

City of Seattle
Parks and Recreation Department

Request For CONSULTANT SERVICES LONG FORM

Roxhill Park and Judkins Park Skatespot Projects

Submittal Due Date: 4 PM, Wednesday, May 25, 2010

The City of Seattle Department of Parks and Recreation (Parks) is seeking letters of interest and Statements of Qualifications for skate park design services for the Roxhill Park and Judkins Park Skatespot Projects.

PROJECT DESCRIPTION: This RFQ is being issued for two individual projects. There will be one submission process and one interview panel to select a design consultant for each project. The selection committee will be able to select two different consultants or the same consultant for both projects. Separate contracts will be issued for each project.

These projects are both “skatespots” defined in the Citywide Skatepark plan as sites ranging from 1,500-10,000 sq ft and designated for beginner, intermediate or expert levels. Both projects will range from 5,000-8,000 square feet cast-in-place and/or shot crete concrete skatespot facilities.

Location: Roxhill Park, 9250 29th Ave SW., Seattle, WA 98126
Judkins Park, 2100 S Judkins Street, Seattle, WA 98144

Project Schedule: Project design activities will begin immediately following contract approval. Construction will begin in March, 2012 on both projects.

Budget and Scope of Services for both projects: The Consultant (Skate Park Designer) shall provide professional design services, schematic design, contract document preparation and construction administration for the skatespots, within the identified budget and timeline. The Consultant shall work in collaboration with the designated Parks Landscape Architect on the project. The Parks Landscape Architect will be responsible for grading and drainage details, siting, site amenities, and permitting. The Consultant shall work closely with the Parks Landscape Architect to site and blend the skatespot into the landscape. The Consultant shall also be responsible for leading three public design workshops to gather input resulting in conceptual designs and ultimately a preferred schematic design. Internal Parks’ reviews, with consultant in attendance, will occur at specified milestones.

The budget for design services shall be within the range of \$25,000 - \$28,000. The construction contract amount for each skatespot, including all site improvements, excluding sales tax and contingency, is approximately \$373,000.

Requirements for Consultant Qualifications: The Consultant firm must possess (5) years demonstrated experience in successfully realizing projects of various size and type, and with expertise in the area of concrete and or shotcrete skate park design. The Consultant must also have

demonstrated experience in full site design and working on teams with other A&E professionals. The consultant team must possess the engineering expertise essential to complete the project and to perform the full range of services required for this scope of work. The construction documents must contain all the information necessary, including any structural engineering, for a contractor to bid and build the designed park to its completion.

Affirmative Efforts: All responding firms must agree to ensure equal opportunity for employment and to engage in Affirmative Efforts in the solicitation of women and minorities and WMBE firms for participation on this Contract in accordance with SMC Ch. 20.42

Selection Process: A Consultant Evaluation Committee will be established to review Statements of Qualifications. Members of the Committee may include, but will not be limited to, city staff, a community representative, and the Parks Landscape Architects. They will represent a range of experience and involvement in the park.

The Committee will review the Consultant teams' submittals and rate them based on the criteria below. Follow up may be requested via phone or mail. From this, the Committee will select the most qualified Consultant.

Timeline

May 5, 2011 (Wednesday) --- First Day of Advertisement

4:00 PM, May 25, 2011 (Wednesday) --- Statements of Interest and Qualifications due to the Department of Parks and Recreation.

Week of June 6, 2010 --- Selection Committee Meeting

Week of June 13, 2011 --- Notification

Negotiations to proceed promptly upon notice in preparation of a June and July 2011 community meeting.

Parks and Recreation reserves the sole rights to change these dates. Prospective candidates will be notified of any changes.

SOQ Submittal Requirements #1-#3 / Rating Criteria

Submittals #1-#3 shall be combined into one package and not exceed a total of ten (10) double-sided sheets. Please note that submittals #1-#3 shall be on 8 ½" x 11" paper with minimum font size of 10. Provide (5) bound copies and (1) unbound copy for photocopying. Also include a disk with .jpgs or .pdf s. Your SOQ must include the following submittals to qualify:

Submittal #1: *Letter of Interest:* Provide a one page letter of interest. Describe why your firm is interested in pursuing these projects and why you believe your firm should be selected. Also describe what it is that makes your designs outstanding and what some of your driving philosophies are.

Rating Criteria: This submittal needs to be present and complete. It shows the passion and creativity of the firm.

Submittal #2: *Project Team:* List the members of your project team, describe their role in the project, the strength they bring to the team and provide a brief resume showing years of and type of experience. Describe a project you've worked on with other A&E professionals and how it was successful.

Rating Criteria: This submittal needs to be present and complete. This submittal should demonstrate that the Consultant team has the *expertise* to meet the requirements listed above.

Submittal #3: *Project Examples:* List (6) of your firm's most successful projects varying in size from 2,000 to 10,000 SF. Provide drawings and/or photographs. At least (3) must have been built to completion in the last (5) years. Provide completion dates or current phase, a reliable reference name and phone number, and describe the outstanding features and elements of each one.

Rating Criteria: This submittal needs to be present and complete. This submittal should demonstrate that the Consultant team has the *experience* to meet the requirements listed above. It should demonstrate innovation and creativity.

SOQ Submittal Requirements #4-#5 / Rating Criteria

Submittals #4-#5 are open format and (1) copy of each should be delivered in the format you feel best conveys your message. Your SOQ must include the following submittals to qualify:

Submittal #4: Describe some of your thoughts for the Roxhill Park and Judkins Park Skatespots and what you think the City of Seattle needs at these parks to make this a great city for skateboarders. Be creative, describe your approach, use words, drawings, models, your choice.....

Rating Criteria: This submittal should demonstrate that the Consultant team is *creative and passionate* about this project including site or neighborhood specific characteristics or concerns.

Submittal #5: Provide one set of construction documents and specifications from one of the projects listed in Submittal #3.

Rating Criteria: This submittal should show that the firm has the *demonstrated ability* to produce construction documents suitable for public bid.

All design firms doing business with the City of Seattle shall have a valid and current City of Seattle Business License and required insurance.

Address or deliver your submittal to:

Kelly Davidson, Project Manager
Planning and Development Division
Seattle Parks and Recreation Department
800 Maynard Ave. South, Third Floor
Seattle, WA 98134-1336

Attachments:

- 1-Judkins Park with area of skatedot identified.
- 2- Roxhill Park with area of skatedot identified.