



Harbor Hill Environmental Sanctuary
c/o Greater Gig Harbor Foundation
7191 Wagner Way, Suite 102
Gig Harbor, WA 98332
(253) 514-6338, ext. 102
gigharborfoundation.org/friends-of-harbor-hill

REQUEST FOR PROPOSAL
PROFESSIONAL, TECHNICAL & CONSTRUCTION SERVICES
ENVIRONMENTAL SANCTUARY IMPROVEMENTS, ADA PATHWAYS AND SIGNAGE
RFP # 2020-001
PROPOSALS DUE: Monday, March 2, 2020 by 4:00 p.m.

Submit one electronic PDF file copy, (1) original and five (5) complete printed copies:

Greater Gig Harbor Foundation
Friends of Harbor Hill Environmental Sanctuary
c/o Bill Lewallen, FHHES Board President
7191 Wagner Way, Suite 102
Gig Harbor, WA 98332
(253) 514-6338, ext. 102
fhhes@gigharborfoundation.org

Refer all questions to:

Dr. Julie Ann Gustanski
CEO/President Emeritus
fhhes@gigharborfoundation.org

Bill Lewallen
FHHES Board President
bl.hhes@gmail.com

I. Introduction

A. Requesting Entity

Greater Gig Harbor Foundation (GGHF)
Friends of Harbor Hill Environmental Sanctuary (FHHES)
7191 Wagner Way, Suite 102
Gig Harbor, WA 8335

B. Project Overview and Objective

The intent of this REQUEST FOR PROPOSAL (RFP) is to obtain a qualified Contractor(s) hereafter referred to as “CONTRACTOR”, to provide essential professional, technical and construction services to design and construct approximately one (1) linear mile of multi-purpose ADA pathway/trail and service road; educational, name/place and educational signs; fountain structure; park benches; and, other preserve amenities as identified in Section I, Article D of this RFP. The basic scope of work includes the provision of all design/build services necessary to prepare, provide professional services, technical assistance, and supervision during the planning, design and construction of the project.

C. Project Description

Located in north Gig Harbor, the Harbor Hill residential area is comprised of apartments, townhomes, single family homes and the Heron’s Key senior living community. Within Harbor Hills Heron’s Key community are two detention-settlement ponds created when the area was developed. These ponds collect and temporarily detain and filter stormwater runoff from the HK campus and surrounding single family and apartment residential neighborhoods.

The 15-acre Harbor Hill Environmental Sanctuary (HHES) area is the perfect place for people of all ages and backgrounds to explore, learn about restoration of the site, area wildlife, and healthy functioning ecosystems – to interact and connect with the natural world around them.

Original construction of the pond has provided pedestrian access to the graveled trail surrounding the pond. And it also connects to a trail system throughout the adjacent wetlands area owned by the city of Gig Harbor Parks making it critical to provide ADA- accessible pathways to help navigate the beautiful terrain. Providing an ADA Surface Walkway to surround the pond will help attract and encourage older adults to utilize and interact in the wilderness space in a much safer manner.

Designed with the principles of universal access in mind, our proposal to install an ADA Surface Walkway will help increase accessibility and a much more enjoyable space for all people - to be enjoyed for years to come.

The design of the trails should consider and use the topography and vegetation in the best way possible to create the best trail experience possible. The contractor should take into consideration a wide range of abilities, specifically including and addressing mobility impairment. All visual elements should complement the landscape and portray the mission of HHES and care for the natural environment.

D. Project Elements (see Section VII for site plan references)

a. Utilities and Lighting

- i. Water and power from public lines to edge of Buffer A as shown in Section VII, Exhibit a.
- ii. This element of the project will include installation of two (2) conduit lines in asphalt surrounding entire pond for water and power, along with periodic secured locations where water is accessible by faucet, coupled with power access.
- iii. Low voltage trail lighting at ground level. Solar power preferred if feasible.

b. ADA Pervious Asphalt Surfacing of Service Road

- i. Minimum of 15' width driving clearance completely surrounding the two Sanctuary ponds and installed abutting the split rail fence.
- ii. The 15' driving width must be expanded in certain areas to accommodate installation of six (6) park benches next to split rail fence.
- iii. Install multiple points of drainage under pavement along buffer areas A and B as needed to avoid ponding of water along outside pavement edge in the existing poorly draining soils.

c. Environmental Education Signs (4)

- i. Signs to be metal and installed horizontally in metal framework with legs that secures signs but allows keyed access for sign removal and maintenance.
- ii. Subject matter to be presented with narration in layman terms and complimented by environmental artwork to visually assist in storytelling.
- iii. Subject matter of each individual sign: **(1)** Functions of Retention Pond, **(2)** Drainage Basin Map visually depicting flow of Sanctuary pond water to Donkey Creek. **(3)** Wetland Functions. **(4)** Area birds.

d. Lighted Fountain (1)

- i. To be installed in front pond between Buffer A and Buffer C.
- ii. In water wiring and pump to provide protection from potential river otter activity. Solar energy supply option given preference.
- iii. Additional options to aerate the pond that are less expensive than a fountain will be welcomed and considered.

e. Park Benches (6)

- i. Two (2) large and four (4) medium benches constructed from durable low maintenance materials and installed at designated locations along split rail fence surrounding ponds. (Benches may be constructed, donated and/or installed by local non-profit after consideration of competitive bid.)

II. Project Criteria

A. Detailed Criteria

- a. The scope of work is expected to include the following activities:
 - i. Site visit with FHHES leadership.

- ii. A conceptual plan with details and features you are proposing to build.
- iii. Written analysis that includes a map of the proposed trail, design requirements, a cost effectiveness analysis of how best to accomplish the goals of the project, and a detailed cost estimate. The analysis must receive written approval from the selection committee before proceeding with the final plans and specifications.
- iv. Design and construct trail signage.
- v. Meet with FHHES committee for project discussions, coordination, presentation, etc. as required.
- vi. Complete all design development drawing and any construction documents and specifications as may be needed for this project.
- vii. Provide any supervision of necessary sub-contractor contracts and work.
- viii. Provide construction equipment services and supervision of volunteers during construction.
- ix. Prepare as-built maps upon completion of the project.

B. Proposed Schedule

ACTIVITY	DATE
Site Visit	February 10, 2020; 1:00 – 2:00 PM
Proposal Submission	March 2, 2020; 4:00 pm
Invitation to Interview	March 9, 2020
Interviews	March 12-13, 2020
Contractor Selection	March 20, 2020
GGHF Approval of Contract	March 30, 2020
Notice to Proceed	April 3, 2020
Project Kick-off Meeting	April 8, 2020
Construction of Pathways/Utilities/Lighting	June 2020
Benches	July 2020
Educational Signs	August 2020
Fountain/Aeration Features	November 2020
Project Completed	December 2020

C. Inquiries

Any questions should be directed to:

Dr. Julie Ann Gustanski, Greater Gig Harbor Foundation CEO & President Emeritus
fhhes@gigharborfoundation.org

OR

Bill Lewallen, FFHES Board President
bl.hhes@gmail.com

III. RFP Criteria

A. Proposal Content

- a. Contractors shall submit five (5) printed copies and one (1) electronic copy (PDF) of the Proposal to the Greater Gig Harbor Foundation, Harbor Hill Environmental Sanctuary: 7191 Wagner Way, Ste. 102, Gig Harbor, WA 98335. All documentation should not exceed 11" X 17". All expenses in the preparation of this RFP, up to and including interviews are not reimbursable by the GGHF and/or FHHES and are the sole responsibility of the Contractor.

B. Proposal Information

- a. Proposals should include the following information:
 - i. A detailed description of the work elements (tasks) or services proposed by the contractor and/or its subcontractor(s).
 - ii. Approach to deliver the project, together with proposed budget, by task, for all work.
 - iii. The specific methodology that will be utilized to perform each task.
 - iv. The professional staff, including any subcontractors, safety certifications, and relevant experience of that staff that will be directly involved with this project and the task assigned to each of them. Trail/pathway staff shall be members of the Professional Trail Builders Association or demonstrate equivalent experience.
 - v. List of contractor's relevant project experience on projects that are directly related to or very similar to this project. Include client name, project name and location, scope of services provided, time frame, dollar value, and name, email and phone number of client contact for the project.
 - vi. A list of expected construction equipment to be used on this project, relevant experience including hours, and estimated hours of use.
 - vii. Contractor shall demonstrate significant experience in trail assessments, maintenance, and construction, and will have the ability to diagnose problems and recommend appropriate trail solution prescriptions.
 - viii. Describe previous experience with similar projects.
 - ix. Provide relevant professional certifications and/or experience of project personnel related to equipment operation; engineering; planning; landscape planning; trail/pathway building, and other expertise required for this project.
 - x. A projected timeline that provides the sequence of tasks, the amount of time and portion of budget to complete each task.
 - xi. Proof of liability insurance and the associated amounts.

IV. Selection Process

- A. The Greater Gig Harbor Foundation and Friends of Harbor Hill will evaluate bidders and proposals based on the following criteria:
 - a. Previous experience/past performance history.
 - b. Samples and/or case studies from previous projects.
 - c. Projected costs.

- d. Experience and technical expertise.
- e. Responsiveness and answers to questions in the next section.

V. Evaluation Criteria

- A. Proposals will be reviewed by the selection committee using the following criteria:
 - a. Experience and performance on similar projects, including qualifications and abilities (25%)
 - b. Responsiveness to the RFP and City priorities (20%)
 - c. Project approach, budget and methodology (20%)
 - d. Responsiveness of the contractor to the committee questions and requests (15%)
 - e. Ability to provide all necessary resources proposed to complete project by September 2020 (20%)

VI. Instructions for Submittal

- A. General Requirements
 - a. Proposals must be received at the Greater Gig Harbor Foundation no later than **Monday, March 2, 2020 at 4:00 PM.**
 - i. Please clearly mark envelopes: **RFP: FHHES Preserve Improvements**
 - ii. To be submitted (by mail or in person): an electronic PDF file copy, (1) original and five (5) complete printed copies of RFP.
 - iii. Proposals should be sent and/or delivered to:
Greater Gig Harbor Foundation
Friends of Harbor Hill Environmental Sanctuary
c/o Bill Lewallen, FHHES Board President
7191 Wagner Way, Suite 102
Gig Harbor, WA 98335
- B. Inquiries and questions should be directed toward:
Dr. Julie Ann Gustanski, Greater Gig Harbor Foundation CEO & President Emeritus
fhhes@gigharborfoundation.org

OR

Bill Lewallen, FHHES Board President
bl.hhes@gmail.com

VII. Additional Resources

- A. The following may serve as useful resources:
- a. [Site Plan](#) & [Site Map with Notation](#)
 - b. [Project Presentation](#)
 - c. [Project Website](#)
 - d. [Illustrated Map](#)
 - e. [All Project Elements](#) (photos, etc.)