

SOLICITING STATEMENT OF QUALIFICATIONS (RFQ) FOR PLANNING AND DESIGN CONSULTANT SERVICES RE: IMPROVEMENT AND POSSIBLE EXPANSION OF THE I-5 COLONNADE OPEN SPACE

ADVERTISEMENT THAT APPEARED IN THE SEATTLE DAILY JOURNAL OF COMMERCE ISSUES OF 2/23/15 AND 2/24/15:

EASTLAKE COMMUNITY COUNCIL REQUEST FOR STATEMENT OF QUALIFICATIONS

Planning and Design Services RFQ #320802

Submit No Later than March 18, 2015 by 5 p.m. exactly Pacific Local Time.

Soliciting Statement of Qualifications (RFQ) from individuals or firms interested in providing planning and design consultant services for improvement and possible expansion of the I-5 Colonnade Open Space. Contract will be \$21,000, financed by the Seattle Neighborhood Matching Fund. Detailed Request for Statement of Qualifications including general information, requested services, proposal requirements and evaluation process is available on the project web page at <http://eastlakeseattle.org/?page=colonnade>. For questions: info@eastlakeseattle.org or (206) 322-5463.

FOLLOWING IS THE REQUEST FOR QUALIFICATIONS [posted 2/23/15 on the project web site, <http://eastlakeseattle.org/?page=colonnade>; this revision posted 2/24/15]

Seeking planning and design consultant services (\$21,000 contract) for the improvement and possible expansion of the I-5 Colonnade Open Space, a part of the City of Seattle's park and recreation system that is on land leased by the Seattle Department of Parks and Recreation from the Washington State Department of Transportation.

The Eastlake Community Council (ECC) requests **Statements of Qualifications** from planning and design consultants to support the project known as **Improvement Designs for I-5 Colonnade Open Space**. The project receives its financing from the Seattle Neighborhood Matching Fund and from in-kind donations.

BACKGROUND

The chosen planning and design firm will assist ECC in producing a preferred schematic design with some engineering and cost estimates for possible improvement and/or expansion of the I-5 Colonnade Open Space. A high priority in the project is public agencies' approval of the various design features and in a format to facilitate later efforts to obtain funding from public or private sources.

The study area consists of parts of the Interstate 5 right of way in Seattle along the blocks numbered 800 to 1800 Eastlake Avenue and Lakeview Boulevard (an area bounded by E. Newton Street on the north and E. Aloha Street on the south). The project will also consider better pedestrian and bicycle connections with the surrounding area. The current

planning/design process will include a public tour, three community meetings, a skate feature workshop, a bicycle feature workshop, three steering committee meetings, public and stakeholder outreach, and interagency coordination.

The I-5 Colonnade Open Space (its official name, although it is often known informally as Colonnade) is located under and next to Interstate 5 south of E. Newton Street. It is very close to the geographic center and population center of Seattle--between Downtown, South Lake Union, Eastlake, the University District, and Capitol Hill. The I-5 Colonnade Open Space is located almost entirely on Washington State Department of Transportation (WSDOT) land which it leases to the City. The I-5 Colonnade Open Space is ranked by the internationally regarded CityLab web site as among the world's nine "cool parks under freeway overpasses."

A brief history and a more detailed chronology of the Colonnade area, as well as an overview of the current planning and design project and a copy of the present RFQ, can be found on the project web page at <http://eastlakeseattle.org/?page=colonnade>. On that web page is a link to a 2013 location map and some community proposals that show the layout of the study area; or for that same link, go directly to <http://eastlakeseattle.org/fp-content/attachs/colonnade-improvement-and-expansion-package-revised.pdf>.

As Colonnade celebrates its tenth anniversary in 2015, it is time to consider possible improvements within the existing boundaries and its possible expansion onto additional WSDOT land nearby. For this planning and design project, the Eastlake Community Council is receiving funds from the Seattle Department of Neighborhoods through the Neighborhood Matching Fund; and donated time, goods and services.

The project also has the cooperation of the Seattle Department of Parks and Recreation, Seattle Department of Transportation, Seattle Department of Planning and Development, Seattle Department of Financial and Administrative Services, and Washington State Department of Transportation.

Project oversight and support is provided by the Eastlake Community Council in consultation with a project Steering Committee composed of a wide range of stakeholders; public agencies are also invited to all Steering Committee meetings. Project Administrator is Chris Leman (who is also ECC President) and Community Design Liaison is Art Tuftee, whose prior role with Colonnade is profiled on the project web page. Both will contribute research, liaison, and writing efforts so that the selected planning and design firm can maximize its contributions in design, engineering, and cost estimation.

SCOPE OF WORK

1. Assist the Administrator and Community Design Liaison in producing a draft and final assessment of the study area, to include existing conditions and strengths and opportunities for improvement in the current I-5 Colonnade Open Space (includes review of the original and as-built plans) and in the potential expansion area. The assessment is to consider the relevance of

and possible additions to City planning documents, including the bicycle and pedestrian master plans, the comprehensive plan, neighborhood plans, and plans for or requirements for accessibility for people with disabilities.

2. In progressively greater detail as the project proceeds, and in consultation with the Administrator and Community Design Liaison and public agencies: develop design, engineering, and cost estimates of possible features for improvement and/or expansion of the I-5 Colonnade Open Space. Where existing topographic and land survey information is not available, collect occasional site-specific survey information as needed for design and engineering efforts.

3. In consultation with the Administrator and Community Design Liaison, produce the following: (a) a public review draft of possible design proposals; (b) a public review draft of design and engineering proposals with rough cost estimates; and (c) a final set of design and engineering proposals with cost estimates.

4. Assist the Administrator and Community Design Liaison in producing a draft and final evaluation of the benefits, costs, and other considerations in siting the various improvement proposals within the existing I-5 Colonnade Open Space versus in the possible expansion area.

5. Public outreach: As assigned, assist with public outreach efforts including:

- participate in the public tour, the public meetings and workshops, and the steering committee meetings
- contribute content to be used for publicity about the process and for information to be provided on the web site and at project events
- if assigned, contribute content for a web-based public opinion survey

6. Coordination: (a) Work with the Administrator, Community Design Liaison, and Steering Committee to prepare for meetings, and for approval of deliverables; (b) attend meetings of the Parks Department Proview Committee at which the project is invited to present; and (c) confer with City agencies, WSDOT, and stakeholders to find common ground on proposed improvements and to refine design, engineering, and cost estimates.

ANTICIPATED SCHEDULE/BUDGET

The consultant contract period is estimated to be from April 2015 through September 2015

1. Project schedule (dates are tentative):

March 2015:

- Wed., March 18 deadline for receiving applications from planning and design firms
- Mon., March 30: first meeting of the Steering Committee, with coordinating agencies also invited
- By Mon., March 30, interview two or more applicants and select one of them

April 2015

- Wed., April 8 early guidance meeting among agencies, Administrator, Community Design Liaison, and planning and design firm
- Tues., April 14: post for public review a draft assessment of the study area
- Sat., April 18 site tour (noon to 4 p.m.) and Thurs., April 23 public meeting (6:30 – 9 p.m.) to discuss observations about the site and brainstorm about possible improvements
- Thurs., April 30 public workshop on potential skate features

May 2015

- Thurs., May 7 public workshop on potential bicycle (including mountain bike) features
- Thurs., May 21 public meeting to discuss design ideas and alternatives
- Tues., May 26: submit to the Parks Dept. Proview Committee a report on the tour, the two public workshops, and the first public meeting, with any drawings to be discussed at the Proview Committee's June 2 meeting
- Thurs, May 28 meeting of the Steering Committee, with coordinating agencies also invited

June 2015

- Tues., June 2: meet with the Parks Dept. Proview Committee about any drawings to be included in the first public review draft of possible design proposals
- Fri., June 5: post the public review draft of possible design proposals
- Wed., June 10 public meeting to discuss the first public review draft of possible design proposals
- Mon., June 15 meeting of the Steering Committee, with coordinating agencies also invited
- Tues., June 16: submit to the Parks Dept. Proview Committee a report on the June 10 public meeting, with any drawings to be discussed at the Proview Committee's June 23 meeting
- Tues., June 23: meet with the Parks Dept. Proview Committee about any drawings to be included in the second public review draft of possible design proposals

July 2015

- Tues., July 2: Issue public review draft of design and engineering proposals with rough cost estimates
- Wed., July 8 public meeting to discuss the second public review draft of design proposals
- Mon., July 13 meeting of the Steering Committee, with coordinating agencies also invited
- Tues., July 14: submit to the Parks Dept. Proview Committee a report on the July 8 public meeting, with any drawings to be discussed at the Proview Committee's July 21 meeting
- Tues., July 21: meet with the Parks Dept. Proview Committee about drafting of the final report

August 2015

- Issue final report with recommendations, design and engineering proposals, and detailed cost estimates

2. Budget for the planning and design firm: \$21,000 in planning and design consultant fees. Source is Neighborhood Matching Fund award to the Eastlake Community Council by the Seattle Mayor and City Council, administered by the Seattle Department of Neighborhoods.

EXPECTATIONS

Successful candidates will be registered landscape architects and certified engineers who demonstrate their ability to translate community values into practice:

- Contribute to a participative design process
- Imagine a rich palette of possibilities to improve the quality and variety of experiences in the existing I-5 Colonnade Open Space and its possible expansion area
- Develop designs that are attractive, contextually appropriate, practical, sustainable, accessible to people with disabilities (where feasible) cost effective and requiring low maintenance
- Integrate structural engineering standards and cost estimating throughout the design process to ensure that the discussion focuses on proposals that are feasible and safe
- Know current ADA standards and the U.S. Access Board's Standards for Outdoor Developed Areas.

EVALUATION CRITERIA

Selection of a design consultant will be based on the quality of the candidate's past work and proposed approach to the current project. Consideration will be given to designers with demonstrated successful experience in planning and design projects of similar type and scope. The following criteria will be used for evaluating Statements of Qualifications and selecting finalists:

- Design excellence and appropriateness for the Colonnade planning and design project
- Familiarity with the Colonnade/Eastlake/Capitol Hill/South Lake Union area
- Experience completing projects of similar complexity, scale and budget
- Experience with transforming forgotten or unused spaces into great public spaces
- Experience at balancing public space and right of way interests and working with appropriate agencies such as SDOT, WSDOT, and/or Seattle Department of Parks and Recreation
- Proven ability to craft creative and affordable solutions
- Proven ability to work collaboratively with a broad design and planning team
- Ability to work with public and private stakeholders in a high-profile environment
- Overall quality of submitted Statement of Qualifications

The selected consultant must be licensed to do business in the State of Washington and the City of Seattle, and provide proof of current professional liability insurance policy.

SUBMITTAL REQUIREMENTS

Statement of Qualifications shall include the following:

1. Letter of Interest: Include contact person, mailing address, e-mail address, phone and fax numbers. Include thoughts on your approach to and interest in the project.
2. Company profile, including size, experience, number of years in business.
3. List of all staff or consultants who will be assigned to the project and their respective roles. Provide biography or resume of each individual to be directly involved in this project.
4. Description of your company's experience successfully delivering community projects of a similar scope, scale, and nature, including project descriptions, locations, and dates of completion. Evidence of experience in working with community groups, city departments, and public input processes will enhance the strength of your submittal.
5. Description of your company's familiarity with the processes and policies of WSDOT and the City of Seattle (SDOT, Dept. of Parks and Recreation, Dept. of Neighborhoods).
6. Three professional references.

SELECTION PROCESS

Submittals will be evaluated based on the quality of responses to the Submittal Requirements. Top firms will be contacted for interviews, with final selection based on the combined results of the submittal, qualifications, interview, and ability to meet the community needs within the project constraints.

The Eastlake Community Council will not discriminate against any respondent because of race, religion, creed, age, color, sex, marital status, sexual orientation, gender identity, political ideology, ancestry, national origin, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification.

DEADLINE / CONTACT INFORMATION

Each applicant shall provide by Wed., March 18, 2015 no later than 5 p.m. Pacific Local Time: one electronic copy of the above to info@eastlakeseattle.org and five (5) paper copies to the following address (may hand deliver or use USPS, UPS, or Fed Ex):

Eastlake Community Council
117 E. Louisa St. #1
Seattle, WA 98102
Attn: Colonnade planning and design project

For questions: info@eastlakeseattle.org or (206) 322-5463.

Project web page: <http://eastlakeseattle.org/?page=colonnade>