

**Request for Qualifications
Park Master Plan, Design, Permitting and
Construction Administration Services
Posted March 15, 2011
SOQ Due April 22, 2011**

I. Introduction

The City recently developed a 5.8 acre Phase 1 project at West Bay Park which was opened to the public in June, 2010. The balance of the site remains undeveloped and is currently closed to public use. The City of Olympia Parks, Arts & Recreation Department wishes to retain the services of a spirited and talented consulting team to work collaboratively with our multidisciplinary, creative staff to prepare a Master Plan and Phase 2 Design for West Bay Park.

The consulting team's expertise shall include:

- Public visioning process to include work with community and key stakeholders
- Working with marine, shoreline and pedestrian amenities in an urban setting
- Landscape architecture in a marine and urban setting
- Knowledge and experience with marine recreational opportunities
- Transportation impact and mitigation
- Low maintenance and "green building" design concepts
- Ability to design site sensitive, eco-friendly, low cost, durable, accessible and attractive park facilities.
- Design and engineering of marine shoreline trails
- Experience working with tribes on projects associated with natural and cultural resources
- Stream and shoreline mitigation, restoration and enhancement
- Contaminated soil remediation
- Marine biology
- Sediment deposition
- Sea level rise
- Archaeological resources
- Knowledge of applicable environmental regulations and permit requirements
- Roadway and utility design including earth retaining structures
- Geotechnical, wetland and critical areas impact assessment
- Environmental/historical interpretation and outdoor education
- Successful cost estimating and bidding for similar projects
- Previous experience working as a team on similar projects

II. Background Information

In 2007, the City of Olympia purchased 17.04 acres of property on West Bay for a future waterfront park and trail. The site, which formerly contained a wood products industrial site, was purchased in two separate agreements: 1) the main upland area formerly owned by the Port of Olympia, and 2) the Burlington Northern Santa Fe (BNSF) railroad spur right of way which runs through the middle of the site. The undeveloped portion of the park contains environmental contamination that will be remediated as part of any future development.

The City is embarking on a master planning process to develop a design concept to guide future park development. The process will incorporate community and tribal input. The master plan will integrate waterfront ecology, site history, and existing plans and studies. The selected consultant will work with the City to facilitate discussions with the community and key stakeholders through the public process. Once the master plan is complete, the consultant will prepare a Phase 2 park design.

The master plan must be completed by early 2012. The Phase 2 design will be completed by the end of 2012.

III. Draft Scope of Work

The consultant team's scope of work will include:

1. Preparing a detailed summary of tasks and schedule.
2. Analyzing and assessing the existing conditions, opportunities and constraints.
 - a. Review previous plans, studies and stakeholder input
 - b. Review existing upland and hydrologic conditions
 - c. Analyze applicable regulatory constraints including the Shoreline Master Program, Olympia Critical Areas Ordinance, Washington Department of Ecology Agreed Order DE-08-TCPSR-5415, Deeds of right, 4th Ave. Bridge mitigation agreement, West Bay Corridor Study and agreements with the Washington Recreation and Conservation Office and US Fish and Wildlife.
3. Developing and implementing a public involvement program in conjunction with City staff that will identify and engage potential stakeholders.
 - a. Conduct public meetings
 - b. Record and document stakeholder input
 - c. Meet with key individuals as necessary
4. Develop preliminary master plan based on community and staff input, permitting requirements and site opportunities and constraints.
 - a. 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
5. Final Master Plan will include:
 - a. A site plan that clearly defines future uses, structures, ADA accessibility, traffic patterns, services, access, parking, emergency access, utilities, architectural themes, setbacks, view corridors, site furnishings, heights and elevation drawings of key features and structures
 - b. Analysis of the feasibility of constructing a West Bay Trail. Analysis shall include alternative location and design options including the utilization of existing railroad berms/trestles and options for removal of berms and/or trestles. This will require a structural analysis of existing berms and trestles.
 - c. Opportunities for public/private partnerships
 - d. Implementation and phasing options

- e. Protection and enhancement of environmental and scenic resources
 - f. Mitigation of recreation development impacts on water quality and adjacent properties
 - g. Stormwater mitigation
 - h. Opportunities for sustainable (green) design
 - i. Probable environmental mitigation and permitting requirements
 - j. Preliminary cost estimates including development and annual operations and maintenance
 - k. Incorporation of mitigation requirements, public and staff recommendations, requirements by the Recreation and Conservation Office and preliminary cost estimates
 - l. Preparation of public presentation materials, drawings, reports and other required information.
 - m. Utilization of City of Olympia Design Standards, Drainage Manual and other requirements
 - n. Archaeological/Cultural resources survey
6. Phase 2 Design will include:
- a. Participation in pre-submission conference with City of Olympia Community Planning and Development Staff to help define permitting requirements
 - b. Drawings, specifications and cost estimates for park staff review and approval at 30%/60%/90% and final design stages
 - c. Preparation of all required materials for local, state and federal permits and attendance at meetings with park and permitting staff essential for successful permitting of the project
 - d. Incorporation of mitigation requirements, public and staff recommendations, requirements by the Recreation and Conservation Office and preliminary cost estimates
 - e. Refined scope of work to comply with permitting requirements, available funding and other needs identified within the design, permitting and implementation processes
 - f. Preparation of public presentation materials, permit drawings, reports and other required information, design drawings and contract documents
 - g. Utilization of City of Olympia's Design Standards, Drainage Manual and other requirements
 - h. Contract documents incorporating City's special provisions and specifications. All drawings, reports, forms, design standards, mitigation and other project components must comply with city, state and federal permit requirements and state grant requirements
 - i. Construction document package including all design drawings and specifications. All documents and drawings shall be provided in both electronic and hard copy formats
 - j. Archaeological/Cultural resources survey

IV. Timeline for Submittal

Staff will hold a pre-submission briefing for interested parties to answer questions on March 28, 2011 from 3:00 p.m. until 4:30 p.m. in room 101/102 at The Olympia Center. Statement of Qualifications for this work will be accepted through **4:30 p.m., Friday, April 22, 2011**. Interested parties should submit **six copies** of their Statements of Qualifications to:

Jonathon Turlove, Associate Planner
 Olympia Parks, Arts and Recreation Department
 The Olympia Center
 222 Columbia Street NW
 Olympia, WA 98501

V. Content of Submittal

Please limit Statement of Qualification to a total of ten pages, counting fronts and backs and including cover letter. (A sheet of paper printed on both sides thus counts as two pages.) SOQs shall be 8 ½" x 11". Fold out, 11" x 17" pages of drawings are allowed, and each side counts as one page. All print should be no smaller than 10 point. Please use recycled paper products and no plastic sheets. Supplemental materials should not be submitted as they will not be evaluated or returned. The SOQ should include:

- A letter of interest signed by a principal of the firm, with a statement as to the availability to complete the work within the City's schedule, the firm's insurance coverage and the firm's financial stability. If more than one firm is submitting as a team, this information needs to be provided for all firms and submitted together.
- Qualifications and experience of the staff that would be assigned to the project. The roles of each team member including the project manager should be identified. Described work experience should include only experience relevant to this project and the actual tasks performed on other projects.
- A demonstration of the firm's understanding of the project through an outline of their suggested approach and schedule for the project.
- Three References, including names and telephone numbers of previous clients with similar projects.

VI. Consultant Selection

A selection team will review Statements of Qualifications and select teams to be interviewed. Interviews are tentatively scheduled for May 10th at The Olympia Center. Selection will be made by the interview panel pending successful contract negotiations. All consultants submitting a proposal will be notified of our selection.

Selection Criteria

- Expertise of the team in areas listed in section "I" above
- Expertise of key personnel including professional licenses, certifications and previous experience working together
- Team expertise covers entire project scope of work
- Response of references
- Suggested project approach and schedule

VII. Equal Opportunity Employer

The City of Olympia does not discriminate in employment or the delivery of services and resources on the basis of age, sex, race, creed, color, sexual orientation, or national origin, or the presence of any physical, mental or sensory disability. It is the intent of the City of Olympia to maximize the opportunity for women's and minority business enterprises (WMBEs) to participate in the sale and delivery of equipment, goods, and services to the City.

The Olympia City Council has made compliance with the City's Non-Discrimination in Delivery of City Services or Resources ordinance a high priority, whether services are provided by City employees or through contract with other entities. It is important that all contract agencies and their employees understand and carry out the City's non-discrimination policy. Accordingly, each City contract for services contains language that requires an agency to agree that it shall not discriminate against an employee or client on the grounds of race, creed, color, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any disability.

VIII. Additional Information

Additional information on West Bay Park including a park map can be found at <http://www.olympiawa.gov/city-services/parks/parks-and-trails/west-bay-park.aspx> If you have questions, please contact Jonathon Turlove at 360-753-8068 or via e-mail at jturlove@ci.olympia.wa.us