

**Request for Qualifications  
Bainbridge Island Metropolitan Park & Recreation District -  
Bainbridge Island, Washington**

Notice is hereby given that the Bainbridge Island Metropolitan Park & Recreation District, Bainbridge Island, Washington, is seeking a consultant or a team of consultants to provide services related to construction documents and advisory construction oversight, Hidden Cove Dock.

The supplemental material that may be helpful for this Request for Qualifications (RFQ) may be viewed at <http://www.biparks.org> . This RFQ provides complete information on the services being sought, the submittal requirements, and timeline. Copies of the RFQ may be downloaded directly from this site. **Submittals must be received by 4:00 p.m. on April 7, 2017.**

Responses to this RFQ :  
Bainbridge Island Metropolitan Park & Recreation District  
T. Perry Barrett, Sr. Planner  
7666 NE High School Rd.  
Bainbridge Island, WA 98110  
Or email to [perry@biparks.org](mailto:perry@biparks.org)

For questions or more information, email: [perry@biparks.org](mailto:perry@biparks.org).

# **Request for Qualifications**

## **Bainbridge Island Metropolitan Park & Recreation District - Bainbridge Island, Washington**

### **Park Planning, Dock Replacement**

#### **I. Project Description:**

Hidden Cove Park Improvement project includes replacement of an existing floating dock and creosote timber piles with a new trestle, catwalk, 80' aluminum gangway, aluminum ramp, and two floating docks adhering to ADA requirements. Agency is requesting completion of construction documents. Additionally and for top scoring consultant candidates we will ask alternate bids for assistance with bid, bid selection, construction monitoring, and final certification.

Bainbridge Island Metro. Park & Recreation District (BIMPRD) has most permitting concluded (phase I effort including JARPA application 30% Design Anchor QEA concluded October 2016, Vegetation Survey, Biological Evaluation, Noise Assessment Memo, HPA, SEPA, SSDP permit).

The expected timeline is constrained by regulatory work windows in open water. Task one Completion of Design: Consultant will complete construction documents and engineer calculations for building permit and construction documents. Task two: Construction Phase: The consultant team will provide construction support services. This task will provide assistance with Bid, Bid Selection, Project Review and Final Plan Certification. Consultant team will serve as an advisory role for construction administration and provide support services including: attending meetings, field observation as needed, sub-contracting, materials, special inspection services, submittal review, requests for information and other work as needed.

#### **II. Background:**

Project design and public outreach has been concluded. Project SEPA, JARPA, HPA and local shoreline (SSDP) permitting is complete and approved. The federal authorization and permit is pending and expected April, 2017.

#### **III. Preliminary Scope of Work:**

We are seeking a consultant or team of consultants who can:

- Prepare 100% construction-ready plans with engineer calculations for barrier-free ADA access for over water dock facility in a park setting including removal of existing floating dock and timber piles and replacement with floats, catwalk, trestle, 80' gangway, ramp and pedestrian approach from parking area and provide for completion of engineered drawings from Phase I work (approximately 30% to complete) to 100% completion for building permit in conformance with local, State and federal permits and plans. BIMPRD will assemble contract documents and develop general contract terms.
- Prepare pile design for catwalk and floating docks to conform to permits.
- Prepare technical specifications for aluminum structures, timber, grating, steel piles and reinforced concrete pad and bolting.
- Prepare engineer seal calculations for the piles and pile cap weldments.
- Prepare cost estimate.
- Assist as needed with building permit submission.
- Assist as needed with construction bidding and bid review.
- Attend two construction meetings, and assist as needed in periodic review of construction progress and follow up questions.
- Certify the project is built to official permit drawings.
- Schedule: Staff anticipates an accelerated schedule. Therefore, construction drawings are due from consultants May 31, 2017 to provide for bid and bid selection.
- Construction is bound by the in-water construction regulatory fish window that opens in August, subject to the pending federal permit.
- Meetings: Staff and agency, three meetings are expected.

#### **IV. Proposal Content:**

The submittal shall be ten (10) pages maximum, 8 1/2 x 11 inches, double-sided 12 point font minimum. All pages count towards the page total except the cover, introductory letter, and organizational chart, if included. The proposal shall be submitted in the format as outlined below.

1. Firm Description – Describe your firm’s areas of expertise and other information that characterize the firm. Provide the name, title, address, email and telephone number of the primary contact.
2. Project Approach- Identify the tasks to be accomplished to complete the project and a narrative description of how the firm proposes to execute tasks. Describe how the firm will collect or verify site data in a timely fashion. Describe any particular challenges which you foresee the project presenting and your approach for addressing these challenges.
3. Project Manager’s Experience – Identify the project manager who will be responsible for the project. List the project manager’s relevant experience similar work experience with developing projects of similar size and scope.
4. Personnel- Describe the project team including name and office location of key personnel, including subs, if any. Describe key personnel’s proposed roles and responsibilities on the project and relevant related experience with an emphasis on design and construction documents of public park features, particularly overwater structures such as docks, ADA access, building permit and other State and federal approvals, cost estimating and working with time constraints within regulatory fish window environment.

Successful team candidates will consist of licensed professionals including architect, landscape architect and civil engineer.

**V. Additional Information:**

By submitting qualifications the respondent agrees to comply with all applicable federal, State and City of Bainbridge Island laws, regulations and procedures in the conduct of the work specified herein. The consultant selected will be required to meet BIMPRD Professional Services Agreement and insurance requirements. Submitting qualifications by the respondent does not obligate BIMPRD to pay any cost incurred in the preparation and submission of a response. Furthermore, the RFQ does not obligate BIMPRD to accept or contract for any expressed or implied services.

**VI. Proposal Deadline:**

Submittals are due no later than 4:00 p.m. on April 7, 2017 and directed to:  
Bainbridge Island Metropolitan Park & Recreation District  
T. Perry Barrett, Sr. Planner  
7666 NE High School Road  
Bainbridge Island, WA 98110  
Or email [perry@biparks.org](mailto:perry@biparks.org)

Questions may be directed to Perry Barrett via email at ([perry@biparks.org](mailto:perry@biparks.org)).

## **VII Selection Process:**

Proposals will be ranked by selected team on qualifications and BIMPRD may choose to interview the top ranked firms. However, at its discretion, BIMPRD may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

1. Proposal format (5%)
2. Consultant firm(s) technical experience and qualifications (10%)
3. Project manager experience and qualifications (15%)
4. Technical team experience and qualifications (15%)
4. Project manager and team experience with overwater facilities design, construction documentation, permitting, civil and geo-technical engineering and construction oversight (35%)
5. Project understanding and approach (20%)

Selected references will be contacted.

Proposals will be ranked and upon selection by BIMPRD by the reviewing team, BIMPRD will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach an agreement, BIMPRD will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. BIMPRD reserves the right to reject all submittals and not award a contract.

In the event that interviews for this RFQ be deemed necessary by the reviewing team, the selected firms will be notified with at least 10 days advance notice of the date, time and location of interviews. The BIMPRD reserves the right to award the contract to the highest ranked firm without further consideration or discussion.

The Bainbridge Island Metropolitan Park & Recreation District is committed to a program of equal opportunity regardless of race, color, creed, sex, age, national origin, or the presence of any sensory, mental, or physical disability.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect.

Date of 3-27-17  
MSRC Roster.