

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

**CULTURAL RESOURCES SURVEY FOR
BLACKJACK CREEK WILDERNESS TRAIL**

May 6, 2011

INTRODUCTION

The City of Port Orchard, Planning Department, hereinafter referred to as the City, is inviting proposals from qualified consulting firms to provide cultural resources assessments and survey associated with the Blackjack Creek Wilderness Trail project. Pursuant to a grant received by the Recreation and Conservation Office through the Land and Water Conservation Fund, the City is developing a 1.25 mile trail along Blackjack Creek.

SITE DESCRIPTION:

The trail will be developed with access from an intensely developed commercial area. Much of the commercial area, immediately adjacent to Blackjack Creek, is built on fill. The portion that the trail will be constructed on is densely vegetated and relatively undisturbed. The City will install and ADA accessible path that will access new viewing platforms, on street parking at the northern terminus of the trail, and natural surface trail. Access to Blackjack Creek is very limited due to dense underbrush and steep terrain. The site is zoned "Greenbelt", and is heavily forested. The trail will be constructed on City rights-of-way, City-owned property, and on easements on private property.

PROJECT DESCRIPTION

Primary goals of the project include:

- Evaluate the trail project for the effects on archaeological or historic resources, meeting all requirements of the Washington State Office of Archaeology and Historic Preservation, as required of a federally funded project.

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.

- 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 Consultants 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. 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.

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.

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: May 6, 2011
2. **Deadline for filing RFP: May 20, 2011**
3. Interviews with the three highest ranked consultants: May 23 & 24, 2011
4. Professional negotiations with highest ranked applicant: May 25, 2011
5. Recommendation to Council to approve successful consultant: June 14, 2011

Three (3) copies of each proposal and one electronic copy in Adobe PDF must be received by 3:00 p.m. on May 20, 2011 at:

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

Please clearly mark the envelope as follows:

RFP: BLACKJACK CREEK WILDERNESS TRAIL-CULTURAL RESOURCES SURVEY

Attachments:

Exhibit "A" Insurance Requirements

Exhibit "B" Location Map