



CITY OF TUKWILA REQUEST FOR QUALIFICATIONS

Park Master Plan and Design services for Tukwila Community Center and Joseph Foster Memorial Park

Request for Qualifications

The City of Tukwila is soliciting Letters of Interest and Statements of Qualifications for architectural and engineering (A&E) services to assist the City with master planning park improvements to two (2) City of Tukwila Parks. The City seeks professional expertise in public involvement, landscape architecture and design, urban design and/or engineering services to plan and design park master plans for the parks. The project will require engaging the community, park users, neighbors, and other stakeholders, many who do not speak English as their primary language.

- **Tukwila Community Center Park-** A 12.7-acre special use park hosts Tukwila Community Center, a 55,000 square foot multipurpose community center. The park, adjacent to the Green River, includes a picnic shelter, BBQ area, restroom, splash park, basketball court, baseball field, soccer field and modular skate park. The parking lot supports 317 parking stalls. The park site and community center are owned by the City of Tukwila.
- **Joseph Foster Memorial/Lee Phillips Park,** an 8.9-acre local park features 2 baseball fields, a basketball court, dog park, picnic shelter and public restrooms and walking trail. The City of Tukwila leases the park from the Tukwila School District through December 2051.

Project Sites/Locations:

- 1) Tukwila Community Center Park is located at 12424 42nd Ave S, Tukwila, WA
- 2) Joseph Foster Memorial/Lee Phillips Parks is located at 13919 53rd Avenue South, Tukwila, WA

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 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 offices located 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.

Project History and Background

The site of the Tukwila Community Center Park was acquired from King County in 1990. The property was initially acquired using bond funds from the 1969 Forward Thrust Park Bond Program and was used primarily as a pea patch garden. In 1997 the City of Tukwila built a 55,000 square foot Community Center, funded in part by savings generated by the City for such purposes as well as the issuance of capital bonds. The Center was designed by ARC Architects and constructed by Berschauer Phillips Construction. A second phase of construction brought outdoor park improvements- including the sport areas and picnic shelter.

The Center serves as the headquarters for the City's parks and recreation department, the central hub for customer contact, registration and facility rental coordination. In addition to staff offices and work spaces, a variety of dedicated and multi-purpose spaces serve to support diverse recreation programming, events and facility rentals. It also serves as an emergency shelter for the City.

Joseph Foster Memorial Park was established in 1982, is located on the former site of Foster School. The land was donated to create the first community school. The park land is leased from the Tukwila School District, which was recently renewed in 2022 and extending through December 2051. Most recent investments in the park include a basketball/pickleball court (completed in 2021) and the conversion of the upper field to a dog park (completed in 2018).

SCOPE OF WORK

City of Tukwila Parks and Recreation is seeking a consultant(s) or firm to lead two (2) independent park master planning/design processes. The successful team is to collaborate in overall site master planning for each park, including participation in public outreach processes, revisit site programming and feasibility, development of plan options, and final Master Plan with probable cost including a phasing plan if required.

The park master plans will be used to help support Tukwila Parks in procuring local and state grants and use of Real Estate Excise Tax (REET) and Park Impact Fee (PIF) funding sources to construct the proposed park improvements. There may be an opportunity to participate in the next phase of development including permitting assistance, construction documents, estimation of probable construction cost, bidding assistance and construction phase services.

Products/Deliverables: Work will include but not be limited to the following tasks:

- Review of background, history, studies, reports, drawings, surveys and easements
- Physical inspection/inventory of existing park features and facilities
- Participation in facilitation of public meetings with a specialized team member (consultant) to solicit input and systematically review alternatives and final design
- Working collaboratively with City staff, including Tukwila Parks and Recreation throughout the planning and design process
- Working with City staff and a citizen steering committee to help shape program, design, and outcome measures
- Presentations before Tukwila Parks Advisory Commission, Tukwila City Council's Community Safety and Services Committee, and Tukwila City Council

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 -August 2023 Public outreach and park master plan development for both parks

September-October 2023- Draft and Final Park Master Plans submitted

Budget

Requested work not to exceed \$80,000

Response Requested

The City is soliciting quotes from 5 qualified firms identified from the Municipal Research Services Center Small Works Roster to engage in the Scope of Work.

Quotes received will be evaluated based on the City's proposed project schedule (above), quality, scope, schedule, and budget of previous work, references, and how closely the needs of the RFQ are reflected in the quote. Additional selection criteria noted below. After successful contract negotiations have been completed, the apparent successful consultant(s)/firm will be awarded the work.

Consultants will be Selected Based on the Following Criteria:

Tukwila Parks is seeking a diverse team that has the following abilities:

- Ability to provide services based on the Scope of Work
- Experience in collaborative design services and public participation in the design process
- Experience in collaboration with multi-disciplinary and multi-agency projects
- Experience in design of public park facilities
- Experience in the design of zero-depth aquatic play facilities (i.e., Spray grounds)
- Knowledge and experience with City of Tukwila plan review and permitting processes
- Experience of key staff members who would be assigned to this project
- Ability to meet the proposed schedule of this project

Statements of Interest may not exceed 25 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 within the estimated schedule established 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:

Kris Kelly, Parks Manager
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.**

Tukwila Community Center
12424 42nd Ave S
Tukwila, WA 98168



Foster Park
13919 53rd Ave S Tukwila 98168

