



**REQUEST FOR PROPOSALS (RFP)  
ELECTRIC CITY PARKS PROJECT  
GRAND AVE & MCNETT AVE PARKS  
Proposals Due: MAY 17, 2017**

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The City of Electric City (“City”) is soliciting proposals from qualified consulting firms to provide professional services for design and construction engineering services for the Electric City Grand Ave & McNett Ave park projects.

Five (5) copies of the proposal package must be submitted on or before 5:00 P.M. on Friday May 17<sup>th</sup>, 2017. They can be mailed to the City of Electric City, PO Box 130, Electric City, WA 99123 or dropped off at city hall located at 10 Western Ave., Electric City, WA.

Proposals shall be sent in a sealed envelope and clearly marked: “Proposal – Electric City Parks Project” in the lower left corner. Questions regarding this solicitation should be directed to Russ Powers, City Clerk/Treasurer, by email only at [electriccity@homenetnw.net](mailto:electriccity@homenetnw.net).

For specific instructions on information to include in the proposal, refer to the section below entitled Proposal Elements. Evaluation of the proposals and ultimate consultant selection is identified in the section entitled Selection Process and Evaluation Criteria below.

### **PROJECT DESCRIPTION**

The City of Electric City (City) is in the midst of developing two (2) Ice Age themed municipal parks. The parks will be an integral part of Electric City’s Parks and Recreation Plan to be adopted in 2017. A preliminary concept for the parks was established by community involvement and WSU RCDI (Rural Communities Design Initiative) and approved by the City Council accordingly. The two parks are located at Grand Ave & Kent Ave and McNett Ave & Western Ave. The City will be seeking funding from the RCO (Recreation and Conservation Office) during the 2018 grant cycle.

The project is summarized as follows:

The project includes the construction of two Ice Age themed parks including: Crosswalks, sidewalks, trees, potted plants, public restrooms, shade structures, retaining walls, playground equipment, a water splashpad, basketball court, climbing wall, bbq pit, irrigation system, fencing and general landscape features. The anticipated start of construction for the projects is 2019.

### **SCOPE OF WORK**

The Scope of Work will include, at a minimum, the following elements:

- Preliminary Design – The Consultant will create and submit preliminary design and engineering plans including ice aged themed elements for review and revision.
- Detailed Design - The Consultant will prepare plans, specifications, construction cost estimates, surveys, and any final construction documents.
- Provide support and information required for preparation of applications for funding through the Recreation Conservation Office and other potential sources.

## **PROPOSAL ELEMENTS**

Each proposal is limited to fifteen (15) double-sided pages (excluding cover and dividers), and should present the development team qualifications for this project and shall identify the following:

- The Project Team, including sub-consultants, expertise and experience with similar projects including designing parks, sidewalks, water, sanitary sewer, landscaping, textured pavement designs, other urban design features found in municipal parks, and preparation of successful RCO grant requests.

Include the following:

- Project name
- Location and project costs
- A brief description of the project
- The firm's role in the project
- Project Team member roles in the project
- A project reference and contact phone number
- The Project Team's approach to the project.
- The Project Team's anticipated project schedule.
- The firm's process/procedures for providing quality assurance/quality control through out the life of the project.
- Qualifications of the proposed Project Team members, including any sub-consultants proposed, for the design effort and their availability.
- A description of experience in working with the public sector and elected officials.
- A description of experience in working on projects with State RCO or other funding.

As a supplement to the above you may include three (3) bound copies of general firm/team information and Project Team member resumes.

## **SELECTION PROCESS AND EVALUATION CRITERIA**

A committee of City personnel and the PARC (parks and recreation) committee will evaluate and rate the proposals to these criteria:

1. Project team experience with similar projects. (25%)
2. Project team experience with State funded projects. (15%)
3. Project team member qualifications. (15%)
4. Approach to the project. (15%)
5. Capability of meeting the project schedule. (20%)
6. Quality Assurance / Quality Control Plan. (15%)

Following evaluation of the Proposals, the City will interview up to the three (3) of the prospective consultants to provide engineering and design services. Those firms selected for interview will have the opportunity to present their past experience in park design and overall project approach.

## **SELECTION SCHEDULE**

The City's proposed schedule for consultant selection, subject to change, is as follows:

- Advertise for Proposals April 26, 2017, May 3, 2017
- Deadline for Submittal of Proposals May 17, 2017
- Preliminary Selection of Firms May 22, 2017
- Notify Firms Chosen for Interviews (City Option) May 23, 2017
- Consultant Interviews May 26, 2017
- Final Selection June 1, 2017
- Complete Contract Negotiations June 9, 2017
- City Council Approval June 13, 2017
- Execution of Agreement June 14, 2017

## **TERMS AND CONDITIONS**

The City of Electric City reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Electric City to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Electric City to accept or contract for any expressed or implied services. Furthermore, the City of Electric City reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal. Women and Minority Owned Businesses are encouraged to submit proposals.