



Request for Qualifications (RFQ)

YELM HWY COMMUNITY PARK MASTER PLAN

The City of Olympia is seeking qualifications from creative design professionals that can develop a park master plan for an 86.25-acre community park located at 3323 Yelm Highway in Olympia, WA. The project will create an inspiring master plan that meets the recreational needs of the community. A major component of the park will be full-size soccer fields.

The City reserves the right to extend the contract with the selected firm to provide further design, cost estimating, environmental review, permitting, construction document development, and construction administration if it is deemed to be in the City's best interest.

The successful candidate will demonstrate proven skills and technical competence in landscape and park design, civil engineering, community engagement and public art.

The deadline for this RFQ is **4:00 pm, Monday, April 1, 2019**. Earlier responses are welcome.

A. PROJECT INFORMATION AND BACKGROUND:

In 2018, the City of Olympia purchased 83 acres in southeast Olympia for a future community park (parcels 09330005000, 09330005001, 09330008002). This acquisition borders a previous park acquisition in 2000 of 3.24 acres (09330006000), and results in over 86 acres for a future community park.

Approximately 60 percent of the property currently consists of fields used for commercial strawberry production. A berry stand and concrete parking lot are located at the north end of the property along Yelm Highway SE.

Three buildings occupy an approximately 2-acre parcel at the northwest corner of the property: a residential duplex, a garage, and a mobile home. These buildings are planned for demolition in the near term.

A residence and two farm buildings are also present near the middle of the subject property. These buildings are currently habited and will not be demolished for some time; therefore, the master plan will need to be phased to develop this area at a later date.

The south end of the subject property is undeveloped and wooded, with a wetland located in the southwest corner. Chambers Ditch runs adjacent to the southwestern boundary of the property. There are white oak trees in various locations on the site. Mazama pocket gophers may be present on portions of the property.

Additional plans and studies related to the park and surrounding area can be viewed at www.olympiawa.gov/yelmhwypark.

Project Purpose

The City is embarking on a master planning process to develop a design concept to guide future park development in a phased approach. The master plan will integrate active and passive recreational amenities, preservation and protection of critical areas, and public art into the design. A first phase of the project will likely include several full-size rectangular fields. The selected consultant will work with the City to facilitate discussions with the community and key stakeholders through the public process.

The master plan must be completed by December 2020.

B. SCOPE OF WORK:

The City will secure the services of a consultant team who can work collaboratively with staff to develop a park master plan for the Yelm Highway Parcel.

The preliminary scope of work for the project includes:

1. Prepare a Summary of Tasks and Schedule
2. Assess Existing Conditions, Opportunities and Constraints
 - Review Phase 1 and Phase 2 ESAs and the Community Park Suitability Assessment
 - Conduct critical area studies as needed, likely to include but not limited to: wetland, stream, white oaks, mazama pocket gopher
 - Perform cultural resources survey
 - Perform transportation and parking analysis
 - Analyze stormwater impacts and mitigation
 - Additional soil contamination investigation work if needed
 - Noise and lighting analysis as needed
 - Analyze applicable regulatory constraints including, but not limited to: Thurston County Critical Areas Ordinance, Thurston County--Olympia UGA Zoning Code and Development Standards, and any other applicable federal, state or local regulations
3. Develop and Implement Public Engagement Program in Conjunction with City Staff
 - Develop a public engagement plan and schedule
 - Assist in developing and implementing public engagement tools, such as public meetings, online feedback mechanisms, etc.
 - Record and document public input
 - Meet with key individuals as necessary
4. Develop preliminary master plan based on community, stakeholder, and staff input, permitting requirements, and site opportunities and constraints.

- Incorporate data and analysis into graphic and written formats for presentation and discussion with the public, the Parks and Recreation Advisory Committee, City staff, City Council, and other involved entities.
- At the onset of the master planning process, the consultant will develop goals, basic themes and programming elements with City staff. These ideas will be carried forward in the public involvement process and further refined. After the initial public involvement process, the consultant will develop at least three alternatives for the site. These alternatives will be vetted by the various committees, Council, the public, and staff. Then a Draft Master Plan will be prepared and another vetting process will take place, including a City Council Study Session. Refinements will be made to the master plan and then the Final Master Plan will undergo an approval process by City Council.

5. Final Community Park Master Plan will include:

- a. Description of the community's vision and priorities for the site
- b. Summary of public engagement process and feedback
- c. Review of the site analysis, opportunities and constraints, including but not limited to those areas identified in #2 above
- d. Analysis of number, surfacing, lighting, and sizes of rectangular fields
- e. Preferred concept drawing and justification for the final selected design
- f. A site plan of the final selected design that clearly depicts all:
 - recreation features
 - structures
 - any critical areas and associated buffers
 - vehicular, bike, and pedestrian circulation and access
 - parking
 - ADA accessibility
 - emergency access
 - utilities and stormwater management
 - setbacks
 - view corridors
 - site furnishings
 - architectural themes
 - opportunities for public art and historical interpretation
 - heights and elevation drawings of key features and structures
- g. Cost estimates for park development, as well as annual operations and maintenance and programming costs. All cost estimates should reflect, as closely as possible, City of Olympia standard salaries, benefits, and preferred practices for operations and maintenance.
- h. Revenue projections. All revenue projections should consider comparable rates currently charged by the City of Olympia (when practical).
- i. Implementation Plan including a phasing approach
- j. Anticipated permits and processes required for phased park development
- k. Preparation of public presentation materials, drawings, graphic renderings, reports and other required information
- l. Utilization of Thurston County applicable regulations and any other federal, state or local requirements that would apply

Supplemental Task Preliminary Design & Environmental Review

Upon completion of the Final Master Plan, the City will reserve the opportunity to amend the contract with the selected consultant to prepare the preliminary engineering design including specifications, detailed design drawings, cost estimates, environmental review and/or permitting services, as necessary.

C. CONSULTANT SELECTION CRITERIA:

A selection committee of City staff (Committee) will evaluate consultant qualifications and develop a short list of qualified firms. Selected firms may be invited to appear for interviews (as deemed necessary by the Committee). The Committee will make a final ranking and will make a recommendation for selection based on qualifications, demonstrated competence, and technical response to the Request for Qualifications (RFQ). When the recommendation is approved, the highest ranked firm will be invited to enter into contract negotiations with the City.

Staff will evaluate the statement of qualifications received based on the following criteria:

1. *Demonstrated experience designing projects of similar size, scope, and complexity. (30 points)*
2. *Identification of ways to engage the City, its stakeholders, and the public in an open process of visioning and reviewing alternatives, including online participation and experience with competing interests. (20 points)*
3. *Qualifications of key personnel and project team (20 points)*
4. *Demonstrated expertise in producing compelling visual graphics of the final design. (10 points)*
5. *Demonstrated experience designing and permitting projects that involve environmental constraints related to critical areas. (10 points)*
6. *Describe the public art expertise of the Design Team, and how public art will be incorporated into the process and product. Design Teams must include professional(s) specializing in public art, who can demonstrate a high degree of expertise integrating urban design principles and artistic elements into plans and municipal projects. (5 points)*
7. *Quality of the proposal including organization, completeness, relevance and conciseness. (5 points)*

All consultants submitting qualifications will be notified of the City's selection. ***Please do not contact the City of Olympia for status on the selection process during the selection period.***

D. CONTRACT:

The selected consultant will be required to enter into a professional services agreement with the City.

The City of Olympia's *Professional Service Agreement (PSA), Exhibit B* will be the contract document for these services. All prospective consultants are advised that when applicable, the Equal Benefits Compliance Declaration Review Form will be used on this project. These contracts are subject to certification of equal benefits supplied to all employees.

If the City and the selected firm are unable to agree on the terms and conditions of the contract, the City will terminate negotiations and the next best qualified firm will be contacted for contract negotiation. The City reserves the right to award the contract in whole or in part, if deemed in the City's best interests.

E. PROPOSAL REQUIREMENTS:

1. COVER LETTER

The cover letter shall be addressed to:

Laura Keehan, Planning and Design Manager
Olympia Parks, Arts and Recreation Department
P.O. Box 1967
Olympia, WA 98507-1967

Statement of Qualifications shall be limited to a total of six sheets of paper that may be printed on both sides, in other words a maximum of 12 pages of content. The cover letter, front and back covers, team member resumes, and *City of Olympia Equal Benefits Compliance Declaration Form, Exhibit A* do not need to be counted toward the six sheet limit.

Five (5) hard copies and an electronic PDF file of the consultant statement of qualifications shall be submitted. *Submittals that exceed the maximum number of pages or have less than five (5) copies will be rejected.*

2. PROVIDE THE FOLLOWING INFORMATION:

Cover Letter

The cover letter should demonstrate your firm's understanding of the requirements related to the submission and summarize your firm's qualifications and relevant experience. The letter should be signed by someone authorized to enter into an agreement with the City of Olympia.

Company Background

Provide a brief firm history including the number of years in business, names of members of the firm leadership, organizational structure and a description of the firm's philosophy.

Project Approach

Describe your firm's plan for approaching the project including planning, design and implementation based on the scope of services outlined in this RFQ. Also include a time schedule to complete the plan.

Qualifications of Consultant Team

Identify all members of the team, including all proposed consultants and any sub-consultants. Provide a summary of qualifications of the assembled team and detailed resumes of key personnel who will be assigned to the project. Provide a chart showing the organization of the proposed team identifying the principal and project manager in charge of the project.

Prior Experience

Demonstrate your firm's prior experience developing park master plans. Include similar relevant projects which best illustrate your team's qualifications for this project. Provide details on each project including:

- a. Name of Project
- b. Project Location
- c. Project Description
- d. Photographs and/or Renderings

References

Provide a list of at least (3) three references for similar park master plan type projects with summary scope of work, estimated project cost, names and contact information.

Other

Provide any other information you deem appropriate and useful in assisting in the team selection. Include confirmation that the consultant will comply with the City of Olympia Equal Benefits ordinance (see *Equal Benefits Compliance Declaration Form attached as Exhibit A to this RFQ*).

F. TERMS AND CONDITIONS:

1. Proposers assume the risk of any delay in the mail. Whether sent by mail or by personal delivery, proposers assume responsibility for having the proposals deposited on time at City Hall. All statement of qualifications received after the designated time will not be considered.
2. Any errors discovered after RFQ submission deadline must remain and cannot be adjusted.
3. It is the sole responsibility of the proposers to assure that they have received the most current RFQ.

4. It shall be the responsibility of each proposer to call to the attention of the City any apparent discrepancy in the RFQ or any question of interpretation. Failure to do so constitutes acceptance as written.
5. The proposal, as presented, shall remain valid for a period of ninety (90) days from proposal due date.
6. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
7. The City reserves the right to revise or amend the RFQ prior to the proposal due date by written addenda.
8. The successful proposer will be required to sign a Contract with the City; **the City will not sign any company's service agreement, contract or any other form of agreement.** The City does reserve the right to extract certain language from a company's agreement and incorporate it into the City contract, if agreeable to both parties.
9. The contract resulting from acceptance of a proposal by the City shall be in a form supplied by the City, and shall reflect the specifications in this RFQ.
10. The insurance certificate required, as detailed herein, shall be submitted upon notification of award.
11. All statement of qualifications submitted to the City of Olympia become the property of the City and are public record and subject to public disclosure upon request.
12. The successful proposer must comply with all Federal, State, and City of Olympia statues and codes as may be applicable to the scope of work detailed herein, including all labor laws.
13. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFQ.
14. **Washington State Law and Venue:** Any resulting contracts, (if any) shall be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of resulting contracts shall be brought in Thurston County, Washington.
15. The successful proposer shall be responsible for obtaining all necessary permits, at the proposer's expense.
16. All proposers shall obtain and shall produce, upon request, a Business License to do business in the City of Olympia prior to executing their contract with the City.

17. The Washington State Interlocal Cooperative Act (RCW 39.34) provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The City of Olympia does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

G. TITLE VI:

City of Olympia in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

H. INSTRUCTIONS FOR PROPOSERS:

The deadline for submission of proposal is **4:00 pm Pacific Standard Time, Monday, April 1, 2019**.

No faxed or electronic statement of qualifications will be accepted.

For questions about this RFQ, please contact Laura Keehan, Parks Planning and Design Manager via email at lkeehan@ci.olympia.wa.us. Questions via telephone will not be accepted. All questions to this proposal must be received by **Tuesday, March 19, 2019 at 4:00 pm Pacific Standard Time**. Questions received after this date may not be answered.

Statement of qualifications must be sealed and plainly marked:

Yelm Highway Community Park Master Plan RFQ

City of Olympia – Parks, Arts and Recreation Department
P.O. Box 1967
Olympia, WA 98507-1967
Attn: Laura Keehan, Parks Planning and Design Manager

Deliver 5 copies of the submission to:

City of Olympia
601 4th Avenue East
Olympia, WA 98501

Or mail 5 copies of the proposal to:

City of Olympia
P.O. Box 1967
Olympia, WA 98507-1967

END OF RFQ

Exhibits:

EXHIBIT A
EQUAL BENEFITS COMPLIANCE DECLARATION

EXHIBIT B
CITY OF OLYMPIA PROFESSIONAL SERVICES AGREEMENT

Exhibit C
STATEMENT OF COMPLIANCE WITH NON-DISCRIMINATION REQUIREMENT