

City of Edmonds, Washington

REQUEST FOR QUALIFICATIONS (RFQ)

Marina Beach Master Plan

CITY OF EDMONDS:	Request for Qualifications
PROJECT NAME:	Marina Beach Master Plan
PROJECT DATE:	November 2014 – September 2015
QUALIFICATIONS DUE:	September 29, 2014 no later than 4:00 p.m. PST
SUBMITTED TO:	Carrie Hite, Director, Parks, Recreation, and Cultural Services, 700 Main Street, Edmonds, Wa. 98020, Carrie.Hite@edmondswa.gov

PROJECT DESCRIPTION:

Develop a Master Plan to include conceptual design alternatives for Marina Beach Park. Applicant qualifications will be evaluated based on response to the Request for Qualifications (RFQ).

An in person interview may be conducted after submission of the statement of qualifications. Qualifications criteria are more fully set forth in the RFQ document.

Public notice is hereby given that the City of Edmonds has issued the above mentioned RFQ. The complete RFQ, including all submittal requirements, can be found on the City of Edmond's website at www.edmondswa.gov. Call 425-771-0256 if unable to access RFQ documents online.

REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS

MARINA BEACH MASTER PLAN

Marina Beach Park was once called Union Oil Beach Park and basically was a large gravel parking lot with a few picnic tables and trash cans. On the south side of park Union Oil pipe lines were present, running out to the pier. Oil and gas tankers would unload gas, oil and tar to be trucked out to various locations around the state.

The City leased this property from the Unocal Corporation since 1969. In the 1980s this park was constructed by installing soil to build berms that you see today. Irrigation was installed and grass planted. The play structure was installed and picnic tables, trash cans, and portable toilets were added. In 1991 the Unocal Corporation stopped fuel distribution activities in Edmonds to help with the environment. In 2001, the City received support from the IAC to purchase the property for \$3.1 million.

Since the purchase, in 2005 the Edmonds Off Leash Dog Park opened on the south side of the park, which has been very popular. In 2009 the 1,521 foot long Unocal pier was removed. Currently, Marina Beach Park is the most visited park on the Edmonds waterfront due to its views and the amenities it provides. The City currently owns the 4.94 acre parcel. The City also leases a portion of the adjacent property and fence bordering BNSF railway from BNSF. Most of the tidelands are owned by the State Department of Natural Resources.

The Park is located at the south end of the Edmonds Marina, and on the west side of Burlington Northern Santa Fe (BNSF) Railroad. It is accessible from the road that accesses the marina and is also accessible by a walkway through the marina.

The scope of work is to provide conceptual design alternatives for the Park that includes daylighting Willow Creek through the Park. The entire Park site would be included in the consideration and analysis of the conceptual design alternatives.

The City is currently contracted with Shannon & Wilson to prepare a feasibility study that includes two potential alignment of the daylight Willow Creek to Puget Sound through the Park. (see attachments A, B, and C). One alignment has the creek making a sharp turn to the south to get to the Sound. The second routes the daylighted creek west and runs out through the main part of the Park and its beach.

The purpose of this Master Planning process is to explore these two alternative routes with the community and develop a design program, schematic design and implementation schedule, both embracing and mitigating the impacts the creek will have on the current program elements at the park.

PRELIMINARY SCOPE OF WORK

The following is a preliminary scope of work that may be modified during contract negotiations with the selected consultant. The preliminary scope of work is intended to outline and describe the range of tasks anticipated for the project, but is not intended to be complete.

It is anticipated that planning, design, and construction will be completed within three major phases as described below. Public involvement will be an element of each phase.

Phase 1 - Inventory and Site Assessment, Development of a Park Design Program with both alternatives for Willow Creek.

Phase 2 - Schematic Design and Implementation Program with preferred alternative

Phase 3 - Design Development, Permitting, Bidding, and Construction Support

The selected consultant shall initially complete the Phase 1 and Phase 2 scope of work. The City of Edmonds reserves the right to award additional work for future phases to the same firm, or another firm, as necessary to complete the project.

Phase 3 will be contingent upon securing necessary funding, and would include Design Development, Construction Documents, Construction monitoring and observation.

Public Involvement

This project needs to include significant public involvement, with an emphasis on collaboration with a project advisory committee, the Planning Board, City Council, identified stakeholders, and interested citizens.

Tasks may include:

- Develop and implement a public involvement process that encourages the participation of all interested parties.
- Attend periodic meetings of the Planning Board and City Council to gather input and provide project updates.
- Attend and facilitate multiple public workshops to keep community members informed and to solicit input from the public during the planning and design process.
- Provide graphic and written information as required to support the public outreach efforts of the City.

Phase I – Develop Park Design Program - Tasks may include:

- Participate in a kickoff meeting with the project advisory committee to review project parameters, gather available materials, identify additional information requirements, review preliminary community involvement strategy, and establish project timetable and products.
- Conduct site visit with Parks staff.

- Meet with Shannon Wilson to gain understanding and gather materials related to the proposed outfall of the daylighted Willow Creek in Marina Beach Park. Gather a site inventory identifying and locating natural and man-made features. Include topography, wetlands, streams, vegetation, utilities, structures, and other features as necessary for the purposes of master planning and permitting.
- Gather and review relevant background materials relating to the project. These available materials will be available from the City and Shannon and Wilson and are recent to the project. Communicate and coordinate with various local, state, and federal permitting authorities necessary for understanding regulatory issues and constraints, particularly related to sensitive areas (stream, shoreline and any buffers).
- Conduct meetings (or phone interviews) with agency representatives from Parks, Engineering, Public Works, and Planning. Work with Shannon Wilson to provide a graphic summarizing site opportunities and constraints at an appropriate scale, using both existing and prepared maps, surveys, GIS maps and other available information.
- Prepare a report that summarizes identified issues and opportunities incorporating Willow creek outfall in Marina Beach Park. It is anticipated there may be conflicts in uses, and this will need to be vetted through a comprehensive public process.
- Facilitate and conduct public workshops to ascertain public sentiment towards needs, desires, opportunities and constraints.
- Based upon the results of site analysis, technical input, Planning Board input and public workshops, develop a preliminary Park Design Program detailing proposed park uses, design character and design criteria. Design Program review and approval process to include Public Workshop(s), Planning Board, and City Council (for final approval).

Phase II – Develop Schematic Design - Tasks may include:

- Assist the Project Advisory Committee in establishing evaluation criteria for schematic alternatives.
- Prepare at least two schematic design alternatives based upon the approved Design Program. Prepare conceptual level line-item construction cost estimates for each alternative. Assist staff in preparing operational and maintenance cost models.
- Prepare a narrative which summarizes the existing conditions, design alternatives, cost implications and regulatory criteria, and identifies issues which require further study at the next stage of project development.
- Meet with the Planning Board to review the design alternatives, using the evaluation criteria established earlier.
- Meet with the Parks staff team to review the design alternatives.
- Conduct a community workshop(s) to solicit input on the schematic design alternatives.

- Meet with City, County, State, and Federal permitting authorities to review initial schematic design direction.
- Meet with the Project Advisory Committee to review comments from workshop and to solicit direction on draft schematic design.
- Provide briefing to the Planning Board and City Council.
- Create a draft schematic design based upon the preferred elements from the alternative designs and consistent with the approved Design Program. Update cost estimate and operational models.
- Create a draft implementation strategy/phasing program for development of the park that identifies priorities for improvements, responsibilities for improvements and a timeline for implementing improvements.
- Identify scope and schedule of permitting process.
- Attend meetings with the Parks staff team to review draft schematic design and phasing program.
- Conduct a community workshop to solicit input on the draft schematic design and phasing program.
- Meet City permitting authorities to review draft schematic design and phasing program.
- Meet with the Planning Board to present draft schematic design and phasing program for Board's recommendation to the City Council.
- Refine the draft schematic design and phasing program incorporating gathered input.
- Revise cost estimates.
- Meet with the Project Advisory Committee to review workshop comments.
- Make minor revisions to the schematic design following the presentations.
- Prepare SEPA Checklist if needed.

TENTATIVE SCHEDULE

The following schedule contains major milestones and may be modified as a result of consultant proposals and contract negotiations:

September 3, 2014: RFQ published

September 29, 2014 (4:00 pm PST) – RFQ Submittal Deadline

October 10th – City to short-list for interviews

Week of October 20-24th - Consultant Interviews

October 31 – November 7th– Consultant Selection

November 2014 – Contracting process

December 2014 – January 2015: Project Start; Survey, Inventory and Site Analysis

February - June 2015 – Initial Public Meetings, Planning Board and City Council Approval of Design Program, Develop Schematic Design Alternatives

June/July – Public review and comment; Design refinement

July/August – Planning Board and City Council approval of Schematic Design

Request for Qualifications Submission Requirements

All submittals must be in conformance with the requirements set forth in this RFQ. Qualifications submitted electronically should be 8-1/2" x 11" format and shall not exceed twenty (20) single sided pages. A front cover, back cover, and a maximum two-page cover letter may be submitted in addition to the twenty (20) single sided pages. If a paper copy is submitted, pages should be printed double sided. At a minimum, the following information shall be submitted:

- An organizational chart and biographies for your project team, including all sub-consultants.
- A statement of the percentage of time your proposed key resources will have available to devote to the project.
- Your firm's identification of the critical work elements and how your team would address these issues.
- A discussion of your firm's approach to the project and your plan to produce the required documents.
- A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm's ability to provide the resources necessary to meet the schedule.
- References from past similar projects. Provide the contact name and number of the owner, or if not available, a contact name and number of the current most knowledgeable person associated with the project.

Submittals

Qualifications titled "**RFQ: Marina Beach Master Plan**" may be submitted as an email attachment in PDF or MS Word format to: carrie.hite@edmondswa.gov. Note that faxed proposals or electronic proposals submitted as compressed files will not be accepted.

OR

One (1) unbound original and four (4) digital storage devices (CD or USB Flash Drive) in PDF or MS Word format mailed or delivered to:

City of Edmonds
Attn: Carrie Hite
700 Main Street
Edmonds, WA 98020

Contact

For additional information concerning this RFQ, any other aspect of the selection process or the project in general, please contact via email: Carrie Hite, Parks, Recreation and Cultural Services Director, carrie.hite@edmondswa.gov.

All questions must be submitted by email and must be received prior to **4:00 pm PST on September 15, 2014**. Answers will be released to all interested parties prior to noon on September 19, 2014.

Absolutely no communication shall occur regarding this RFQ, including requests for information, or speculation between Applicant's or any of their individual members and any City elected official or employee other than those named above. Failure to comply with this provision may result in Applicant's proposal being removed from consideration. Any cost incurred by Applicant in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ shall be borne solely by the Applicant.

Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

All material submitted in response to this RFQ shall become the property of the City.

Project Contract

The Applicant will be required to use the City of Edmonds Professional Services Agreement [Attachment A] and accept all language contained within. Any Applicant that has significant reservations concerning using this agreement should not submit on this request.

Consultant Selection Criteria

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFQ
- Understanding of project scope and project requirements including discussion of firm's approach to the project
- Ability to meet the project schedule, within budget
- Expertise of key personnel – provide a biography, educational background, number of years with this firm/other firms, and three (3) project references with contact information. Also discuss other responsibilities assigned to key staff and their availability for this project.
- Proposed use of sub-consultants – If sub-consultants are proposed, explain how the work process and communication between the Firm and the sub-consultant will be managed. Discuss the sub-consultants experience and availability for the project.
- Response of references from past similar projects.

Short List

After review of the submittals by the Owner's Selection Committee, the three (3) highest ranked firms will be notified and invited to participate in a short list/final

selection phase. It is intended that the final selection phase will include the following steps:

- Notification: Written notification of the three top-ranked firms.
- Interview will consist of:
Presentation/Discussion: A 1-hour presentation/discussion question and answer period will be scheduled and conducted in Edmonds.

Final Selection Process:

After the presentations and discussions are completed, the Selection Committee will rank the firms interviewed.

The qualifications proposal and presentation/discussion will be weighted equally and be scored as follows:

- | | |
|---|---------|
| 1. Responsiveness to RFQ | 10 pts |
| 2. Previous experience in similar projects | 15 pts. |
| 3. Project approach | 25 pts |
| 4. Ability to meet schedule/budget | 10 pts |
| 5. Expertise of key personnel/Project Manager | 20 pts |
| 6. References from past projects | 20 pts |

Negotiation/Scope Development:

The top-ranked firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule and a fee proposal.

If, after negotiation and consideration, the Owner is unable to reach an acceptable agreement with the top-ranked firm, the Owner will terminate negotiations with the top ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.

Final Selection:

Once an agreement is reached with a preferred A/E firm, the City will provide a professional Services Agreement for signatures and full execution. A Notice to Proceed will be issued to formally begin work.

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Include:

Attachment A: Willow Creek Alignments A & B

Attachment B: Willow Creek Option A

Attachment C: Willow Creek Option B

Attachment D: Map of Park area