

City of Port Townsend REQUEST FOR QUALIFICATIONS

Concept Planning Alternative Uses for the Golf Course Property and Mountain View Commons

The City of Port Townsend is soliciting requests for qualifications for a landscape architect to concept plan the land used currently as a Port Townsend golf course and the Mountain View Commons community center adjacent space. The City currently holds a short-term lease for operations of 58 acres utilized historically as a golf course. In 2020, a community engagement process following the development of the PROS plan showed that the community desires to explore different uses for the property owned by the City. Given the golf course needs significant capital improvements and struggles financially, the City is further evaluating a transition of use. The goal of evaluating alternative uses is to best serve the community with parks, recreation, and open space to improve the quality of life for residents, families, and youth. A review of the previous public engagement work is available from two City Council meetings that can be linked here: [October 12, 2020](#), and [November 2, 2020](#). In addition, the City Council was recently briefed on a [community engagement framework](#) for this work linked here, [June 13, 2022](#). Given the proximity of the Mountain View Campus, it is the City's interest to explore complementary uses and plan for this site as well. The area to be evaluated in the context of the PROS plan and overall park needs is shown in the attached exhibits.

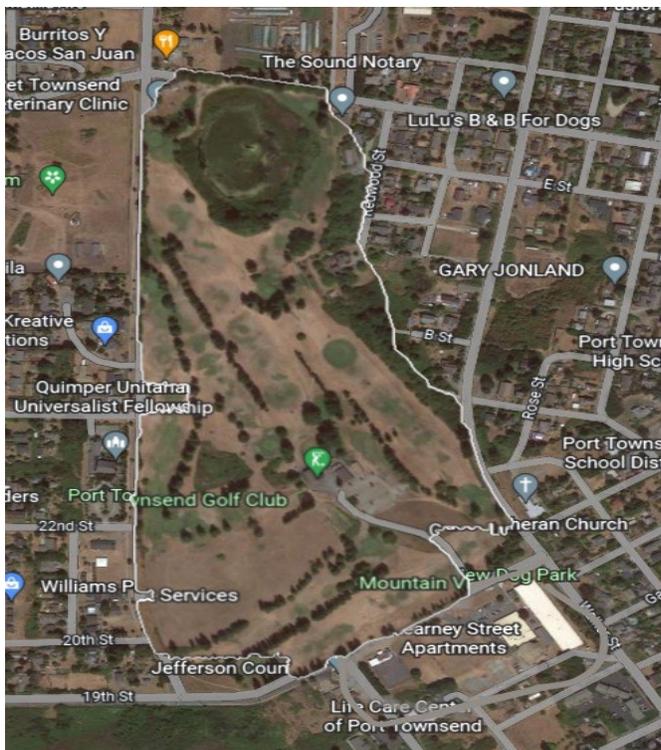


Exhibit 1: Port Townsend Golf Course. Operated by Gabriel Tonan Golf Shop, Inc. Also includes a management agreement for the Kah Tai Prairie.



Exhibit 2: Mountain View Campus: includes KPTZ, Food Bank, Red Cross, Working Image, Parks and Recreation office, IT, Police Station, and YMCA (operating the pool/gym, some outdoor area). Also includes Dog Park and Pickleball courts.

The scope of work should include a robust community engagement process as outlined in the document [“ Envisioning the Port Townsend Golf Course ”](#). This process should include an evaluation of continued golf use and alternative concept planning for the overall site, including both the Golf Course property and Mountain View Commons. In addition, the scope should include possible implementation phasing, timing, and costing of alternative concepts.

BACKGROUND

The Port Townsend Municipal Golf Course was developed in 1904 and includes a regulation-length 9-hole course, driving range, maintenance buildings, and clubhouse with a commercial kitchen for restaurant services, and retail sales. The golf course, once privately owned and operated, was converted to a public course in 1927 and first administered by Jefferson County but is now owned and operated by the City of Port Townsend. The City leases the golf course to a local business for management and operations. The current lease expires in December 2023.

The Port Townsend Mountain View Commons community center campus, currently leased by the City from the school district and is a converted elementary school that houses several nonprofits, the parks department, the police department, and recreational elements. The recreational elements include a gym, pool, pickleball courts, playground, open lawns, and a dog park. This campus has evolved over the years but has often been added to but never intentionally planned. This community engagement work will help determine the future use of the municipal land currently used as the Port Townsend Golf Course and Mountain View Commons.

According to a recent [study](#) completed by the National Golf Foundation (NGF) in 2019, the NGF found that the facility is challenged by its declining physical condition and somewhat remote location which limits its potential market support. NGF has estimated that it would cost \$935,000 - \$1.2M to bring it up to standard to attract more visits and become a viable golf course. The upgrades would include improvements to the irrigation system and pump house, tree and stump removal, purchase of appropriate maintenance equipment, clubhouse repair, and course repair. Based on this analysis, the City Council at the time decided not to pursue the recommendation because of the cost for both the capital and operations.

The community engagement effort will explore all options and culminate in a recommendation for the City Council to consider, expected in spring 2023. The link to the City Council meeting with the community engagement framework can be found [here](#).

PRELIMINARY SCOPE OF WORK

Specifically, the following is a preliminary scope of work that may be modified during contract negotiations with the selected consultant. The preliminary scope of work is intended to outline and describe the range of tasks anticipated for the project but is not intended to be complete.

It is anticipated that concept planning, robust community engagement, costing, and phasing will be completed within four major community engagement phases as described below. The planning will culminate in a Parks Advisory Board recommendation and City Council decision in the spring of 2023.

Phase 1 – Project startup, site assessment, launch community engagement process

Phase 2 – Continue community engagement, site program development

Phase 3 – Concept alternatives, community engagement

Phase 4 – Preferred concept plan, recommendations, timing, costing, phasing

The selected consultant shall initially complete all of the planning phases as the scope of work. The City of Port Townsend reserves the right to award additional work for future phases to the same firm, or another firm, as necessary to complete the project. Such future phases can include design, implementation, and construction management for any or all of the eventually adopted concept plans.

PUBLIC INVOLVEMENT

This project needs to include significant public involvement, with an emphasis on collaboration with a project stakeholder committee, the Parks Advisory Board, City Council, identified stakeholders, and interested residents.

Tasks may include:

- Develop and implement a public involvement process that encourages the participation of all interested parties.

- Attend periodic meetings of the Parks Advisory Board and City Council to gather input and provide project updates.
- Attend and facilitate multiple public workshops to keep community members informed and to solicit input from the public during the planning and concept design process.
- Provide written and verbal communications and graphics as required to support the public outreach efforts of the City.

Please refer to the City Council workshop materials, and the framework, “Envisioning the Port Townsend Golf Course” for the timeline, marketing, and outreach needs, and specifics of each phase.

TENTATIVE SCHEDULE

The following schedule contains major milestones and may be modified as a result of consultant proposals and contract negotiations:

June 29, 2022 – RFQ published

July 25, 2022 (4:00 pm PST) – RFQ Submittal Deadline

August 1-22 – City to short-list for interviews, interviews as necessary, consultant selection

August - September 2022 – Contracting process, Council approval

September 2022 - October 2022 – Notice to proceed. Project start; survey, inventory, and site analysis (Phase 1)

October - November 2022 – Site program development (Phase 2)

January - March – Concept alternatives (Phase 3)

April/May 2023 – Preferred concept plan/recommendation (Phase 4)

Statement of Qualifications Submission Requirements

All submittals must be in conformance with the requirements outlined in this RFQ.

Qualifications submitted electronically should be 8-1/2” x 11” format and shall not exceed twenty (20) single-sided pages. A front cover, back cover, and a maximum two-page cover letter may be submitted in addition to the twenty (20) single-sided pages. If a paper copy is submitted, pages should be printed double-sided. At a minimum, the following information shall be submitted:

- An organizational chart and biographies for your project team, including all sub-consultants.
- A statement of the percentage of time your proposed key resources will have available to devote to the project.
- Your firm’s identification of the critical work elements and how your team would address these issues.
- A discussion of your firm’s approach to the project and your plan to produce the required documents.
- A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm’s ability to provide the resources necessary to meet the schedule.

- References from past similar projects. Provide the contact name and number of the owner, or if not available, a contact name and number of the current most knowledgeable person associated with the project.

Submittals

Qualifications titled “**RFQ: Port Townsend Golf Course and Mountain View Commons**” may be submitted as an email attachment in PDF or MS Word format to: chite@cityofpt.us

Note that faxed proposals or electronic proposals submitted as compressed files will not be accepted.

OR

One (1) unbound original and four (4) digital storage devices (CD or USB Flash Drive) in PDF or MS Word format mailed or delivered to:

City of Port Townsend
Attn: Carrie Hite
250 Madison Street
Port Townsend, Washington 98368

Contact

For additional information concerning this RFQ, any other aspect of the selection process or the project in general, please contact via email: Carrie Hite, Parks Director of Strategy, chite@cityofpt.us or 360-379-2979.

All questions must be submitted by email and must be received before **4:00 pm PST on July 8, 2022**. Answers will be released to all interested parties before noon on July 15, 2022.

No communication shall occur regarding this RFQ, including requests for information, or speculation between Offerors or any of their members and any City elected official or employee other than those named above. Failure to comply with this provision may result in Offeror’s proposal being removed from consideration. Any cost incurred by the Offeror in the preparation, transmittal, or presentation of any information or material submitted in response to the RFQ shall be borne solely by the Offeror.

Right to Reject Submittals

The City reserves the right to reject any submittals at any time with no penalty or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

All material submitted in response to this RFQ shall become the property of the City.

Project Contract

The Offeror will be required to use the City of Port Townsend Professional Services Agreement [Attachment A] and accept all language contained within. Any Offeror that has significant reservations concerning using this agreement should not submit this request.

Consultant Selection Criteria

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFQ
- Understanding of project scope and project requirements including discussion of the firm's approach to the project
- Ability to meet the project schedule, and negotiate within budget
- Expertise of key personnel – provide a biography, educational background, number of years with this firm/other firms, and three (3) project references with contact information. Also, discuss other responsibilities assigned to key staff and their availability for this project.
- Proposed use of sub-consultants – If sub-consultants are proposed, explain how the work process and communication between the Firm and the sub-consultant will be managed. Discuss the sub-consultants experience and availability for the project.
- Response to references from past similar projects.

Short List

After review of the submittals by the Owner's Selection Committee, the three (3) highest ranked firms will be notified and may be invited to participate in a short list/final selection phase. It is intended that the final selection phase will include the following steps:

- Notification: Written notification of the three top-ranked firms.
- Interview will consist of:
Presentation/Discussion: A 1-hour presentation/discussion question and answer period will be scheduled and conducted in Port Townsend or virtually.

Final Selection Process:

After the presentations and discussions are completed, the Selection Committee will rank the firms interviewed.

The qualifications proposal and presentation/discussion will be weighted equally and be scored as follows:

- | | |
|--|--------|
| 1. Responsiveness to RFQ | 10 pts |
| 2. Previous experience in similar projects | 20 pts |
| 3. Understanding of project scope and requirements | 20 pts |
| 4. Ability to meet schedule/budget | 10 pts |
| 5. Expertise of key personnel/project mgr. | 20 pts |
| 6. References from past projects | 20 pts |

Negotiation/Scope Development:

The top-ranked firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule, and a fee proposal.

If, after negotiation and consideration, the Owner is unable to reach an acceptable

agreement with the top-ranked firm, the Owner will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.

Final Selection:

Once an agreement is reached with a preferred A/E firm, the Owner's Purchasing Agent will provide a Professional Services Agreement for signatures and full execution. A Notice to Proceed will be issued to formally begin work.



Professional
Services Agreement

--End--