

14th Ave NW Visioning Project
RFP for Concept Design and Planning Services
1/15/06

Request for Proposals

Urban Planner / Design Consultant for Concept Design and Planning Services -
14th Ave NW Visioning Project

Introduction and Background

The 14th Ave NW Visioning Committee has received a grant from the Department of Neighborhoods (DON) of the City of Seattle to hire an Urban Planner / Design Consultant that will lead the community in identifying issues and opportunities relating to the project area (14th Ave NW between the Lake Washington Ship Canal and NW 65th St.). The process will involve a series of workshops and community meetings involving all stakeholders related to the project. In addition the consultant will work closely with the Technical Advisory Sub Committee of the 14th Ave NW Steering Committee to develop a concept design for the project. The final deliverable from the consultant will be an Action Plan that documents the various discussions and options with community stakeholders and presents a plan and concept design that the community could bring forward to various public and or private funding sources. A rough order of magnitude cost estimate, including both hard and soft costs, shall be included as part of this plan. The plan should also incorporate a phased approach in the event that funding for the entire plan cannot be secured at one time.

The original community proposal that details the purpose of the project, the desired scope of work, budget, schedule and deliverables, is attached to this document. The Steering Committee, composed of East Ballard citizens and representatives of various groups, has been formed, has met and is ready to proceed with selection of the design consultant. The purpose of this RFP is to select this consultant.

Project Funding

The stipulated fee for the professional services outline in the proposal is \$13,500. There is a community match by East Ballard residents and businesses as well as resident design professionals. In addition, students from Ballard High will participate to achieve their required community service hours. The Department of Planning and Development will provide the relevant GIS data for the study. The volunteers under the direction of the selected consultant will conduct necessary field work and visual and land use surveys. The resident professionals are organized into a technical advisory committee (TAC) and will meet the design consultant after the inventory phase in a workshop setting to exchange design ideas relating to the issues surrounding 14th Ave NW.

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Design Goals, Scope of Work and Schedule

These elements are detailed in the attached proposal. To facilitate the work and support the consultants' effort the volunteer community project manager will provide a point of contact and coordination between the community volunteers and the consultant.

Selection Criteria

1. Recent relevant experience of firm and/or key staff (70 points)
 - a. Experience in designing urban streetscapes in urban / semi urban residential and semi industrial neighborhoods
 - b. Experience in working with volunteer groups (20 points)
 - c. Specific similar projects (20 points)
2. Project Approach (30 points)
 - a. Written response on how consultant would meet the project goals

Submittals will be scored in accordance with the criteria listed above. The top two or three firms will be interviewed. Final selection will be based on the results of the interview and the ability to meet the community needs within the budget.

RFP Submittal

Submittal shall contain the following information as indicated below:

1. A one-page letter of interest and synopsis of the firm: including size, experience and number of years in business. Please indicate who the project designer and primary contact for the firm will be if other than a principal. Include a summary of resumes of key staff or principals who would be involved in the project.
2. Provide descriptions and addresses for the three most recent projects of a similar nature to the subject project performed by the firm and/or the project designer. Include references (address and phone number) and year completed for the identified projects.
3. A narrative describing the approach to the project concentrating on the role and design of streets in the context of East Ballard and Seattle and how the consultant proposes to work with the community within the constraints of the budget and schedule.

The submittal shall be limited to a total of 12 pages including text, graphics and cover letter. Prior to the bid closing there will be a bidders conference where questions can be asked by all interested parties (see attached schedule for dates)

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and times). Following the receipt of bids a series of interviews will be held and will provide an opportunity to present additional information for selected firms. Any questions will be directed to Peter Locke, the community project manager, at 206 290 1704 or agreenguy@hotmail.com.

Responses Due

Submittals must be received no later than 5:00pm PST on Monday, February 13th, 2006. Please submit 5 copies to 14th Ave Visioning Project, Peter Locke – Project Manager, c/o Ballard Neighborhood Service Center, Ballard Library, 5604 22nd Ave NW 98107-4027. See below for dates of other bidding activities.

Step/Activity	Responsible Person/Group	Date Done
RFP for Urban Planner / Design Consultant	Steering Committee – Technical Advisory Group	January 31, 2006 BNSC* 3-5PM
Applicants conference	Steering Committee – Technical Advisory Group	February 3, 2006
RFP response due to Steering Committee	Applicants	February 13, 2006
Interview applicants	Steering Committee – Technical Advisory Group	February 17, 2006 BNSC 2-5PM
Award Contract	Steering Committee– Technical Advisory Group	February 24, 2006

*BNSC = Ballard Neighborhood Service Center

City of Seattle contracting and prevailing wage requirements apply.
 Women and Minority Businesses are encouraged to apply

Attachments:

- Full Project Description and Overview
- Project Participants and Stakeholders
- Schedule for Project
- List of available professional volunteers and committed volunteer hours