

REQUEST FOR QUALIFICATIONS

Seeking Design Consultant Services for Public Space Project in Seattle
“The Delridge Triangle Redesign Project” October 2018- May 2019

BACKGROUND INFORMATION

Located along the busy South Delridge travel corridor, the Delridge Triangle (9200 Delridge Way Southwest, Seattle 98106) is a 13,000 sq ft Seattle Department of Transportation (SDOT) managed right-of-way (ROW) with an additional 3,000 sq ft of underutilized paved road immediately adjacent to the east. Featured in the heart of the Westwood-Highland Park Urban Village, the community surrounding the Delridge Triangle and along the Delridge Way corridor has been slated for increased density by the City of Seattle as a consequence of NC3-55(M) and NC 2P-55 rezoning.

Despite a long history of community efforts to revive and activate the Delridge Triangle space, community advocates have been unable to stop behaviors that have created fear and avoidance by local residents, including those living in the multifamily structures surrounding the space. After a consultation with an SDOT Urban Planner in 2017, it was determined that the Delridge Triangle is a poorly designed ROW and had limited capacity for community activation in its current form. Redevelopment of the Delridge Triangle will provide a much-needed hub for the underserved residents within the Urban Village, where neighborhood green space is scarce.

The Friends of the Delridge Triangle (FDT) has been awarded a \$40,000 Neighborhood Matching Fund grant from the Seattle Department of Neighborhoods to conduct community outreach, lead a community planning process, and develop concept plans for the redevelopment of the Delridge Triangle. Of the grant funding, FDT has allocated \$30,000 to hire a consultant with expertise in planning, urban design, and/or landscape architecture to lead a series of public meetings and meet with SDOT planners and other designated city stakeholders. This process will develop and deliver design concepts with approximate development costs for the 13,000 sq ft Delridge Triangle along with an expanded initial design concept for the 3,000 sq ft adjacent road (9200 block of 18th Ave SW).

The Community Values for the redevelopment of the Delridge Triangle are as follows:

- Increasing safety through design, removing real and perceived environmental factors that create fear and avoidance.
- Lowering the barrier of access to the space for young families and the disabled.
- Creating an environment that fosters neighborly interactions and community building.
- Creating a sense of place and neighborhood identity, esteem and recognition.
- Creating a space to gather and share a sense of cultural vibrancy and pride -- a space for the community to thrive and celebrate
- Identifying challenges and opportunities in creating a vision for short-, mid-, and long-term redevelopment of the space through a Community Workshop process and resulting Design deliverables.

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SCOPE OF WORK

The consultant will be expected to coordinate with members of the public to maximize the significant community skills and resources engaged in the Delridge Triangle Redesign Project:

1. Prepare, coordinate and lead three community meetings to formally introduce the project to the public and garner input on planning, design, vision concepts, objectives, and goals for the Triangle.
2. Develop a summary report of DRAFT recommendations and vision concepts for the Delridge Triangle based on feedback from community meetings, follow-up public comment (inclusive of online surveys, community outreach meetings, website and Facebook posts, etc.), as well as FDT and stakeholder review following the Anticipated Timeline.
3. Coordinate and conduct check-in meetings with designated SDOT and other City staff to review the PRELIMINARY draft plan for feedback and any preapprovals required for anticipated permits or processes.
4. Coordinate and conduct check-in meetings with FDT Steering Committee.
5. Produce a FINAL vision plan that details community-preferred recommended improvements, corridor design concepts, ROM costs, and a phased implementation strategy—all based on feedback from the third community meeting, public comments, and FDT stakeholder review. - Final Deliverables to be defined upon contract.

ANTICIPATED PROJECT TIMELINE

Outline based on community-driven project, consultant and City agency constraints:

1. RFQ/Evaluation Process/Contracting – October/November 2018
2. Background-gathering and existing-conditions research conducted by Consultant – Nov/Dec2018
3. Meetings with stakeholders, SDOT and City staff (if required) prior to Kick-off Community Meeting – Nov/Dec 2018
4. Kick-off Community Meeting, collation of FDT public outreach surveys to Consultant two weeks after Community Meeting – Dec 2018/Jan 2019
5. FDT Steering committee and stakeholder review/meeting period to respond to Consultant DRAFT recommendations – Jan 2019
6. Check-in meetings with stakeholders, designated City agencies, and similar organizations – early Jan 2018
7. Second community meeting, collation of FDT public outreach surveys – Jan/Feb 2019
8. Produce PRELIMINARY designs; meet with FDT Steering Committee and any identified stakeholders/City agencies as needed – Feb/Mar 2019
9. FDT Steering Committee, public outreach period and final City Agency review period – March 2019
10. Third and final community meeting – Mar/April 2019
11. Produce design renderings, schematics and at minimum 10% long term design with estimated budgets for FDT Steering Committee review and acceptance of Deliverables. - April/May 2019

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SELECTION PROCESS

The Friends of the Delridge Triangle Steering Committee will use a two-step process for selecting a design consultant or design consultant team.

1. Evaluation of all firms submitting their qualifications. Statement of Qualifications will be scored based on evaluation criteria described below.
2. Top scoring firms will be invited to interview. The interviews will be an opportunity for consultants to clarify and/or expand on their team’s qualifications, relevant experience and availability of key personnel.

EVALUATION CRITERIA

Selection of a design consultant will be based on both the quality of the candidate’s past work and their approach to the Delridge Triangle Redesign Project. Consideration will be given to designers with demonstrated successful experience in the design of built projects of similar type and scope.

Successful candidates will demonstrate their ability to translate the Community Values into practice. Additionally, the following criteria will be used for evaluating Statements of Qualifications and selecting finalists:

- Design excellence and appropriateness for the Delridge Triangle Redesign Project
- Experience completing projects of similar complexity, scale and budget
- Experience with transforming forgotten or unused spaces into great public spaces
- Familiarity with public space activation
- Proven ability to craft creative and affordable solutions
- Experience at balancing public space and right of way interests and working with appropriate agencies
- Proven ability to work collaboratively with a broad design and planning team
- Ability to work with public and private stakeholders in a volunteer-led environment
- Experience working with the City of Seattle Permit (SIP) process
- Experience working with right-of-way (i.e., streetscape design).
- Overall quality of submitted Statement of Qualifications
- Selected consultant must be licensed to do business in the State of Washington and the City of Seattle, and provide proof of current professional liability insurance policy.

SUBMISSION REQUIREMENTS

Statement of Qualifications shall include the following:

1. Letter of Interest: Company profile, including size, general experience, number of years in business, summary of key staff who will be involved in the project, and the project contact/lead within your company. Include contact person, mailing address, email address, and phone numbers.
2. Approach:
 - a. Describe your firm or team’s philosophy and design approach to projects of similar scope for right of way and public spaces
 - b. Describe your firm or team’s experience successfully delivering community-driven projects of a similar scope, scale, and nature--including project descriptions, locations, and dates of completion

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- c. Describe your firm or team’s familiarity of public space activation efforts,
 - d. Describe your firm or team’s familiarity with the City of Seattle’s Agencies: Department of Transportation, Seattle Public Utilities, Department of Neighborhoods, and Parks and WSDOT’s processes and policies
3. Project Staff: Identification of the lead principal/project manager for the project, all staff that will be assigned to the project and their respective roles. Include resumes of the individuals to be directly involved in this project.
4. Portfolio: Photographs or graphics of projects by the individuals to be directly involved in the project. Narrative descriptions of each project’s key concepts or issues. Clear indication of the roles of the firm and of the individuals who were involved in the project.
5. References: References for each of the similar projects cited above, including the project name, client, and client’s project manager or contact person.

SUBMITTAL DEADLINE / CONTACT INFORMATION

Submittals shall be limited to ten pages in length, and must be received to the designated address no later than 5PM PST on November 2, 2018.

Please provide five (5) hard copies and one electronic copy of the Statement of Qualifications to the following:

By email: DelridgeTriangle@gmail.com

By mail:

The Friends of The Delridge Triangle
Care of: Kim Barnes
9057 21st Ave SW
Seattle, WA 98106

Please contact with any questions:

Kim Barnes

E: kim.barnes.la@gmail.com

ADDITIONAL INFORMATION

Submittals will be evaluated based on the quality of responses to the Evaluation Criteria. Top firms will be contacted for interviews, and final selection will be based on the combined results of the consultant submittal, qualifications, interview, and ability to meet the community needs within the project constraints.

The Friends of the Delridge Triangle will not discriminate against any respondent because of race, religion, creed, age, color, sex, marital status, sexual orientation, gender identity, political ideology, ancestry, national origin, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification.