

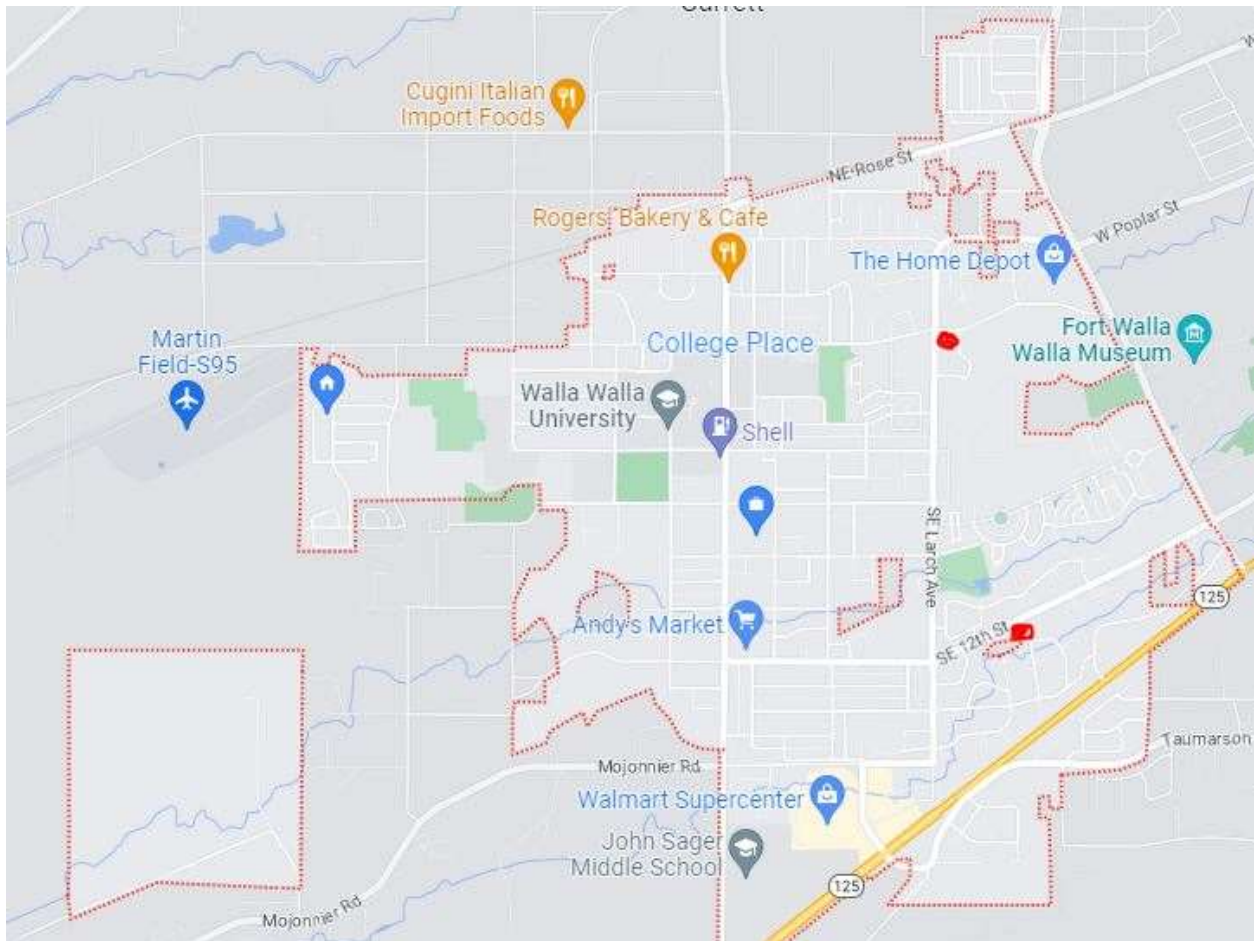


Request for Proposals:

Preliminary Park Design

Date of Release: Wed, March 8th, 2023 at 5 PM

Due Date: Wed, March 22nd, 2023 at 5 PM



Map 1: Red Dots denote Proposed Park Sites

Introduction

The City is home to 9,900 people and is two square miles. The City is chronically underparked as it has only 15 acres of parkland spread across four community parks with the largest being seven acres. The City via a City Administrator, Mayor, and seven-person City Council. A volunteer Parks, Arbor, and Recreation Board provides recommendation pertaining to City park, arbor, and recreation activities. The

City recently gained park property in the Autumn Meadows subdivision since the Home Owners Association recently voted to pursue the Private to Public Infrastructure Municipal Code. Additionally, the City has some additional property north of a drinking water well site that is encumbered by utility easements that would be good for park uses. The purpose of this project is for the chosen professional to develop design schematics, renderings, preliminary engineering, and cost estimates for the two sites in question.

Site #1 – Autumn Meadows Park (Taxlot - #350736970214)



Map 2: Autumn Meadows Park (Right) and Perseverance Park (Left Triangle) Everything in orange boundary is City owned.

Autumn Meadows Park (0.43 acres) was owned by the Autumn Meadows Homeowners Association and was recently assumed by the City. The park has a wooden shelter and swing set. Primary access is off of SE Newgate Drive on the east boundary of the park. The site has a fence around it and a tall hill to the north of it. The hillside south of 12th as well as Perseverance Park (triangle piece) is under ownership of the City.



Picture 1: Autumn Meadows Park

Potential Park Concepts to Explore

- New Playground Equipment
- Walking path to connect Autumn Meadows Park to Perseverance Park in hillside.
- Community Garden for Seniors

Site #2 – Northern Half of 80 SE Maple Avenue (Taxlot #350725430065)



Map 3: Maple & Whitman Site (Potential Park Property bounded in Orange)

The potential park site (0.49 acres) would take the northern half of the property identified as 80 SE Maple Avenue. The site is currently encumbered with a water utility easement/drainage from the new well site to the south of it to the large ditch on the north side of the property. This property has good visibility from the southwest corner of Whitman Drive & SE Maple Avenue. Parking exists along SE Maple Avenue.



Picture 2: Proposed Park site viewed from southwest corner of Whitman Drive & Maple Avenue.

Additional Information

- City Park & Recreation Plan:
http://cms6.revize.com/revize/cityofcollegeplace/Appendix%20H_Parks%20and%20Recreation%20Plan-Final.pdf
- City Standards and Specifications:
http://cms6.revize.com/revize/cityofcollegeplace/document_center/Engineering/Civil%20Standards-Active.pdf

Potential Park Concepts to Explore

- New Playground Equipment
- Skating Park
- Pickleball

Scope of Work/Deliverables

1. Preliminary Design Schematic (both sites)
2. Preliminary Engineering (both sites)
3. Preliminary 3D renderings (both sites)
4. Cost Estimates (both sites)
5. Attendance at least three City Park, Arbor, and Recreation Board meetings (one hour each)

Budget

A maximum budget of **\$25,000** for this project.

Alternate #1

Please also provide draft proposal ~~and estimated cost~~ for preliminary design of plantings at the following entryways:

- Southwest corner of Rose & Myra
- SE 12th Street, west of Myra Rd
- Northeast corner of State Route 125 and College Avenue
- Northeast corner of C Street & Myra

The City reserves the right to not proceed with alternate portion of the bid.

Submittal Instructions

Responses to this Request for Proposals should include:

- Firm information including, but not limited to, scope of capabilities, qualifications, and experience.
- Relevant experience with two similar projects pertaining to City park design efforts (especially with neighborhood parks) including project description, web link, client name and contact information, exact responsibility of consultant on project, and whether experience is firm experience or individual experience.
- Signed statement by lead consultant that you have the ability/skillset to complete scope of work/deliverables within stated timeframe.
- A detailed scope of work including task descriptions, deliverables, and target dates for delivery

Questions

Questions about the RFP must be submitted by March 17th, 2023 addressed to Mike Rizzitiello, City Administrator: mrizzitiello@cpwa.us. Replies to all submitted questions will be posted on city website for bids by March 20th, 2023.

Submittals are due Wednesday, March 22nd, 2023 at 5 pm PST

Submittals

Submittals must be transmitted in pdf format by email only to Mike Rizzitiello, City Administrator at mrizzitiello@cpwa.us.

Selection Process

Proposals will be reviewed by a team of City staff involved in City Administration, Community Development, and Public Works. The selection team reserves the right to contact references and request clarification of information submitted or additional information from any proponent.

Criteria for Selection

- Credentials and experience of responding firm/consultant (20%)
- Detailed Scope of Work/Ability to Complete Outlined Scope (40%)
- Organization/Communication skills (20%)
- Completeness and quality of proposal (20%)

Notification

Notification to all proponents should be complete by April 24th, 2023 at 5:00 PM PST

Provisions

1. The City assumes no contractual obligations by issuing the RFP, or by accepting and evaluating consultant responses.
2. The City reserves the right to accept or reject any or all responses, or parts of proposals, and to waive any minor irregularities.
3. Any costs incurred by the consultant in the preparation of a proposal will be borne solely by the consultant and the proposal will become the property of the City.
4. The City reserves the right to amend the RFP at any time prior to final consultant selection by transmittal of an addendum to all registered parties by February 20th, 2023.
5. The City reserves the right to accept the proposal it considers most responsive, qualified, and in the City's best interest.