

PENINSULA METROPOLITAN PARK DISTRICT
REQUEST FOR QUALIFICATIONS
COMPREHENSIVE PLAN UPDATE



RFQ No. 2016.03

PenMet Parks is soliciting statements of interest and qualifications from firms to update the District's Comprehensive Park, Open Space and Recreation Plan.

I. Preface and History

PenMet Parks was formed on May 18, 2004 by a vote of the people on the Gig Harbor peninsula, outside the City of Gig Harbor. The District manages approximately 700 acres of park property at 22 sites with a staff of 14 full time employees.

The current Comprehensive Plan was adopted on February 27, 2012 and must be renewed by March 1, 2018. The 2012 Comp Plan is available at www.penmetparks.org.

II. Scope of Work

1. Review of background, history and current Comprehensive Plan.
2. Meet requirements of Recreation and Conservation Funding Board Manual No. 2, Planning Policies and Guidelines.
3. Physical inspection/inventory of existing parks.
4. Work with PenMet Parks to design significant public outreach and planning process.
5. Presentations to the community and the Board of Park Commissioners.
6. Delivery of complete and formatted Comprehensive Plan including text and graphics.
7. Other related services as required.

III. Budget, Selection and Schedule

The budget for this Comprehensive Plan update is \$45,000.

Selection Criteria:

1. Ability to provide services based on the contemplated scope.
2. Experience of the firm, individual members, and project team.
3. Experience with managing and facilitating a public process.
4. Past performance and examples of relevant projects.
5. References.
6. Other information as appropriate.

Planning Schedule:

PenMet Parks may select a firm solely on qualifications or elect to interview firms. Notice to Proceed is anticipated on December 1, 2016 and project must be complete by February 1, 2018.

Planning Schedule (continued):

<u>Date</u>	<u>Activity</u>
October 26, 2016	RFQ Proposal Advertised
October 26, 2016	RFQ Packet Available
November 7, 2016	Proposals Received by PenMet Parks
November 14 - 18, 2016	Consultant Interviews (Optional per District's Discretion)
November 28, 2016	Proposal Selection
November 29-30, 2016	Contract Negotiations
December 1, 2016	Services Begin

IV. Submittal and Questions

Submittal must be no longer than twenty-five (25) pages including cover letter. Five bound hard copies and an electronic copy in PDF format shall be submitted by 4:00 p.m., November 7, 2016 to PenMet Parks, 10123 – 78th Ave NW, Gig Harbor, WA, 98332.

Questions shall be emailed to Eric Guenther, Planning Manager at EGuenther@PenMetParks.org. Answers to questions shall be posted on the RFQ website.