/current-projects/>

It is the responsibility of individual firms to check this website for any amendments or Q & As 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 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 five (5) sheets (cover and back not counted), 10 pages in length. Pages may be double sided. Included in your submittal should be the following:

1. Letter of interest with your firm's background and experience relevant to this type of project.
2. At least three references for design firm
3. Project approach, including the proposed scope of work, a list of deliverables, and a schedule for design, permitting, bidding, and construction.
4. List all subconsultants and provide resumes for key personnel on the project team.

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

All submittal response materials must be received via e-mail no later than the time and date listed in the Proposed Timeline. All proposals must be in a pdf format and clearly marked with the Proposal Name. No faxed 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: Sehmel Homestead Park Turf Replacement

E-mail Address: EGuenther@PenMetParks.org

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.