



Request for Statements of Qualification (RFQ) for

Architect/Engineer Services for Renovation of Ilwaco Community Park

Released: March 23, 2016

Closes: April 15, 2016

Purpose of Request:

In accordance with Washington State Recreation Conservation Office (RCO) Agreement Article 16, the City of Ilwaco (hereinafter referred to as the "City") announces a request for statement of qualification (hereinafter referred to as the "RFQ") for Architect/Engineering Services to prepare drawing and bid documents for the installation of restroom facility, playground equipment and covered picnic pavilion (~720 sq. ft.) at Ilwaco Community Park (hereinafter referred to as the "Park"). It is anticipated that a sixty by one hundred twenty foot tennis court will be removed by City employees, to make room for new structures. New connections for sewer and water will be provided by the City. Firms interested in providing these services to the City are invited to respond to this RFQ.

Schedule:

Advertising	March 22, 2016
RFQ Due	1:00 p.m. on April 15, 2016
Firm Selection	April 26, 2016
Agreement Approval	May 9, 2016
Approval of Project Bid Documents	July 15, 2016
Bid Documents Released	July 20, 2016
Bids Due	August 3, 2016
Notice to Proceed	August 17, 2016
Substantial Completion	October 31, 2016

Objective and Goals:

The Park has been owned and operated by various agencies for the last 100 years. The Park was updated to its current state in the 1980s. The Park provides recreational opportunities for families and serves as a practices field for little league baseball.

The City received a Washington State RCO grant to renovate the Park in fall 2015, with an expected completion date of Fall 2018. It is the goal of the Ilwaco Parks and Recreation Commission to work closely with the Architect/Engineer hired to design and locate elements efficiently and in a manner to enhance public accessibility, security and aesthetics.

The objective of this project is to design a park that takes into account the work already completed by the Ilwaco Parks & Recreation Commission that will meet the following goals:

- a. All property improvements will be designed in a manner that will enrich the neighborhood's physical appearance and public accessibility;
- b. All property improvements will be designed in a manner that strengthens the security and minimizes vandalism;
- c. All structures, or development on the property will be designed in a manner that will serve the community for at least the next 25 years;
- d. The majority of site prep and groundwork will be provided and coordinated with City and the Port of Ilwaco crews;
- e. The playground equipment to be installed will meet current ADA standard for accessibility and provide play experiences for a wide range of ages.
- f. Installation of playground equipment will be a "community build" overseen by a representative from the company providing the equipment.

Scope of Work:

The Park will consist of the following work;
the Consultant will:

- a. Meet with City representatives to establish program and design scheme that meets the above projects and goals.
- b. Produce preliminary and final drawings required for permitting and bidding purposes. The list of drawings will include, at a minimum; cover sheet, general notes, drawing index, abbreviations, code information, floor plans, elevations, hard surfaces plan, utilities plan, and site plan.
- c. Produce project manual including specifications.
- d. Produce bid documents for the project.
- e. Act as a general manager to oversee the installation of the elements of the project and provide contract administration services.
- f. Complete accurate and timely reporting of all Park expenditures and submit application and certificate for payment to the City for reimbursement.
- g. This is a prevailing wages job.
- h. Consultant agreement: A1A B151 Abbreviated form of agreement between Owner and Architect.

Selection criteria:

Firms desiring consideration shall submit a complete qualification package and any other pertinent data to further assist the selection committee in evaluating the firm's qualification to: The City of Ilwaco, City Park Project, P.O. Box 548, Ilwaco, WA 98624. A complete qualification package will include a cover sheet, letter of transmittal, and a firm profile (to include history, past projects, similar projects to establish qualification and personnel).

One or more firms may be selected for interview based upon the following criteria categories: (1) Amount of experience in type of work required, (2) Familiarization with current project and local area, (3) Availability and capacity of the firm to accomplish the work in the required time, (4) Professional reputation and references.

The City of Ilwaco is an equal opportunity and affirmative action employer. Minority and women-owned firms are encouraged to submit proposals.