

**REQUEST FOR QUALIFICATIONS (RFQ)**

**Fircrest Park Athletic Field Improvements**

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

**INVITATION and PURPOSE**

The City of Fircrest (COF) is seeking professional services from experienced design consultants to lead the process to renovate the field lights and natural turf of five, multipurpose sport fields at Fircrest Park. The 7.8-acre community park provides fields that accommodate softball, coach pitch baseball, tee ball, soccer and community events.

The playing fields are highly utilized. They have less-than-desirable playing surfaces, grading, and field orientation and spacing. The project will include improvements related to field lighting, grading, relocation, orientation, turf establishment, and other miscellaneous amenities. The project will include locating existing electrical, irrigation and drainage system and bringing them up to optimum functionality.

**Project 1 – Fircrest Park Playfield Lighting**

**Objectives**: Replace old field lighting with a new efficient LED lighting system on ballfields #2 and #3 (also includes a multipurpose/soccer field) to meet desired illumination levels and minimize glare pursuant to standards and codes. Assessment of the current wood poles and recommendations for use or removal. Replacement of the light poles if needed. The lighting system is required to meet Department maintenance standards and be constructed within budget.

**Project 2 – Fircrest Park Athletic Field Improvements Project**

**Objectives**: Grade and renovate natural field turf at south end of Fircrest Park beginning between the two baseball fields and to the south. Assess existing conditions and formulate a removal plan for existing sod. Provide necessary plans for existing and proposed grading including spot elevations where appropriate. Provide drainage plan (surface and subsurface) including supporting computations. Provide plans and details for drainage, irrigation, electrical, fencing, benches, and other required site amenities. Include erosion and sedimentation control plan and plan for relocating site utilities within the project area, if any. Provide design, plans and details for paved pathways that link the park’s outer sidewalks to the baseball fields and playground.

Field work should include enhancing the field for multipurpose use, including layout of a regulation sized coach pitch field & soccer field. Design work must meet department standards and city codes, including stormwater code specifications.

The RFQ is for professional services including but not limited to concept development,complete design services, and construction support services for the renovation of the natural field turf, field drainage, irrigation, field light assessment and design, and new field light installation. The qualified firm shall provide professional services including, but not limited to, architectural, civil, landscape, structural, mechanical, electrical, and estimating services.

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

There will be a non-mandatory pre RFQ submittal meeting and walkthrough at the Fircrest Community Center, 555 Contra Costa Avenue, Fircrest, Washington at 10 am on June 21, 2022.

**CITY OVERVIEW**

The City of Fircrest is located between Tacoma and University Place. Incorporated in 1925, it is home to 7,195 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/Manager form of government. It is served by two school districts and several private school programs as well.

**PROJECT BACKGROUND**

In 2020, The City of Fircrest applied for and received a matching grant from RCO for the Fircrest Park Athletic Field Improvements which includes natural turf renovation and the replacement of the current field lights with new LED field lighting. The City recently completed construction on a new 14,500 square foot community center and 6 lane outdoor recreational pool that borders the park. All these upgrades will extend and enhance the fields playability, and also transform it into a better multi-sport field park. This is an excellent site for the upgrades, as the surrounding neighborhood is a mix of older and younger residents, and the fields are next the new pool and new community center, the hub of the city.

The field lights are old, and not environmentally friendly. They emit light pollution, and are not efficient. The construction of the current poles is treated wood. Consequently, renovating these lights is a priority for the City and part of the Parks and Recreation Six-Year Capital Plan.

**SCOPE OF SERVICES**

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

1. **Data Collection and Field Investigation**
2. Survey
   1. Review the PROS Plan and perform a field examination of the project area to become familiar with the existing conditions.
   2. Perform an existing conditions survey of the project site. The survey shall show topography with one-foot contour intervals and spot elevations at critical points. All visible utilities and structures will be included in the survey.
   3. Supplement the existing conditions survey with available information provided by the town and utility companies regarding the location of subsurface utilities.
   4. Prepare a base map at an appropriate scale to be used as the basis for the project design. Scale will be determined prior to commencement of survey.
3. Subsurface Soil Investigation
   1. Review available information from the Pool and Community Center construction projects regarding the existing soil conditions.
   2. Conduct an investigation of the subsurface conditions in multiple areas at each of the field locations to identify the depth of topsoil and the nature of the subsoil. Soil samples shall be taken to determine identify the nature of the soil, the permeability of the subsoil and its general suitability to support an athletic field of the type proposed.
   3. Prepare a report summarizing the findings of the investigation and making recommendations for the composition of the materials proposed for the playing fields.
4. **Preliminary Design (60% Submission)**
5. Participate in a project initiation meeting with City staff for the following purposes:
   1. Review the Scope of Services and confirm the project goals, objectives, and expectations.
   2. Review the expected uses of the field, level of play, and the design standards for the desired sports.
   3. Refine the project schedule and project reporting protocol.
   4. Discuss the project budget.
6. Prepare preliminary design plans based on initial comments and input from City staff. The plans shall include:
   1. Existing conditions/removals plan
   2. Layout plan
   3. Existing and proposed grading including spot elevations where appropriate.
   4. Drainage plan (surface and subsurface) including supporting computations.
   5. Plans and details for fencing, benches and other required site amenities
   6. Erosion and sedimentation control plan meeting the CT DEEP 2002 Guidelines
   7. Plan for relocating site utilities within the project area, if any.
   8. Cross-sections of the fields
7. Prepare an opinion of probable construction costs based on the preliminary design including add alternate(s).
8. Prepare the technical specifications for the proposed improvements based on City of Fircrest engineering standards, modified as necessary.
9. Meet with City staff to review the preliminary design and the opinion of probable construction costs.

**C. Final Design and Construction Documents**

1. Address comments from the Preliminary Design phase.
2. Prepare the final plans for review incorporating the comments from the town and stakeholders on the preliminary design submission.
3. Prepare a final opinion of probable construction costs for the proposed improvements and add alternate(s).
4. Prepare and submit local permit applications and supporting documentation. At this time the anticipated permit will be from the City of Fircrest.
5. Prepare for and attend one meeting with the City of Fircrest.
6. Meet with the town and stakeholders to review the final plans and specifications. Make minor revisions as may be required.
7. Finalize the plans and specifications and provide the town with final, bid ready construction documents suitable for seeking competitive bids for the work.

**D. Bid Phase**

1. Provide bid advertisement and bid-ready documents including bid sheet.
2. Provide response to requests for information, questions, and clarifications as necessary via Addendum during the bid phase.
3. Provide Bid Analysis and recommendation for the lowest qualified bidder.

**E. Deliverables**

1. Preliminary Design Phase - The Consultant shall provide one (1) full-size set and two (2) half-scale sets of all plans for review. Electronic (PDF) files for all plans and specification submissions for the review and record.
2. Final Design Phase
   1. Final Design for Review - The Consultant shall provide two sets of plans, cut sheets/details, cost estimates and other supporting documentation.
   2. Bidding Documents – One set of plans and cost estimates for bidding shall be submitted in Adobe Acrobat’s portable document format (pdf). The technical specifications shall be provided in MS Word format.
3. The drawing scales shall be determined prior to commencing project. The
4. design shall be prepared on 24” x 36” sheets.

**TIMELINE**

The City will work with the chosen firm to develop a timeline with clear decision points for the elements/phases of this contract. The preliminary goal is to have documents bid- ready by August 2022, with construction commencing October 2022.

**SELECTION PROCESS**

Staff will review the qualification packages received and, based on the evaluation criteria established below, arrive at a shortlist for interviews. Short-listed consultant teams will be ranked at the interview. 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 that, in the opinion of the City, best meets the listed evaluation criteria. 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 agreement.

**EVALUATION CRITERIA**

1. Quality and content of response to Submittal Requirements.
2. Responses from References.
3. Quality of past relevant work.
4. Familiarity and understanding of Fircrest Community.
5. Experience working with municipalities and other government agencies
6. Responsiveness to Submittal Requirements.

**SUBMITTAL REQUIREMENTS**

Please provide the following in your Qualification Package:

Cover Letter: Provide a statement of interest for the project, including firm’s history, a narrative describing the firm’s specific expertise and unique qualifications as they pertain to this particular project.

Team Qualifications: Brief history of the firm and areas of team expertise and technical capabilities. Provide an organizational chart and resumes of key personnel. Identify the proposed project manager and roles for all key personnel.

Project Approach: Describe your team’s project approach from planning and schematic design through construction. Include a proposed timeline which identifies major proposed tasks and products.

Relevant Work: Minimum of 3 projects of a similar nature and scale, and other relevant project the firm feels are appropriate. Please describe the scope of work performed by the firm responsible for each project. Include project duration (design through construction) and final cost.

References: Provide a minimum of three (3) natural field turf and (3) sports field lighting references for projects completed within the past five (5) years. Include project name, client name, and reference name title, phone number and email address.

**PROPOSED TIMELINE**

Qualification Packages due June 27, 2022

Shortlisted Firms Notified Week of June 27, 2022

Interviews Week of June 27 or Week of July 4, 2022

Consultant Selected July 12, 2022

Anticipated Project Start July 18, 2022

**ADDITIONAL INFORMATION**

Inquiries should be directed in writing to Parks & Recreation Director, Jeff Grover at jgrover@cityoffircrest.net. Any oral communications will be considered unofficial and non-binding on the City.

**RESPONSE REQUIREMENTS AND FORMAT**

Sealed qualification packages, plainly marked “Fircrest Park Athletic Field Improvements” on the outside of the mailing envelope, addressed to the City of Fircrest, 115 Ramsdell Street, Fircrest, WA 98466, will be accepted until 5:00 pm on Monday, June 27, 2022. 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. Packages should include three (3) copies (which includes one unbound copy suitable for photocopying) of the submittal. Provide one (1) electronic copy of the submittal in Adobe PDF format via email and/or on a thumb-drive.

All costs for developing submittals in response to this RFQ are the obligation of the Consultant and are not chargeable to the City. All submittals and accompanying documentation will become property of the City and will not be returned. Submittals 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. Submittals cannot be withdrawn after the published close date.

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.

**Attachment A Sample Agreement**