

REQUEST FOR QUALIFICATIONS
Architectural and Engineering Expertise

**BAINBRIDGE ISLAND METROPOLITAN PARKS AND RECREATION DISTRICT
PARK COMPREHENSIVE PLAN UPDATE**

Submit no later than Thursday, December 5, 2024, 2:00 p.m. Pacific Standard Time

The Bainbridge Island Metropolitan Park and Recreation District (“the District”) is soliciting a statement of qualifications (SOQ) from firms interested in providing services to update the District’s Comprehensive Plan for Parks, Recreation, and Open Space, a.k.a. the Park Comprehensive Plan.

Primary Objectives

The District seeks an update to its existing Park Comprehensive Plan which will strategically advance the District’s park system per its mission, values, long-range goals, and community needs and interests. The updated plan is to be prepared so to conform to the expectations of the Washington State Growth Management Act and to be found by the Recreation and Conservation Office.

In development of the Park Comprehensive Plan, the consultant will assist in the update of the inventory of existing parks and recreation facilities, identify park and recreation needs and goals, and provide direction for implementation. The consultant will assist the District in prioritizing related implementation measures that take into account on-going programs and values, such as meaningful public participation and fiscal responsibility.

Background

The District is updating its Comprehensive Plan for Parks, Recreation and Open Space, last updated in 2020. This plan can be found on the District Parks web page at: www.biparks.org/planningdocuments. The existing 6-year Capital Improvement Plan, also foundational to this effort, can be found at: <https://biparks.org/wp-content/uploads/2024/04/Res-Metro-2024-03-Am-24-CIF-Bgt.pdf>.

Preliminary Timeline

The tentative schedule for this project is:

1. Consultant Selection and Contract Execution within 6 – 8 weeks of RFQ submission deadline.
 - Release RFQ the week of November 8, 2024
 - Submittal Deadline: December 5, 2024, 2:00 pm, PST
 - First review of SOQ the week of December 9, 2024
 - Interviews of finalists: Week of December 9th and 16th, 2024
2. Start work within 6 weeks of contract execution.
3. Goal of Kickoff Meeting with staff and Park Board: February 2025
4. Complete draft plan by November 1, 2025

5. Submit draft plan for public review and to the WA RCO office
6. Complete final plan by February 1, 2026

The consultant is invited to offer an opinion on their ability to meet the timeline or propose modifications using earlier or later dates than are in this RFQ.

Scope of Services

The Scope of Services is expected to include, but not be limited to, the following:

1. Park System Vision, Goals and Objectives and Implementation Policies Update with Implementation Measures Recommendations

The plan must support the District's existing mission and result in new, as well as updated, system-wide goals and objectives. Goals are to be tied to desired outcomes for the park system. Various approaches to the goals will be evaluated and result in recommended implementation measures in the final plan. This work will ultimately inform and influence Park District strategies and policies in future processes with comprehensively-established outcomes for Parks, Recreation, and Open Spaces.

The consultant will lead a team, including District staff, with regular project meetings that can be done virtually but with anticipated semi-monthly status reports if not management sessions.

2. Public Engagement

A comprehensive public participation program will be devised among the project team at the onset of the project. It will identify means and methods to engage various stakeholders and audiences, in an efficient and consistent manner. It will integrate best practices but also take into account District staff and resources which have the primary responsibility for public engagement efforts. Consultant attendance will be expected at approximately 10 public functions, particularly in the engaging of stakeholder groups and providing findings to the Board of Park Commissioners.

In addition to advising on public outreach efforts, leadership experience is required in the devising of outreach materials, such as public surveys or interview questions for community stakeholders. A public survey is expected by an agency with experience obtaining scientific-relevant park and recreation data.

The participation program must outline the public process for Comprehensive Plan Update, detailing how public engagement will inform the process. It will outline processes and products that will also provide for on-going participation of stakeholders and elected officials. A specific result of this work will be a means to establish prioritization criteria from the community regarding the existing and future park system. A multi-jurisdictional task force facilitated by the District staff is anticipated in this effort, especially as this PROS plan is to be consistent with the City of Bainbridge Island Comprehensive Plan Periodic Update and Winslow Subarea Plan Update (currently underway).

Public involvement shall include the park system considerations and components as provided for in the guidance provided by the Washington Recreation and Conservation Office and in the Washington State Recreation and Conservation Plan. The consultant is to develop public engagement strategies and facilitate at public forums and stakeholder sessions while the District will largely implement the mechanics of the public involvement plan.

3. Inventory of Bainbridge Island Park and Recreation System

The plan must include an updated community inventory that acknowledges park and recreation opportunities with an assessment of existing service areas and levels. The physical inventory is largely in place but, with consultant guidance, it will better be understood with “levels of service” that reflect the community’s experiences in park and recreation, in line with public input. Park properties, owned by the Park District, are diverse and represent over 45 sites, totaling 1500 acres. The existing inventory also includes an assessment of related local, state, and private facilities that extend park and recreation service levels for the community.

4. Park System Evaluation: Demand and Need Analysis

The plan will summarize the park and recreation system available to Bainbridge Island community members, public and private, by both quantitative and qualitative measures. A community and regional evaluation is also expected of the natural, recreational, and open space lands beyond the District’s properties, such as those with the Bainbridge Island School District and the Bainbridge Island Land Trust.

The analysis will also indicate where the current system performs above national and local service levels – relevant benchmarks and area comparisons encouraged - and where improvements or enhancements are warranted to accommodate planned growth through 2044. If the demands cannot be met with current resources, the plan should identify implementation strategies and a means to manage park and recreation resources over time.

The evaluation is encouraged to reflect recreation experiences beyond the Level of Service associated with current system classifications: park lands, natural areas, recreational shoreline, recreational trails, playgrounds, and facilities. Acreage in these areas or even in the standard park typology of “community” or “neighborhood” park do not adequately assess needs, particularly towards suitable activities and services. For this scope item, there is a desire to devise alternative system typologies that account for qualitative measures such as access, safety, health, equity, and sustainability.

The demand and need analysis will specifically evaluate the District’s inventory by way of best practices for system utilization and improvement, while being responsive to public input and the organization’s capacity. It will also be grounded by the District’s established purpose, priorities, and funding sources, particularly those tied to the existing 6-year Capital Improvement Plan.

5. Park Comprehensive Plan Implementation Strategies and Prioritization

The plan must result in prioritization criteria, vetted through stakeholders, used in plan recommendations and in then in the on-going implementation of the plan. The criteria must include cost/benefit considerations regarding park system recommendations and strategies. In this effort, the District anticipates implementation techniques tied to desired outcomes and service levels.

Prioritization criteria are to represent the District's strategy in its on-going and future planning efforts in areas such as: evaluating park system assets, asset managing, and setting maintenance standards and efficiencies. Strategies should also inform the District's desire for development standards and guidelines for parks and facilities, inclusive of ADA and code compliancy.

Additionally, land acquisition goals tied to park and recreation experience offerings and geographic and access and equity approaches, should be evaluated for future implementation.

6. Capital Improvement/Funding Program

Integrated into the updated plan, the District's capital improvement program (capital facility plan) of at least 6 years will capture anticipated capital expenses, to include land acquisition, development, renovation, and restoration projects. The capital improvement plan itself should include the list of projects, the year of anticipated implementation, and a corresponding finance plan. District Staff will lead the development of this park system component. The chosen consultant will provide expertise on the project types selected and ensuring alignment with both public input and the results of the Demand/Needs Analysis. The consultant will also aid District Staff with funding strategies and mechanisms beyond designated District funds.

7. Adoption of Final Plan and Board Meeting

Assist in the production of Draft and Final Plan versions, particularly with graphics and assessment tools. With District staff, produce an Executive Summary of the Plan, capturing the process and product in an engaging and explanatory way. Present to the Board of Park Commissioners at milestone points, anticipating at least 3 public presentations of the Plan.

District Staff will take lead on draft documents and also lead the process for adoption of the Plan by the District Board of Commissioners (Ordinance) and an anticipated non-project SEPA determination.

Estimated Budget

The budget for the consultant to perform this work is approximately \$100,000.

RFQ Evaluation Components and Criteria

The deadline for Submittal of Qualifications (SOQ) from interested parties is December 5, 2024 by 2:00 p.m. exactly, Pacific Standard Time.

SOQ's shall be submitted in PDF file format to MichelleM@biparks.org by the submittal deadline. Submittals shall list "**SOQ for RFQ 2025-130 – Bainbridge Island Park Comprehensive Plan**" in the subject line of the email. The SOQ is deemed submitted as evidenced by the receipt date and time shown in the source code of the email received by the District's computer system. All respondents will receive an email confirmation that their submittal has been successfully received.

Questions related to this solicitation are to be directed, in writing, to Matthew Keough, Senior Planner, at mattk@biparks.org. Questions received after November 28, 2024 will not be accepted. All responses to questions will be posted no later than December 2, 2025 on the District's webpage at [Doing Business | Bainbridge Island Metro Park & Recreation District](https://biparks.org/doing-business/), (<https://biparks.org/doing-business/>).

Supplemental information, such as brochures or work examples, may be submitted if desired but the entire submittal is limited to **twenty-five** 8.5" by 11" pages (min. 11-point font) and a maximum file size of 3 megabytes. The following format and content shall be adhered to by each firm and presented in the following order:

A. Letter of Introduction

An introduction letter should provide the respondent's company profile and a general summary of the respondent's SOQ. The letter should detail the proposed consultant team and Project Manager. Indicate the address and telephone number of the respondent's office located nearest to Bainbridge Island, Washington, and from which the project will be managed.

B. Approach

1. Methodology(ies): This section should clearly describe the approach or methodologies planned to be used to carry out the specific tasks described in the Scope of Services.
2. Scope of Services: Describe detailed sequential tasks to be used to accomplish this project. Indicate all key deliverables and milestones in the process.
3. Project Organization and Staffing: Describe the anticipated structures for implementing the project. Provide an organization chart showing all proposed team members, identifying roles and responsibilities. Identify the Project Director and/or Project Manager, including availability for this project.
4. Include resumes of each member of the project team. List the portion of the work to be subcontracted and information describing the qualification and relative experience of any proposed subcontractors.
5. Project Schedule: Provide a schedule for completing each task in the Scope of

Work, including deadlines for preparing project deliverables for District review and public input.

C. Statement of Experience

The consultant is required to provide evidence of knowledge of Park, Recreation and Open Space Plans and Comprehensive Planning in Washington State that meets mandates and expectations of the WA Recreation and Conservation Office and of WA Growth Management Act. Experience in these areas is required, to include development and implementation of a compliant public participation program. Experience is sought in advising WA-based metropolitan park and recreation districts regarding strategic long-range planning. This includes incorporation of best practices in the Parks and Recreation industry, such as taking innovative approaches to establishing service levels, developing cost-effective means to utilize and advance existing park assets, and developing responsive public participation programs that include social media and scientific-valid surveys.

Please describe recent (within the last 10 years), directly related experience to the development of comprehensive plans for park systems. Include the name of the client, description of the work done, link to the referenced final product (adopted park comprehensive plan or supporting document), address and telephone number, dates of the project and the name of the project manager. At least 3 projects with references should be included. For each reference, please include name, organization, title, email address and telephone number. The District reserves the right to contact any organizations or individuals listed.

The experience listed must be that which was performed by the consultant team members that will be assigned to this project. The evaluation will focus on the experience of the Lead Consultant/Project Manager who will be assigned to this project. Specify the percentage of time the Lead Consultant/Project Manager will be allocated to this project. The SOQ shall also identify other projects the proposed Lead Consultant/Project Manager will be committed to during the same timeline. Demonstrate your team's availability to perform the work requested within an established schedule.

D. Related Experience

The consultant may use this section of the SOQ to demonstrate noteworthy expertise in the areas of the services requested, share special insights into this work and/or propose creative approaches for completing contract work. Previous experience in the local area and familiarity with Bainbridge Island is required for the maximum points in this area.

The successful respondent may be considered in the future projects related to the work performed under this proposal. While the District reserves the right to award these services to an entity other than the successful respondent, respondents are encouraged to demonstrate related experience in the SOQ.

E. Availability and Schedule

Project manager and lead staff should be in the Seattle metropolitan area and ideally with 1-hour access to Bainbridge Island. Consultant team will be expected to attend public meetings and events outside of normal working hours.

The update schedule is aggressive and will require demonstrated staff availability for this project as a priority. An illustrative schedule should be included, showing the suggested process and milestones, noting that the Staff anticipates the team to attend 3-4 stakeholder workshops, 1-2 public survey events, and 3-4 public meetings with the Board of Park Commissioners.

Criteria

The District's Evaluation Panel will use the following criteria to evaluate each SOQ:

Criteria	Points
Approach	Maximum 20 Points
Experience of Project Team	Maximum 30 Points
Expertise demonstrated in projects	Maximum 30 Points
Availability and Schedule	Maximum 20 Points
Maximum Points 100	

The Qualifications will be the basis from which interested individuals or firms will be selected for interviews. Following the District staff evaluation of the qualifications received, selected individuals or firms may be invited to make presentations before the District's Evaluation Panel. The District's Project Manager will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluations, the District's Evaluation Panel will determine the most qualified individual or firm based on all materials and information presented. The District will then begin the negotiations over a fee proposal towards an agreement with the selected individual or firm.

Any individual or firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The District reserves the right to change the solicitation schedule, issue amendments to the solicitation, or cancel the solicitation at any time prior to the submittal deadline. The District reserves the right, at its sole discretion, to waive immaterial irregularities contained in the proposals. The District reserves the right to reject any and all proposals at any time, without penalty. The District reserves the right to refrain from contracting with any respondent. Individuals or firms eliminated from further consideration will be notified by the District as soon as practical.

Proposals remain confidential until the closing deadline after which proposals are considered a public record subject to public disclosure under RCW 42.56, the Public Records Act. Proposers shall mark as "proprietary" any information that the Proposer believes meets the exemption under RCW 42.56.270(1). This designation will be considered by the District in response to public records requests.

Any Proposal may be withdrawn, either personally or by written request, at any time prior to the time set for the Proposal submittal deadline.

The Bainbridge Island Metropolitan Park and Recreation District, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the implementing regulations, hereby notifies all bidders that it will affirmatively ensure that disadvantaged business enterprises as defined will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.