



Request for Qualifications Whittier Park Master Plan

Invitation

The City of Fircrest is soliciting statements of qualifications and proposals from qualified firms experienced in park design to provide planning services to complete a master plan for the Fircrest's Whittier Park. The preliminary scope of work consists of site investigation and analysis, conducting community engagement, preliminary park program development, master plan development, cost estimating, project phasing and funding plan. The master plan development requires collective experience in planning and landscape architecture.

Community Overview

The City of Fircrest Parks and Recreation Department serves approximately 20,000 people including those coming from the neighboring communities of Tacoma and University Place. The Department promotes and provides social, physical and personal recreation activities for all ages during their leisure time.

The Recreation facilities (Roy H. Murphy Community Center, Edwards Family Aquatic Center, and parks) and recreation staff (both part time and full time) are the tools used to provide these services and programs for the community.

Project Background

Whittier Park is a 13-acre park adjacent to Whittier Elementary School. Vehicular access to the park is from Contra Costa Ave. The park features a covered picnic shelter, bocce Courts, a baseball field, two soccer fields, tennis courts, one basketball court, horseshoe pits and restrooms. Whittier Park is located at 921 Contra Costa Ave.

Project Budget

\$30,000 has been allocated in the 2023 budget to cover all associated costs of the development of a Whittier Park Master Plan.

Project Contact

Jeff Grover
Director, Fircrest Parks and Recreation
253-238-4160
jgrover@cityoffircrest.net

Preliminary Scope of Work

The following is a preliminary scope of work that will be refined during contract negotiations with the selected consultant. Public involvement will be an important component of this project. A 4 to 5-month effort is envisioned, but the City may be interested in an accelerated schedule. The intent is to undergo a collective kick-off and public engagement effort to facilitate community introductions and discussions, as well as a collective department and city review. It is anticipated that the master plan process will consist of three phases as described below:

Phase 1 Site Investigation and Analysis

Develop a base map drawing, based on discussions with City staff, existing surveys and maps, GIS data, aerial photos, and site visits. The base maps shall identify and locate natural and man-made features including topography, wetlands, streams, vegetation, utilities, drainage, structures, boundaries, access roads and other features, as necessary. Deliverables shall include a graphic summarizing site opportunities and constraints at an appropriate scale and a report that summarizes the site analysis.

The City will provide the following background data for the master plans:

- 2020 Fircrest Parks Recreation and Open Space Plan

Phase 2 Park Program

Facilitate and conduct a community engagement process to ascertain public sentiment regarding needs, desires, opportunities, and constraints. Based upon the results of site analysis, City staff input, technical input, and initial public input, develop a preliminary park design program detailing proposed uses, design character and criteria.

Phase 3 Master Plan Development

Prepare and present a Master Plan proposal for Whittier Park based upon the approved design program with rough order of magnitude cost estimates. Prepare a narrative that summarizes the existing conditions, design alternatives, cost implications, applicable permits, and their associated timelines, and identifies issues which require further study at the next stage of project development. Final deliverables will be a Master Plan Report for Whittier Park, with final project drawings and narrative, project process, project phasing scenarios and phase costs.

The master plan process shall include the following:

- **Public Engagement:** This project shall engage public involvement, with participation from the public at large, Fircrest City staff, Fircrest City Council, and stakeholders in the community. Public involvement may include a web-based survey and 3-4 opportunities for public input.
- **Department and City Reviews:** Prepare written and graphic materials to assist with presenting the project for up to three reviews by the City Department staff. Consultant shall present project updates at up to three City Council meetings.

- **Permitting and Environmental Review:** Consultant to identify permitting/regulatory requirements and deadlines as they relate to the Master Plan designs. Consultant will take the lead to complete the SEPA checklist for Master Plan design with staff input.

Tentative Schedule & Proposed Timeline

- Qualifications and Proposal packages due: April 7th, 2023
- Notify short listed firms: April 13th, 2023
- Interview short listed firms*: April 26th & 27th, 2023
- Contract award by City Council: May 23rd, 2023
- Anticipated project start: late June 5th, 2023
- Anticipated Council adoption: Fall 2023

*The City of Fircrest reserves the right to select a consultant from submitted qualifications alone.

Statement of Qualification Requirements

Submittals are sought from firms with expertise in park and recreation planning and landscape architectural services. Information provided will play a significant role in the City's selection of the consultant team considered best qualified to execute the project. Upon selection, the City and successful consultant will work together to refine the scope of work.

Please provide the following in your statement of qualifications:

- **Cover Letter:** Please submit a one-page letter of intent listing the proposed team (prime and sub consultants) and commitment to providing the services described in the scope of work.
- **Proposals:** Please provide us with one original signed copy, one electronic copy in PDF format, and four copies of your proposal for use by members of our staff and selection committee.
- **Statement of Experience:** Identify the proposed project manager and key personnel of the project team; include the relevant experience, qualifications, and project roles for each member. For each member, describe their experience in park master plan development and any other relevant experience.
- **Project Approach:** Describe your understanding of the project scope and a timeline that identifies major proposed tasks and products.
- **References:** Three client references for similar planning projects for Municipal Parks and Recreation Departments (within the last 7 years) led by the proposed Project Manager. Please include the full name of the municipality, project manager, phone number and e-mail.
- **Relevant Sample Work:** Please provide the following information for no more than (5) five relevant projects with similar scope and size that have been completed or in progress by members of the consultant design team. At least (3) three of the projects listed must be for public agencies.

1. Name of project
2. Project website, if applicable
3. Brief project description highlighting special attributes/features of the project
4. Project design team
5. Reference
6. Construction cost, if applicable

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 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 and Recreation Director listed on this RFQ.

Background Documents

Electronic copies of the following background documents are available for review by prospective consultant firms at the City of Fircrest website. No other information will be provided prior to submission of your Statement of Interest and Proposals.

- The City of Fircrest 2020 PROS plan.

Submittals

Letters of Interests and Statements of Proposals will be received until 4:00 PM on Friday, April 7th, 2023 and should be delivered to:

City of Fircrest
115 Ramsdell St
Fircrest, WA 98466
Attn: Jeff Grover Whittier Master Plan

Contact Person, Jeff Grover, Parks and Recreation Director; Phone 253-238-4160

Consultant Selection Process and Criteria

The City of Fircrest will form a consultant selection panel that will review responses to this Request for Qualifications. A limited number of teams considered to be the most qualified may be selected for subsequent interviews. Criteria we will use to evaluate your Statement of Interest and Proposals include the following:

- Experience and technical capabilities of the firm, individual members, and project team in all required areas described above.
- Proposed project manager / team leader experience with team management on similar projects.
- Experience with managing and facilitating a public planning and design process.
- Examples of relevant public park and facility planning, and design projects produced by the firm /team.

- Previous experience with regulatory requirements of the city and other local jurisdictions
- Quality of previous performance
- References
- Other information as appropriate

The City reserves the right to reject any or all proposals.

Attachments

A – Sample Professional Services Agreement

Attachment A

SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES FOR DESIGN CONSULTATION TO DESIGN AND LEAD THE PROCESS TO COMPLETE A MASTER PLAN FOR FIRCREST’S WHITTIER PARK

THIS AGREEMENT is entered into between the City of Fircrest, Washington, hereinafter referred to as the “City” and [REDACTED], hereinafter referred to as “Contractor” in consideration of the mutual benefits, terms and conditions hereinafter specified.

1. **PROJECT DESIGNATION:** The Contractor is retained by the City to lead the city through the planning and design process for the Whittier Park Master Plan project.
2. **SCOPE OF WORK:** Contractor agrees to perform the Scope of Work including the provision of all labor, materials, equipment and supplies as identified in Exhibit ‘A’.
3. **ASSIGNMENT:** The Contractor shall not sublet or assign any of the work covered by this agreement without the express written consent of the City.
4. **NON-WAIVER:** Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provisions.
5. **TERMS OF AGREEMENT:** Notwithstanding, the date of execution hereof, this Agreement shall be in effect [REDACTED] to [REDACTED].
6. **PAYMENT:** Upon receipt of an invoice from the Contractor, progress payments may be made on a monthly basis for work completed. Each invoice shall itemize by site and date the work performed. The total cost for the planning and design process for the project shall not exceed [REDACTED].
7. **PERFORMANCE:** The City reserves the right to withhold a part or all of the monthly payments if, in the judgment of the City, the Contractor has not performed or has unsatisfactorily performed any of the work set forth in this contract; provided, that the City shall promptly notify the Contractor in writing of the specific items of non-performance or unsatisfactory performance. It is further provided that any such payments withheld shall reasonably relate to the estimated value of the work not performed.
8. **LIABILITY AND INSURANCE:** With the exception of the sole negligence of the City of Fircrest or its employees or officials the contractor agrees to hold the City of Fircrest and city employees and officials harmless from all liability arising out of all work pursuant to this agreement. Contractor will obtain and maintain in force at least the following minimum insurance coverage covering all activity under this agreement, and as to which the City shall be named as primary non-contributory additional insured:
 - a. Workman’s Compensation Coverage: Statutory
 - b. General Liability: \$1,000,000/\$2,000,000 aggregate
 - c. Auto Liability: \$1,000,000

An insurance certificate showing the foregoing will be submitted to the City for approval before work commences. The minimum limits above do not limit the contractor’s liability to the City or public.

9. **COMPLIANCE WITH LAWS:** The Contractor shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments. A City of Fircrest business license is required.

10. TERMINATION: If the Contractor violates any of the covenants undertaken herein, or any of the duties imposed upon it by the Agreement, this Agreement may be terminated by either party immediately with cause, and without cause upon thirty (30) days' written notice, served to the other party by certified mail. In such case, Contractor shall be compensated by the City for all worked performed to the date of termination.

11. VENUE STIPULATION: This Agreement has been and shall be considered as having been made and delivered within the State of Washington both as to interpretation and performance. Any action in law or equity, or judicial proceeding for the enforcement of this Agreement, or any of the provisions contained therein, shall be instituted and maintained only in Pierce County Superior Court, Tacoma, Washington.

12. STATUS OF CONTRACTOR: Neither the Contractor nor personnel employed by the Contractor shall acquire any rights or status in City employment, nor shall they be deemed employees or agents of the City for any purpose. Contractor is required to employ a qualified Supervisor acceptable to the City. Contractor shall be deemed an independent Contractor and shall be responsible in full for payment of its employees, including prevailing wages, worker's compensation, insurance, payroll deductions, and all related costs.

13. COMPLIANCE WITH CITY POLICY: The Contractor shall comply with approved City policies concerning the administration of City-owned property, and the provisions of the policy shall have the same force and effect as provisions of this agreement to the extent not inconsistent herewith.

14. DAMAGE BY VANDALISM OR ACTS OF GOD: It is understood and agreed that the Contractor shall not be responsible or required to repair, at the sole cost and expense of the Contractor, any major damage or destruction caused by acts of vandalism or acts of GOD and did not result from the negligent acts or omissions of the Contractor or the Contractor's agents.

15. EXTRA WORK AND CHANGE ORDERS: Work in addition to, or different from that provided for in the scope of work section shall only be allowed by prior authorization in writing and signed by the City Manager, as a modification to this agreement. Such modification shall be attached hereto and made a part hereof.

16. INTEGRATED AGREEMENT: This agreement, together with attachments or addenda, represents the entire and integrated agreement between the representations, or agreements, written or oral. This agreement may be amended only by written instrument signed by both City and Contractor.

DATED this _____ day of _____, 2023

CITY OF FIRCREST

CONTRACTOR...

By: _____
City Manager

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney