



REQUEST FOR PROPOSALS – PROFESSIONAL PLANNING SERVICES

FOR SHORELINE ACCESS PLAN

RFP NO. #2024-01

Issue Date: May 17, 2024

Budget: \$40,282

Proposal Submittal Due Date:

4:00 PM, Wednesday June 5th, 2024

Electronically to: edc@rockislandwa.gov



REQUEST FOR PROPOSALS

SHORELINE ACCESS PLAN

The City of Rock Island “City” desires to solicit qualified proposals to prepare a plan in accordance with this Request for Proposals (RFP).

Introduction

The City seeks proposals from qualified firms, consultants, or consultant teams to perform professional consulting and planning services related to developing a public access conceptual plan to five (5) ponds (Pit, Putter’s, Hammond, Big Bow, and Hideaway) located in the City and Douglas County.

Background

The City is a community with approximately 1,600 residents with a quickly growing population. There are several ponds within and adjacent to the City that were influenced by the construction of the Rock Island Dam. These ponds provide an amenity to the City; however, access is limited and not well defined.

The Shoreline Access Plan will provide a framework to identify feasible locations for public access and public access concepts (i.e., stairs, parking, etc.) to the shoreline via field reconnaissance and public input. The plan would serve as a necessary step to apply for future implementation funding.

Integration with Plans

The plan would need to be consistent with the City’s adopted Parks Plan, the City’s Comprehensive Plan, and the Douglas County Comprehensive Plan.

Scope of Services

The City is looking to move forward quickly upon contract execution with the selected Consultant. The Consultant is expected to provide the deliverables and to facilitate or participate in all tasks that lists the Consultant as the responsible party. The costs of each task should be identified separately for the project team to decide what can be achieved within the budget. If it makes sense to combine tasks, they can be combined if the objectives are still met. Proposers may include additional, optional tasks they feel should be included in the project to achieve the optimal outcome if within the proposed budget.

Tasks

The following are a list of tasks associated with the project budget:

Task 1

Conduct site visits to the 5 ponds/lakes to identify user types accessing the water, conditions of the site, and preliminary locations for public access.



Task 2

Attend and present to the City Council during a public meeting to share preliminary findings and solicit feedback.

Task 3

Develop an outreach strategy to facilitate a stakeholder/community outreach meeting in both English and Spanish to share preliminary findings and solicit feedback, collect ideas for locations of preferred public access points and evaluate “need” (i.e., more access to fishing holes, ADA access, etc.).

Task 4

Further evaluate which location could provide ADA access to the shoreline.

Task 5

Meet with City and Douglas County staff to coordinate public outreach efforts.

Task 6

Coordinate and collaborate with City staff to schedule events, manage grant tasks and deliverables, and keep an open line of communication to ensure efficient, effective use of project funding and grant management.

Deliverables

The following deliverables shall be submitted to City staff on an agreed upon timeline:

Deliverable 1

Base project map(s) and field reconnaissance results; develop public outreach materials to solicit feedback.

Deliverable 2

Draft report in both English and Spanish; must include project base maps and preliminary concepts.

Deliverable 3

Final report in both English and Spanish; must include project base maps and preliminary concepts.

Proposal Requirements

All proposals shall be prepared in a clear and concise manner, limited to 5 pages (excluding cover letter, billing rates, and resumes). The proposal **MUST** be submitted electronically and submitted to edc@rockislandwa.gov.

The Proposer shall include in its proposal, at a minimum, the information outlined in this request which demonstrates competency and qualifications for the satisfactory performance of the services identified in this RFP.



For information concerning RFP questions, procedures, and regulations, contact Charity Duffy, Economic Development Coordinator/Planner via email at edc@rockislandwa.gov.

Estimated Tentative Schedule

RFP Issue Date	May 17 th , 2024
Deadline to Submit Questions	June 2 nd , 2024
Proposal Submittal	June 5 th , 2024
Interviews (Tentative)	Monday June 10 th , 2024
Award of Contract (Tentative)	Monday June 17 th , 2024

Evaluation of Proposals

All proposals will be evaluated on a point system (0-100 points, with 100 being the best possible score) in accordance with the following:

Evaluation Criteria	Maximum Points
1. Experience and qualifications of consultant/team members.	50 points
2. Office located within 50 miles of project site.	10 points
3. Work plan and methodology.	20 points
4. Delivery and schedule.	20 points