**Request for Qualifications (RFQ)**

**Architectural Design, Park Planning, and Construction Services**

**Pioneer Park Stage**

October 11, 2022



**City of Ferndale**

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**Project Description:**

The City of Ferndale is requesting Statements of Qualifications (SOQs) from qualified architectural, landscape architect / park design, and engineering firms to assist with design and construction services for Pioneer Park Stage and surrounding park spaces.

The project is described in the phases below:

# Phase I – Planning

1. Review current and future stage needs, to appropriately size a new stage facility and including necessary accessory elements.
2. Develop conceptual site plans for community input. The City anticipates that multiple stage alignments will be investigated.
3. Verify site suitability and factors that may influence constructability and costs.
4. Develop conceptual designs, drawings, and cost estimates.

# Phase II – Design

1. Produce plans, specifications, cost estimates and timelines necessary for construction.
2. Ensure the necessary approvals and permits for design and construction are obtained when applicable.

**Phase III – Bid**

1. Once authorized, provide Bid services including but not limited to bid document administration, pre-bid meeting, responding to requests for information, issuing addendum, review of bids and recommendation to award.

**Phase IV – Construction**

1. Once authorized, provide full Construction Management services including but not limited to contract administration, review of submittals and requests for information, review and or generation of change orders, review of pay applications, inspection and construction observation, commissioning, and project closeout including as-built drawings.

**Project Background:**

Ferndale is a rapidly growing city with a current population of just over 15,000. The City was originally incorporated in 1907 and later saw substantial growth in the 1950’s associated with the petrochemical industry and Intalco aluminum smelter located just west of city limits. Currently the City is experiencing extremely high demand for housing with substantial single and multifamily development occurring citywide.

The City of Ferndale operates multiple parks within the City allowing for a variety of recreational opportunities. Pioneer Park is one of the City’s premier parks and houses a number of features including the Historic Pioneer Cabins, Phillips 66 Ballfields, Pioneer Pavilion, and Star Park. The park hosts a variety of recreational and cultural events including Old Settlers Weekend, Olde Fashioned Christmas, Flicks in the Park movies, Summer Concerts, and Food Truck Fridays. During the summer months, these recreational events draw over 8,000 attendees to the park, and most of these events involve outdoor concerts on the stage.

In the last five years, the City has made significant investments in the facilities at Pioneer Park, including a new picnic shelter, ADA accessible pathways and additional bathroom facilities. As a result, there has been a drastic increase in the amount of foot traffic and use of the park.

The park currently includes a stage which suffers from a number of shortcomings and condition issues. The City desires to construct a new stage that will complement the park aesthetic, provide necessary space and features for the park’s needs, and enhance the park user experience. The design effort is expected to evaluate current stage alignment and potentially reconfigure the stage orientation and surrounding spaces.

**Site Considerations:**

The City currently owns the park area and works in cooperation with the private, non-profit Whatcom County Old Settlers Association and the Ferndale Heritage Society to maintain the historic cabins and develop park programming. Design work will require inclusion of these groups to ensure all user needs are considered.

Pioneer Park is located immediately adjacent to the Nooksack River and is within the regulatory shoreline jurisdiction and floodplain. Successful consultant teams need to be experienced in designing and permitting projects within the floodplain.

**Project Timeline:**

The City is seeking a firm that has the ability to start work immediately.

**Statement of Qualifications:**

Interested firms are requested to submit a Statement of Qualifications (SOQ) for the work. The SOQ shall include the following information:

1. Letter of Introduction and Project Understanding: Indicate interest in this project and working for the City, and any other information that would assist the City in making its selection, including why your firm is the best qualified to meet the needs of Ferndale and this project. Please also include information on your team’s approach and capacity to work on the project within reasonable time constraints. Provide a statement to the effect that the respondent understands and agrees to obtain a City of Ferndale business licenseif selected. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm’s behalf must sign the letter.

1. Company Profile and Experience: Provide a brief history of the firm, including firm size, areas of expertise, and any other pertinent information applicable to this project. Provide evidence of relevant experience in development and implementation of park planning and stage design. Provide a list of similar projects completed by the firm or team within the last five (5) years, with brief descriptions that demonstrate the firm’s/team’s ability to complete projects of this type.

1. Project Team and Key Personnel: Identify key staff (including sub-consultants as appropriate) who will be involved in the project, including their assigned roles, a brief description of their background and relevant experience. Please confirm that assigned staff have the capacity to work on an accelerated project schedule.

1. References: Provide three references (minimum) for whom your firm has performed similar work within the last five years. Include contact name, current telephone number, and current email for all references. Include two additional references (maximum) for each sub-consultant, as appropriate.

**Review and Award:**

SOQs will be reviewed and ranked by a City selection team. Depending on the submittals received, firms may be invited to participate in a follow-up interview. It is anticipated that a consultant will be selected from this process and a contract will be negotiated with work to begin immediately.

**Submittal:**

SubmitSOQs electronically to kevinrenz@cityofferndale.org no later than **5:00pm, January 12th, 2023.** All submittals shall be clearly titled: “STATEMENT OF QUALIFICATIONS – ARCHITECTURAL SERVICES PIONEER PARK STAGE”.

**City Contact:**

Questions regarding the project may be directed to:

Kevin Renz, Public Works Director

kevinrenz@cityofferndale.org

360-685-2376

The City of Ferndale, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to

2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.