



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, ARTISTIC & CONSTRUCTION SERVICES
DESIGN, CREATION & INSTALLATION OF ENVIRONMENTAL ART SCULPTURES & SIGNAGE
RFP # 2020-003
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, artistic and construction services to design, create and install an entry sign composed of two environmental art sculptures, park name sign and Founder’s Recognition sign.

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.

HHES will provide a unique learning space for young and the young at heart alike. As part of the environmental legacy the HHES intends to promote generational environmental education through the installation of a series of interpretive signs throughout the sanctuary for use by individuals walking the area.

With universal accessibility, the HHES will provide a safe space for all to learn, explore, and connect with both the land and each other, grounding them in science, and instilling a love and understanding for the natural world.

Art installations on site will compliment and help visualize the mission of HHES and encourage care for the natural environment.

D. Project Elements

Construction services to design, create and install an Entry Sign that includes two environmental art sculptures, park name sign and founder’s recognition sign. The Entry Sign shall be constructed with materials that maintain an attractive appearance in Northwest weather conditions, require minimal maintenance and not exceed 10’ in length and 7’ in height.

a. Park Sign (1)

- i. Design, create and install a park name sign to identify Harbor Hill Environmental Sanctuary.

b. Founder's Recognition Sign (1)

- i. Design, create and install a founder's recognition sign with removal access as needed for maintenance purposes.
 - 1. Sign to include founding donors, board of directors, community partners and advisory board.
 - a. See Section VII, f. for example mock-up

c. Environmental Sculptures of Art (2)

- i. Design create and install two (2) sculptures depicting environmental elements in an artistic form.

II. Project Criteria

A. Detailed Criteria

- a. The scope of work is expected to include the following activities:
 - i. Conduct a site visit with FHHES leadership.
 - ii. A conceptual plan with details and features you are proposing to for both signs and environmental sculptures.
 - iii. Prepare a written analysis that includes a proposed visual design of all elements, 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 signage and sculptures.
 - v. Meet with FHHES committee for project discussions, coordination, presentation, etc. as required.
 - vi. Complete all design development drawing and any 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.

B. Proposed Schedule

ACTIVITY	DATE
Site Visit	February 10, 2020; 10:30 – 11:30 AM
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
Signs	
Sculptures	
Project Completed	September 2021

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) paper 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 FFHES 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. Discuss approach to deliver the project, together with proposed budget 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.

- 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 sign creation and environmental art sculptures made from wood or metal and will have the ability to diagnose problems and recommend appropriate solution prescriptions.
- viii. Describe previous experience with similar projects.
- ix. Provide relevant professional certifications and/or experience of project personnel related to equipment operation; artistic installations; landscape design; 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. The proposals will be reviewed by the selection committee using the following criteria:
 - a. Experience and performance on similar projects, including technical 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 Environmental Sculptures**
- 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
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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.)
- f. [Example Founders Sign Layout](#)
- g. [Entry Sign Location](#)