

# MANSON PARK AND RECREATION DISTRICT

## Request for Qualifications

### SINGLETON PARK AND WILLOW POINT PARK Recreation Access Planning Project

**Submittals are due by 5:00pm PST, Wednesday, April 10, 2024**

Manson Park and Recreation District is seeking a consultant to complete a planning project. This project will identify and address recreational access gaps at both Singleton Park and Willow Point Park in Manson, WA. Anticipated scope of work includes, but is not necessarily limited to: identifying current shortfalls in facilities and recreational opportunities; conducting bilingual public outreach; identifying and defining access limitations; obtaining all applicable permits, including SEPA and shoreline permits; environmental, archaeological, and cultural resource studies; 95%-level engineering to support concept development and design alternatives to address shortfalls; develop a collaborative action plan to secure funding for required capital improvements; and prepare project bid documents. Deliverables of critical elements must be congruent with Washington State RCO Planning for Recreation Access Grant Requirements.

A digital copy of the RFQ may be obtained by contacting Robin Pittman, Park Director, at [robin@mansonparks.com](mailto:robin@mansonparks.com). Manson Park and Recreation District is an equal opportunity employer.

# MANSON PARK AND RECREATION DISTRICT

## Request for Qualifications (RFQ)

### SINGLETON PARK AND WILLOW POINT PARK Recreation Access Planning Project

**Submittals are due 5:00pm PST, Wednesday, April 10, 2024**

#### GENERAL INFORMATION

##### Project

Manson Park and Recreation District (“MPRD”) is seeking a consultant to provide services to identify and address recreation access gaps at two parks in Manson, Washington: Singleton and Willow Point. Anticipated scope of work includes but is not necessarily limited to: 1) identifying current shortfalls in facilities and recreational opportunities; 2) conducting bilingual public outreach; 3) identifying and defining access limitations; 4) obtaining all applicable permits, including SEPA/NEPA; 5) environmental, archaeological, and cultural resource studies; 6) 95%-level engineering to support concept development and design alternatives to address shortfalls; 7) develop a collaborative action plan to secure funding for required capital improvements; and 8) prepare project bid documents. Deliverables of critical elements must be congruent with Washington State RCO Planning for Recreation Access Grant Requirements.

Singleton Park and Willow Point Park are both owned and operated by MPRD.

Photos of the project locations are attached. Singleton Park is located at 300 S. Madeline Road, Manson, Washington 98831. Willow Point Park is located at 165 Willow Point Road, Manson, Washington 98831.

This project is funded by the Washington State Recreation and Conservation Office (RCO), Planning for Recreation Access program.

##### Contact Information

All questions concerning this project and/or RFQ shall be directed in writing to Robin Pittman, Park Director, at [robin@mansonparks.com](mailto:robin@mansonparks.com). No questions will be accepted by telephone. Deadline for RFQ questions and project inquiries is 3:00pm PST on Monday, April 1, 2024.

##### Interviews

Informal phone and/or formal in-person interviews may be conducted at the discretion of the District.

#### SUBMITTAL INSTRUCTIONS

Responses must adhere to the following instructions. Any non-conforming response may be rejected at the sole discretion of the District.

One (1) electronic PDF copy must be received by the District by 5:00pm PST on Wednesday, April 10, 2024. Submittals must be emailed to Robin Pittman at [robin@mansonparks.com](mailto:robin@mansonparks.com). The District will not accept submittals sent by mail, hand delivery, or fax.

For evaluation purposes, the submittal shall be formatted as outlined below. Any response not following the correct format may be rejected at the District's discretion.

1) **Letter of Introduction.**

A minimum one-page letter of introduction should introduce the Consultant's firm, identify the project manager and key personnel, and list any subconsultants (if any). Contact information should be apparent.

2) **Project Team**

*Project Manager:* Identify the project manager who will be responsible for the quality and timeliness of the Consultant's work and for ensuring that adequate personnel and other resources are available for this project. Provide a brief summary of experience, qualifications, and specific expertise pertaining to this project.

*Key Personnel:* Identify the proposed key personnel (including subconsultants) and briefly describe roles and duties relative to this project. Provide a brief summary of experience, qualifications, and specific expertise as it pertains to this project.

3) **Planning Experience.** Provide examples of similar (preferably public) projects in scope and size completed in the last ten (10) years. Please provide a professional reference for at least two (2) projects. Contact name, phone number, and email address should be included.

4) **Project Approach.** Provide a written narrative demonstrating knowledge on completing a project of this nature as outlined in the proposed Scope of Work. Identify potential issues that may be encountered and proposed solutions.

5) **Project Schedule.** Outline the Consultant's anticipated timeline for completion with project milestones. Consultant should include a brief narrative regarding proposed communication plan with the District.

6) **Familiarity with Lake Chelan Area.** Describe Consultant's familiarity with the Manson and Lake Chelan-areas. Please highlight recently completed projects, specifically the design and permitting of public recreation facilities.

7) **Familiarity with RCO funding.** Describe the team's familiarity with the Washington State Recreation and Conservation Office. If specific RCO-funded projects are included in the team's portfolio, please list the project name, location, and approximate budget.

8) **Appendix. *Optional:*** Full resumes for Project Manager and Key Personnel (including subconsultants).

Responses are limited to ten (10) pages (excluding the cover page, a one-page letter of introduction, and resumes). Page size shall be 8.5-inches x 11-inches. Type style and font size should be readable. To ensure delivery, PDF file size should be less than 10 MB.

**DBE Participation**

Women, minority, and veteran-owned businesses are encouraged to respond. The District is an Equal opportunity and Affirmative Action Employer.

**ADA / Civil Rights**

Consultants will be held to ADA and Civil Rights language for this project.

**SCOPE OF WORK**

The following is a summarized outline of the anticipated scope of work:

1. Collect and analyze information on the existing design and layout of both properties, historical data, usage, and other relevant information as it pertains to recreational access.
2. Conduct environmental, archaeological, and cultural resource studies as required by grant agreement and State and Federal laws.
3. Conduct additional research, as necessary, to create a cost-effective resolution for known access limitations.
4. Develop engineered plans, specifications, and cost estimates to 95%-level of design.
5. Complete SEPA, applicable permitting, and communicate as necessary with regulatory agencies to obtain project approval. Final list of required permits to be determined by consultant.

Anticipated permits include:

- Archaeological and Cultural Resources (EO 05-05)
- Hydraulics Project Approval (HPA)
- SEPA
- Shoreline Permit
- Other permits as required

Final scope of work to be determined following consultant selection and contingent upon RCO grant documentation requirements. Funding for construction has not yet been secured.

**GENERAL TERMS**

This RFQ does not commit MPRD to enter into an agreement or to pay any costs incurred in the preparation of this response or in subsequent negotiations.

**Reservation of Rights by the District**

The issuance of this RFQ does not constitute an assurance by MPRD that any contract will be entered into by MPRD, and expressly reserves the right to:

- Waive any immaterial defects, informalities or irregularities in any response or response procedure
- Reject any and all responses
- Reissue the RFQ
- Invite additional respondents to the RFQ
- Request additional information from any or all respondents
- Extend the date for submittal of responses
- Supplement, amend, or otherwise modify the RFQ and cancel this request with or without the substitution of another RFQ

- Disqualify any respondent who fails to provide information requested herein or who provides inaccurate or misleading information
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this RFQ, each respondent agrees that any findings by MPRD of any fact in dispute as to this RFQ or the responses thereto shall be final and conclusive except as provided herein.

### **EEO Requirements**

Respondent, by submission of a response, agrees to not discriminate against any worker, employee, application subcontractor, or any member of the public because of race, color, gender, age, national origin, sexual orientation, gender identification and expressions, military status or disability, or otherwise commit an unfair employment practices and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

### **Proprietary Material**

MPRD assumes no liability for disclosure of proprietary material submitted by respondents. Responses to this RFQ shall be considered public documents under applicable State law except to the extent portions of the submittals are otherwise protected under applicable law.

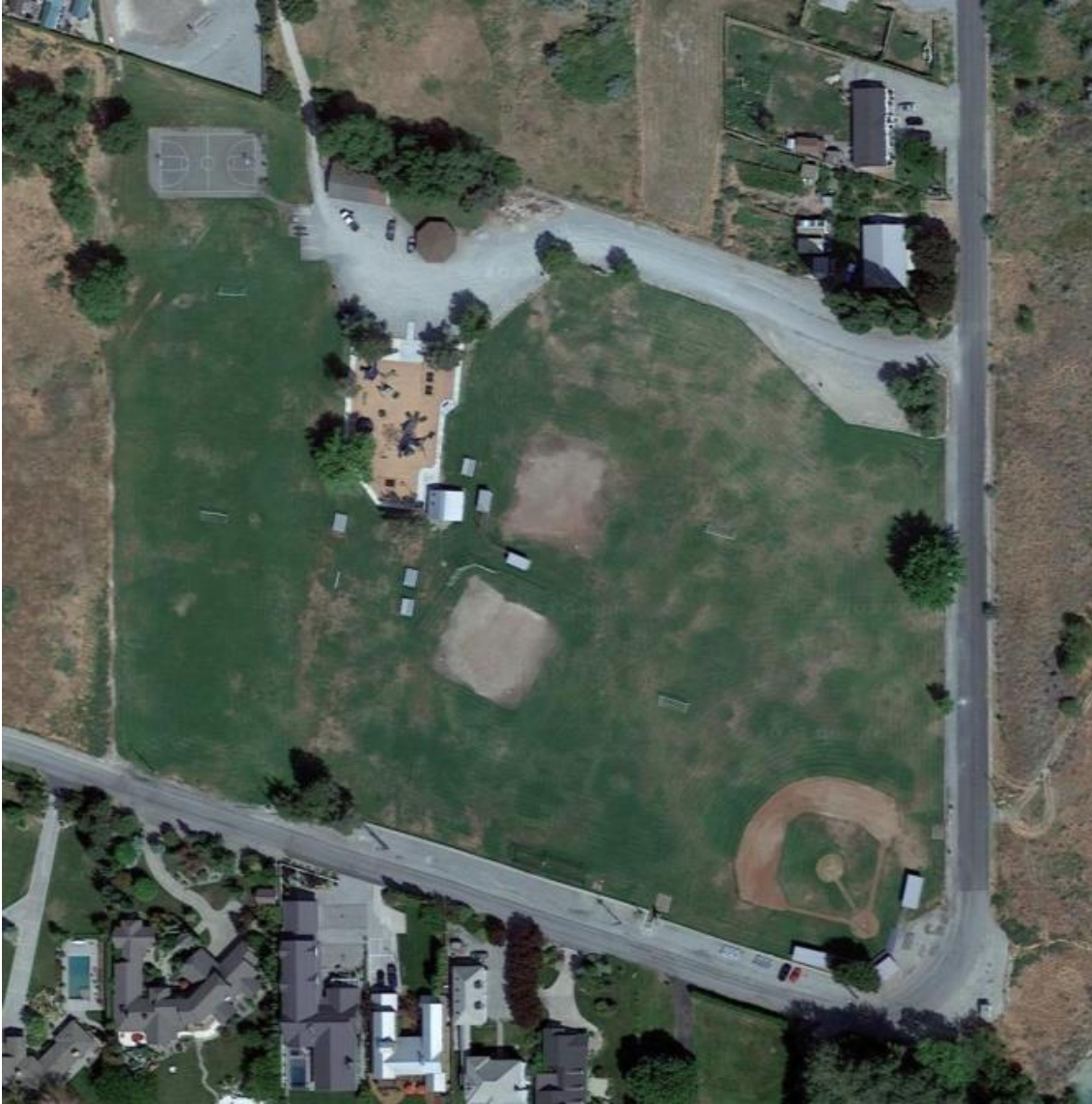
### **Evaluation Criteria**

Submittals will be evaluated on:

- 1) Qualifications and experience of Project Manager and key personnel *(25 points)*
- 2) Planning experience for governmental or public entities *(25 points)*
- 3) Project approach *(10 points)*
- 4) Project schedule *(10 points)*
- 5) Familiarity with the Lake Chelan area *(10 points)*
- 6) Experience with RCO-funded projects *(15 points)*
- 7) Overall presentation and appearance of submittal *(5 points)*

Total possible points for each criteria evaluated are outlined above. It is the responsibility of the consultant to ensure that their submittal complies with the instructions of this RFQ and provides the information requested. If the consultant fails to provide any information requested in this RFQ, such failure may result in either a lower score or disqualification of the submittal.

**SINGLETON PARK, 300 S. Madeline Road, Manson WA 98831**





**WILLOW POINT PARK, 165 Willow Point Road, Manson WA 98831**

