

**Landscape Architect / Land Use Planner
Request for Qualifications (RFQ)
Magnolia Manor Park Master Plan**

Making Magnolia Manor Park a mixed-use place of beauty, vibrancy and sustainability for all members of the community achieved through an open and transparent planning and design process with funding from the Seattle Department of Neighborhoods. (2010-2011)

SUBMITTAL DUE DATE: Wednesday December 29, 2010, no later than 4:30pm.

Introduction and Background

Sustainable Magnolia, a neighborhood organization, has received a \$20,000 from the Department of Neighborhoods (DON) through its Small and Simple matching grant program to hire a consultant/consultant team (hereafter, referred to as consultant) to create a site design for the enhancement of Magnolia Manor Park. \$17,000 of the grant funding is available for the consultant work.

Our project entitled: "Envisioning a Vibrant Community Gathering Place for Manor Park," will engage the community in developing a site plan for Manor Park, a Seattle Public Utility (SPU) owned property which contains a lidded reservoir and is maintained by Seattle Parks and Recreation (Parks). The consultant will report to the Friends of Magnolia Manor Park Steering Committee (Steering Committee).

This conceptual plan will be based on the desire of the community to create a vibrant community gathering place in Manor Park while maintaining the park's unique character, strengthening its neighborhood connections and demonstrating aspects of sustainability: Low Impact Development (LID), Sustainable Sites Initiative (SSI) and Green Infrastructure. In addition, the plan will incorporate a dog off leash area, pursuant to the results of a 2006 Public Hearing process, and decisions by the Parks Board of Trustees and Parks Superintendent, supported by Citizens for Off Leash Areas (COLA) and approved by SPU. And, add additional elements, such as: community gardens, children's play area, and/or picnicking or other uses the community expresses as a consensus in the public processes with the consultant. The plan should also consider Hub Site requirements as defined by the Magnolia/Queen Anne Emergency Preparedness Committee (Magnolia/Queen Anne EPC).

Three (3) public community meetings (tentatively proposed for early March, mid-April, late May 2011) are a part of the consultant/consulting team scope of project. These meetings will be planned to gather the stakeholders; first, for their input, then for their review of a preferred plan, and finally to help prioritize an incremental implementation strategy for the suggested improvements. The consultant/consultant team will use other sources of public feedback, such as surveys or mail/emails, as deemed necessary by the Steering Committee. The consultant will also meet with the Steering Committee as determined necessary. There will be 2 required Parks Department review meetings-approval of the 3 designs before the public meetings and final review of final design.

Each community meeting will allow the consultant to elicit public comment ensuring that community desires are expressed as the core ideas in the conceptual plan. The planner will work in conjunction with steering committee members in organizing, outreach and facilitation of these meetings. The results of the Manor Park Site Plan will be in line with community desires and ideas generated from community input and presented in a professional, illustrative plan. It is expected the community will have many different suggestions as to what should be in the park design. It is critical that the consultant not only has excellent planning skills; but, also has excellent facilitation/mediation skills that can be verified/demonstrated during the interview selection process.

Additionally, the plan should provide an incremental implementation strategy, an estimation of probable costs, and operational and maintenance considerations. The conceptual plan will be the first step of the Manor Park Site Plan. It is anticipated that the preferred site plan arrived at from this conceptual planning exercise, will be the basis for additional grant funding submittal at a future date.

RFQ Submittal Content

Submittal shall contain the requested information and shall be limited to a total of twelve (12) single-sided pages or six (6) double-sided pages including text (minimum 11 pt), graphics, and cover letter).

Provide a letter of interest and synopsis of the firm: including size, relevant park planning experience and number of years in business. Please indicate whom the project designer and primary contact for the firm will be. Include a brief summary of resumes of those who would be involved in the project. Indicate relevant recent master planning experience. Demonstrate your knowledge and experience working with municipalities, community stakeholder groups, Low Impact Design (LID), Sustainable Sites Initiative (SSI) (<http://www.sustainablesites.org/>), interpretive signage and way finding.

1. Describe two (2) projects performed by the firm and/or project designer similar in nature to the Manor Park Plan including reference names, addresses, phone numbers, and years completed.
2. Describe your process and approach for arriving at and developing a conceptual design for the Manor Park Site Plan project within the schedule provided. Please provide a preliminary fee proposal listing each major task and the estimated costs for each task. (We are NOT looking for specific design suggestions at this time.)
3. Provide additional information about resources and capabilities your firm could draw upon for a future implementation phase of the Manor Park Site Plan should the funding become available in the future.

RFQ submittals

Should be received no later than: **December 29, 2010, 4:30 PM**

Submit five (5) RFQ copies to:

Nancy Spragins
3518 29th Avenue West
Seattle, WA 98199
and one (1) pdf to:
localfood@sustainablemagnolia.org

Selection Process

The Selection Committee will review all submittals and choose the consultant/consultant team best suited to complete the proposed project. The Selection Committee will select and interview the consultants who are most qualified, make a recommendation to the Steering Committee and final decision will be by Steering Committee