

REQUEST FOR QUALIFICATIONS (RFQ)

Manson Bay Old Swim Hole Development Project

Submittals are due 5:00pm PST, Tuesday, November 30, 2021

GENERAL INFORMATION

Introduction to Project

Manson Park and Recreation District is seeking a consultant to complete a design effort for shoreline restoration and public access at the Old Swim Hole area adjacent to Manson Bay Park in Manson, Washington. Anticipated site improvements include erosion control, green space preservation, parking reconfiguration, shoreline trail, and passive water recreation access. Anticipated scope of work includes but is not necessarily limited to design development of construction-ready plans, specifications and associated cost estimates, preparation of environmental permitting applications, and project approval coordination.

A map of the project's location is attached. The Old Swim Hole is located adjacent to Manson Bay Park at 295 Manson Boulevard, Manson, Washington 98831.

This project is funded in part by Washington State RCO. Deliverables must be compatible with Aquatic Land Enhancement Account (ALEA) Grant Requirements.

Contact Information

All questions concerning this project and or RFQ shall be directed in writing to Robin Pittman, Park Director, at robin@mansonparks.com. No questions will be accepted by telephone. Deadline for RFQ questions and project inquiries is **5:00pm PST on November 24, 2021**.

Interviews

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

Schedule

The following is an anticipated schedule of completion for this project:

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|---|---------------------|
| • Submittals Due | November 30, 2021 |
| • Consultant Selection | December 9, 2021 |
| • Design Initiated | January 3, 2022 |
| • 30% Design Package Complete | April 29, 2022 |
| • 60% Design Package Complete | June 30, 2022 |
| • Permitting / Project Approvals Obtained | September, 30, 2022 |
| • 100% Design Package Complete | October 31, 2022 |

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 Tuesday, November 30, 2021**. Submittals must be emailed to Robin Pittman at robin@mansonparks.com. The District will not accept submittals sent by mail, hand delivery, or fax. It is the Consultant's responsibility to ensure electronic receipt of the submitted response.

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 one-page letter of introduction should introduce the Consultant's firm, identify the project manager, key personnel, and list any subconsultants (if any). Contact information for lead consultant 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) **Project Experience** - Provide examples of similar 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.
- 6) **Familiarity with Lake Chelan** - Describe Consultant's familiarity with the Manson and Lake Chelan areas and highlight recently completed projects – specifically the design and permitting of shoreline restoration and/or improvements.
- 7) **Familiarity with RCO-Funded Projects** - Highlight Consultant's familiarity with projects funded with RCO grant program dollars – specifically waterfront/shoreline recreational improvements.
- 8) **Familiarity with Project Stakeholders** - Due to the multi-jurisdictional nature of the stakeholders for this project, the Consultant should provide a narrative of their relevant experience working with anticipated stakeholders.
- 9) **Appendix - Optional:** Full resumes for Project Manager and Key Personnel (including subconsultants).

Responses are limited to fifteen (15) pages (excluding the cover page(s), one-page letter of introduction, and full 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.

SCOPE OF WORK

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

1. Collect/analyze existing information and conduct additional research as necessary to identify a cost-effective design solution.
2. Develop engineered plans, specifications, and cost estimates to 100%-level of design.
3. Complete environmental documentation and permit application(s) – including responses as needed to regulatory agencies to obtain project approval. Final list of required permits to be determined by consultant. Anticipated permits include:
 - Dredge/Fill Permit (Sections 10/404)
 - Shoreline Permit

Final scope of work to be determined following Consultant selection and contingent upon RCO grant documentation requirements.

GENERAL TERMS

This RFQ does not commit the District 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 the District that any contract will be entered into by the District, 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
- Select a Consultant that meets the District's best interest.
- Retain selected Consultant for additional phase(s) of work for project.

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

The District 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) Relevant Project Experience (25 points)
- 3) Project Approach (10 points)
- 4) Project Schedule (5 points)
- 5) Familiarity with the Lake Chelan area and shoreline restoration (10 points)
- 6) Experience and/or familiarity with RCO-funded projects (10 points)
- 7) Familiarity with anticipated project stakeholders (e.g. the District, Chelan PUD, Lake Chelan Reclamation District, Chelan County) (10 points)
- 8) 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.

The award of this contract will be subject to the availability of funds and ability to negotiate a fair and reasonable price. All work produced from this contract will belong to the District for use in future phases of this project.

ATTACHMENTS

Area of Potential Effect (APE)

