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## RFP Information

Design for Fishing Pier and Boat Ramp Replacement at Angle Lake Park

Issue Date: January 25, 2022

Closing Date: February 15, 2022

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## Contact

Michael Fitzpatrick

Phone: 206.973.4671

Email: [mfitzpatrick@seatacwa.gov](mailto:mfitzpatrick@seatacwa.gov)

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## Vendor Information

Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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## Return Proposals by 4:00 P.M. on February 15, 2022

City of SeaTac

3<sup>rd</sup> Floor Reception

4800 South 188<sup>th</sup> Street

SeaTac, WA 98188

Phone: 206.973.4671

FAXED OR EMAILED PROPOSALS WILL **NOT** BE ACCEPTED

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Attachments:

    1. Vicinity Map

## **SUBMITTAL DUE DATE**

To be eligible for consideration, four (4) hard copies of a vendor's response to this Request for Proposals (hereafter called "response" or "proposals") must be received at the City of SeaTac, 3<sup>rd</sup> floor reception desk located at 4800 South 188th Street, SeaTac, WA 98188-8605 no later than **4:00 p.m. on Tuesday, February 15, 2022**. The response must be submitted in a sealed envelope with the vendor's name and due date clearly identified on the outside. Envelopes should be clearly marked in the lower left-hand corner **"RFP Design for Fishing Pier and Boat Ramp Replacement at Angle Lake Park."** **NO FAXED OR EMAIL PROPOSALS WILL BE ACCEPTED.**

## **GENERAL INFORMATION**

Incorporated in February 1990, the City of SeaTac is located in the Pacific Northwest, approximately midway between the cities of Seattle and Tacoma in the State of Washington. The City has a population of 29,890 with a dramatic daily increase to 171,380 through employment, airport users and hotel guests. SeaTac is a vibrant community, economically strong, environmentally sensitive, and people oriented. The City boundaries surround the Seattle-Tacoma International Airport, approximately 3 square miles in area.

## **DESCRIPTION OF PROJECT**

The proposed project will focus on redesigning and replacing the existing 2,180 square foot fishing pier for ADA compliance, replacing timber pilings, and upgrading the pier surface. The pier accommodates both fishing and swimming activities. Design should reflect separate areas for both activities to occur concurrently and safely.

The boat ramp replacement consists of removal and disposal of the existing concrete ties, correcting subgrade below the ordinary high-water level (OHWL) and installing new precast concrete panels (or similar) below OHWL. The project requires design development, engineering, permitting, cost estimating and construction administration for all improvements. Attending community meetings to present pier and boat ramp design as well as conducting weekly construction meetings throughout duration of project is required.

**Design Fee:** \$275,000

## **PROJECT BACKGROUND**

Located in the southeast portion of the City at 19408 International Boulevard, Angle Lake Park is located on the 80-acre freshwater lake and consists of approximately 9 acres of public park space with picnic shelters, restrooms, performance stages, children's playground equipment, barbeque pads, a spray park and 370 feet of waterfront access for swimming and fishing.

Despite replacing the gangways and a few of the timber pilings replaced with steel; the pier and boat ramp were constructed over 60 years ago and need replacement to improve access, safety, and function for the public. The subgrade of the existing boat ramp beneath the OHWL has deteriorated causing hazardous conditions resulting in possible damage to boat trailers while launching/retrieving watercraft.

## **CONTACT**

Michael Fitzpatrick  
[mfitzpatrick@seatacwa.gov](mailto:mfitzpatrick@seatacwa.gov)

**REQUIREMENTS**

The architectural/engineering firm (A&E) must possess at least ten years demonstrated experience in successful projects of similar size and type. The A&E team must possess the engineering expertise essential to complete the project and perform the full range of services required for this scope of work. The construction documents must contain all the information needed to obtain all associated permits including but not limited to structural engineering, SEPA, JARPA, Hydraulic Project Approval (HPA) and building permit to bid and build the designed pier and boat ramp to its completion.

Submit your proposal letter describing your firm’s experience working with public entities, especially municipal government and your experience and success working on similar projects. Also, submit a list of five of your firm’s most successful projects of this nature completed. Provide drawings and/or photographs. Provide completion dates or current phase, reference name and contact number. Describe the outstanding features and element of each one.

**SCOPE OF SERVICES AND DELIVERABLES**

1. Design Development – Prepare preliminary drawings defining the improvements as listed above. Prepare preliminary estimate of construction cost.
2. Construction Documentation – Prepare construction drawings, technical specifications, and final cost estimate.
3. Prepare applications and assist with technical information for all necessary permits.
4. Conduct one or two City-wide community meetings and presentations to Parks and Recreation Committee to report progress of the project.
5. Construction Contract Administration – Conduct construction meetings and perform site visits as needed to monitor progress and ensure quality of finished work.

**TIMELINES**

RFP Issued	January 25, 2022
Proposals Due	February 15, 2022
Firms Notified for Interviews	February 16, 2022
Interviews	Week of February 28 to March 4, 2022
Consultant Selected, Applicants Notified	March 10, 2022
Execution of Contract	April 12, 2022
Present Design to Parks & Recreation Committee	TBD

**ADDITIONAL REQUIREMENTS FOR SUBMITTAL**

In addition to any specific requirements requested in this proposal, the following documents must be completed and submitted with the proposal:

1. Project Team (Key Staff): Identify the Project Manager and key project team members and their responsibilities. Also include their current workload regarding projects they are currently managing.
2. References: Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm or similar nature as contained in the scope of work.

3. **Project Understanding:** Provide your general understanding regarding the Scope of Work and identify any potential challenges or special concerns that might be encountered.
4. **Other Supporting Data:** Include any other information you feel relevant to the selection of your firm or the makeup of the project team including sub-consultants.

The entire proposal shall not exceed twenty (20) pages, excluding the front and back covers, dividers, cover sheet, table of contents and letter of introductions (maximum of two pages).

## **EVALUATION CRITERIA**

The architectural/engineering firm (A&E) selected for the project will be based on relevant experience and samples of similar work completed or in progress. A conceptual design is not required as part of the RFP. However, firms should provide enough information through photos or sketches of similar projects to adequately demonstrate initial design ideas. Proposals will also be evaluated and selected for interview based on the following criteria:

- |                                       |           |
|---------------------------------------|-----------|
| 1. Firms history and/or experience    | 25 points |
| 2. Samples of similar work            | 25 points |
| 3. Creativity/functionality of design | 15 points |
| 4. Written presentation               | 10 points |

## **GENERAL TERMS AND CONDITIONS**

The following terms and conditions apply to all proposals to provide services to City of SeaTac:

1. City of SeaTac expressly reserves the following rights:
  - a. To reject any and/or all irregularities in the proposals submitted.
  - b. To reject any or all proposals or portions thereof.
  - c. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
  - d. To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the City, is in the best interest of the City.
  - e. To award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.
2. All proposals must be sealed in an envelope or appropriate packaging and addressed as requested in the RFP. Envelopes should be clearly marked in the lower left hand corner "RFP Design for Fishing Pier and Boat Ramp Replacement at Angle Lake Park."
3. The RFP must be signed with ink by an authorized individual of the company empowered to act in that capacity before a contract will be negotiated.
4. Any proposal or modification received after the hour and date specified will be returned unopened.
5. All documents, reports, proposals, submittals, working papers, or other materials prepared by the consultant pursuant to this proposal shall become the sole and exclusive property of the City, and the public domain, and not the property of the consultant. The consultant shall not

copyright, or cause to be copyrighted, any portion of said items submitted to the City because of this solicitation.

6. All the items mentioned in paragraph 5 above submitted to City of SeaTac should be printed both sides on recycled paper whenever practicable.

7. Insurance - The consultant shall procure and maintain insurance as outlined below for the duration of this Agreement. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best's rating of A VII or better, licensed to do business in the State of Washington. Liability insurance policies shall specifically name the City, its elected or appointed officials, officers, employees and volunteers as Primary-Non-Contributory Additional Insureds of said policies.

The consultant shall not begin work under the Agreement until all required insurance has been obtained and until such insurances have been received by the City. The consultant shall file with the City a certificate of insurance evidencing that the policies are in force. The certificate shall be accompanied by policy endorsements as are necessary to comply with these requirements.

The types and limits insurance are as follows:

COMMERCIAL GENERAL LIABILITY-Comprehensive Form

\$1,000,000 per occurrence liability /\$2,000,000 annual aggregate.

Coverage to include Premise and Operations Liability

Blanket Contractual

OCP for subcontractors liability

Product and Completed Operations Liability

Stop Gap Liability-\$1,000,000/\$1,000,000/\$1,000,000

Primary-Non Contributory Additional Insured coverage for the City et.al.

AUTOMOBILE LIABILITY

\$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or non-owned automobile.

WORKER'S COMPENSATION

Employees of Contractor and Subcontractors are to be insured under Washington State Industrial Insurance.

The General Aggregate provision of the Contractor's insurance policies shall be amended to show that the General Aggregate Limit of the policies applies separately to this contract.

Failure of the Contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of the contract.

8. Business License- The consultant shall procure and maintain a Business License with valid City of SeaTac endorsement required by City of SeaTac Municipal Code Title 5.

**REQUIRED SIGNATURE PAGE FOR PROPOSAL**

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

Being first duly sworn, on my oath, I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any consultant or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the City to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to City of SeaTac, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to City of SeaTac.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

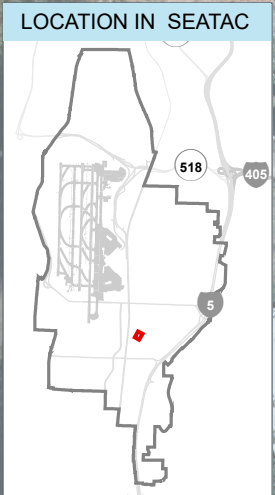
Phone \_\_\_\_\_

UBI No: \_\_\_\_\_

**THIS PAGE MUST BE SIGNED AND RETURNED WITH PROPOSAL**

# VICINITY MAP

## Angle Lake Park Pier



Date Prepared: 6/22/2021

Source: City of SeaTac, King County, GeoTerra, HERE. Prepared by the City of SeaTac. All rights reserved. This product has been compiled from the best available data. No warranty is expressed or implied as to accuracy, completeness, or fitness for any specific use. Not to be used for purposes of legal description or definition. Not a substitute for a professional survey.

\\...Working\SEA-C\Projects\PRK-00029\_AngleLakePier

