



11930 Cyrus Way, Mukilteo, WA 98275

REQUEST FOR STATEMENT OF QUALIFICATIONS

For Professional Consulting Services Relating to Updating Mukilteo's Parks, Open Space, Recreation and Arts Plan

Deadline: February 3, 2017

Purpose:

The City of Mukilteo is requesting Statement of Qualifications (SOQ) from qualified individuals or firms who can demonstrate they have resources, experience and qualifications to provide the City with consultant services for updating of the City's Parks, Open Space, Recreation and Arts Plan. The purpose of this solicitation is to select one firm/team/individual to work with the City of Mukilteo to provide Parks, Open Space, Recreation and Arts Plan project planning services. Only firms/teams/individuals submitting for this SOQ and meeting qualifications based on the scoring results from the selection committee will be considered for the project.

Scope of Project:

The City of Mukilteo owns and manages approximately 529.5 acres (12.5% of the City's land area) of parks and open space, and a community center recreation facility. The City's parks and recreation programs consist of managing the following assets:

- Rosehill Community Center
- Lighthouse Park and facilities
- 92nd Street Park
- Mukilteo Waterfront
- Open Spaces: Big Gulch, Japanese Gulch and Picnic Point Gulch

The current Parks, Open Space, Recreation and Arts Plan was adopted in 2012 by City Council and updated by way of referencing data from the City's Comprehensive Plan and the 2007 Parks, Open Space and Recreation Plan. One of the 2012 changes was to include Arts in the title of the Plan to ensure the importance of the arts in the community.

Since 2007 and 2012 the City has acquired additional undeveloped park inventory, completed master plan projects for two new major park projects, completed park development projects, added a significant number of arts and recreation programs and redesigned the City's Comprehensive Plan with new policies. The Parks, Open Space, Recreation and Arts Plan needs to be updated to include these efforts and to comply with the Recreation and Conservation Office (Manual 2: Planning Policies and Guidelines) requirements as provided by the State of Washington.

This project will be guided by a project team made up of City Staff, citizens, Parks and Arts Commissioners, Rosehill Board Members and Mukilteo City Council. The team will provide input throughout the planning process.

The following is preliminary scope of work that may be modified during the contract negotiations with the selected consultant. The preliminary scope of work is intended to outline and describe the range of major tasks anticipated for the project but is not intended to be complete. The project will consist of the following tasks:

1. Needs Assessment and Public Involvement
 - Review of previous planning efforts, city historical information.
 - Conduct community involvement effort including focus groups, meetings with key stakeholders, community-wide public meetings, survey at large community events, and online public survey.
 - Review data provided by the city regarding recreation programming provided by the city and other community providers and make recommendations for programming priorities to guide the city.
 - Assist staff in assessing the future art needs in the community, staff will provide current status of art components in the community.
2. Inventory
 - Review City inventory data, analyze to evaluate level of service and make recommendations on how the city can best use its facilities and properties to benefit the community.
 - Assess the current condition of parks and facilities for compliance with ADA and sustainable practices.
3. Assessment and Analysis
 - Incorporate the Habitat Management Plan into the updated Parks, Open Space, Recreation and Arts Plan and build a more robust arts component to the Plan.
 - Prepare level of service analysis that is both feasible and aligned with the desires of citizens as expressed through the public involvement process.
 - Analysis of level of service needed for projected growth in Mukilteo.
4. Recommendations: Goals, Objectives and Action Plan
 - Build on the Comprehensive Plan's policies to develop an action plan for project and programming implementation.

- Prepare draft and final Plan, including text, graphics and maps in electronic format for final adoption. Staff will assist and support with maps, graphics and text.

Consultant Skills:

The City is looking for a consultant / consultant team with experience in preparing Park, Open Space, Recreation and Arts Plans who can work with staff, community advisory committees, Commissions, and the City Council.

The consultant must demonstrate competence and qualifications related to the services performed including;

- A. The consultant must have extensive experience working with local governments on Parks Open Space, Recreation and Arts Plan projects;
- B. Demonstrated ability to work with Committees, Commissions, and Councils to engage community participation;
- C. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay;
- D. Ability to conduct public outreach processes;
- E. Ability to conduct a comprehensive online survey;
- F. Prepare Graphic designs;
- G. Analyze and assess information;
- H. Prepare a final Recreation, Open Space, Recreation and Arts Plan.

Budget:

The City anticipates that this process will cost approximately \$50,000. Funding for the project has been approved by City Council in the 2017 budget.

Procedures for Submittal:

If you wish to be considered for work under this SOQ, you must be a registered consultant on the Municipal Research and Service Center of Washington - Shared Small Works and Consultant Roster (www.mrscroster.org). If interested in providing Parks, Open Space, Recreation and Arts Plan services to the City, submit an email to Jennifer Berner, Recreation & Cultural Services Director at jberner@mukilteowa.gov, by 4:30 pm on February 3, 2017 indicating your interest. Emails shall include: firm name as listed on the MRSC web site, contact information, and short summary of how you meet the above listed qualifications. A one page cover letter may be attached to the email. Submittals other than described above will be disqualified and not given any further consideration.

For your records, the City will provide a confirmation email confirming receipt of your interest in the proposal. Emails received after 4:30 pm on February 3, 2017 and all hard/paper copy submittals will be disregarded.

It is not our intent for you to create customized SOQ's for this request, but to review your existing Statement of Qualifications online from the MRSC web site. Any clarifications

can be included in your one page cover letter if needed. We will then invite 2 to 3 firms to interview for the park master planning services as listed in this SOQ.

The City reserves the right to reject any and all submittals.

Selection Process:

The City of Mukilteo’s selection will be based upon:

1. Ability to meet the Consultant Skills listed above (50 points);
2. Successfully adopted Plans meeting the Washington State Recreation and Conservation Office requirements including Manual 2 Planning Policies Guidelines (10 points)
3. Demonstrated experience with similar projects (10 points);
4. Ability to apply creative solutions to complicated projects (10 points);
5. Demonstrated ability to keep projects on time and within budget (10 points); and
6. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies. (10 points)

Agreement for Services:

The selected consultant(s) will be expected to enter into a standard Professional Services Agreement. Insurance requirements are included in that agreement.

Schedule

Date	Task
February 3, 2017	Deadline for SOQ submittals
February 10, 2017	Selection of firms to interview
February 27- March 3, 2017	Interviews and reference checks
-March 1- 10, 2017	Selection of firms and prepare contracts with scope of work and fee schedule
March 20, 2017	City Council award of contract
December 31, 2017	Project completion and Plan Adoption

The above noted schedule is tentative and may be changed based on the number of proposals submitted.

Inquires:

Direct all inquires regarding this request for services to Jennifer Berner, Recreation & Cultural Services Director at 425-263-8181.