



Request for Qualifications for Architectural/Engineering Services Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements Project

RFQ No. 2023.001

Submittal Date & Time:
Submittals must be received by 2 p.m. PST on Wednesday, March 22, 2023

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

Overview:

PenMet Parks (District) is soliciting interest and qualifications from an Architecture/Engineering firm (Consultant) with expertise in Park Design, Landscape, Architecture, Structural Engineering, Electrical, HVAC/Mechanical, Plumbing, ADA Engineering, Planning, Estimation, and Construction Administration to perform planning and design services, preliminary engineering, prepare final project plans and cost estimates for potential building renovation and other amenities identified as part of the Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements 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 has 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:

Tacoma DeMolay Sandspit Nature Preserve, located at 55 Bella Bella Drive, Fox Island, WA 98333, is located on 3.56 acres on the northwest tip of Fox Island. The park is managed to preserve natural features and host selective activities. Originally a youth camp owned and operated by the DeMolay Society of Tacoma. PenMet Parks purchased this property in 2010.

PRELIMINARY PROJECT SCOPE OF WORK:

The following is a preliminary scope of work that will be refined during contract negotiations with the selected consultant. Public involvement will be an important component of this project. A twelve to sixteen-month effort is envisioned, but the District may be interested in an accelerated schedule. The intent of a consolidated approach for the master plans is to undergo a collective kick-off and public engagement effort to facilitate community introductions and discussions, as well as a collective department and District review. It is anticipated that the master plan process will consist of three phases as described below:

- **Phase 1**
Site Investigation and analysis (1 month)
Develop a base map drawing, based on discussions with District staff, existing surveys and maps, GIS data, aerial photos, and site visits. The base maps shall identify and locate natural and man-made features including topography, wetlands, streams, vegetation, utilities, drainage, structures, boundaries, access roads, and as necessary. Analysis shall identify environmental constraints, existing easements, any covenants that were conveyed as part of property acquisition, any other conditions set as part of grants or other funding for original property acquisition. Deliverables shall include a graphic summarizing site opportunities and constraints at an appropriate scale and a report that summarizes the site analysis.
- **Phase 2**
Community Engagement (1-2 months)
Facilitate and conduct a community engagement process to ascertain public sentiment regarding needs, desires, opportunities, and constraints. Based upon the results of site analysis, PenMet Parks staff input, technical input, and initial public input, develop a preliminary park design program detailing proposed uses, design character and criteria.
- **Phase 3**
Master Plan Development (3-4 months)
Prepare and present in-person three Master Plan alternatives to the Board of Park Commissioners based upon the approved design program with rough order of magnitude cost estimates for each alternative. Prepare a narrative that summarizes the existing conditions, design alternatives, cost implications, applicable permits and their associated timelines, and identifies issues which require further study at the next stage of project

development. Prepare and present preferred Master Plan alternative and provide updated cost estimate. Final deliverables will be a Master Plan Report, with final project drawings and narrative, project process, project phasing scenarios and phase costs. The master plan process shall include the following: Public Engagement: This project shall engage public involvement, with participation from the public at large, and stakeholders in the community. Public involvement will include one in-person open house, web-based survey, with 3-4 opportunities for public input. District and Pierce County Reviews: Prepare written and graphic materials to assist with presenting the project for up to three reviews by the District staff. Consultant shall present project updates at up to three Parks & Recreation Commission meetings. Permitting and Environmental Review: Consultant to identify permitting/regulatory requirements and deadlines as they relate to the Master Plan design. Consultant will take the lead to complete the SEPA checklist for Master Plan design, with staff input.

- **Phase 4**

Design (2-3 months)

Priorities identified in the Master Plan process, consultant will assess existing conditions, evaluate options, and make recommendations within project budget which includes 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 PenMet Parks and our Community, to provide an optimal venue for recreation use. Analysis to include scope and fee structure.

- **Phase 5**

Construction Administration (5-6 months)

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 Parks 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 Parks 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

Schedule of Events	Date	Notes
Formal Solicitation	March 3, 2023	E-mailed to MRSC Roster Advertised in the DJC Posted on PenMet Parks website
Deadline for questions	March 17, 2023 (5 pm)	Submit to Project Manager by e-mail
District response to questions	March 20, 2023 (5 pm)	Questions and responses will be posted on project website listed below under Questions/Inquiries
Proposals due	March 22, 2023 (2 pm)	
Notify short-list firms	May 24, 2023	
Interview short-list firms	March 27, 2023	
District selects successful firm	March 29, 2023	
Complete contract negotiations	April 7, 2023	
Contract awarded by District	April 18, 2023	
Anticipated project start	April 24, 2023	

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 Parks 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:

All interested firms are encouraged to visit the project site prior to submitting a statement of qualifications to this RFQ.

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 statements of qualifications to five (6) sheets of content (excluding cover and back). 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.

RFP submittal format:

Limit proposals to ten (10) sheets (cover and back not counted). Pages may be printed double sided. Include the following elements in the response to this RFP:

1. Introduction:
 - a. Cover letter with firms name address, email, phone number and website.
 - b. Contact person's name, address, email and phone number.
 - c. Statement of firm's philosophy.
 - d. A concise statement that demonstrates the organization's understanding of the, project and scope of services sought by PenMet Parks.
 - e. Description of the organization's approach to the project.
2. History and experience of the firm:
 - a. Location of firm.
 - b. Number of years in business.
 - c. Type of organization.
 - d. List of principals and stakeholders.
 - e. Description of size and composition of the organization.
 - f. Geographical areas of operation.
 - g. Relevant completed projects. Include at least three project references.
3. Key project personnel:
 - a. Resumes for key personnel who will be assigned to this project, including relevant experience, credentials, and references.

4. Proposed deliverables:
 - a. List proposed deliverables for each phase of work. Include proposed deliverables not listed in the scope of work above if appropriate.

5. Proposed schedule:
 - a. Provide a proposed schedule, including a start and completion date, for each phase of work.

6. Fee proposal:
 - a. For each phase of work, provide a detailed breakdown of the firm's proposed fee. Identify proposed personnel and respective hourly rates for each task and provide the estimated hours for each task. Provide a subtotal for each phase. Fees should be structured on an hourly basis, with a proposed not-to-exceed amount identified for each phase.

If applicable, provide a separate fee breakout for proposed additional deliverables not listed in the scope of work (see 4a above).

Provide four (4) bound hard copies (stapling accepted), and one (1) electronic 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 – Tacoma DeMolay Sandspit Nature Preserve". 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.*