



P.O. BOX 7380 • Bonney Lake, WA 98391  
(253) 862-8602

## **REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR MIDTOWN PARK MASTER PLAN**

The City of Bonney Lake is requesting professional consulting firms (hereinafter called Consultant), a letter proposal to provide necessary professional services as described herein for our Midtown Park Master Plan.

### **GENERAL**

Proposals must be submitted to the Executive Department, Attention: Mr. Gary Leaf, Facilities & Special Projects Manager, 9002 Main Street East, Suite 200, P.O. Box 7380, Bonney Lake, WA 98391 by 5:00 p.m., March 5, 2021.

### **INTRODUCTION**

The City of Bonney Lake invites qualified consultants to submit proposals for landscape architecture services to complete a master plan for Midtown Park located at 20901 SR 410 East in Bonney Lake. The consultant should include a review of the requirements and recommend any changes to the services described under scope of service of this request for proposal.

### **BACKGROUND**

The City of Bonney Lake, with an approximate population of 21,390, is located in Pierce County, approximately 17 miles east of Tacoma, Washington. The City has two community parks, Allan Yorke Park on Lake Tapps and Midtown Park. A master plan for Allan Yorke Park was completed in 2016.

Midtown Park is an undeveloped 40-acre parcel acquired from Weyerhaeuser through the development process in 2010. Approximately 12 of the 40 acres consists of storm ponds accommodating storm runoff resulting from neighboring commercial and residential developments and therefore have strict limitations on usage for park and recreation activities. Development of the property for park and recreation purposes that result in additional impervious surface area will further increase storm drainage requirements.

The City's 2010 development agreement with Weyerhaeuser also calls for the developer eventually turning over an additional 5.4 acres of open space including a perimeter trail and triangle park at the corner of South Prairie Road and 214<sup>th</sup> Avenue East and an additional 8 acres of storm ponds and infiltration areas, all inside the future residential development. Since those properties have not yet been

deeded to the City, they will need to be incorporated into the master plan for Midtown Park at a later date. Therefore, the extent of the present master plan will focus on the 40 acre parcel.

Midtown Park has significant variations in contours and infiltration areas, lack of utilities, and lack of interior road access, so completion of this master plan will require skill sets in several disciplines, including civil and electrical engineering and topographical surveying. The latter may be done in-house or subcontracted to specialty firms.

In 2009, the City completed an Environmental Impact Statement under the State Environmental Policy Act to evaluate the environmental impacts associated with developing the former WSU Demonstration Forest to include the proposed Midtown Park. As part of these efforts a Plant, Wildlife, and Wetland Assessment was completed and included as Appendix B. The Draft and Final EIS are available at the links below:

- [WSU Site Project – Draft EIS](#)
- [WSU Site Project – Final EIS](#)

It is expected that the environmental work and analysis identified in the Scope of Services will build upon the extensive existing analysis and not duplicate this work.

Expected program elements shall include, but not be limited to, multi-purpose athletic fields (baseball, softball, soccer, rugby, and lacrosse) that are tournament-friendly, public events/concerts venue, sport courts, picnic facilities, playgrounds, and trails.

## **SCOPE OF SERVICES**

Consultant shall be responsible for:

- Develop topographic survey of the site
- Review WSU development agreement to fully understand the park development and use constraints related to the wet ponds and infiltration areas established for private development on neighboring parcels
- Examine site features for suitability for various modes of recreation facilities
- Develop options for program elements consistent with the parks and recreation plan adopted as Section 4 of the Community Facilities and Services Element of the [Community Facilities and Services Element](#), site topography, and infiltration areas
- Examine availability of electric, gas, water, sewer, and telecommunications utilities and identify the feasibility and cost of extending utilities to the site for proposed elements
- Develop a plan for providing an access road through the site to proposed elements
- Examine the City's municipal code to determine City requirements for road frontage and parking lot improvements, permitting, ADA requirements, and storm drainage pursuant to program elements
- Examine and develop options such as integrated ponds for recreational opportunities in the infiltration/wet pond areas and wet ponds consistent with their uses and storm drainage requirements and permits
- Review existing documentation regarding the health of the park's forest, make recommendations regarding forest health practices for the property, and consider the health of the forest while developing program element options

- Consider opportunities for concessions, revenue/cost recovery, grants potential, future operation and maintenance issues and costs (including storage for materials and equipment), and opportunities for program development for the City’s recreation program
- Develop engineering cost estimates for program elements, access road, parking lot and storm drainage requirements consistent with BLMC
- Cost estimates shall be inclusive of all costs including design, permitting, construction, construction management, and taxes
- Identify and quantify realistic but specific revenue potential that may offset costs of preferred elements including revenue/cost recovery and grants
- Develop and implement a public participation process to gather and incorporate citizen input in the context of COVID-19 precautions
- Develop a set of preferred program elements consistent with public participation and comments received and a recommended phasing plan over a reasonable planning horizon
- Prepare and provide 25 copies of a preliminary master plan for review by the City’s Park Commission, Planning Commission, and City Council
- Incorporate comments received from the Park and Planning Commissions and City Council into final master plan and provide 25 copies
- Prepare and provide minutes of all public meetings
- Make final presentation to the City Council in a public meeting regarding the final master plan

**PROJECT SCHEDULE AND CONSULTANT SELECTION**

**Schedule for Consultant Selection**

Proposal Due .....March 5, 2021, until 5:00 p.m.  
 Selection of Consultant .....March 12, 2021  
 City Council Meeting to Approve Agreement.....March 23, 2021  
 Midtown Master Plan Complete.....September 30, 2021

The dates shown above are *tentative*.

**Proposal Requirements**

The proposal should be a letter proposal and should include the following components. The proposal should be brief and concise.

- Letter of Transmittal
- Proposed Work Plan and Approach
- Key Personnel Background and Resumes with relevant experience
- Firm Experience with park design and master planning
- Plans
- References
- Project Schedule

**Consultant Selection Criteria**

Selection of the most suitable Consultant will be determined by City staff. City staff will make its selection by ranking the proposal based on the firm’s project understanding, work plan and approach,

quality and completeness, qualifications on preparing risk and resilience assessment and preparation of emergency response plans, completion of similar projects and references, and schedule.

It is important that all items listed to be included in the proposal. Proposals which do not comply with all the requirements or meet the deadline may not be considered. The City reserves the right to reject any or all proposals without qualifications.

At the conclusion of the evaluation, the City will enter into contract negotiations with the top ranking firm. If negotiations with the top-ranking firm are unsuccessful, negotiations will terminate and the City will undertake negotiations with the second ranked firm. City staff will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

The City reserves the right to reject any or all proposals and to waive any and all irregularities to choose the firm which, in the City's opinion, best serves the City's interests.

Proposals shall not be more than 15 pages single-sided. Pages must be 8.5 inches by 11 inches. We cannot accept USB drives. Submit one (1) hard copy proposal to:

Gary Leaf  
Facilities & Special Projects Manager  
City of Bonney Lake  
9002 Main Street E, Suite 200  
Bonney Lake, WA 98391

For questions and additional information about this Request for Proposal, contact Gary Leaf ([leafg@ci.bonney-lake.wa.us](mailto:leafg@ci.bonney-lake.wa.us)), at (253) 447-3282. Written questions sent via email are preferred and the deadline for questions is 5:00 p.m. March 2, 2021.