

**CITY OF PORT ORCHARD
PLANNING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)**

**FACILLITATION, DESIGN, AND PROFESSIONAL
PARK PLANNING SERVICES FOR THE
MCCORMICK VILLAGE PARK MASTER PLAN:**

March 2010

INTRODUCTION

The City of Port Orchard Planning Department, hereinafter referred to as the City, is inviting proposals from qualified consulting firms to provide professional meeting facilitation, park planning, and park design services associated with the McCormick Village Park Master Plan project. Pursuant to a recent annexation of McCormick Village Park into the City of Port Orchard from Kitsap County, the City is proposing to develop a regional park as portion of approximately 30 acre open space parcel lying northerly of SW Old Clifton Road and westerly of Chanting Circle SW.

SITE DESCRIPTION:

McCormick Village Park is undeveloped and consists of a diverse mix of mature and second-growth coniferous and deciduous forested areas, wetlands, riparian creeks and steep forested canyon areas. Currently, there is little public access to the park, in part due to limited parking. Access to the site requires parking on Old Clifton Road SW and walking. Access to Anderson Creek is very limited due to dense underbrush and steep terrain. The site is zoned "Greenbelt", contains a stream and is heavily forested. There is a parcel on the south end of the parcel adjacent to SW Old Clifton Road reserved for a South Kitsap Fire and Rescue station, which may be a joint use staging area for park visitors.

The City of Port Orchard intends to develop both active and passive infrastructure on the property (play equipment, sport fields, trails, boardwalks, signs, parking area, structures) to provide the public with a both the active and passive recreation and environmental education facilities that may be viable for this regional park.

PROJECT DESCRIPTION

McCormick Village Park is a regional City of Port Orchard municipal park consisting of approximately 30 undeveloped and forested acres located North of SW Old Clifton Road, East of Campus Parkway in the McCormick Woods community within the City of Port Orchard. (see attached map). The City of Port Orchard is soliciting professional consultant services to develop a Master Site Plan for McCormick Village Park. The Master Site Plan will be utilized to guide future development of the park. The Master Site Plan should include, but not necessarily be limited to the following elements:

Primary goals of the project include:

- Identifying a variety of formal and informal uses for the McCormick Village Park and how those uses may be accommodated and interconnected.

- Provide off-street parking for park users, coordinating with the South Kitsap Fire District facilities to be located adjacent to the park.
- Based upon community input, meeting the needs of area residents.
- Providing for formal playfields, low impact, informal recreation, picnic areas, multi-use areas, and open space.
- Provide paths, trails, and address ADA park access issues where appropriate.
- Preserve and improve the natural habitat and plan for future interpretative opportunities.
- Provision of outdoor Art and Sculpture opportunities within the park.
- Provide restroom and other facilities for park visitors.
- Explore possibility of viewing areas facing the Olympic Mountains.
- Estimate probable future development and maintenance costs.
- Develop a proposed project implementation program.
- Assist the City staff in the program for public input during the planning process.
- Provide expertise on State & Federal parks, trails, and facilities standards.
- Provide extensive graphics, illustrative, and design expertise in preparing Park materials.
- Incorporate topographic design/data and preparation of Park alternatives.
- Provide evaluation of community preferences and matrix of uses.

GENERAL SCOPE OF SERVICES

The scope of services for the McCormick Village Park Master Plan project will include assisting City staff in the implementation of a broad public involvement program, incorporating an opportunity and constraints survey and analysis, development of park program plan, including three master plan alternatives, comprehensive Master Plan design and written document, and a capital facilities estimate and plan for the preferred alternative, graphics and other visual aids for use in public, agency, and City presentations.

Sub-Committee Public Meeting Facilitation – Assist the City staff in the implementation of a broad public involvement program, incorporating input from McCormick Village Park Sub-Committee members, Port Orchard Planning Commission members, Port Orchard City Council, McCormick Woods Homeowners Association, Port Orchard citizens and City Staff.

- Attend and assist in facilitating public McCormick Village Park Sub-Committee Meetings to be held at Port Orchard City Hall, 216 Prospect Street, Port Orchard, WA 98366 at 7 P.M. on the following dates:
 - May 12th, 2010
 - June 9th, 2010
 - July 14th, 2010
 - August 11th, 2010
- Please note: All Planning Commission Meetings and Port Orchard City Council Meetings, are to be held at Port Orchard City Hall, 216 Prospect Street, Port Orchard, WA 98366 at 7 P.M.
- Attend and present to the public the McCormick Village Park Master Plan Design and Alternatives Study presentation at Port Orchard Planning Commission Meeting on October 18th, 2010.
- Attend and present to the public the McCormick Village Park Master Plan Design and Alternatives Study presentation at Port Orchard City Council Work Study Meeting on October 19th, 2010.

- Attend and be prepared to present or ask questions at McCormick Village Park Master Plan Public Meeting for Comment at Port Orchard Planning Commission Meeting to be scheduled in November 2010.
- Attend and be prepared to present or answer questions at McCormick Village Park Master Plan City Council Work study Meeting to be scheduled in November 2010.
- Attend and be prepared to present or answer questions at McCormick Village Park Master Plan City Council Public Hearing for adoption to be scheduled in December 2010.

Park Master Plan Design and Alternatives Study – Study the various proposals for uses and improvement alternatives for the McCormick Village Park master plan. Develop a matrix of uses and compatibility analysis of multiple uses within the alternatives summary comparing the benefits and challenges with each alternative.

- Obtain topography and as-built plans for existing infrastructure improvements and adjacent developments.
- Analyze at least three (3) McCormick Village Park master plan improvement alternatives including use analysis matrix for each alternative that will provide a provision for incorporating multiple uses within the park that are compatible and can accommodate the needs of the majority of park users.
- Comply with State & Federal design requirements for active playfields and facilities.
- Comply with State & Federal design requirements for passive recreation facilities.
- Comply with the Americans with Disabilities Act (ADA).
- Tie all pedestrian trail connections in all alternatives to the existing pedestrian improvements on Old Clifton Road SW and within the adjacent developments.
- Perform a preliminary environmental assessment.
- The Final Alternative Study shall include a report detailing the various alternatives analyzed, minimum of 11" x 17" exhibits of the proposed alternatives, and shall recommend the best alternative with justification/rational for the selected alternative and for not choosing the other alternatives. The Final Study shall be submitted as a printed bound report and electronically (MSWord 2003 format).
- Submit one (1) set of with electronic files (AutoCAD 2008 format and Adobe PDF) of the project design file(s). All plan sheets shall be on City title block.
- **The preparation of concept alternatives study, design, and preferred alternative recommendation must be completed by September 24, 2010.**

Design & Capital Facilities Preparation for Preferred Alternative – Develop final master plan document for the preferred alternative selected by the City.

- Provide preferred alternative's estimated project costs, environmental impacts, potential permits required, and SEPA Checklist within a project scope of work and proposed project phasing & potential implementation schedule.
- Provide Final McCormick Village Park Master Plan document for adoption by City Council and incorporation into the City of Port Orchard Comprehensive Parks Plan Update.
- The Final McCormick Village Park Master Plan shall include a report (8 ½" by 11" format) detailing the various uses and facilities, illustrations of trails, parking, and pathway sections, design specifications for active playfields and equipment, and architectural renderings of structures or equipment for the preferred alternative.

- Selection of preferred street furniture, lighting standards, bollards, trash receptacles, bike racks, benches and similar infrastructure or facilities, and consultant shall recommend the best alternative with justification/rational for the selected alternatives.
- Inclusion of a comprehensive signage and way-finding plan shall be provided for the preferred alternative with a uniformity of signage throughout the park including, locations of signs, examples of signage, and proposed interpretive signs.
- Inclusion of proposed donation and philanthropy.
- The Final Study shall be submitted as a printed bound report and electronically (MSWord 2003 format and adobe PDF format).
- Submit one (1) set of with electronic files (AutoCAD 2008 format and Adobe PDF) of the project design file(s). All plan sheets shall be on City title block.
- **The preparation of Final Master Plan design and Capital Facilities document must be completed by October 29, 2010.**

PROPOSAL REQUIREMENTS

The consultant shall provide the following:

- A brief description of the firm, organization structure, location of principal offices, number of professional personnel and other pertinent information, including the names of all staff members, who will work on the project and their longevity with the firm.
- Examples of consultant's recent relevant experience with client references, minimum of 3 references.
- The name and relevant experience of the principal or project manager in the firm who will have direct and continued responsibility for the project. This person will be the City's contact on all matters dealing with the project and will handle all day-to-day activities through to completion (if called for an interview, this person is required to attend).
- The names of any outside consultants and/or subcontractors and the individuals to be utilized. Include a brief description of their role on the project and an organizational chart.
- Resumes of all prime and sub-consultant personnel that will work on the project.
Individual resumes shall be limited to two (2) pages and shall detail recent relevant experience.
- The Consultant's understanding of the project and proposed approach to the work.
- A detailed list of the items of work to be performed.
- A task analysis, each task shall include the personnel, assigned by name and title.
- A schedule showing the various tasks and total time frame proposed to complete the project, bar chart format.
- A statement that they have reviewed the City's Standard Professional Services agreement and if selected will execute the agreement.
- An authorized official of the consultant firm shall sign the proposal.
- The proposal shall be valid for a minimum of ninety (90) days.
- The submitted proposal shall contain no more than 30 single sided pages (excluding the cover and section dividers).

GENERAL INFORMATION

Please provide the City with any exceptions, additions or suggestions that will aid the selection process. Contract amounts shall not exceed \$ 40,000. The terms and scope of the contract will be arrived at on the basis of professional negotiations between the City and the highest ranked prospective consultant. If the City and the highest ranked prospective consultant fail to reach a

contractual agreement, the City may commence negotiations with the second highest ranked consultant.

The City reserves the right to reject any and all submittals.

Please refer any questions regarding the content of this RFP to James Weaver, AICP, Development Director, at (360) 876-4991. Additional information related to the McCormick Village Park may be obtained via the City website at:

<http://www.cityofportorchard.us/mccormickvillageparkplan>

Consultant is obligated to provide evidence of insurance liability and abide by the City's Risk Management procedures in accordance with Exhibit "A". Additionally, the consultant shall maintain a current City Business License for the duration of the project.

Consultant will maintain the required professional licenses and registration during the life of the Contract with the City.

SELECTION CRITERIA

The City plans to consider the following:

1. Consulting team's experience with similar parks projects. (MAXIMUM 35 POINTS AVAILABLE)
2. Consultant's understanding of the project and their approach to the work required. (MAXIMUM 30 POINTS AVAILABLE)
3. Qualifications of the Project Manager and individual personnel assigned to the project. (MAXIMUM 15 POINTS AVAILABLE)
4. Number of staff available for the assignment. (MAXIMUM 5 POINTS AVAILABLE)
5. Prime and sub-consultant's demonstrated ability to work as a team and the team's proven ability to meet deadlines. (MAXIMUM 15 POINTS AVAILABLE)

A Selection Committee will review the proposals submitted and may request interviews from the top consulting firms. The Committee will rank the top firms based on qualifications, presentations and proposals. The City reserves the right to negotiate terms and scope of work with the highest ranked firm. If an agreement cannot be negotiated, the City reserves the right to renegotiate with the second highest ranked consultant.

TIME SCHEDULES

The following is the City's tentative schedule for selection of the consultant and completing the alternative study and design:

1. Issuance of RFP's: March 31, 2010
- 2. Deadline for filing RFP: April 9, 2010**
3. Interviews with the five highest ranked consultants: April 13 & 14, 2010
4. Professional negotiations with highest ranked applicant: April 16, 2010
5. Recommendation to Council to approve successful consultant: April 27, 2010
6. Completion of the alternative study, and Master Plan: September , 2010

Three (3) copies of each proposal and one electronic copy in Adobe PDF must be received by 3:00 p.m. on April 9, 2010 at:

Planning Department
City of Port Orchard
216 Prospect Street
Port Orchard, WA 98366

Please clearly mark the envelope as follows:

RFP: MCCORMICK VILLAGE PARK MASTER PLAN

Attachments:

Exhibit "A" Insurance Requirements

Exhibit "B" Location Map

Exhibit "C" City of Port Orchard/Kitsap County McCormick Parks Interlocal Agreement