



City of Poulsbo
Request for Proposals (RFP)
Poulsbo Event and Recreation Center
Regional Multi-use Athletic Fields

Date of Release:

RFP Submittal Due Date: March 5, 2024 by 2:00pm PST

Contact: April Zieman, Contract Administrator Manager | azieman@cityofpoulsbo.com

Introduction

The City of Poulsbo (City) requests proposals from firms to provide engineering design, permitting, and construction management services for the Poulsbo Event and Recreation Center Regional Multi-use Athletic Fields. The PERC will include topographic survey, geotechnical investigations, final site design, land use and environmental permitting, civil site improvement/utility plans, architectural building design (if needed) preparation of 30/60 and final design package, and project management. Successful applicants will specialize in sports/athletic fields design, design-build and engineering; general parks facility design, design-build and engineering; or other disciplines relevant to design of athletic fields.

Background

The Poulsbo Events and Recreation Center (PERC) is a concept for a multi-use recreational and events center. With the financial support of the Kitsap Public Facilities District and the encouragement of the Kitsap community, the City of Poulsbo undertook the planning of the new facility. The PERC is a collaboration between the City of Poulsbo, the Kitsap Public Facilities District (KPF) and the community to create a new public facility in Poulsbo. The PERC will include regional outdoor sports fields, indoor recreation and events spaces. This RFP is for Phase I – PERC Regional Multi-use Athletic Fields. The complete feasibility study is available here: [Final-Feasibility-Study-Jan-2023-1.pdf \(cityofpoulsbo.com\)](#) and further information about the process is available here: [PERC Updated | City of Poulsbo](#)

Project Description

The PERC 2023 Feasibility Report identifies the following outdoor recreation activities/amenities planned to be located at the PERC and as depicted on the preliminary site plan below:

- (2) Multi-use artificial turf sports fields with 300' x 165' boundaries, lighting, and perimeter fencing (6' height). Striping of the fields is identified for soccer, lacrosse and football.
- (1) Recreational basketball court with 60' x 50' boundaries, basketball hoops, and perimeter fencing (6' height).
- (4) Pickleball courts with 20' x 44' boundaries, perimeter fencing (6' height), and movable nets.



- Nature playground – A children’s play area will draw inspiration from the natural environment allowing for activities such as climbing on logs, nets, boulders and sliding down the adjacent hillside.
- Entry plaza – The entry plaza and water feature will welcome visitors to the park while providing a staging area for community events. An at-grade splash pad/water feature could also allow an opportunity for children to engage with water.
- Terraced seating – The PERC design seeks to take advantage of the site grading requirements to provide a terraced seating area which defines the boundaries of the nature playground and overlooks the multi-use field to the south.
- Outdoor fire pit – An outdoor fire pit and seating area will create a casual gathering area for those visiting the PERC.
- Site furnishings – Benches and rest areas are proposed along the project’s pathways and trails to provide seating and rest opportunities to park visitors.
- Shelters – A series of shelters (picnic and team) are proposed adjacent to the multi-use fields to protect park users from the elements while providing seating, gathering, and staging areas.
- Restroom/Concession- A restroom and concessions building provide convenience to park-goers as well as a pump room location if a spray feature is added to the plaza. As shown, the building footprint makes up the grade between the two fields.
- PERC parking strategy is a combination of on-site parking, on-street parking, and shared parking agreements for events. A final parking layout will be developed in conjunction with the permit-ready site plan and include the required quantity of ADA parking stalls. A minimum of (3) ADA parking spaces and (5) bike parking spaces will be required. A fire truck turn around will need to be designed as a part of the plaza at the north end of the parking area.
- The preliminary grading design completed during the feasibility report development strives to balance the cut and fill to provide level (1% slope) sports fields and parking areas, creating a terraced site with the northern field set approximately 5’ higher than the lower field. Along with leveling and terracing the site to support the sport fields and courts, ADA accessibility is a critical driver of the overall grading design.
- Stormwater- The stormwater management approach proposes to provide under drained sport fields along with a storm sewer system which will tie into the existing storm sewer running along NW Reliance Street.
- Site Power – Electrical lines and conduit will be pulled from NW Reliance Street with pedestals, cabinets and junction boxes provided to support the PERC’s lighting and power needs. General site lighting, LED sports lighting and electrical receptacles to support events are anticipated.
- Water- Water line connections from NW Reliance Street will need to be provided for irrigation, domestic water, and fire protection.



Scope of Services

The scope of work for the PERC athletic fields is expected to include, but not be limited to, the following tasks:

1. Conduct site visits and review relevant documents, studies, and other background information.
2. Engage with project stakeholders (where applicable) to inform the design concept(s).
3. Validate Site Plan and cost.
4. Provide all professional service, surveying, geotechnical services to complete site design and bid package.
5. Complete project design(s):
 - a. 30% Design – Plans and preliminary engineer’s estimate
 - b. 60% Design – Plans, specifications, and preliminary engineer’s estimate
 - c. Final design package – Plans, specifications, and engineer’s estimate
6. Develop bid-ready contract documents.
7. Provide bidding and design support services during construction, with an option for construction support and inspection services (depending on budget capacity).

The City expects the selected firm to provide project management services in close consultation with the City’s project manager, including ensuring projects remain on schedule and within budget.

Design Budget: \$1.5 million

Target Completion Date: December 2024

Submittal Requirements

Cover Letter/Statement of Interest:

Describe your interest in assisting the City in the realization and construction of the PERC Multi-use Athletic Fields, and commitment to provide the services described in the Scope of Services.

Project Team:

Provide a brief description of the individuals on the consultant team, including their relevant experience and qualifications. Additionally, please provide information demonstrating the organizational structure of your team, who will be the principal project manager throughout the process, reporting relationships between members, and the physical location of the offices from which the work will be performed. The team may consist of multiple firms with focused areas of expertise.

Project Experience:

Please provide the following information for three (3) relevant projects managed by the proposed project manager within the last seven (7) years:



- Description of project, location, and status;
- Project results and challenges;
- Description of professional services provided by the consultant team;
- Initial project budget, final cost, and estimate end date; and
- Primary client contact for the project (name, title, address, phone number, and email).

Work Samples:

Please include two (2) of the following work products from previous projects:

- Link to P,S,& E Package
- Link to project page, if available.

Project Understanding, Approach, and Schedule:

Describe your team’s approach to meeting the City’s needs and how the proposed team will work with City staff to complete the project(s). Qualified firms should demonstrate knowledge and understanding of:

- Best practices for athletic field, court design and the other relevant recreation amenities according to regional and national standards;
- Experience with designing athletic fields and synthetic turf fields design, install and longevity.
- Include a high-level timeline that identifies major proposed tasks and products, including how frequently check-in meetings will occur, and when deliverables will be provided.

References:

Provide three (3) references from clients for whom your firm has performed similar work within the last five (5) years. Include contact name, current phone number, and current e-mail address for all references.

Disclosure of Conflict of Interest:

Disclose any potential conflict of interest due to any other clients, contracts, or property interests regarding private development of any property within the City of Poulsbo.

Submittal Format & Deadline

- Submit a PDF of your proposal electronically to azieman@cityofpoulsbo.com no later than 2pm on Tuesday, March 5, 2024.
- All proposals shall be clearly titled: PERC Regional Athletic Fields and Community Park RFP
- Please limit submittals to 10 pages using at least 10pt font (not including cover letter/statement of interest, project team resumes, or work samples).
- Upon receipt of each submittal, the City will provide the firm with an acknowledgment of receipt. All proposals received will become the property of the City and will not be returned.
- **Rights reserved by the City:** The City reserves the right to reject any or all responses received for this solicitation; extend the submission due date; modify, amend, reissue, or rewrite this solicitation; and procure any or all services by other means.



- Direct all submittal questions to April Zieman, Contract Administrator Manager, azieman@cityofpoulsbo.com, no later than 2pm on Friday, February 23, 2024. It is the obligation and responsibility of the submitter to learn of addendums, responses, or notices issued by the City relative to this RFP. These will be posted on the City website at <https://cityofpoulsbo.com/perc-updated/>.

Conditions of Submittal

Costs for Development of Submittals: All costs for developing submittals in response to this RFP are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to azieman@cityofpoulsbo.com. Submittals cannot be withdrawn after the published close date.

Agreement Form: The agreement form to be used will be the City's standard professional services agreement (PSA), which is provided as Attachment 1. Consultants that submit proposals are expected to meet the terms contained in the PSA.

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by calling 360-394-9882.

TITLE VI: The City of Poulsbo, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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.



Selection Process

The City anticipates using the following general timeline for evaluating proposals and initiating a contract in response to this solicitation.

Milestone	Date
RFP release	February 13, 2024
Deadline for questions	February 23rd, 2pm PST
City response to questions	February 27th
Proposals due	March 5, 2pm PST
Evaluation period** Interviews tentative for 3/21/24 and 3/22/24.	March 2024
Contract(s) awarded	April 2024
Target project kick-off	May 2024 (TBC)

***The evaluation period may include developing and notifying a short-list of firms, interviewing selected firms, checking references, and/or other activities the City deems necessary to successfully complete this process.*

Evaluation Criteria

Submittals will be evaluated using the following criteria:

Project Understanding and Methodology:

The submittal demonstrates thorough understanding of the project(s); how the team plans to address the needs of the City; and the team's unique qualities as they relate to the project(s). It demonstrates the ability to engage the City and the project stakeholders in an open public process; and a sound approach that will meet the Proposed Timeline. [30 points]

Project Team Qualifications and Experience:

The submittal provides a complete and comprehensive organizational chart or similar explanation of team members' roles and responsibilities, including a summary of each firm on the team, office locations, number of staff, and area(s) of expertise. It demonstrates the team's strengths and unique qualities as well as that the team design meets the needs of the project(s). [20 points]

Relevant Project Experience:

The submittal demonstrates relevant and successful experience with similar projects of athletic fields design, synthetic turf, and project management of these types of projects. [25 points]

Project Schedule/Deadlines:

Demonstrate the ability of the team to meet the proposed schedule(s), including assigned staff availability. [20 points]



Organization and Clarity of Proposal:

The submittal clearly and effectively outlines the project team’s qualifications and ability to successfully meet the needs of the City and the project(s) as well as containing all requirements outlined in this RFQ. Documents should include minimal typos, be organized and formatted in a clear and logical manner and demonstrate the project team’s ability to communicate complex information to a variety of audiences. [5 points]

Additional Details

All responses to this request will be screened for eligibility. A selection panel will review responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, the City reserves the right to request additional information and to interview firms to discuss their qualifications.

This solicitation does not oblige the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals.

It is anticipated that a firm or firms will be selected from this process and a contract or contracts will be negotiated. If the City selects a firm to provide design services, the successful firm shall be issued a written Notice of Selection.

Attachment

Attachment 1: Sample City of Poulsbo Agreement for Professional Service