



## COMMUNITY AND ECONOMIC DEVELOPMENT

City of Arlington • 18204 59th Ave NE • Arlington, WA 98223

### City of Arlington Engineering and Landscape Architecture Services Related to Graphic Design, Civil Design, and Construction Management RFP ADDENDUM #1

Date of Addendum: November 28, 2022

#### NOTICE TO ALL POTENTIAL RESPONDENTS

The City of Arlington advertised a Request for Proposal on November 21, 2022 for a qualified consulting firm to complete the final design of an existing conceptual site plan, civil design of site, construction/bid documents and construction management services for the construction of a Public Community Park. The following section of the RFP document has been redacted:

4) *Budget Proposal, to include:*

*Estimated billable hours, cost per hour, and hours per task for each individual on the consultant team;*

*Key staff availability to conduct the scope of work; and*

*Total overall price and cost breakout for each task.*

*This proposal has a not to exceed amount of \$2,539,900.00*

Please find attached updated Request for Proposal, which has been edited to eliminate the above stated item. There are no changes to the Timeline. Please submit the Letter of Intent no later than 4:00 p.m. December 19, 2022 to Marc Hayes, Community and Economic Development Director. 18204 59th Dr. NE, Arlington, WA 98223 or through e-mail to Marc Hayes at [mhayes@arlingtonwa.gov](mailto:mhayes@arlingtonwa.gov) and Raelynn Jones at [rjones@arlingtonwa.gov](mailto:rjones@arlingtonwa.gov)

#### 1.0 - RFP

Item	Section	Description of Change
4	Proposal Information	Eliminated the submittal requirement of the Budget Proposal, to include; Estimated billable hours, cost per hour, and hours per task for each individual on the consultant team; Key staff availability to conduct the scope of work; and; Total overall price and cost breakout for each task. This proposal has a not to exceed amount of \$2,539,900.00

**END OF ADDENDUM**



# City of Arlington

Community & Economic Development

## Request for Proposals

**Engineering and Landscape Architecture Services Related to Graphic Design,  
Civil Design, and Construction Management**

**Response Deadline:**

**Monday, December 19, 2022, 4:00pm**

### **Issuing Agency**

This Request for Proposals (RFP) is issued by the City of Arlington Community and Economic Development Department, herein after referred to as “the City.”

### **Summary**

The City of Arlington is initiating a Request for Proposals (RFP) from qualified consulting firms to complete the final design of an existing conceptual site plan, civil design of site, construction/bid documents and construction management services for the construction of a Public Community Park. The park site is approximately 1.8 acres in size and will consist of a formal park area with hardscaping and water feature, passive park area with open space, exercise track and covered performance stage, and a playground area with diverse features to accommodate a broad age range. Both on-street and off-street parking areas, two precast restroom facilities, and associated site landscaping. The project will also require grading plans/profiles, utility design to include water, sanitary sewer, storm water, electrical, and communications, as well as construction management services for the park construction. This RFP is only open to those qualified firms and individuals who satisfy the requirements stated herein and who are licensed and available to do business in Washington State. The successful firm will provide the city with 3-dimensional graphic designs of the proposed site development, including conceptual landscaping, civil engineering design in AutoCAD format, and an engineers estimated cost of construction for the proposed project.

### **Contract Term**

Approximately February 13, 2023 – December 29, 2023

### **Budget**

Anticipated funds available are not to exceed \$2,539,900.00

### **Timeline**

11/21/22 – 12/5/22	RFP issued & advertised
11/30/22 4:00 PM PST	Clarification Questions due
12/2/22	Addendum posted (if questions received)
12/19/22 4:00 PM PST	Letters of intent due

1/10/23 4:00 PM PST	Proposals due
1/11/22 – 1/13/23	Proposal review & selection process
1/16/23 – 1/20/23	Anticipated Interviews
1/25/23	Announcement of winning proposal
1/30/23 – 2/3/23	Contracting process
2/13/23	Contract begins
12/29/23	Final work product due/accepted

## **Background Information**

The City of Arlington desires to construct a Community Park within the Smokey Point neighborhood that incorporates the history of the Smokey Point area in its design elements. The park will consist of formal, passive and recreational aspects in order to address community equity. The park site will provide a focal point for the neighborhood, centrally located alongside Smokey Point Boulevard, with easy accessibility to recreational opportunities, a venue for live entertainment to occur and most importantly a place to build social capital within the Smokey Point neighborhood.

The RFP process for this solicitation will be managed by the City of Arlington, Department of Community and Economic Development Department.

## **Solicited Services**

The purpose of this proposed work is to:

- Create a functional site plan to support the creation of a Community Park.

- Create 3-D renderings of the Community Park, including amenities and landscaping design.

- Create construction plans and bid documents that address site grading including building pads, utility connections, site illumination, performance stage, utility connections (water, sewer, electrical, illumination, communications) storm drainage design, roadway and parking design, and construction management services for the park construction.

## **Scope of Work to be Provided**

The following are tasks to be accomplished as part of the contracted service:

### **Tasks**

#### **Task 1: Final Site Design**

Prepare a completed site civil design, based on the city's existing conceptual design to include:

- Formal space including hardscaping and the conceptual water feature

- Access Road

- Parking areas

Concrete walkways  
Exercise track  
Restroom locations  
Street frontage improvements  
Outdoor picnic table pads/furniture/sunshades  
Lawn areas  
Tree plantings/landscape areas  
Irrigation Plan  
Stage location and structure  
Electrical Design  
Illumination Design  
Communications/connectivity  
Security Camera layout  
Multi-age playground with equipment  
Sanitary Sewer extension/services  
Watermain Extension/services

### **Task 2: 3D Rendering**

Produce high resolution 3-D, fly-through video of completed design  
Video shall include footage of entire site including, performance stage, open space/exercise track, all three separate park areas, restrooms, water feature/hardscape, playground/equipment, parking areas, street frontage improvements, park signage, illumination and landscaping.

### **Task 3: Civil Engineering**

Produce civil engineering plans in AutoCAD Civil 3D, to include overall site grading, building pad elevations, access road/parking area design/profile, frontage improvements for both Smokey Point Blvd. and 178th PL., storm drainage design, watermain extension/ service connections to buildings, electrical design including Illumination/connections to buildings, sanitary sewer main extension and connections to restrooms, irrigation design, SWPPP, specifications/cost estimates/bid documents.

### **Task 4: Construction Management/Administration**

The successful consultant will also be responsible for Construction Management (CM) services for the project. The scope of services and responsibilities of the CM will include pre-construction services and complete coordination and management of construction for the proposed project. The CM is expected to work collaboratively with the City of Arlington to deliver a facility that is within budget and to maintain the schedule established for the Project. The CM will participate in team meetings and take responsibility for budgeting, scheduling for construction, construction delivery, and constructability.

The CM shall provide all construction management services necessary and required for the inspection, supervision, management, coordination, and administration of the project, so that the required construction work is properly executed, completed in a timely manner and conforms to the requirements of the construction documents as well as good construction practice. The CM will be responsible for drafting the Owner/CM agreement, identification of trade contractors, preparing general conditions, management of the bidding process, execution of trade contracts, and coordination of the work. The CM will be required to provide such services from project commencement through substantial completion, final acceptance, and project closeout.

## **Evaluation of Proposals**

### **Letter of Intent**

In order to be an applicant for this RFP, the applicant must submit a Letter of Intent **no later than 4 PM PST on December 19, 2022**, to the address below, stating the intention to submit a proposal in response to this Request for Proposals. The Letter of Intent must be accompanied by a summary of the applicant's experience in providing the types of services outlined in this Request for Proposals.

If only one qualified applicant submits a Letter of Intent, the City of Arlington reserves the right to substitute the bid proposal and review process with a simplified contract process. In this event, the sole bidder will be contacted to take the next steps in the contract process.

### **Proposal Information**

Proposals should include:

- 1) Introductory Letter including the organization name, address, contact person, email, and reason your organization should be selected for this work.
- 2) Statement of qualification, including:
  - Name, address and telephone number of the firm or individual.
  - Federal EIN Number, Washington State Corporation Number, and DUNS Number (if applicable).
  - Names of project team members, professional certifications/registrations, and relevant experience of each.
  - Organizational experience and workload – include a detailed description of similar programs successfully undertaken and implemented; and
  - List of similar relevant projects and where to view them.

- 3) Project Approach: A written description (1–2-page narrative) of your approach to performing this scope of work. Proposals should respond with specific details about how each of the listed tasks will be addressed.
- 4) At least three references for similar work performed within the last six years.

### **Submittal of Proposals**

All responders shall submit one (1) electronic copy on USB and Two (2) hard copies of the proposal. All submittals must be submitted in one package, clearly marked **“Smokey Point Community Park” by no later than 4:00 PM PST on January 10, 2023**, to:

Marc Hayes, Director  
Community and Economic Development  
18204 59th Ave. NE  
Arlington, WA 98223

It is the responder’s responsibility to deliver proposals to the specified location prior to the date and time for the close of acceptance. The city is not responsible for lost, misdirected, or submittals delivered after the deadline. Each submittal shall state it is valid for a period of ninety (90) calendar days from date of submission.

Consultant selection shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

The City of Arlington is an Equal Opportunity Employer and encourages disadvantaged, minority, and women owned consultant firms to respond.

### **Clarifications**

Any questions, requests for additional information, or requests for clarification regarding this request for proposals will be accepted via e-mail by Marc Hayes at [mhayes@arlingtonwa.gov](mailto:mhayes@arlingtonwa.gov) and Raelynn Jones at [rjones@arlingtonwa.gov](mailto:rjones@arlingtonwa.gov) until **4:00 PM Wednesday, November 30, 2022**. Answers to any questions received will be posted as an Addendum to the City of Arlington webpage by Friday, December 2, 2022.

### **Selection Criteria**

Proposals will be evaluated to determine the best value to the City based upon the following (weighted) factors:

- (25%) Experience in creating civil engineering plans/construction documents;
- (25%) Experience in graphic design, presentation;
- (10%) Overall approach and understanding of the project;
- (10%) Qualifications of key personnel;

- (10%) Availability and capacity to conduct the work; and
- (20%) Price and cost-related measures.

The City shall make the final determination of the most qualified applicant to negotiate a contract with. Prior to final selection, the Proposal Review Panel may select a short list and interview prospective applicants and/or may require submittal of further documentation regarding the applicant's capabilities and qualifications.

Dates and times for those interviews are to be determined. References will be contacted prior to final selection of a firm or individual to undertake the project. The contract will be issued by the City of Arlington, Community and Economic Development Department.

### **Reservations**

The City of Arlington reserves the right to reject any and all proposals, and to waive informality, technical defect, or clerical error in any proposal, as the interest of the City may require. All costs incurred in the preparation of the proposal will be borne entirely by the responder.

The City of Arlington reserves the right to award the contract to the next most qualified consultant, if the selected consultant does not execute a contract within thirty (30) days after award of the proposal.

All materials submitted to the City of Arlington become the property of the City and become public record.

### **Professional Services Agreement**

The consultant awarded the proposal to complete the work shall be required to enter into a Professional Services Agreement with the City to perform the work in accordance with the terms specified in this Request for Proposal and all other terms as specified in said Professional Services Agreement. The consultant must also be licensed to perform work in the state of Washington, for their individual disciplines, and have the appropriate licenses, certifications, and designations to perform their assigned work.