



CITY OF TUKWILA REQUEST FOR QUALIFICATIONS

On-Call Services- Park Planning, Design and Project Management

Tukwila Parks and Recreation Department

Request for Qualifications

The City of Tukwila is soliciting Letters of Interest and Statements of Qualifications from qualified professionals for on-call consulting services relating to park and recreation planning, design and park project management services. The consultant(s) will provide a variety of on-call consulting services to the City's Parks and Recreation Department as projects are budgeted, grant funds are awarded or as the City's capital improvement program plan is implemented. The on-call contract will be for three years (3). The City may select more than one consultant to provide these services.

The Parks and Recreation Department has numerous projects budgeted for 2023-24 as part of its Capital Improvement Program. The City seeks professional on-call expertise in public outreach and involvement, landscape architecture and design, park and trail planning and design, program and facility assessments and planning, urban design and project management services.

Scope of Work includes (but is not limited to):

- 1) **Park and trail master planning and design** including engaging community members, developing conceptual elements based on the input received through public outreach efforts, prepare recommendations for location, design and features of park and recreation elements. Work includes preparing construction level drawings and cost estimates.
- 2) **Comprehensive trail system planning** including conducting a trail system inventory, clarifying ownership and management roles and responsibilities, developing surfacing, furnishing and signage standards, planning for greater local and regional connectivity, etc.
- 3) **Park amenity and furnishing planning, design and project management-** planning, design and facilitating the replacement of park features & furnishings consistent with the Department's standards, assisting in the design, renovation and replacement of skate parks, shelters, spray parks, sport courts, sport fields, restrooms, etc.
- 4) **Community engagement and involvement-** design and facilitate robust multi-lingual public outreach efforts in collaboration with other city staff and community partners and seek out voices and perspectives not frequently reflected in typical engagement efforts.
- 5) **Project Management-** provide business analysis and project management services necessary to ensure technical projects successfully meet established objectives, coordinate resources across multiple disciplines and/or teams, serve as an agent of the City in developing and facilitating contracts and coordinating suppliers and contractors, and provide quality assurance.
- 6) **Development of other park and recreation plans, feasibility studies, condition assessments and strategic plans**, including recreation program planning, park restroom strategy and renovation/replacement planning, facility condition assessments, park acquisition planning and public art stewardship planning.
- 7) **Cost estimation and technical assistance-** provide cost estimation, budgeting and technical assistance as needed.
- 8) **Site planning, rendering and drawing-** develop site renderings, drawings and maps of existing and/or proposed parks and sites.
- 9) **Americans with Disabilities Act (ADA) Transition Planning-** conduct an ADA self-assessment and develop a transition plan to increase access and inclusion in parks and recreation programs, parks and facilities.

Please review the full RFQ following this notice

The City of Tukwila reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Qualification does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

The successful respondent must comply with the City of Tukwila equal opportunity requirements. The City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability. The contracted vendor(s) for this project will be expected to comply with all Federal, State, County, and City codes and regulations applicable to such work and perform the work in accordance with the requirements and edifications of the contract documents.

Request for Qualifications (RFQ) will be received at the City of Tukwila City Hall Building Attention Parks 6200 South Center BLVD, Tukwila, WA, 98168 **Until 5:00 p.m. (Pacific Time) on April 10th 2023**. No protest will be recognized, as this is the official time. Qualifications received after the appointed time set for receipt will be returned unopened.

Proposed Project Schedule:

April 10, 2023 5pm (Pacific Time) Final day and time to receive RFQs
April 10-14, 2023 Review RFQ submissions
April 17-19, 2023 Scheduled interviews of top consultant(s)/firms
May 10 2023 Recommended Contract Approval to Park Commission and City Council (est.)
May 2023 – Work commences as needed/on-call

Response Requested

The City is soliciting quotes from five (5) qualified firm(s) identified from the Municipal Research Services Center Consultant Roster to engage in the Scope of Work. The City may select more than one consultant to provide these services.

Consultants will be Selected Based on the Following Criteria:

- 1) Ability to provide services based on the Scope of Work;
- 2) Experience in collaborative design services and public participation in the design process, particularly in highly diverse and under-served populations;
- 3) Experience in collaboration with multi-disciplinary and multi-agency projects;
- 4) Ability to apply creative solutions with limited resources and on constrained sites;
- 5) Knowledge and experience with City of Tukwila plan review and permitting processes;
- 6) Demonstrated ability to keep projects on time and within budget;
- 7) Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies and elected officials;
- 8) Experience of key staff members who would be assigned to this project;
- 9) References;
- 10) Responsiveness to this request for qualifications.

Agreement for Services:

The selected consultant(s)/firm(s) will be expected to enter into a professional services agreement. The contract period shall be for on-call services up to three (3) years.

Statements of Interest may not exceed 30 total pages in length. Included in the Statement of Interest should be the following:

- A letter of interest from the prime firm, signed by the principal professional intended to lead the study effort. The letter needs to include contact information and indicate the availability of all members of the team necessary to conduct the services requested by Tukwila Parks and Recreation.
- Identification of key firms and individuals proposed to make up the team. Include an explanation of how this team will be organized and managed.
- Background resumes demonstrating the experience of key professionals making up the proposed team.
- Respondents are requested to provide at least 3 references for comparable work/projects.
- Descriptions of successful planning and design projects of a similar nature completed by the firm and its team members, including their locations, and client contact information that Tukwila Parks may use as reference.

Please email one (1) electronic copy in PDF format to parksrfpinfo@tukwilawa.gov and submit four (4) bound copies of the above information for use by members of a consultant selection committee. Following an evaluation of the RFP's received, the firm(s) considered to be the most qualified may be requested to participate in an additional proposal / interview process. No further action beyond submission of the above information is required currently.

Project Contact Information

For questions regarding the Request for Qualifications, **the City requests all inquiries be submitted via email only**, to parksrfpinfo@tukwilawa.gov and to the attention of:

Peter M. Mayer, Director
City of Tukwila Parks and Recreation
parksrfpinfo@tukwilawa.gov

All questions and staff responses will be routinely posted here:
<https://www.tukwilawa.gov/departments/parks-and-recreation/projects-and-planning/>

**All submissions must be received by 5pm (Pacific Time) on April 10, 2023.
No submittals will be accepted after this date and time.**