BAINBRIDGE ISLAND
METROPOLITAN PARK & RECREATION DISTRICT

Request for Qualifications (RFQ) #2023-13

Civil Engineering
Permanent Engineered Stormwater Assessment and Plans

Request for Proposals Information:

Contact Person: Matthew F. Keough, Senior Planner
Email Address: mattk@biparks.org
Telephone: (206) 565-5658
Proposals Due: Tuesday, August 16, 2023, 12:00 pm

Submit Proposals to:

Physical Address: Attn: Matthew F. Keough
11700 NE Meadowmeer Circle
Bainbridge Island, WA 98110

1.0 NOTICE: Notice is hereby given that proposals will be received by the Bainbridge Island Metropolitan Park & Recreation District (hereinafter, the "District") for stormwater engineering services by filing with the District through the email address above or at the above location.

2.0 PURPOSE: Bainbridge Island Metropolitan Park & Recreation District is soliciting proposals from qualified firms to provide stormwater assessment and plan at: Battle Point, Grand Forest West, and Sakai parks. This stormwater assessment and plan will include all elements required for permit application submittal regarding development of parking lots, sports courts, and a play area.

3.0 BRIEF SCOPE OF SERVICES (Additional detail listed in Exhibits A-D):
The scope of services will include, but not be limited to coordinating with District staff, City staff, and other regulatory staff as necessary to prepare an engineered stormwater assessment and plan with engineered drainage standard details.

The exact level of services per project will vary with each project (see below for more site and project details), and with information requirements discovered through the engineered stormwater assessment and plan. Expertise outside of
stormwater engineering may be required, such as geotechnical analysis, but it is not a qualification under review.

In meeting project requirements, the final product should also assist the District in standardizing construction approaches using stormwater Best Management Practices to be potentially utilized and adapted to additional related projects.

4.0 PROJECTS & SITES:

**Battle Point Park**, an engineered stormwater assessment and plan for expansion of existing outdoor courts, roughly encompassing 10,000 square feet of new asphalt.

See *Exhibit A*, Battle Point Park (ARPA Compliance Plan), & *Exhibit B*, Site Plan

Address: 11299 Arrow Point Drive NE, Bainbridge Island, WA 98110  
Parcel #: 17250-2-044-2000, 88.15 Acres  
Zoning: R-0.4

**Grand Forest West**, an engineered stormwater assessment and plan for expansion of a gravel parking lot, roughly 3600 square feet of gravel, area already surveyed and under preliminary permit review.

See *Exhibit C*, Survey Drawing of Expansion

Address: 9752 Miller Road NE, Bainbridge Island, WA 98110  
Parcel #: 162502-2-001-2002, 37.6 Acres  
Zoning: R-8

**Sakai Park**, an engineered stormwater assessment and plan for outdoor improvements: 2 parking areas, roughly 4200 square feet of gravel (inclusive of 800 square feet of concrete for ADA parking stalls); 1 play area, roughly 1625 square feet of pervious surface, and 2 tennis courts for roughly 13,650 square feet of asphalt.

See *Exhibit D*, Sakai Park Site Plan, Tennis Courts, Parking Lots, & Play Area

Address: 1560 Madison Avenue N, Bainbridge Island, WA 98110  
Parcel #: 232502-3-090-2003, 23 Acres  
Zoning: R-8
**QUALIFICATIONS:** The proposed Scope of Work is expected to include all work for the development of an engineered stormwater assessment and then civil improvement plans that meet permit requirements related to the installation of sports courts at the above locations.

Firm expertise should include:

a. Site assessment capabilities and experience, including land use regulatory requirements and best stormwater management practices.
b. Expertise regarding soil analysis as related to stormwater infiltration and conveyance.
c. Experience working with land survey data, legal descriptions, easement terminology, utility documentation, and right-of-way plans.
d. Broad knowledge of stormwater engineering requirements
e. Experience in LID (Low Impact Development) site design
f. Successful completion of engineered civil plans for Schematic and Construction Designs, leading to local permitting
g. Preparation of Construction Stormwater Pollution Prevention Plans
h. Engineering oversight of public works projects in Washington State

5.0 **SUBMITTAL REQUIREMENTS:** One (1).pdf format electronic file must be received by the date and time listed. No more than 10 pages (not including attachments) will be accepted. The District, at its discretion, may make copies of the proposal for the purpose of internal evaluation.

Optional: Any bound completed proposals provided shall be bound (8.5"x11") such that they lay flat when opened.

Proposals shall address all 5.0 a – h, in relationship to the Scope of Services and to Exhibits A – D.

6.0 **SIGNATURES:** Proposals shall be signed by one of the legally authorized officers of the firm. Digital signatures are deemed acceptable for RFQ submittal. If awarded the contract, the contract shall also be so executed.

7.0 **SELECTION PROCESS:** Proposals will be ranked according to qualifications subject to the evaluation process as described in Section 19.0.

8.0 **QUESTIONS:** Upon release of this RFQ, all firm communications should be directed in writing to the Project Manager's e-mail address listed above. Questions, received by 5PM Monday, August 8, 2023, will be answered in writing.
and posted by 12PM on August 9, 2023, on the District's website at [Doing Business | Bainbridge Island Metro Park & Recreation District (biparks.org)](https://biparks.org), see RFQ for “Permanent Engineered Stormwater Assessment and Plans.”

It is the responsibility of individual firms to check the website for any amendments or Question & Answers to this RFQ, or to contact the District Contact. Unauthorized contact regarding this RFQ with District board members, other employees or contractors may result in disqualification. Any oral communications will be considered unofficial and non-binding on the District.

9.0 **REJECTION OF PROPOSALS:** The District reserves the right to reject any proposal and to waive irregularities and informalities in the submittal process, within its sole discretion. This RFQ does not obligate the District to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFQ does not obligate the District to accept or contract for any expressed or implied services, nor does it obligate the District to accept any of the submitted proposals. All submitted materials become the property of the District and materials are bound by Section 18.0, below.

10.0 **CONTRACT AWARD:** The District reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the District as required by statute. Following firm selection, the successful firm shall prepare a scope of work and proposal fee for review by the District. Once the District and firm have reached an agreement on the scope of services and required fee, a final contract will be prepared by the District. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final contract. If the selected firm fails to sign the contract within ten (10) business days of delivery of the final contract, the District may elect to negotiate a contract with another firm. The District shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the contract. The District reserves the right to award multiple contracts to multiple firms for this scope of service if it is in the best interest of the District.

11.0 **CONTRACT NEGOTIATION:** The District reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of services as part of the contract negotiation process prior to any formal authorization of the contract by the District. All parties understand that if any adjustments are made to the original scope because of contract negotiations, a resulting change in price/cost may be necessary.
12.0 **EQUAL OPPORTUNITY EMPLOYMENT:** The successful firm or firms must comply with the District equal opportunity requirements. The District is committed to a program of equal employment opportunity with respect to the review, consideration and selection of bidders, and will comply with all applicable equal opportunity and anti-discrimination laws and regulations.

13.0 **INSURANCE REQUIREMENTS:** The selected firm or firms shall maintain insurance sufficient to protect the firm’s business against all applicable risks. Please see the terms of the District’s Professional Services Contract.

14.0 **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the District, firm agrees to make no reference to the District in any literature, promotional material, brochure, sales presentation or the like without the express written consent of the District.

15.0 **NON-COLLUSION:** Submittal and signature of a proposal swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.

16.0 **COMPLIANCE WITH LAWS AND REGULATIONS:** The firm or firms ultimately awarded a contract shall comply with federal, state, and local laws, statutes, regulations and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

17.0 **PUBLIC RECORDS:** Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFQ (the "Submitted Materials") become a public record upon submission to the District, subject to disclosure in response to a public records request, unless the documents are exempted from disclosure by a specific provision of law. If the District receives a public records request that encompasses the Submitted Materials, the District will promptly notify the firm of such request so that the firm has an opportunity to take any action it deems appropriate with respect to the request.
18.0 **EVALUATION CRITERIA & PROCESS:** The objective is to select the firm most qualified to provide the services outlined in this request. Criteria for evaluations will be based on the Qualifications listed under 5.0 and scored in these overall areas:

a. Team Member Qualifications and Availability  
b. Demonstrated Relevant Experience and Project Expertise  
c. References on Successful Relevant Projects  
d. Availability to the Sites and Project Timelines

All proposals will be evaluated using the same criteria and possible points.

The District may request clarification or additional information from a firm in order to assist in the District’s evaluation of a proposal. Finally, the District, in its sole discretion, may require changes in the scope of services before execution of the contract, or cancel the project and terminate the RFQ.

**PROPOSED TIMELINE:** Below is the anticipated timeline for the project.

- RFQ Announcement: July 27, 2023  
- Deadline, RFQ Questions: August 8, 2023, 5:00 pm  
- Goal, Post RFQ Answers: August 9, 2023, 12:00 pm  
- Submittals Due: August 16, 2023, 12:00 pm  
- Consultant Selection: August 17 – August 25, 2023  
- Contract Finalization Goal: August 31, 2023  
- Goal, Begin Work: Week of September 4, 2023

*All dates are subject to change by the District*
Exhibit A: Battle Point Park (ARPA Compliance Plan)

Notes
1. The contours shown are publicly available and were not field verified. The contour interval is 2 feet.
2. The location of improvements, trees, brush lines, and wooded areas were taken from an aerial photography and are approximate.
3. Wetland locations were delineated by Christy Carr and field located in November, 2009.
4. Underground utility type and locations shown were provided by others.
5. The drainfield locations shown are approximate only.

Legend
- Septic system lid
- Utility access cover
- Culvert crossing with pipe type and size
- Underground utility locate
- Underground electrical locate
- Telephone vault
- Power vault
- Telephone vault
- Auger recharging protection area
- Gravel surface
- Pavement surface

Sec's. 8 & 17, T.26N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Bainbridge Island Metro Parks
BATTLE POINT PARK
AQUIFER RECHARGE PROTECTION AREA

Date 5/22/2023
Scale 1"=400
Sheet 1 of 1
Exhibit B: Battle Point Park Site Plan, Pickleball Expansion
Exhibit C: Grand Forest West Gravel Parking Lot Expansion
Exhibit D: Sakai Park (pg.1), Site Work (pg.2), Tennis Courts (pg.3), Play Area (pg.4)