

**CITY OF SHORELINE
REQUEST FOR QUALIFICATIONS (RFQ)
RFQ 8347**

**Shoreline Parks, Recreation and Open Space (PROS) Planning & Analysis
Submit no later than Thursday, November 19, 2015, 11:00 a.m. Pacific Local Time**

Project Description

The City of Shoreline, Washington is soliciting statements of qualifications from consultants or teams of consultants interested in the Parks, Recreation and Open Space (PROS) Planning & Analysis Project. This project will complete major components necessary to update the City of Shoreline's PROS Plan. In addition to typical PROS Plan elements, this project includes a feasibility study for a future aquatics and community center.

Primary Objectives

This project will:

- Conduct and prepare a recreation demand study;
- Conduct and prepare an aquatic/community center feasibility study;
- Conduct and prepare a condition assessment report of major park assets such as outdoor restrooms and playgrounds;
- Create a park and open space plan for the City's two light rail station subareas;
- Prepare and implement a community outreach plan for the PROS Plan update; and,
- Draft specific written chapters of the PROS Plan document that relate to the work components identified above.

Background

PROS Plan

The Parks, Recreation and Open Space Plan (PROS Plan) is a 20-year visioning document that will serve as a framework for the development of park and recreation facilities in Shoreline. It is required to be updated every six years to qualify the City for state and federal grants through the State of Washington's Recreation and Conservation Office. The current PROS Plan was adopted by the Shoreline City Council in July 2011.

The PROS Plan is used to assess our citizen's needs and prioritize recreation programs, park maintenance and facility capital needs with the Parks, Recreation and Cultural Service (PRCS) Department's core mission and goals. It also includes a capital improvement project list and identifies projects that can qualify for state and federal grants. A statistically valid community survey is expected to be administered by separate contract in January 2016 with a report available in March 2016.

Aquatic/Community Center Feasibility Study

An important component of the PROS Plan update is consideration of the City's pool and recreation center. The Shoreline Pool was constructed in 1971 as part of the King County Forward Thrust Bond program. Based on an assessment of the pool completed in 2013, it is in need of health and safety upgrades and other major maintenance to keep it operational. In addition, the Spartan Recreation Center is in a School District-owned building and its long-term future is uncertain. Given the level of re-investment being called for at the Pool and the long-term uncertainty about the Spartan Recreation Center, the City believes this is an opportune time to develop a comprehensive, long range plan for the pool and community center.

The purpose of this aquatic/community center feasibility study is to research options for replacing the Shoreline Pool and Spartan Recreation Center. The study will analyze community needs and potential sites for a new aquatic and community center.

Light Rail Station Area Park and Open Space Plan

A unique opportunity and challenge that requires special attention in this PROS Plan update is the potential for increased residential density around future light rail stations. In Shoreline, light rail service is anticipated to begin in 2023. Sound Transit plans on two Shoreline light rail stations on the east side of I-5 at 145th Street and 185th Street. Changes in the neighborhoods near the light rail stations will take place over decades. Through adoption of a subarea plans for each station area, the City is setting the stage for how the neighborhood may transition over time.

The subarea plans identify key areas of need, so that the City and its partners can begin to proactively plan for park and recreation facilities. The light rail station subarea park and open space planning effort identified in this RFQ will analyze how to enhance existing park and recreation facilities as well as seek new property for parks and open space use to meet the demand for these facilities in the future.

Additional Project Components

Additional components to be included in this project include:

- A communication and public outreach plan and to assist with outreach for the entire PROS Plan update process;
- A recreation demand study to analyze future demand for recreation services; and,
- A condition assessment of major park assets such as restrooms and playgrounds.

Scope of Work and Expected Deliverables

Task 1- Recreation Demand Study

Conduct and prepare a recreation demand study including:

- Summarize Shoreline's recreation program offerings;
- Prepare user profiles for key recreation service areas;
- Complete demographic profile for the city;

- Compile demographic information for in identified geographic sub-area linking them to user profiles for each recreation service;
- Assess demand for key recreation program areas;
- Review statistically valid community survey results;
- Survey current recreation users;
- Identify and summarize local 'competition' (potential partners) in key recreation program areas;
- Review and summarize regional, new and emerging and declining trends in recreation activities; and,
- Prepare recreation demand study report.

Task 2 – Aquatic/Community Center Feasibility Study

Conduct and prepare an aquatic/community center feasibility study including:

- Review of service area demographics, relevant recreation and lifestyle trends and recreation facility trends;
- Determine program elements of a new aquatic/community center facility using results from community outreach efforts including the recreation demand study and the statistically valid survey results;
- Complete a city-wide site analysis to locate potential sites for an aquatic/community center facility;
- Provide recommendations for preferred site locations;
- Analyze and refine program elements;
- Design two to three schematic designs for a new aquatic/community center facility;
- Develop an order of magnitude cost estimate for capital improvement project for the preferred schematic design;
- Develop an operational plan and a 1-year budget; and,
- Complete the aquatic/community center feasibility study report.

Task 3 – Major Outdoor Asset Condition Assessments

Conduct and prepare an assessment of major outdoor recreation assets including:

- Assess and rate the condition of park amenities that may include outdoor restrooms, play equipment, shelters, hard courts, and grass/dirt play fields;
- Identify and scope out needed repair and replacement projects to improve the lowest rated assets;
- Provide order of magnitude cost estimates for repair/replacement projects; and,
- Prepare major outdoor asset condition assessment report.

Task 4 – Light Rail Station Area Park and Open Space Plan

Conduct and prepare park and open space plans for the light rail station subareas including:

- Review of the City of Shoreline's station area planning work including the final 185th Street Station Subarea Plan and the proposed 145th Street Station Subarea Plan;

- Review the results of the recreation demand study and the community survey to determine future recreation needs;
- Engage the public in a conversation about parks in dense urban areas;
- Solicit ideas for what kind of future park and recreation facilities will be needed in the subareas;
- Project the demand and needs for new parks in the subareas using results from the community survey, the recreation demand study and community outreach efforts;
- Review and analyze existing park sites within the subareas to determine how they can better serve future park and recreation users;
- Explore and identify the types of park and recreation facilities best suited for the subareas;
- Explore and identify connections between the subareas and other park and recreation facilities;
- Provide recommendations for preferred site locations and improvements to existing park and recreation sites;
- Explore options for obtaining new park and recreation space;
- Design two to three schematic designs for new park and recreation facilities within the subareas; and,
- Complete the City's light rail station subarea park and open space plan report.

Task 5 – Communication & Community Outreach

Prepare and implement a communication and community outreach plan for the PROS Plan update including:

- Prepare and implement a comprehensive communication plan that factors all necessary communication and public outreach needed for the entire PROS Plan Update starting in February 2016 through July 2017;
- Develop a strategy to solicit involvement from underrepresented or underserved communities;
- Prepare and disseminate communication and outreach materials;
- Organize and attend public outreach events as identified;
- Record and document public comment; and
- Combine public input into a format that can be included in the PROS Plan document appendix.

Task 6 – PROS Plan Document Preparation

Draft specific written chapters of the PROS Plan document that relate to Tasks 1 through Task 5 including:

- Shoreline's demographic profile;
- Demand and needs assessment including level of service and recreation program analysis writing and documenting the community participation; and,
- Recommendations and PROS Plan implementation including preparation of the 20-year capital improvement project recommendations list including arranging and prioritizing the list by short and long term recommendations, and providing Order of Magnitude Cost Estimates for each recommended project.

Anticipated Project Schedule

The following is the City of Shoreline's anticipated schedule to adopt the PROS Plan and submit it to the State of Washington's Recreation and Conservation Office for acceptance.

October-December 2015

Consultant selection process

January-March 2016

- Receive results of the community survey conducted by others
- Kick-off meeting with Consultant Team
- Create communication and public outreach plan
- Begin recreation demand study
- Begin aquatic/community center feasibility study
- Begin asset inventory, (NIC)
- Begin asset assessments

April-September 2016

- Begin light rail station subarea park and open space planning
- Complete the recreation demand study report
- Finish park asset inventory, (NIC)
- Finish park asset assessments
- PROS Plan community engagement
- Aquatic/community center feasibility study community engagement
- Light rail Station subarea park and open space planning community engagement

October-December 2016

- PROS Plan community engagement
- Complete the light rail station subarea park and open space plan report
- Complete the aquatic/community center feasibility study report

January-March 2017

- Write the draft PROS Plan Document
- City Council aquatic/community center feasibility study report review

April-September 2017

- Parks, Recreation and Cultural Services (PRCS)/Tree Board review draft PROS Plan
- PROS Plan Document SEPA Process
- Planning Commission Reviews PROS Plan goals and policies
- City Council reviews draft PROS Plan
- Adopt the 2017-2013 PROS Plan
- Submit Adopted PROS Plan to the Recreation and Conservation Office (RCO) for acceptance

Estimated Budget

The estimated budget for this project is approximately \$185,000.

Anticipated Selection Schedule

RFQ Advertised	October 20 and 26, 2015
Deadline for Questions to Project Manager	November 5, 2015
Responses to Questions Posted	November 12, 2015
Submittals Due	November 19, 2015
Interview Shortlist Announced	December 4, 2015
Interviews	December 11, 2015
Contract Negotiations	December 15, 2015 – January 5, 2016
Notice to Proceed	January 26, 2016
Completion of Work	July 31, 2017

Submittal Requirements

Submit one electronic (thumb drive or CD) and five original paper copies (no more than 18 pages, not including attachments) to the City of Shoreline, City Clerk's Office, 17500 Midvale Avenue North, Shoreline, Washington, 98133-4905 no later than Thursday, November 19 at 11:00 a.m. Pacific Standard Time. Submittals shall be clearly labeled **RFQ #8347 – Shoreline Parks, Recreation & Open Space Planning & Analysis**. Respondents assume the risk of the method of delivery chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of qualifications. Proposals received after that time will be returned unopened. Statement of Qualifications shall not be delivered by facsimile transmission or other telecommunication or electronic means. Questions related to this project may be directed to Eric Friedli by email, pks@shorelinewa.gov by 5:00 p.m., Thursday, November 5, 2015. Questions via phone will not be accepted.

Statement of qualifications shall address the following:

Project Understanding (2 pages)

Explain your understanding of the project, components and challenges.

Project Approach (4 pages)

Based on your understanding of the project, outline your teams approach to this project. At a minimum your project approach should include a discussion of how the various project components fit together as part of the PROS Plan and a general approach to community involvement.

Project Team (3 pages)

Provide an organization chart and summary of each team member's roles and responsibilities. Describe how the team will work together and with city staff to efficiently complete the project.

Team Member Description (4 pages)

Provide a summary of each firm on the team including the office locations, number of staff and area of expertise. Identify the project manager and lead team members, explaining their roles and responsibilities, strengths and relevant experience. Indicate the amount of time each lead team member will allocate to this project. A one page resume for each team member may be included as an attachment and are not counted in the page count.

Relevant Project Experience (3 pages)

Provide examples of relevant projects completed in the last three (3) years that demonstrate your team's collective experience or the experience of individual team members. Please include project name and location, project description and budget. Experience related to the following project components is particularly desirable:

- Recreation demand studies;
- Aquatic/community center feasibility studies;
- Outdoor park asset condition assessments including:
 - outdoor restrooms, play equipment, shelters, hard courts, and grass or dirt play fields;
- Urban park planning in relationship to transit oriented communities;
- Communication plans and community outreach services;
- Writing PROS Plan documents including:
 - Demographic analysis;
 - Demand and need analysis including level of service;
 - Documenting the public outreach and input process including public comment;
 - Trends in recreation programming;
 - Prioritizing and providing order of magnitude cost estimates for 20-year capital improvement project recommendations;

References (1 page)

Provide at least three references, with contact information, for projects of similar size and scope that your team and/or team members has completed in the past three (3) years.

Ability to Perform Work (1 page)

Demonstrate the ability of your team to perform within a specific timeframe and budget.

Selected teams may be invited to present their qualifications to a selection panel. The team selected as the most qualified will be invited to submit a proposal for contract negotiation.

Proposal Evaluation

Statement of Qualifications will be the basis from which qualified firms will be selected for an interview. Qualifications will be evaluated using the following:

Criteria	Weight
Project understanding and approach	35
Demonstrated experience and expertise on similar projects	35
Relevant experience and qualifications of key team members	30
Total	100

Any team failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the solicitation schedule or issue amendments to the solicitation at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the proposals. The City reserves the right to reject any and all proposals at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Teams eliminated from further consideration will be notified by the city using electronic mail as soon as practical.

Attachments and Links:

Sample City of Shoreline Services Contract

Website link 1: Shoreline's 2011 PROS Plan: www.shorelinewa.gov/prosplan

Website link 2: Shoreline's light rail station subarea planning:

www.shorelinewa.gov/lightrail



Contract No. _____
Brief Description: _____

**CITY OF SHORELINE
AGREEMENT FOR SERVICES**

This Agreement is entered into by and between the City of Shoreline, Washington, a municipal corporation hereinafter referred to as the “CITY,” and _____, hereinafter referred to as the “CONSULTANT.”

WHEREAS, the City desires to retain the services of a consultant to _____ and

WHEREAS, the City has selected _____ to perform the above-mentioned services;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

1. Scope of Services to be Performed by the Consultant.

The Consultant shall perform the services outlined in Exhibit A. In performing these services, the Consultant shall at all times comply with all federal, state and local statutes, rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City.

2. Compensation.

- A. Services will be paid at the rate set forth in Exhibit A, not to exceed a maximum of \$_____, including all fees and those reimbursable expenses listed in Exhibit A.
- B. The City shall pay the Consultant for services rendered after receipt of a billing voucher in the form set forth on Exhibit B. NO PAYMENT WILL BE ISSUED WITHOUT A BILLING VOUCHER. Payments will be processed within 30 (thirty) days from receipt of billing voucher. The Consultant shall be paid for services rendered but, in no case shall the total amount to be paid exceed the amount(s) noted in the Exhibit(s) and approved by the City. The consultant shall complete and return a W-9 to the City prior to contract execution by the City. No payment will be issued without a Taxpayer Identification Number on file. Mail all billing vouchers to: the attention of the contract manager identified in Section 14, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905.

3. Term.

- A. The term of this Agreement shall commence _____ and end at midnight on the _____ day of _____, 20____.

4. Termination.

- A. The City reserves the right to terminate this Agreement at any time, with or without cause by giving fourteen (14) days notice to Consultant in writing. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and reports, or other material prepared by the Consultant pursuant to this Agreement shall be submitted to the City.
- B. In the event this Agreement is terminated by the City, the Consultant shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the City from seeking any legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such charges due the City shall be deducted from the final payment due the Consultant. No

payment shall be made by the City for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the City.

- C. The Consultant reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event outstanding invoices are not paid within 30 days.
- D. If the Consultant is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

5. Ownership of Documents.

- A. All documents, data, drawings, specifications, software applications and other products or materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Consultant are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Consultant harmless for such use.
- B. All or portions of materials, products and documents produced under this Agreement may be used by the Consultant if the City confirms that they are subject to disclosure under the Public Disclosure Act.
- C. The Consultant shall preserve the confidentiality of all City documents and data accessed for use in Consultant's work product. Any requests for City documents and data held by Consultant shall be forwarded to the City which shall be solely responsible for responding to the request.

6. Independent Contractor Relationship.

- A. The consultant is retained by the City only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Consultant and the City during the period of the services shall be that of an independent contractor, not employee. The Consultant, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, the Consultant shall have no obligation to work any particular hours or particular schedule, unless otherwise indicated in the Scope of Work where scheduling of attendance or performance is critical to completion, and shall retain the right to designate the means of performing the services covered by this Agreement, and the Consultant shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Consultant is to be paid by it alone, and that employing such workers, it is acting individually and not as an agent for the City.
- B. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to Consultant or any employee of the Consultant.

7. Hold Harmless.

The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees resulting from the negligent, gross negligent and/or intentional acts, errors or omissions of the Consultant, its agents or employees arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Gifts.

The City's Code of Ethics and Washington State law prohibit City employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the City's Code of Ethics and state law, the Consultant shall not give a gift of any kind to City employees or officials.

9. City of Shoreline Business License.

As mandated by SMC 5.05.030, the Consultant shall obtain a City of Shoreline Business License prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City.

10. Insurance.

Consultant shall obtain insurance of the types described below during the term of this agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that

1) Consultant's insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of the Consultant's insurance (except for professional liability insurance); and 2) Consultant's insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.

A. Professional Liability, Errors or Omissions insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit shall be provided if services delivered pursuant to their Contract involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.

B. Commercial General Liability insurance covering premises, operations, independent contractors' liability and damages for personal injury and property damage with a limit of no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. The City shall be named as an additional insured on this policy. The Consultant shall submit to the City a copy of the insurance certificate and relevant endorsement(s) as evidence of insurance coverage acceptable to the City.

C. Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Consultant use of motor vehicles.

11. Delays.

Consultant is not responsible for delays caused by factors beyond the Consultant's reasonable control. When such delays beyond the Consultant's reasonable control occur, the City agrees the Consultant is not responsible for damages, nor shall the Consultant be deemed to be in default of the Agreement.

12. Successors and Assigns.

Neither the City nor the Consultant shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

13. Nondiscrimination.

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or in the presence of any sensory, mental or physical handicap.

14. Notices.

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

City Manager
City of Shoreline
17500 Midvale Avenue N
Shoreline, WA 98133-4905
(206) 801-2700

Consultant Name: _____
Name of Firm: _____
Address: _____
Address: _____
Phone Number: _____

15. Governing Law and Venue.

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.

16. General Administration and Management.

The City's contract manager shall be (name and title): _____.

17. Severability.

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

18. Entire Agreement.

This agreement contains the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this agreement.

This agreement is executed by

CITY OF SHORELINE

CONSULTANT

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

By: _____

Julie Ainsworth-Taylor, Assistant City Attorney

Attachments: Exhibit A (Scope and compensation), B (Billing Voucher)