



Pierce County Parks and Recreation Services Request for Qualifications for A/E Services Meridian Habitat Park Site Improvements RFQ# 1928

Pierce County Parks and Recreation Services is requesting Statements of Qualifications from qualified multidisciplinary teams for the design and engineering of site improvements for Meridian Habitat Park, located in the South Hill community of Pierce County. The result of this RFQ process will be the negotiation and award of a Professional Services Agreement (PSA). One firm may be selected for award and negotiation of a PSA. In some cases, the County may elect to assign only specific portions of a project, or in other cases, the entire project including auxiliary associated work to the Consultant.

General Information

Submittals Due

Statements of Qualifications will be received electronically until 4:00PM ON THURSDAY, AUGUST 17TH, 2017. Note that Statements of Qualifications received after the appointed time set for receipt or received incomplete will not be considered.

Project Location

Meridian Habitat Park and Community Center is located in the South Hill community of Pierce County at; 14422 Meridian East, Puyallup, WA 98375

Project Contact

Pierce County Parks and Recreation Services
Capital Projects Manager: Benjamin Barrett
Phone: 253.798.4081
Email: bbarret@co.pierce.wa.us

Holder's List

All interested potential proposers must email the above contact of this RFQ to request to be put on the Holder's list for this procurement in order to receive RFQ Question and Answer releases and additional procurement updates. By requesting to be placed on the Holders list, firms will automatically be notified when new documents or changes relating to this procurement occurs.

Submittal Schedule

DATE	ACTIVITY
August 7 th , 2017 by 4:00 PM	Project Questions Due
August 17th, 2017 at 4:00 PM	SOQs Due
August 21 st , 2017	Establish "Short List" of Applicants
August 28-31, 2017	Applicant Interviews (as needed)
September 7 th , 2017	Award PSA



Project Information

Project Goal

From an existing concept plan, develop the design of a formalized walking loop and great lawn, off-leash dog area, and an expansion of the existing playground. Designs will be developed to construction documents sufficient for public bid.

Project Background

Meridian Habitat Park is located in the South Hill community of Pierce County. The park is approximately 44 acres and includes a community center, maintenance facility, caretaker's residence, amphitheater, playground, ponds, wetlands, and open space. After being purchased in 2006, a feasibility study and a master plan were completed for the site. The study reported several site constraints and concerns including wetlands, a high water table, flood areas, and previous fill materials. Through a public process, a phased concept plan was created in 2015. The first phase of that plan, a nature based playground, was constructed in 2016. The second phase of that plan, a courtyard and outdoor restroom building, will be constructed by the close of 2017.

The Department's website is a valuable resource for information about the many services provided. Please access the website at www.piercecountywa.org/parks

Scope of Work

Provide design and engineering services to support phased improvements to Meridian Habitat Park's site & landscape. The work will include review of the site's past master plan (2009), phased concept plan (2015), ongoing public input, and Parks staff input. The selected consultants are to provide assessments of the existing planning documents and valuations of the elements to be developed for construction. It is anticipated that a formalized walking loop and great lawn, off-leash dog area, and an expansion of the existing playground will be selected for design development and the production of construction documents. The construction documents will be assembled so that the elements can be bid and constructed in phases. Each of these elements will have associated parking, circulation and stormwater considerations.

Elements selected for development will require:

- Accessibility & Inclusion Assessment, Planning and Design
- A Phasing Strategy
- Development of Multiple Design Concepts
- Design Development of a Preferred Design Concept
- Construction Cost Estimating
- Development of Construction Documents for Public Bid

Work will include but not be limited to the following tasks:

- Review of existing planning documents, history, studies, reports, drawings, and property encumbrances
- Physical inspection/inventory of existing park features and facilities



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- Facilitate steering meetings with staff and citizens to guide design, and systematically review alternatives and final design
- Facilitate an open house for public viewing and comments
- Preparation of accessibility and inclusion plans, design concepts with ROM costs, design development with cost estimating, construction bid package with cost estimating and project permitting.

The first phase of construction resulting from this work is scheduled for the summer of 2018 with an approximate budget of \$450,000. Depending on consultant team performance, Parks intends to amend the PSA of the selected team to include bidding support and construction administration and/or for additional phases of design.

Deliverables

1. Project Management

- a. Project schedule, periodically updated as needed to maintain up to date.
- b. Participation by Consultant Project Manager in monthly, hour-long Project Management meetings.
- c. Meeting agendas, handouts, meeting summary minutes, and action/decision/issues/change log for Project Management meetings.
- d. Participation by Consultant Project Manager in weekly status updates with Pierce County Park's project manager by phone, as needed.
- e. Electronic copy of meeting minutes.

2. Concept Design

- a. This task includes all efforts to prepare 2-3 **concept level** comparable options for the proposed site improvements. All options must meet all applicable code and permitting requirements and be vetted for basic constructability. The diversity of options should reflect the different combinations material palettes, design themes as well as lower to higher levels of financial commitment. Provide phasing strategies within the options.
- b. The Consultant will work with Pierce County Parks to select the preferred option or hybrid of options to be carried forward for engineering and design. Selection of the preferred option will be based on feasibility, constructability, ability to leverage other improvement goals and planned projects, and other criteria to be developed in coordination with Pierce County Parks.

3. Facilitate an open house for public viewing and comments

- a. Develop presentation materials for a public open house to present the preferred concept to the public for solicitation of public comment.

4. 30% Design and Engineering

- a. The work of this task consists of preparing for review a 30% level set of construction drawings developed from the preferred concept design option. This drawing set should include a cover sheet, plans, and at minimum a list of needed details. Preparation of a technical specification outline, and an updated cost estimate is required.



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5. 60% Design and Engineering

- a. The work of this task consists of preparing for review a 60% level set of construction drawings. This drawing set should include all required construction drawing sheets and at minimum a rough draft of needed details. Preparation of a technical specifications, an updated cost estimate, and a completed design review comments form (from the 30% design review) is required. The 60% design set will be submitted by the consultant to Pierce County Planning and Land Services along with any needed supporting permit documentation for any required permitting purposes.

6. 95% Design and Engineering

- a. The work of this task consists of preparing for review a 95% level set of construction drawings. This drawing set should be bid ready and include all required construction drawing sheets and details. Completed technical specifications, an updated cost estimate, and a completed design review comments form (from the 60% design review) is required.

7. 100% Design and Engineering/Bid Documents

- a. The work of this subtask consists of preparing a complete bid ready set of construction documents. This includes all drawing sheets, technical specifications, an updated cost estimate, and scope of work descriptions for the base bid and any additives/alternates for the advertisement to bidders, and a completed design review comments form (from the 95% design review).

Proposed Contract Schedule

DATE	ACTIVITY
September 2017	Award PSA – Begin work
September 2017 – January 2018	Design & Engineering
February 2018	Completion of first phase of construction bid package
June 2018	Completion of remaining phases of construction bid packages
September 2018	Completion of construction administration for first phase

Project Budget/ Term

The initial PSA period is anticipated to be from August 2017 through September 2018, unless sooner terminated as provided elsewhere in the Agreement.

This project has been assigned a Maximum Allowable Construction Cost of \$450,000 for its first phase of construction in 2018. It anticipates a second phase of work for an equal or lesser MACC in 2019, dependent on design development. The professional services are to be based on these approximate budgets. Anticipated Maximum Value of Resulting Contract: \$80,000.00



Submittal Requirements

Team Qualifications

1. Teams submitting qualifications must include a Washington State licensed landscape architect and civil engineer.
2. The selected team must comply with all applicable Federal, State and County laws and codes as well as Pierce County Park's policies.
3. The selected team must meet all of the requirements and provide, with their submitted SOQ, any exceptions and alternate language to the general conditions in the standard Pierce County Professional Services Agreement which will be used for contracting the work. Please review the PSA and general conditions at:

[Pierce County Sample PSA and General Conditions](#)

Statement of Qualifications Contents

1. Letter of Interest: Maximum one page, identify lead firm, project manager, and key staff proposed to work on the project.
2. Proposal: Proposal shall include the following
 - a. Profiles of the lead firm, including number of employees, location, number of years in business, and identification of any sub-consultants. Resumes of the project manager and key staff assigned to work on the project, including relevant sub-consultants.
 - b. Qualifications of the team as it relates to meeting the scope of this project.
 - c. Description of your project understanding and your approach to satisfying the requirements of the scope.
 - d. Relevant experience designing parks, off-leash dog areas, nature based playgrounds, working with public agencies and facilitating community meetings.
 - e. Descriptions of similar projects completed recently. Include the year completed, how well the project met the scope, timeline, budget, final construction costs, and contact information for the Owner's Representative.

Formatting Requirements

SOQs should be formatted to 8 ½" x 11", with twelve page faces maximum. The letter of interest and title page are not counted toward page limitation. Use a minimum font size of 11.

Delivery

Via email, deliver one PDF copy of your submittal to the Pierce County Parks and Recreation Services Project Manager. Statements of Qualifications must be received prior to due date/time listed on page 1 to be considered. Attached PDFs of Statements of Qualifications must not exceed 20 MB.

Deliver to:

Benjamin Barrett, Capital Projects Manager:

bbarret@co.pierce.wa.us



Evaluation Criteria

All valid statements of qualifications will be evaluated in accordance with the criteria established below. Evaluators will use points to score each submittal. At the County's option, interviews may be held. The County reserves the right to The Pierce County Parks and Recreation Services selection committee will rate and select the consultant team based on the following criteria:

SELECTION CRITERIA	WEIGHT
Qualifications of the team as they relate to this project	20%
Relevant experience of the team in relation to the scope of work	20%
Project understanding and approach	20%
Experience and knowledge of playground design emphasizing naturalistic elements, including displayed knowledge of health and safety issues including accessibility and integration into innovative play spaces, especially for challenged populations.	20%
Quality and completeness of submittal and/or presentation	10%
Enthusiasm and excitement for the project.	10%

Final evaluation for short-listed firms will be on the following criteria:

- Customer references which may be requested to be submitted from a firm, or may be gathered by the County.
- Project interviews as invited by the County, when deemed necessary. The County will notify invited teams of the interview schedule, agenda and any additional information being requested.

Attachments

[2015 Phased Concept Plan](#)