



REQUEST FOR PROPOSAL

Comprehensive Athletic Field Study

City of Sammamish Department of Parks and Recreation
Sammamish, Washington

INVITATION

The City of Sammamish is requesting proposal packages from qualified firms to conduct a Comprehensive Athletic Field Study. The City recently adopted an updated Parks, Recreation and Open Space (PRO) Plan on February 27, 2018 which included a priority recommendation of sports field enhancements as well as a number of capital improvement projects related to athletic field improvements in the near future. The City wishes to identify and prioritize field improvements to provide cost-effective increase in capacity for the current and future demand of athletic facilities.

Sealed proposal packages, plainly marked "City of Sammamish Parks & Recreation Comprehensive Athletic Fields Study" on the outside of the mailing envelope, addressed to the City of Sammamish 801 228th Avenue SE, Sammamish, WA 98075, are accepted until **2:00pm on Tuesday, April 10, 2018**. Packages may be delivered in person to the main desk on the first floor of City Hall by the required date and time. Submittal packages delivered after the posted deadline will not be considered for selection. No faxed, telephone or email proposals will be accepted.

Consultants shall possess a full range of professional services to support the development of an athletic field's needs assessment including a comprehensive analysis of area fields and user groups, management recommendations, decision-matrix to establish priorities and conceptual plans and cost estimates for higher priority projects. Consultants will work closely with the city's staff.

CITY OVERVIEW

The City of Sammamish, incorporated in 1999, is located west of the Cascade Mountains in the Puget Sound region, about 20 miles east-southeast of Seattle. Covering more than 24 square miles, the city is bordered by Lake Sammamish to the west and the Snoqualmie Valley to the east. Nearby cities are Carnation, Snoqualmie, Fall City, Issaquah, Redmond and across the lake, Bellevue. Covering over 24 square miles, the city is situated on a plateau and contains Beaver Lake and Pine Lake as its two biggest interior lakes. The City of Sammamish is home to approximately 62,240 residents. The City has experienced steady growth since incorporation, increasing by over 27% from 2000 to 2010. In 2016, the population of Sammamish grew an additional 20% with the annexation of the Klahanie area that expanded the city's southeastern boundaries.

Sammamish is a Municipal Code city, with a Council/City Manager form of government. It is served by two school districts, and has one the highest percentages of people under the age of 18 in the state. The City is known for excellent schools, beautiful environment, broad affluence and proximity to high-paying job centers.

PROJECT BACKGROUND

With a high percentage of the population under 18 years old, Sammamish athletic fields are in high demand. The Parks & Recreation Department (Parks) receives continued feedback from field user groups that there are insufficient facilities to accommodate their needs. In addition, through the recent update of the city's Parks, Recreation and Open Space plan sport fields' enhancements were identified as a priority recommendation for the Sammamish parks system. With a rapidly growing population, limited undeveloped, sizeable and relatively flat land and the upcoming loss of a field, additional athletic facilities are needed. Appropriate field types and surfaces need to be identified as well as consideration of conversion of fields from natural to artificial turf. Parks is pursuing this comprehensive study to provide a thorough account of how many and what type of fields are sufficient to maintain a desired level of service, both now and in future years.

ANTICIPATED SCOPE OF WORK

It is anticipated that the scope of work for the Comprehensive Athletic Fields Study will likely include the following:

1. **Existing Facilities and Use Analysis** – Review existing fields, both within City limits and those fields close to City limits that serve user groups within Sammamish. This analysis of existing facilities shall include current and historical participation levels, current and future demographics/population, current field scheduling, participation and facility trends. If deemed necessary, the consultant shall interview user groups to acquire data about age groups served, number of players and teams, field requirements and dimensions, season of play, and needs for the future.
2. **Needs Assessment** – Based on data gathered through the 'Existing Facilities and Use Analysis' determine number and types of fields needed to satisfy current and future needs of the community.
3. **Management Recommendations** – Identify potential cost-saving measures and/or opportunities for operational efficiencies within the current system.
4. **Decision Matrix** - Develop a decision-making matrix that will guide the City in determining priority for improvements to existing fields or development of new fields. The matrix rankings should consider cost, capacity, user group needs, site conditions, and neighborhood concerns. Recommendations should include immediate (2-5 years) near-future (5-10 years) and future (10-20 years) rankings.
5. **Facility Recommendations** – Develop recommendations and site specific conceptual plans for the field improvements identified as "immediate" in the above. The City may request planning level cost estimates for field improvements identified as "immediate" and "near-future" in the above.
6. **Report** – A written report shall be included detailing the above scope of work and methodology used in preparing the analysis and recommendations. The Consultant shall supply to the City two (2) full color bound copies, an electronic version in the software used to generate the report, as well as a PDF version. All drawings, maps, graphics and cost estimates shall be supplied to the City electronically in original software format.

PROJECT BUDGET

A budget of up to \$40,000 is a part of this Request for Proposal. Upon selection of a qualified consultant, scope and fee shall be negotiated.

SELECTION PROCESS

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria as determined by the City's selection committee. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. See Attachment A for a sample contract.

Proposal Evaluation Criteria	Weight
Demonstration of thorough understanding of project scope, local issues and needs. Demonstrated design excellence and understanding of public athletic facilities, scheduling and usage.	35
Qualifications of key personnel and project team	25
Previous experience of similar work	25
Overall quality content and responsiveness to RFP requirements	15
Total	100

The City of Sammamish reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Sammamish, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

PROPOSED TIMELINE

Proposals due	April 10, 2018, 2:00pm
Selection of Consultant*	April 20, 2018
Contract award by City Council	May 15, 2018
Anticipated project start	May 16, 2018

**Although not anticipated, the City of Sammamish reserves the right to schedule interviews if needed.*

SUBMITTAL REQUIREMENTS

Please provide the following in your Proposal:

- Brief history of the firm/team, including areas of team expertise and technical capabilities.
- Project approach to preparing comprehensive field study, including a timeline which identifies major proposed tasks and products.
- Identify the experience of proposed project manager and all members of the project team including a statement of qualifications/resume for each member. For each member, describe their experience with projects of a similar nature.
- Three (minimum) client references with contact information for Municipal Park and Recreation Departments (within the last 5 years) led by the Project Manager.
- No more than three sample products from similar previous projects.

Please limit submittals to 5 pages (double sided) in length. Firm literature and project staff resumes may be attached to the response and do not apply toward the page count.

In an effort to promote waste reduction and resource conservation, please submit one (1) hard copy of your team’s qualification package as well as a pdf copy uploaded onto a CD or USB drive. Submittals shall not contain plastic bindings, plastic or laminated pages. All materials must be received no later than **Tuesday, April 10, 2018 at 2:00 pm**. All proposals must be in a sealed envelope and clearly marked “City of Sammamish Parks & Recreation Comprehensive Athletic Fields Study”. No faxed, telephone or email proposals will be accepted.

ADDITIONAL INFORMATION

Direct inquiries to Angie Feser, Parks & Recreation Director at 425-295-0580 or afeser@sammamish.us. Questions about this RFP must be emailed no later than Thursday, April 5, 2018 at 3:00pm.

RESPONSE REQUIREMENTS AND FORMAT

All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the Parks Project Manager listed on this RFP. Proposals cannot be withdrawn after the published close date.

ATTACHMENT A – CONSULTANT SERVICES AGREEMENT

CITY OF SAMMAMISH
AGREEMENT FOR SERVICES

Consultant: SAMPLE

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and ___ SAMPLE ___, hereinafter referred to as the "Consultant."

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

- 1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described in Exhibit "A" of this agreement. In performing such services, the Consultant shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Consultant shall perform services diligently and completely and in accordance with professional standards of conduct and performance.
- 2. **Compensation and Method of Payment.** The Consultant shall submit invoices for work performed using the form set forth in Exhibit "Exhibit A".

The City shall pay Consultant:

[Check applicable method of payment]

___ According to the rates set forth in Exhibit " _ "

___ A sum not to exceed \$

___ Other (describe): _____

The Consultant shall complete and return to the City Exhibit "C," Taxpayer Identification Number, prior to or along with the first invoice submittal. The City shall pay the Consultant for services rendered within ten days after City Council approval.

- 3. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2018, unless sooner terminated under the provisions of the Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.
- 4. **Ownership and Use of Documents.** Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.
- 5. **Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will solely be responsible for its acts and for the acts of its agents, employees, subconsultants, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

6. **Indemnification.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Furthermore, should subcontracting be agreed to by the parties, the Consultant shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Consultant-provided insurance as set forth herein, except the Consultant shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Consultant shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as the Insurance Services Office Additional Insured endorsement CG 20 38 04 13.

7. **Insurance.**

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of such services, or bodily injury to persons or damages to property, caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability,

Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance shall not be cancelled by either party except after thirty (30) days prior written notice has been given to the City

Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by the City during the performance of this Agreement.

10. Termination.

A. This City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be cancelled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

12. **Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

13. **Conflict of Interest.** The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the “City”. It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.

14. **Confidentiality.** All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. **Non-appropriation of funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. **Entire Agreement.** This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. **Notices.** Notices to the City of Sammamish shall be sent to the following address:
City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075
Phone number: (425) 295-0500

Notices to the Consultant shall be sent to the following address:

Company Name **SAMPLE**
Contact Name _____
Street Address _____
City, State Zip _____
Phone Number _____
Email _____

18. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

The Consultant will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>.”

19. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CITY OF SAMMAMISH, WASHINGTON

CONSULTANT

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest/Authenticated: _____

Approved As To Form: _____

City Clerk

City Attorney

[INSERT EXHIBIT A – SCOPE OF SERVICES]

(Provided by Consultant)

EXHIBIT B



REQUEST FOR CONSULTANT PAYMENT

To: City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075
Phone: (425) 295-0500
FAX: (425) 295-0600

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Specific Program: _____

Authorized signature

ATTACH ITEMIZED DESCRIPTION OF SERVICES PROVIDED

For Department Use Only

Table with 2 columns: Description, Amount. Rows: Total contract amount, Previous payments, Current request, Balance remaining.

Table with 1 column: Information. Rows: Authorization to Consultant: \$, Account Number:, Date:

Approved for Payment by: _____ Date: _____

Finance Dept.
Check # _____ Check Date: _____

EXHIBIT C



TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, you must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Sammamish prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

- Corporation Partnership Government Consultant
 Individual/Proprietor Other (explain)

TIN No.: _____

Social Security No.: _____

Print Name: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Date

Authorized Signature (Required)