

**Request for Qualifications
Park Master Plan, Design, Permitting and
Construction Administration Services
Posted January 20, 2011
SOQ Due February 4, 2011**

I. Introduction

The City of Olympia Parks, Arts & Recreation Department wishes to retain the services of a spirited and talented consulting team to prepare a Master Plan and Phase 1 Design, permitting and construction documents for Ward Lake Park.

The consulting team's expertise should include:

- Design of public swim beaches and associated facilities
- Operation and liability issues related to public swim beaches and associated facilities
- Design of upland recreational amenities including sport fields and spray parks
- Demonstrated ability to design site sensitive, eco-friendly, low cost, durable, accessible and attractive park facilities.
- Low maintenance and "green building" design concepts
- Trail design
- Landscape and irrigation design
- Shoreline and wetland mitigation, restoration and enhancement
- Work in environmentally and visually sensitive areas
- Archaeological and cultural resources
- Mitigation of recreation development impacts on water quality
- Knowledge of applicable environmental regulations and permit requirements
- Geotechnical, wetland, critical area and transportation impact assessment
- Environmental/historical interpretation and outdoor education
- Licensed surveyor
- Public visioning processes incorporating community stakeholders
- Recreation and Conservation Office (RCO) Washington Wildlife and Recreation Program (WWRP) grant application requirements
- Successful cost estimating and project bidding for similar projects
- Demonstrated success at cost estimating, bidding and project permitting for similar projects

The work will include presentations to permitting staff, Olympia Park and Recreation Advisory Committee and the Olympia City Council. Preference will be given to consultant teams that are knowledgeable of integrating public recreational areas into urban lakes in the Pacific Northwest; City of Olympia; local, state and federal permitting and development requirements and that have worked together successfully before on similar projects.

II. Background Information

In 2007, the City of Olympia purchased 9.14 acres of property on Ward Lake for a future freshwater swimming area. The property is located in Thurston County within Olympia's Urban Growth Area. The parcel is undeveloped, with no existing structures. The site has 351 feet of frontage on the southern shore of Ward Lake. The southern 2/3 of the site is flat to gently rolling grassland. The northern third of the site is a 35% slope descending 65 feet to the Ward Lake Basin. The majority of Ward Lake is in private,

residential ownership. There is a private beach available to members of an adjacent subdivision and a Washington State Fish and Wildlife operated fishing boat launch site. There is currently no public swimming access on the lake.

The City is embarking on a master planning, design and permitting process in anticipation of an RCO WWRP grant application and future park development. The process will incorporate community input, waterfront ecology, site history and existing plans and studies. The selected consultant will work with the City to facilitate discussions with the community stakeholders through the public process. The end products will be a master plan, 30% design of the entire park and 100% design, construction, permitting documents and construction administration services for a Phase 1 development project. The master plan, 30% design, and cost estimates for operations and maintenance must be completed by August 1, 2011. 100% design is due December 1, 2011. (See sections III.6 and III.7 for details on scope of work.)

III. Draft Scope of Work

A detailed scope of work will be prepared and incorporated into the design, permitting and construction administration services contract.

The consultant team's scope of will include:

1. Prepare a detailed summary of tasks and schedule.
2. Prepare a complete topographic survey of the property and other data needed for project design, RCO grant application and permitting. (A topographic survey of the northern half of the property was completed in 2006 and will be provided to the consultant electronically in a .dwg file format).
3. Analyze and assess the existing conditions, opportunities and constraints.
 - a. Review previous plans and studies
 - b. Review existing upland and hydrologic conditions
 - c. Analyze applicable regulatory constraints including the Shoreline Master Program, the Thurston County Critical Areas Ordinance and deeds of right or other agreements with the Washington Recreation and Conservation Office
4. Develop and implement 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
5. 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
 - b. Prepare preliminary designs for all facilities and rendered drawings of important park areas
6. Final Master Plan and 30% design will include:
 - a. Land use, infrastructure, circulation, services, emergency access and parking
 - b. ADA accessibility

- c. Options and recommendations regarding swim area and upland area operations and maintenance, regulations, liability issues and staffing
 - d. Protection and enhancement of environmental and scenic resources
 - e. Mitigation of recreation development impacts on water quality and adjacent properties
 - f. Landscape features and site furnishings
 - g. Structures
 - h. Landscaping and other plantings
 - i. Lighting
 - j. Utilities
 - k. Stormwater mitigation
 - l. Wayfinding/signage including interpretation
 - m. Opportunities for sustainable (green) design
 - n. Opportunities for public/private partnerships
 - o. Implementation and phasing options
 - p. Environmental education and historical interpretation opportunities
 - q. Environmental mitigation and permitting
 - r. Preliminary cost estimates including development and annual operations and maintenance
7. Phase 1 Design will include:
- a. Participation in pre-submission conference with Thurston County 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 Thurston County'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
 - k. Construction administration services in support of the City's project management team

IV. Timeline for Submittal

Statement of Qualifications for this work will be accepted through **4:30 p.m., Friday, February 4th, 2011**. Interested parties should submit three 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 six pages (1-6), counting fronts and backs and including cover letter. SOQs shall be 8 ½" x 11". Fold out, 11" x 17" pages of drawings are allowed. All print should be large enough to be legible without magnification. Please use recycled paper products and no plastic sheets. Supplemental materials should not be submitted as they will not be evaluated and they will not be 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 determine if interviews are required. If interviews are held they will be scheduled February 14-25 at The Olympia Center. Final selection will be determined by 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 background history and site photos can be found at <http://www.olympiawa.gov/city-services/parks/parks-and-trails/ward-lake-parcel.aspx> If you have questions, please contact Jonathon Turlove at 360-753-8068 or via e-mail at jturlove@ci.olympia.wa.us