

REQUEST FOR PROPOSALS (RFP)
Pacific Meadows Park Master Plan

INVITATION

The City of Pacific is soliciting proposals from firms experienced in park design to provide planning services to complete a master plan for Pacific Meadows Park. The preliminary scope of work consists of site investigation and analysis, conducting community engagement, preliminary park program development, master plan development, cost estimating, project phasing and funding plan. The master plan development requires collective experience in planning and landscape architecture.

Sealed submittals, plainly marked “City of Pacific - Pacific Meadows Park Master Plan” on the outside of the mailing envelope, addressed to the City of Pacific **100 Avenue SE, Pacific, WA 98047**, will be accepted until **3:00 pm on Wednesday, September 22, 2021**. Qualification submittals may also be hand-delivered in person to the main desk on the first floor of City Hall by the required date and time. Submittals delivered after the posted deadline will not be considered for selection. No faxed, telephone or emailed submittals will be accepted.

In an effort to promote waste reduction and resource conservation, please submit three (3) hard copies of your team’s qualification package as well as a pdf copy uploaded onto a CD or USB drive. Submittals shall not contain plastic bindings, plastic or laminated pages. Double sided documents are preferred. Please avoid superfluous use of paper (such as separate title sheets or chapter dividers). Submittals shall also be limited to 10 double-sided sheets (8.5x11 page size only).

A non-mandatory, informational site visit will be conducted on Tuesday, September 14, 2021 at 10:00 am at the project site located at 215 Rhubarb Street SW, in the City of Pacific. Attendance is recommended, and any questions will be answered at that time. The purpose of this meeting is to provide interested firms with any background information which may be beneficial in preparing a submittal.

Questions about this RFP must be emailed no later than September 20, 2021 at 2:00pm to:

Alyssa Tatro or Jack Dodge

253-929-1111

253-929-1107

atatro@ci.pacific.wa.us

jdodge@ci.pacific.wa.us

PROJECT BACKGROUND

Pacific Meadows Park consists of 5 non-contiguous pocket parks on 10.27-acre surrounding a wetland located in the southwesterly section of the City. The park was built by the developer of two subdivisions and transferred to Pacific in 2008 following construction. The park is comprised of (See Attachment A):

Name	Play Area	Recreation	Picnic Tables	Benches	Waste Cans
Blueberry	-	-	2	1	1
Milwaukee	Jungle Gym and Climbing Wall	-	1	2	1
Rhubarb	Small Jungle Gym	Basketball Court	3	4	1
Strawberry		-	0	0	0
Tot Lot		-	0	0	0

PRELIMINARY SCOPE OF WORK

This Park Master Plan is intended to serve as the Land Use Development Plan for Pacific Meadows Park. The consultant will be required to provide all services and work to complete the required documents and all other work described herein. The general objectives of the plan include, but will not be limited to, the following:

- Identify and express the recreation and park uses to meet the leisure needs of the community and more specifically the neighborhood served by the park site.
- Identify locations for specific recreation facilities, i.e. play equipment, benches, etc.
- Develop construction estimates as related to the conceptual Park Master Plan Update document
- Identify possible funding opportunities for the future construction of the new amenities.

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 nine to twelve-month effort is envisioned, but the City may be interested in an accelerated schedule. It is anticipated that the master plan process will consist of three phases as described below:

Phase 1 Site Investigation and Analysis

Develop a base map drawing based on discussions with City staff, existing surveys and maps, GIS data, aerial photos, and site visits. The base map shall identify and locate natural and man-made features including topography, wetlands, streams, vegetation, utilities, structures, boundaries, and other features as necessary. Deliverables shall include a graphic summarizing site opportunities and constraints at an appropriate scale and a letter report that summarizes the site analysis.

The City will provide the following background data:

- Topographic survey
- Wetland delineation and reconnaissance study for environmentally sensitive areas
- Subdivision CAD files

Phase 2 Park Program

Facilitate and conduct a community engagement process to ascertain public sentiment regarding needs, desires, opportunities and constraints. Based upon the results of site analysis, City 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

Prepare and present three Master Plan alternatives based upon the approved design program with rough order of magnitude cost estimates for each. Prepare a narrative that summarizes the existing conditions, design alternatives, cost implications and regulatory criteria, 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 deliverable will be a Master Plan Report, with final project drawings and narrative, project process, project phasing scenarios, phase costs, and potential project funding plan.

The master plan process shall include the following:

- **Public Engagement:** This project shall engage public involvement, with participation from the public at large, Pacific City staff, Parks Board, and Pacific City Council. Public involvement may include a web-based survey and 2-3 opportunities for public input.
- **Department and City Reviews:** Prepare written and graphic materials to assist with presenting the project for up to two reviews by the City Department staff. Consultant shall present project updates at up to two Parks Board meetings and two City Council workshops and /or 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 the Master Plan design, with staff input.

SCHEDULE

Proposed Timeline

- Non-mandatory site visit: September 14, 2021
- Proposal packages due: September 22 ,2021
- Notify short listed firms: September 29, 2021
- Interview short listed firms*: October 6, 2021
- Contract award by City Council: October 27, 2021
- Anticipated project start: November 10, 2021

*The City of Pacific reserves the right to select a consultant from submitted proposals alone.

BUDGET

\$35,000 is allocated for the Master Plan of Pacific Meadows Park in the 2021 Parks Capital Improvement Fund and is inclusive of all planning and design costs.

SUBMITTAL REQUIREMENTS

Proposals are sought from firms with expertise in planning and landscape architectural services. Information provided will play a significant role in the City's selection of the consultant team considered best qualified to execute the project. Upon selection, the City and successful consultant will work together to refine the scope of work.

Please provide the following in your Proposal Package:

- **Cover Letter:** Please submit a one-page letter of intent listing the proposed team (prime and sub consultants) and commitment to providing the services described in the scope of work.
- **Statement of Experience:** Identify the proposed project manager and key personnel of the project team; include the relevant experience, qualifications and project roles for each member. For each member, describe their experience in park master plan development and any other relevant experience.
- **Project Approach:** Describe your understanding of the project scope and a timeline that identifies major proposed tasks and products.
- **Proposed Budget:** Provide a proposed timeline, hours to be spent, and a proposed budget that is consistent with the Scope of Work. The budget should include hourly rates for each team member. Proposers may assume that the City will be responsible for meeting room arrangements and costs.
- **References:** Three (minimum) client references for similar planning projects for Municipal Parks and Recreation Departments (within the last 5 years) led by the proposed Project Manager. Please include the full name of the municipality, project manager, phone number and e-mail.
- **Relevant Sample Work:** Please provide the following information for no more than (5) five relevant projects with similar scope and size that have been completed or in progress by members of the consultant design team. At least (3) three of the projects listed must be for public agencies.
 1. Name of project
 2. Project website, if applicable
 3. Brief project description highlighting special attributes/features of the project
 4. Project design team
 5. Reference
 6. Construction cost, if applicable

All costs for developing submittals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All submittals will become property of the City and will not

be returned. Submittals may be withdrawn at any time prior to published close date, provided notification is received in writing to the Parks Project Manager listed on this RFP. Submittals cannot be withdrawn after the published close date.

CONSULTANT SELECTION AND AWARD

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all the below listed evaluation criteria (receives the highest score) as determined by the City’s selection committee. If the City decides to, chosen firms will be scheduled for an interview on November 30, 2018. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Agreement for Services, which shall be used to secure these services. See Attachment C for a sample contract.

Evaluation Criteria	Weight
Demonstrates a thorough understanding of project purpose, objectives, scope and timeline. Demonstrates design excellence and understanding of public parks and open space.	25
Qualifications of key personnel and project team	25
Demonstrated experience conducting successful community engagement and gathering input	20
Experience with projects of similar scale and scope	20
Overall quality content and responsiveness to RFP requirements	10
Total	100

The City of Pacific reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole discretion of the City of Pacific, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

ATTACHMENTS

- A. Pacific Meadows Park Site Plan
- B. Agreement for Services