



City of Bothell™

DECEMBER 15, 2016

INFORMATION SHEET

**REQUEST FOR STATEMENT OF QUALIFICATIONS
AND PERFORMANCE DATA**

North Creek Forest Master Plan Development

Description of Project

The City of Bothell proposes to develop a site Master Plan for the North Creek Forest. The forest consists of 65 acres of mostly undeveloped urban forest.

- Key project elements include: master plan development, site and environmental analysis, development of probable development costs, parking analysis, community outreach, wetlands analysis, property and site analysis, leading public meetings, traffic impacts and presentations to Parks and Recreation Advisory Board and possibly Bothell City Council.

Description of Work

Consultant selection will be such that the Consultant has the capability to complete the entire Master Plan process. The goal is to complete final master plan by fourth quarter of 2017.

The contract will be to complete the Master Plan for the entire forest along with a probable development costs. Work will entail all aspects of the master plan development, including:

- Development of up to three Master Plan options for consideration.
- Development of a public outreach strategy
- Needs and recreation analysis to determine recommended sites amenities
- Provide probable development costs
- Parking analysis
- Ability to work with City staff, advisory boards, public, and elected officials.

The Consultant to provide appropriate interdisciplinary resources to complete the work. The following items are indicative of the type of resources that the Consultant will be expected to have: Landscape Architecture, specializing in the design of parks and open space:

- Civil Engineering
- Geotechnical
- Hydrology/Hydraulics (Including Low Impact Storm Water Design)

- Surveying
- Environmental
- Air Quality
- Geology and Soils
- Land Use
- Plants and Animals
- Public Health/Hazardous Materials
- Public Services and Utilities
- Water Resources, Wetlands
- Cost Estimating
- Public Involvement

Consultant Structure

The Consultant will possess resources to complete tasks quickly and be extremely responsive. The Consultant must be flexible and able to adjust to changing priorities or direction.

As such, while the City will award this work as one contract, the Consultant must be able to structure its team to meet the needs of the project. The prime consultant should be a landscape architect (park design) firm. The City is open to a prime consultant with all capabilities and resources in-house; a prime consultant with sub-consultants; or a team of prime consultants with sub-consultants.

Due to the City's ongoing program of work and small parks and recreation department staff, the Consultant will need to be able to accomplish this work independent of City staff support, other than oversight by the City's Parks and Recreation Director.

City Responsibilities

The City of Bothell's Parks and Recreation Director will lead the overall process and will be the nexus through which all public involvement and agency coordination occurs.

Selection

The selection process will consist of short-listing using the submitted Statement of Qualifications and Performance Data (SOQPD), final candidates will be interviewed.

Contract negotiations will take place with the top-rated consultant. If negotiations are unsuccessful, the City reserves the right to terminate negotiations and open discussion with the next-highest rated consultant. This process will continue until successful contracts are negotiated or the City terminates the process.

Major Criteria for Selection

1. Capabilities of team leader
2. Ability to meet desired schedules and budget
3. Responsiveness and effectiveness
4. Key personnel experience, including the ability to perform tasks independently of City
5. Innovativeness

6. Public outreach experience and strategy
7. Prior Park and Open Space Master Planning experience
8. Knowledge of Parks and Recreation trends
9. Quality Assurance/Quality Control

Statement of Qualifications and Performance Data (SOQPD)

If you are interested in the project, please submit a Statement of Qualifications and Performance Data. The Statement should contain the following:

1. Identification of the team leader with contact information.
2. The structure of the consultant team, including a list of the prime consultant(s) and all sub-consultants with a brief description of each company, a description of the organizational structure of the team, and previous experience working together as a team.
3. A list of each key team member of the prime consultant(s) and sub-consultants with a brief description of each key member's qualifications and experience and their role on this project.
4. A list of previous work performed in the last five (5) years similar to this project with: project name, brief description of the project, date of project, contact name, and contact telephone number.
5. A brief narrative indicating why your firm/team is qualified for this project based on the Description of Work and the Major Criteria for Selection.

RFQ Schedule

(These dates are estimates and subject to change by the City.)

<u>Event</u>	<u>Date</u>
RFQ Release	December 15, 2016
Submittals Due	January 6, 2017
Consultant Evaluation Complete	January 20, 2017
Announce Short-Listed Consultants	January 25, 2017
Formal Presentations/Interviews	Week of January 30, 2016
Selection and Notification	First week of February, 2017
*Contract requires City Council approval which would occur in early February, 2017	

Submittal of Statement of Qualifications and Performance Data

The SOQPD shall be no more than 15 pages excluding the title page (pages containing information on both sides are considered two pages). To be considered for this work, interested firms must submit a **clearly identified response package of 5 copies** of the SOQPD to the City's Parks and Recreation Department, 18415 – 101st Ave. NE, Bothell, WA 98011 **no later than 5:00 pm (PST) on January 6, 2017**. Postmarks are not acceptable and no submittals will be accepted after that date and time. Submittals are to be delivered to this address only:

City of Bothell Parks and Recreation Department
John Keates
18415 – 101st Ave NE
Bothell, WA 98011

Please direct questions to John Keates at 425.806-6751 or john.keates@bothellwa.gov.

The City of Bothell is an Equal Opportunity Employer and encourages disadvantaged, minority, and women-owned consultant firms to respond.

The City of Bothell strives to provide accessible information for people with disabilities. If special accommodations are required, please contact the ADA Coordinator at (425) 806-6151.

The City of Bothell in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

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