



# REQUEST FOR QUALIFICATIONS (RFQ)

## Community Center and Pool Design

### City of Fircrest Department of Parks and Recreation, Fircrest, Washington

#### INVITATION

The City of Fircrest seeks the services of a qualified architectural/engineering firm to manage a public involvement process that will review the options in the 2016 ARC Feasibility Study for the rebuild or renewal of the Roy H. Murphy Community Center and Pool. The final product will be a selection of a preferred option, a financial plan to fund the project, and sufficient information to fully inform the public.

Sealed qualification packages, plainly marked "Community Center and Pool Design" on the outside of the mailing envelope, addressed to the City of Fircrest, 115 Ramsdell Street, Fircrest, WA 98466, will be accepted until           pm on          ,           , 2017. Packages may also be hand-delivered in person to Fircrest City Hall by the required date and time. Submittal packages delivered after the posted deadline will not be considered for selection. No faxed, telephone or email proposals will be accepted.

#### PURPOSE

The City of Fircrest is requesting Statement of Qualifications from qualified firms interested in providing professional services including but not limited to preliminary consultation and public processes design services. It is expected that a team from several consulting specialties may collaborate on a proposal.

The Request for Qualification document may be obtained by visiting the City's website at [www.cityoffircrest.net](http://www.cityoffircrest.net).

#### CITY OVERVIEW

The City of Fircrest is located between Tacoma and University Place. Incorporated in 1925, it is home to 6,780 people. Total land area is 1.5 square miles and the City is accessible from Interstate 5 and State Route 16.

Fircrest is a Municipal Code City, with a Council/City Manager form of government. It is served by two school districts and several private school programs as well.

**PROJECT BACKGROUND**

In 2016, ARC Architects and its consultant team were selected by the City of Fircrest to investigate design options for improving the Fircrest Community Center and Community Pool. ARC Architects worked with the City’s steering committee on design options. The committee was knowledgeable about program needs and maintenance and operation challenges of the current center and pool.

The study provides technical information and options for future design. Each option enhances programming and use, integrates on-going use with proposed improvements, and addresses current code requirements.

**GOAL**

The Fircrest City Council seeks a cost sensitive plan to move forward with a capital project, which ensures a safe, pleasant pool and recreation facility, in place by no later than June 1, 2019.

**ANTICIPATED SCOPE OF WORK**

The successful candidate shall be able to demonstrate experience and skills to complete the following tasks:

- 1. Manage a public involvement process which will review the options in the ARC report for the rebuild or renewal of the pool and rec center with the end result being agreement on the best option. (multiple public work sessions)
- 2. Develop conceptual drawing at a sufficient level of detail to support public information efforts in support of the public process.
- 3. Develop and recommend a specific financial plan for the project using blended sources of funding, to include GO Bonds, State Recreation Grant, Capital Budget Appropriation, Private Foundation Grants, other unanticipated sources.
- 4. Develop 30% drawings in sufficient detail to support an RFP process soliciting bids from qualified general contractors.

There will be a non-mandatory pre RFQ submittal meeting and walkthrough at the Fircrest Community Center, 555 Contra Costa Avenue, Fircrest, Washington at \_\_\_\_\_ pm on \_\_\_\_\_, 2017.

## **DELIVERABLES AND SCHEDULE**

Management of a public involvement process, which will review the options in the ARC Feasibility Study for the rebuild or renewal of the Pool and Community Center with the end result being agreement on the best option, preliminary design, a financial plan, and a public information strategy.

The City will work with the chosen firm to develop a timeline with clear decision points for the elements/phases of this contract.

## **SELECTION PROCESS**

Staff will review the qualification packages received, based on the evaluation criteria established below, to arrive at a shortlist for an interview. An interview panel will be review proposals and interview applicant teams. Short-listed consultant teams will be ranked after the interview and a recommendation made to the City Council. The City may choose to contact officials from other jurisdictions regarding the consultant, their prior work experience and their ability to successfully complete the scope of services. The City may require changes in the scope of services as deemed necessary by the City, before execution of the contract.

The City intends to enter into an agreement with the consultant team who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria as determined by the City's selection committee and ranks the highest in the interview. The Director of the Parks and Recreation Department of the City of Fircrest will submit a final recommendation to the City Manager and the City Council for approval. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. See Attachment A for a sample contract.

## **EVALUATION CRITERIA**

1. The firm's history work on similar pool and recreational projects.
2. Team proposed to undertake the project.
  - Provide an organizational chart for personnel (including consultants) who are to work on this project. Include the role they will play in the project.
3. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
4. Provide a proposed project schedule.
5. Project approach and demonstrated understanding of project scope, local issues, and community needs.
6. Demonstrated experience putting complex financing plans together for recreational projects.

7. Provide verifiable examples of at least three (3) aquatic projects completed over the past five (5) years. Include description of: services provided, project completion date, final construction cost, client name and a contact person associated with the owner.
8. List of other similar projects completed by lead members of the team.
9. Provide example piece(s) of potential end product and any brochures or marketing pieces you wish to submit.
10. Provide information related to past experience related to meeting project schedules and budgets. Provide examples comparing projected budgets vs. actual completion cost for recent projects. Provide contact information for any additional references.
11. Experience working with municipalities and other governments; understanding of needs assessment and feasibility studies related to indoor recreation spaces.
12. Quality of Relevant Sample Projects. Demonstrated Community Center and Aquatic Facility Design Excellence.
13. Familiarity and understanding of the Fircrest Community.
14. Responsiveness to Submittal Requirements.

The City of Fircrest reserves the right to reject any or all qualification packages received, and to waive any irregularities or information in the evaluation process. The final selection is the sole decision of the City of Fircrest, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

The City reserves the right to award additional work and contracts for future phases of the final design, construction documents and construction administration to the team that completes the feasibility study and schematic design, or to one or more of the finalist teams selected in the initial selection process.

## PROPOSED TIMELINE

Qualification Packages due	, 2017
Shortlisted Firms Notified	, 2017
Interviews	Week of _____, 2017
Consultant Selected	, 2017
Anticipated Project Start	, 2017

## SUBMITTAL REQUIREMENTS

Please provide the following in your Qualification Package:

- Cover Letter: Please submit a one-page letter of intent listing the proposed team (prime and sub consultants), relevant experience and commitment to provide the services described in the scope of work
- Team Qualifications: Brief history of the firms, including areas of team expertise and technical capabilities. Include a list and brief description of similar project qualifications well as a list of all proposed sub-consultants, their background and qualifications, and degree of involvement.
- Statement of Experience: Identify the proposed project manager and all members of the project team; include a statement of qualifications/resume for each member. For each member, describe their experience with projects of a similar nature.
- Project Approach: Project approach schematic design, including a timeline which identifies major proposed tasks and products.
- References: Three (minimum) client references for Municipal Park and Recreation Departments (within the last 5 years) led by the proposed Project Manager. Please include the full name of the municipality, project manager, address, phone number, website and e-mail.
- Relevant Sample Work: No more than three work samples from previous projects of a similar nature. Please describe the scope of work performed for each project.
- Please limit submittals to 10 sheets of two-sided, 8 ½” x 11” pages (20 pages total) in length. Firm literature and project staff resumes may be attached to the response and do not apply against page count.
- Provide seven (7) copies (which includes one unbound copy suitable for photocopying) of submittal. Provide one (1) electronic copy of the proposal in Adobe PDF format, on a readable CD. All materials must be received no later than \_\_\_\_\_, \_\_\_\_\_, 2017 at \_\_\_\_\_ pm. All proposals must be in a sealed envelope and clearly marked “City of Fircrest Community Center and Pool Design”. No faxed, telephone or email proposals will be accepted.

**ADDITIONAL INFORMATION**

Inquiries should be directed in writing to [redacted], [redacted] at (253) [redacted] - [redacted] or [redacted]@cityoffircrest.net. Any oral communications will be considered unofficial and non-binding on the City.

**RESPONSE REQUIREMENTS AND FORMAT**

All costs for developing proposals in response to this RFQ are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the Parks Project Manager listed on this RFQ. Proposals cannot be withdrawn after the published close date.

