

**CITY OF PORT ANGELES
PUBLIC WORKS & UTILITIES DEPARTMENT**

REQUEST FOR PROPOSALS

**Civic Field Upgrades – Facility Assessment
Project PK04-2007**

The Public Works & Utilities Department invites consultants to submit a proposal for the performance to complete a Condition Assessment of the City owned Civic Field. Consultants will be considered for this project based on their qualifications to perform the following work:

Scope and Background

The City of Port Angeles is in the process of assessing the Civic Field Facility for future planning. The City would like to assess this facility as to its condition, including but not limited to the following:

1. Lighting evaluation
2. Grandstand seating evaluation
3. Evaluation of the hillside on Northernmost part of Civic Field and possible remedies to the settling issues.
4. Drainage issues (City staff and user groups are currently leaning toward synthetic field turf).
5. Out-dated scoreboard.
6. Red tagged boiler for locker rooms.
7. Out-dated public address system.
8. Entire facility painting/updating for cosmetic purposes.
9. Backstop/fencing evaluation.

The work of the Consultant shall generally consist of an overall Condition assessment of the facility and to provide order-of-magnitude costs associated with needed improvements of each element. Original and renovation drawings for the facility will be supplied to the Consultant if they are available. If the drawings are not available the condition assessment will be based on field visits only. No as-built drawings of the existing facility will be required to be created.

Anticipated Schedule

Proposals Due:	March 4, 2010
Consultant Selection Process:	March, 2010
Finalize Contract & Council Approval:	April, 2010
Final Report:	June, 2010

Available Information

For information on the City's utility infrastructure, in Autocad and GIS formats, please see the City's FTP site by following these directions:

**CITY OF PORT ANGELES
PUBLIC WORKS & UTILITIES DEPARTMENT**

Accessing the City of Port Angeles FTP site:

1. Launch Internet Explorer
2. In the command line type: ftp://copa:wonder@ftp.olyphen.com/copa/Engineering (make sure the "E" is capitalized)
3. Browse to the folder of interest (first read the "README.RTF" file) and download selected files.
4. For access please email Steve Sperr at Ssperr@cityofpa.us, for the username and password.
5. Contact Bill Hale at 360-417-4810 if you still have access problems.

Proposal Content

1. **LETTER OF INTEREST AND INTRODUCTION**
2. **SIMILAR EXPERIENCE:** List the experience of the firm's key staff proposed for this project. This shall include a 5-year history of completing similar work in Western Washington State.
3. **PROPOSED STAFF:** List the proposed firm/team including respective key individuals and their qualifications and experience. Teams must identify specific tools and processes used for cost estimating and facility condition assessment. (Resumes shall be included as an appendix).
 - Project Design:** Also include the experience of any subconsultant staff proposed on the project. What experience has the team had working together on other projects? Identify firm and team members with Facility Assessment Condition experience and any with Municipal projects.
 - Project Management:** Who will be the project manager? What experience does the project manager have on similar projects. Describe the project management approach to be used, including how costs will be managed and controlled. Confirm the availability of the firm and sufficient resources to perform the consulting services.
4. **DEMONSTRATION OF UNDERSTANDING OF THE PROJECT:** List and describe briefly what your firm thinks are the important issues for this project and what will the team's approach be for successful project completion.
5. **USE OF LOCAL PROFESSIONALS:** Our experience has been that the use of local professionals can result in a more efficient and successful project. If your firm plans to use local professionals, provide a detailed explanation of how they will be used. Indicate the activities in which they will be involved and estimate the percentage of the total work that will be completed by local professionals.

**CITY OF PORT ANGELES
PUBLIC WORKS & UTILITIES DEPARTMENT**

6. **STAFF AVAILABILITY:** Demonstrate the ability to provide the proposed staff for the full duration of this project.
7. **PROPOSAL FORMAT:** Please provide the above information in the order listed in an organized fashion. The total length of the proposal **shall not** exceed 10 double sided or 20 single sided, letter size pages. Graphics shall be kept to a minimum (resumes will not be counted as a part of the total number of pages).

Selection Criteria

The proposals received will be evaluated to determine the firm most highly qualified to provide the services required for the project based upon the following criteria:

1. Experience and results of similar projects.
2. Organization and presentation of the proposed staff submitted as a concise and informative document
3. Demonstrated experience and expertise in projects of similar scope.
4. Experience and qualifications of the proposed project manager and direct supporting staff
5. Ability of consulting firm to deliver the requested work within the required time frame.

Proposal Date, Time and Location

Six (6) copies of the above information shall be delivered to the Port Angeles Public Works Department, Attn: Stephen Sperr, P.E., City Engineer, by 3:00pm, March 4, 2010, at City Hall, 321 East 5th Street or mail to P.O. Box 1150, Port Angeles, WA 98632. Should you have any questions regarding the selection process contact Stephen Sperr, City Engineer at (360)417-4803.

The City of Port Angeles is an Equal Opportunity Employer and the use of Women, Minority, and local consultants is encouraged.