

# **REQUEST FOR PROPOSALS (RFP)**

## **LIONS PARK RENOVATION PROJECT**

### **Project Specific Scope of Work**

#### **Lions' Park Renovation Project**

The proposed project involves renovation of Lions' Park. City Staff will be preparing grant applications to the WA State Recreation and Conservation Office (RCO) that are due May 1, 2018. The major features of the renovation project are as follows:

- Splash pad.
- New playground equipment (incorporate ADA playground equipment w/pour in place rubber surface)
- Demolition of baseball field, bleachers and concession building.
- New combined soccer/baseball field and associated goals and backstop.
- Quarter mile walking path around the perimeter of park with pedestrian scale lighting.
- Pond dredging and separation from creek – review, analyze, and determine the best course of action to dredge Lions' Pond and prevent future sedimentation of pond.
- Fishing platform for annual fishing derby.
- Removal of weir in creek.
- Removal of point source pollutant into pond from Garrison Creek Heights stormwater facility & installation of new stormwater facility to handle said stormwater.
- Garrison Creek critical area buffer enhancement (naturalization of stream bank)
- Educational kiosk (focus on environmental aspect of enhancements)
- Addressing of ADA and public safety concerns with settling perimeter walkway around pond and lack of ADA access to pond.
- ADA Restroom Building.
- ADA Parking lot improvements, resurfacing and striping.
- New park signage consistent with Kiwanis Park signage.
- Irrigation system.

### **Project Deliverables**

#### **Phase I** (April 20, 2018 deadline)

- Preliminary conceptual site plan to include identified major features.
- Conceptual graphic renderings of a minimum of three major features of the renovation project.
- Preliminary project cost estimate. (split into three different RCO grant categories)

#### **Phase II** (Deadline dependent upon successfulness of RCO Grant Application)

- Develop detailed plans and specifications.
- SEPA Checklist Preparation, Compliance with Executive Order 05-05 – Archeological and Cultural Resources, and Critical Area Report and Restoration/Mitigation Plan.
- Develop bid documents.
- Construction Engineering & Special Inspections

## **Submittal Requirements**

Reply to this request with four (4) bound copies of your Statement of Qualifications (SOQ). Limit your submittal to ten (10) 8 ½” x 11” pages. Cover letter and submittal binding will not be considered as one of the ten-page limitation. Submittals exceeding the ten-page limitation will not be considered. The following should be addressed in your response:

- Name of the firm, address, contact person, email address, and phone number
- Firm’s capabilities – briefly describe three similar projects, which your firm has completed in the past five years. Please provide references for each project.
- Project Approach – Discuss the strategies you would employ to select the site.
- Local Knowledge – Identify your firm’s familiarity with the project elements and the project area. Identify your firm’s familiarity with the City of College Place’s procedures and issues as it relates to this project.
- List of project team members including, title, project responsibilities, experience, licenses, availability, and references. Also, list here any sub-contractors that may be used by your firm for the project evaluation.
- Proof of liability insurance.
- Ability to meet deadlines for contract performance.

## **Evaluation Criteria**

The submitted SOQs will be evaluated by a three (3) member selection committee. From the statements received, the committee shall rank the SOQs in order from the most qualified to perform the work in descending order, considering as a minimum the following factors, weighted as shown:

- Experience of firm with similar projects. (25 points)
- Availability and capacity of firm and team members to accomplish the work in required time frame. (20 Points)
- Experience of team members with similar projects. (15 points)
- Qualifications of team members. (10 points)
- Professional reputation and references. (10 points)
- Project approach. (10 points)
- Familiarity with project area. (10 points)

## **Selection Process**

The selection of firm will be made through an evaluation process based on the SOQ and the above evaluation criteria. The City will enter into negotiations for a standard consultant agreement with the selected firm. If negotiations cannot be successfully concluded, the next top ranked or scored firm will be selected and negotiations entered into. On successful completion of the negotiations, the staff will recommend the agreement to the City Council for approval. Unsuccessful firms will be notified of the results of the selection within one week of the successful conclusion of negotiations.

Interviews may be required of the short listed firms, but the City of College Place reserves the right to make final selection based solely on the above mentioned evaluation criteria and SOQ.

The City of College Place is an Equal Opportunity Employer. The City of College Place reserves the right to reject any and all SOQs.

### **Submittal Time and Place**

Responses to this request must be received by the Planning Director **no later than 12:00pm on Friday, March 9, 2018 and should be labeled as “Lions’ Park Renovation Project”**. The City reserves the right to cancel or modify this Request for Qualifications at any time.

Address questions and submit proposals to:

**Jon Rickard, Planning Director**  
**City of College Place**  
**625 S College Ave**  
**College Place WA 99324**  
509-525-0510  
Email: [jrickard@cpwa.us](mailto:jrickard@cpwa.us)

### **General Information**

The City of College Place shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders. The City of College Place reserves the right to reject any oral SOQ, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received. The City of College Place shall coordinate the release of all public information concerning the project, including selection announcements and contract awards. Firms desiring to release information to the public must receive prior written approval from the City.

All firms interested in this project (including firm’s employees, representatives, agents, lobbyists, attorney, and sub-consultant(s)) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this process should be addressed to the authorized representative identified above.

All SOQs submitted for the City of College Place are subject to public disclosure requests. Firms submitting an SOQ under this RFP acknowledge and agree to the possible release of submitted material.