

February 12, 2020

Terry Pettus Park Renovation Design Contract; RFQ #PARKS-01272020

The following is a summary of the pre-submittal conference that was held on February 3, 2020, and other questions received regarding the RFQ.

Project Description:

Project Summary: This is an interesting park design and construction project for a park on Lake Union with complicated ownership issues. The project includes renovation of an existing waterfront pocket park that is located within Seattle Department of Transportation (SDOT) rights-of-way, which also includes Seattle Public Utilities (SPU) utilities located within the park area. The park renovation project also includes adding a small property into the park, which will be owned by Seattle Parks and Recreation (SPR). The goal of the project is to maintain the existing overwater features (in a potential new configuration), keep a “green” park along the lake, protect existing trees to the extent possible, and provide an accessible path that will lead to direct water-access, meeting the standards of the Americans with Disabilities Act (ADA). It is SPR’s hope that the new property being acquired will offer the opportunity to create this ADA path to the water. The design will need to be a balance of keeping the park “green”, protecting healthy trees, and providing an ADA pathway to the water’s edge. We also are planning on providing shoreline restoration on the newly acquired piece, to the extent that this is possible.

Recognizing the complicated permits required for in-water construction, SPR has planned that project permitting may take up to a year (from the 30% design).

The property being purchased has had a level 1 assessment. The upland property consists of fill material and it was noted in the report that there are minor spots of low-level contamination that can likely be addressed during the site development. The sediments are less certain. No soil investigation has been completed by SPR.

The funding for the project is fairly certain at \$1.5, but only design work is funded currently. The additional funds will come in future years. SPR is also seeking a development grant that may add funds. Success in the grant funding is uncertain at this time. Construction is estimated at \$930,000.

Solicitation Schedule: SPR has a fairly quick solicitation going at this time. Submittals are due February 18, 2020. SPR anticipate getting a design consultant on board by the end of March, 2020.

Questions:

Site Conditions

1. Q: Given that there may be potential contamination in the fill material and sediments, how do you plan to address additional issues that may come up during design?
A: SPR anticipates addressing the upland soils as part of the design for the shoreline restoration. If there are additional concerns about the soil or sediments, SPR could potentially include a contingency in the contract, or if it is a larger issue, SPR would likely do a contract amendment to address concerns.

2. Q: Do you have an on-call remediation team that would address the potentially contaminated soils? How will the soil investigation be addressed? Will you use SPU Materials lab to do that work?
A: SPR does has an on-call remediation consultant. For soils investigation, it is not likely that this work would be done as part of the park design contract scope. The investigation work will be done in coordination with our in-house environmental team and either our on-call consultant or by a separate contract with either SPU Materials lab or an outside consultant. Site remediation may be recommended as a result of this investigation. How the soil issues are addressed may be incorporated into the shoreline restoration design depending on the investigation results and any recommendations from SPR's environmental team. The design consultant will assist SPR in how best to incorporate any necessary site remediation or recommendations of our environmental team into the overall site design. This design work will be included in the design consultant contract scope.
3. Q: Is the acquisition piece privately owned?
A: Yes. It is being purchased from a company associated with neighboring US Seafoods. The property is a smaller piece of what was once sold to *Seattle Ride The Ducks* and then reverted back to the owner.
4. Q: What underground utilities are of concern with the park renovation?
A: Seattle Public Utilities has an 8" stormwater line and outfall at the park. There are a few private drainage lines also. These will need to be considered with any renovation design plan. SPR and the selected consultant will need to work in coordination with SPU on how best to address these as part of the project design.

Design Considerations

5. Q: Does the design include accommodations for car-top launch?
A: Yes, the park is intended for hand powered boat launch only, and there is a community desire for a drop off area for car-top unload/unload.
6. Q: Is project funding included for this year?
A: The design is funded for 2020. Additional funding will be provided in future years.
7. Q: What is the internal design process, and will the project need to go through Design Commission?
A: The design process is outline in the standard contract attached to the RFQ. It is not anticipated that review by the Design Commission will be required, but sometimes the Commission requests review of certain projects.
8. Q: Will the property be surveyed by others?
A: SPR will have the property surveyed once we have full ownership of the piece being acquired. The survey work will be either completed in-house or contracted out under a separate contract from this solicitation.
9. Q: Is art going to be part of this design?
A: We do not have specific funds for art, but there has been community interest in providing some further park element acknowledging Terry Pettus beyond the basalt column and plaque that is currently at the park. Also, there may be community interest in incorporating art in some fashion that might come out during the public involvement process. There is a supportive and active neighborhood group that helped build the park and helps maintain it too.

Public Involvement

10. Q: Have the floating home neighbors been involved?
A: Yes, a small group of neighbors and friends of the park have been providing input on the early feasibility of the park renovation.
11. Q: Will other groups, such as street-ends groups be involved?
A: Yes. Along with floating home neighbors, street-end groups and other neighbors, SPR has identified greater community groups of interested parties, including the Eastlake Community Council, bicycle groups that use the multipurpose trail, paddle boarding groups and others. These greater community groups will be invited to be involved and engaged in the park renovation.

RFQ Submittal

12. Q: What are SPR's requirements for Record Drawings?
A: The requirements for record drawings are outlined in the standard contract attached to the RFQ, page 12 and 13 of the contract.
13. Q: The RFQ is contradictory (7.8 & 7.7). What are the requirements for the RFQ submittal – electronic or paper?
A: Electronic is sufficient; No paper submittals are necessary.
14. Q: What does it mean that “paper copies take precedents”?
A: If there are differences between the electronic and paper copy, the paper copy is considered the correct submittal.
15. Q: For the electronic submittals, will SPR send a response back that the submittal was received?
A: Yes. Libby Hudson, project planner, will respond to all submitters.
16. Q: Is there a page number limitation?
A: Please understand that the reviewers will need to review all the submittals. Twenty pages maximum.
17. Q: How many will review the submittals?
A: There will likely be a team of 4 people.
18. Q: Is there a community member on the review panel?
A: No. The panel will likely be SPR staff only.
19. Q: Does SPR have a preference of hard-copies over electronic submittal?
A: Our team prefers electronic copies.
20. Q: For organizing the submittal, should it follow the listing under Section 8 – ‘Response Material and Submittal’ or the submittal checklist at the end?
A: Please use the format in Section 8 of the RFQ, pages 14 and 15.
21. Q: Can the table of contents be in addition to the 20-page limit?
A: A table of contents may be added in addition outside the 20-page limit.

22. Q: Two questions on the Women and Minority Owned Business Enterprises (WMBE) Inclusion Plan form:
1) The first box is asking for a Contract Number and Title. Should I leave that blank?

2) On page 4, Instructions, 'Aspirational goals' where the total percentage anticipated by the Prime is to be listed. The form seems to imply that the Prime will not be WMBE. If a Prime firm is 40% woman, 60% minority = 100% WMBE owned, how is credit given for being a Prime WMBE? On page 2 under Core Work, this statement also seems to indicate that Primes will not be WMBE in asking to "Identify WMBE firms you selected who agreed to perform core disciplines or functions on your team."

A: 1) Yes, leave the contract number blank at this time. This number will be generated after consultant selection.

2) On page 2 of the form, list your firm on the core work that will be done, include the percentage of the work being done by your firm, etc., along with any sub that are WMBE and the % of work they will be doing. I think the "expectations" section on page 4 anticipates that not all lead firms will be WMBE, but doesn't mean that we are looking for primes that are not WMBE.

23. Q: The Mandatory Consultant Questionnaire and Consultant Inclusion Plan links provided in the RFQ, say "Page Not Available." Where can I find these documents?

Consultant Questionnaire

Broken link:

[http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/3C
onsultantQuestionnaire.docx](http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/3ConsultantQuestionnaire.docx)

Consultant Inclusion Plan

Broken Link:

[http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/WMBE/Inc
lusionPlan_ConsultantContracts.docx](http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/WMBE/InclusionPlan_ConsultantContracts.docx)

A: Sorry about that. The Finance and Administrative Services Department (FAS) has changed their web page and it looks like the form has not been updated with their correct page locations. Please follow the link below and scroll to the bottom of the page to find both the **Consultant Questionnaire** and the **Consultant Inclusion Plan**.

<http://www.qa.seattle.gov/purchasing-and-contracting/consultant-contracting#policies>

24. Q: What is the intended difference in the Proposal Response between B. 1 & B.2 on page 15 of the RFP?

B.1 "Describe your team's specific background and experience designing and constructing"

B.2 "Describe the design approach used for previous public shoreline development projects similar to the described project"

A: For B.1, SPR is looking for the experience, skills and expertise in designing, permitting and construction oversight of similar projects to fit SPR's needs and expectations for this project. The specific skills/experience we are seeking include shoreline park development; over-water structure design, permitting and construction oversight; shoreline restoration, including softshore and green shoreline techniques; and retrofitting circulations to ADA standards.

For B.2, SPR is looking at whether the design approach used for similar projects fits with SPR's needs in providing an appropriate approach for this shoreline park development project. Again, specific include: over-water construction (including design, permitting and construction oversight), shoreline restoration with softshore and green shoreline techniques (including addressing site conditions), and retrofitting pedestrian circulation to ADA standards. SPR will consider whether the background and experience can support SPR's needs for this project and if the skill level and approach used for similar projects can be appropriately applied to the SPR's needs for this project.

25. Q: At what level will the selected consultant need to participate in public outreach outside of the public review meetings?

A: Public outreach will primarily be conducted by SPR staff, however, the consultant(s) will be required to provide all necessary presentation materials, will be required to attend all public meetings, and will be required to provide summaries of each of the public meetings.

26. Q: For the Minimum Qualifications, 1a. Consultant team must include: Consultant with a LA registered in the State of Washington that possesses a minimum of 5 years of experience in shoreline recreational design and development. Must this be a qualification of one person, or can this be a firm qualification?

A: Because of the specialized needs and requirements for development along the shoreline, the requirement is that the landscape architect have a minimum of 5 years of experience in shoreline recreational design and development. The intent is to assure the SPR has a consultant with the necessary level of experience for this project.