



# Peninsula Metropolitan Park District

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## Request for Qualifications for Architectural/Engineering Services Rosedale Hall Renovation Project RFQ No. 2022.001

Submittal Date & Time:

Submittals must be received by 2 p.m., PST, on Tuesday May 24, 2022

Contact Person:

Denis Ryan, Director of Parks Services  
(253) 649-5254 – [dryan@penmetparks.org](mailto:dryan@penmetparks.org)

### **Overview:**

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

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

### **PenMet Parks:**

PenMet Parks is a metropolitan park district that serves a population of over 40,000 residents in the greater Gig Harbor community in unincorporated Pierce County.

PenMet Parks' mission is to enhance the quality of life by providing parks and recreation opportunities for our community. Since its inception in 2004, the District has adapted to meet the needs of the community and has seen significant program growth in recent years. Strong demand for high-quality sports and recreation programs, and access to a diverse portfolio of well-maintained parks and properties, is expected to continue.

**PROJECT DESCRIPTION:**

Rosedale Hall, located at 8205 86<sup>th</sup> Ave NW, Gig Harbor, WA 98332, was originally constructed in 1925 with significant modifications in 1970. PenMet Parks acquired the property in 2015. Prior to the change of ownership, several reports on the condition of the property were obtained.

These reports are available upon request and include:

- Phase I Environmental Site Assessment, Parametrix, dated December, 2007
- As-Built Survey, Aspen Land Surveying, LLC dated August 28, 2008
- 2007 Building Inspection, Sound Home and building Inspections, dated October 19, 2007
- Meeting notes titled, "Rosedale Community Hall Preliminary Checklist", outlines a meeting between Pierce County and Ratcliffe Gagliano Architecture, dated January 22, 2008.

**PRELIMINARY PROJECT SCOPE OF WORK:**

Rosedale Hall is currently being used for community recreation programming and has been identified in the Capital Improvement Plan for renovation with a scope to replace or repair the structural, mechanical, electrical, plumbing, and building envelope systems. The scope also includes improved accessibility, minor modifications to the floorplan, creating dedicated storage space, relocating HVAC equipment out of the entry, refresh interior and exterior finishes, and minor improvements to the site. Rosedale Hall is a cherished facility with a strong history – improvements need to be done in a way to maintain the character of the building.

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

Pre-design (1 - 2 months)

Assess existing conditions, evaluate options, and make recommendations within project budget. Analysis of existing Structural Integrity, Electrical, HVAC/Mechanical, Plumbing, ADA, Civil Engineering, and other Design Elements. The Consultant will coordinate with District staff on recommendation and cost associated with total improvements needed for facility to comply with all current building and ADA requirements to fully meet the expectations of the Peninsula Metropolitan Park District and our Community, to provide an optimal venue for recreation use. Analysis to include scope and fee structure.

If the pre-design analysis finds total renovation to be more costly than total replacement the Consultant will prepare a scope and fee to fully replace existing facility.

Design (2 -4 months)

Construction Administration (4 - 6 months)

Post-Construction/Closeout (4 - 6 weeks)

Once final Scope has been determined through exercise described in Pre-design and Design, the following shall apply.

- Consultant is expected to have an open, communicative relationship with PenMet staff.
- 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. When in-person meetings are needed, consultant shall have representation attend.
- Prepare all documents necessary for putting project out to bid.
- Assist as required with bidding process.
- Develop detailed project scope, specifications, plan sets, and final contract development that may include bid alternates and additives.
- Consultant to provide plans to PenMet Parks at schematic design phase, design development phase, and permitting/bidding phase. All plans shall be printed to scale and delivered to PenMet Parks office.
- Oversee Building Construction
- Oversee and manage the construction of project
- Meetings with elected officials, PenMet Parks staff, the community, and project stakeholders.
- The Consultant may meet with District staff and/or Board members to discuss the project.
- Public meeting(s) (date(s) to be determined)

**PROPOSED TIMELINE**

<b>Schedule of Events</b>	<b>Date</b>	<b>Notes</b>
Formal Solicitation	May 4, 2022	E-mailed to MRSC Roster Advertised in the DJC Posted on PenMet Parks website
<b>Pre-Submittal Conference (mandatory)</b>	<b>May 17, 2022 (3 pm)</b>	<b>Rosedale Hall 8205 86<sup>th</sup> Ave NW Gig Harbor, WA 98332</b>
Deadline for questions	May 19, 2022 (5 pm)	Submit to Project Manager by e-mail
District response to questions	May 20, 2022 (5 pm)	Questions and responses will be posted on project website listed below under Questions/Inquiries
<b>Proposals due</b>	<b>May 24, 2022 (2 pm)</b>	
Notify short-list firms	May 27, 2022	
Interview short-list firms	May 31, 2022	
District selects successful firm	June 3, 2022	
Complete contract negotiations	June 10, 2022	
Contract awarded by District	June 21, 2022	
Anticipated project start	June 27, 2022	

**MINIMUM QUALIFICATIONS:**

Minimum qualifications are required for a Consultant 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 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.

- Ability of the consultant team to communicate and build consensus with the Board of Commissioners and staff.
- Experience with applicable permitting/agency coordination

**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.

- Experience and qualifications of firm and key personnel proposed to complete the work.
- Technical quality and methodology of consultant's approach to the work; ability to document information and recommendations clearly in written format.
- Understanding of the objectives and scope of work.
- References and examples of completed projects. Satisfaction of former clients with competency of completed work.
- Ability to complete the work within the proposed time schedule.

Rankings may lead directly to negotiation with the most highly qualified firm or development of a short list of firms to be interviewed. The District reserves the right to select the most highly qualified firm based solely on the written response to the evaluation criteria. The District will be the sole judge in the determination of the most highly qualified firm.

The highest ranked consultant may be invited to enter into contract negotiation with the District. If an agreement cannot be reached, the next highest ranked consultant may be contacted for negotiations. The District reserves the right to terminate negotiations with any consultant should it be in the District's best interest.

Disadvantaged, minority, and women-owned consultant firms are encouraged to respond and will be given maximum practical opportunity to participate.

**QUESTIONS/INQUIRIES:**

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. Any oral communications will be considered unofficial and non-binding on the District.

Any questions will be answered in writing and posted on the PenMetParks.org website. 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 **MANDATORY** in order to be able to submit a proposal in response to this RFQ.

The purpose of the pre-submittal meeting is to permit interested parties to obtain additional information regarding the project or the RFQ 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.

Please limit proposals to five (5) sheets (excluding cover and back), 12 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 four (4) bound hard copies (stapling accepted), one (1) unbound copy suitable for photocopying and one (1) electronic CD/Thumb Drive copy of the RFQ response to the Director of Park Services.

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 Submittal – Rosedale Hall". No faxed or e-mail proposals will be accepted.

SUBMIT PROPOSALS USING UPS, FEDEX, OR COURIER TO:

PenMet Parks

Attn: Denis Ryan, Director of Park Services

5717 Wollochet Dr NW Bldg. No. 3

Gig Harbor, WA 98335

**If using USPS:**

PenMet Parks

Attn: Denis Ryan, Director of Park Services

PO 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.