



**CITY OF LAKEWOOD
6000 Main Street SW
Lakewood, WA 98499
253-589-2489**

**Request for Qualifications
Wards Lake Park
Interpretive Sign Project**

**Deadline for submittals is
Thursday, April 14, 2011 at 4:00 p.m.**

**City of Lakewood
Request for Qualifications
Wards Lake Park Interpretive Sign Program**

The City of Lakewood is soliciting proposals from qualified candidates to develop an interpretive sign program at Wards Lake Park. Proposals must be received no later than 4:00 p.m. Thursday, April 14, 2011 in the office of the City Clerk, Third Floor of Lakewood City Hall, 6000 Main Street SW, Lakewood, WA 98499 (253-589-2489). A copy of this RFQ is located on the City's website at www.cityoflakewood.us.

General Information: The mission of the Lakewood Parks, Recreation and Community Services Department is to create a healthy community through people, parks and programs. We will preserve and maintain sufficient park land and open space to provide for our community needs and establish partnerships to ensure that a comprehensive system of programs, facilities, services and events is available to meet the recreation needs of the Lakewood community. We will work with several partners to accomplish this task.

Site Information: Wards Lake Park is located in the Northeast neighborhood area of Lakewood. Since incorporation, the City has utilized a variety of funding sources (County conservation futures, RCO and CDBG grants, along with SWM and City general funds) to purchase several parcels of contiguous land, remove structures, clean up the site and develop the area now known as Wards Lake Park. At over 22 acres, Wards Lake Park is a natural wonder in a very densely populated area. In 2010 the City of Lakewood updated a master plan for the site. We are currently planning to implement a portion of the site plan which includes interpretive signage.

Project Proposal: Project scope will include development of an interpretive sign program for Wards Lake Park. A variety of signs will be created for the site to include, at a minimum, three 18" x 24" signs depicting site history, oak savannahs, local watershed, wetlands and flora and fauna and five variations of an 8 ½" x 11" trail marker sign.

Specific tasks will include researching the site, reviewing master plan and environmental documents, developing conceptual drawings and various draft options for consideration, refining drawings to a final design plan file and preparing file and materials for production (including camera ready artwork and working with the City and sign company to proof, modify and approve final production materials.) The City will use Fossil Sign Company to fabricate the signs, so experience with their production division is preferred (but not required). Project must be completed by June 30, 2011.

Project Budget: \$4,000 (does not include sign production costs)

Submittals: To be eligible for consideration, three (3) copies of the response to this Request for Qualifications must be submitted in a sealed envelope with the words "Wards Lake Sign Project" clearly marked on the outside of the envelope. Submittals should be sent to the office of the City Clerk, Lakewood City Hall, 6000 Main Street SW, Lakewood, WA 98499. Faxed copies will not be accepted.

Proposals should be prepared simply and economically, providing straightforward and concise information. The City shall not be responsible for any costs incurred in preparing, submitting or presenting a response to the RFQ.

The proposal shall include and be organized in the following manner:

1. **Cover Sheet**
2. **Letter of Interest**
3. **Statement of Qualifications:** The statement should include general information on the individual and/or firm including the background and expertise in relation to the proposed project.
4. **Project Team:** Identify the key personnel and subconsultants who will work directly on this project, their professional qualifications and office location. Include resumes of the key personnel and sub-consultants.
5. **Project Approach:** Provide a description of how the project would be approached in order to be accomplished within proposed budget and timeline.
6. **Project Experience:** A list of similar type projects within the last five (5) years with descriptions or examples of work performed. The proposal must include at least one, but not more than five, example(s) of a similar type of interpretive sign. For each project include the name, title and phone number of a reference associated or familiar with the project.

Consultant Selection Criteria: Selection will be based on the following criteria:

1. Ability to provide the services based on the project proposal.
2. Creative approach to implementing the project within current budget and timeline.
3. Relative experience of the firm and/or individuals assigned to this project, length of time in business and other matters relating to experience designing and producing interpretive signage.
4. References and other information as appropriate.

Project Information and Requirements: This project is a federally funded project with U. S. Department of Housing and Urban Development, Community Development Block Grant Funds and is subject to Title 24, CFR 570 of the U. S. Code of Federal Regulations.

The City of Lakewood is an Equal Opportunity Employer. Small businesses and qualified minority and women owned businesses are encouraged to respond. Minority and women owned businesses shall be afforded full opportunity to submit bids in response to this invitation, shall not be discriminated against on the grounds of sex, race, color, age, national origin or disability in consideration of an award of any contract or subcontract. Further, all bidders are encouraged to solicit and consider minority and women owned businesses as potential subconsultants and material suppliers for this project.

The Consultant and any subconsultants shall comply with E-Verify as set forth in Lakewood Municipal Code Chapter 1.42. E-Verify is an Internet-based system operated by United States Citizenship and Immigration Services in partnership with the Social Security Administration. E-Verify is free to employers and is available in all 50 states. E-Verify provides an automated link to federal databases to help employers determine

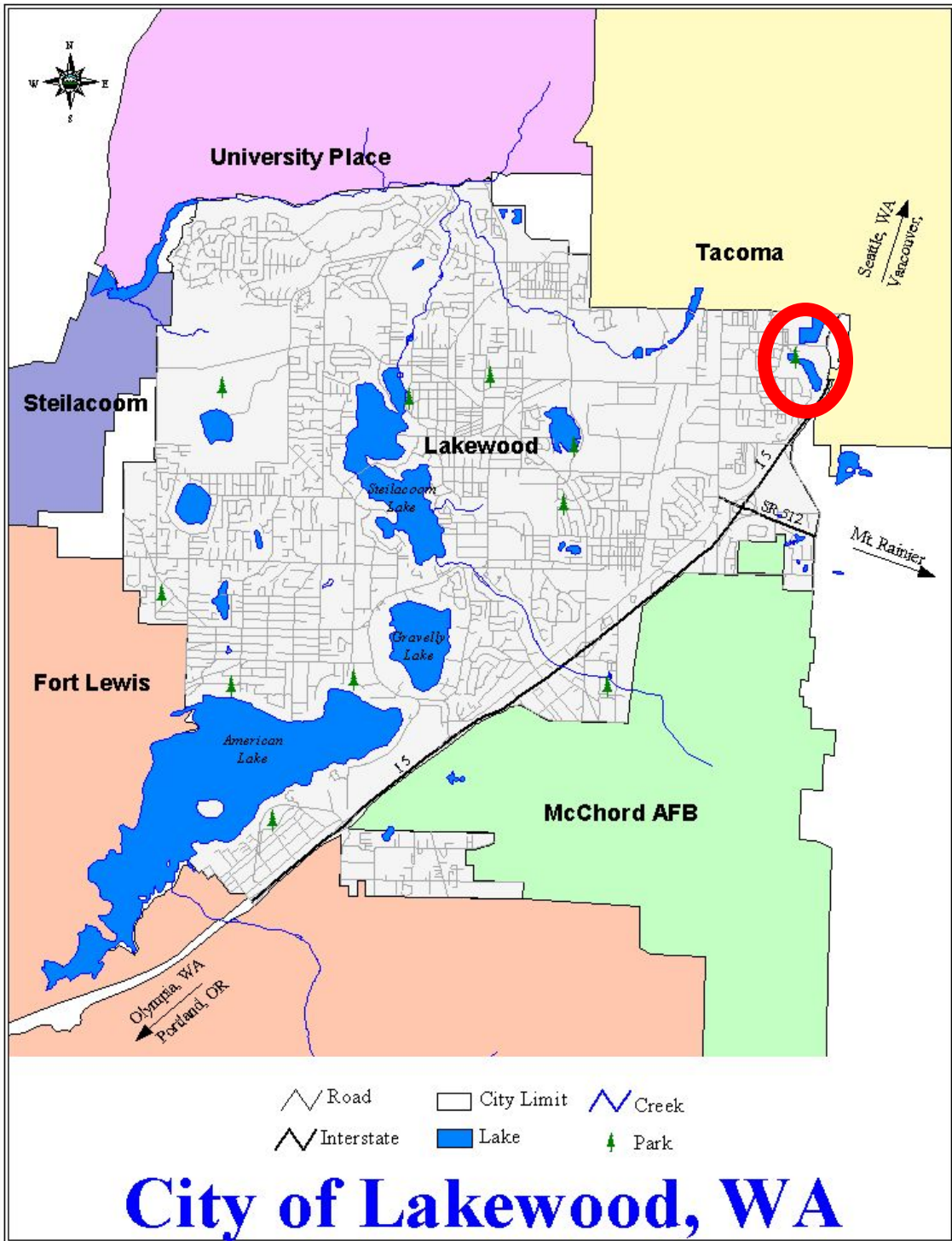
employment eligibility of new hires and the validity of their Social Security numbers. The Consultant shall enroll in, participate in and document use of E-Verify as a condition of the award of this contract. The Consultant shall continue participation in E-Verify throughout the course of the Consultant's contractual relationship. If the Consultant uses or employs any subconsultant in the performance of work under this contract, or any subsequent renewals, modifications or extension of this contract, the subconsultant shall register in and participate in E-Verify and certify such participation to the Consultant. The Consultant shall show proof of compliance with this section, and/or proof of subconsultant compliance with this section, within three (3) working days of the date of the request for such proof.

Consultants shall not be debarred from participation in bidding on state or federally funded contracts.

The City of Lakewood reserves the right to award contracts to responsible applicants which are in the best interest of the City of Lakewood.

Information: For more information regarding this project, please contact: Mary Dodsworth or Suzi Riley, City of Lakewood Parks, Recreation and Community Services, 6000 Main Street SW, Lakewood, WA 98388 or call 253-589-2489.
mdodsworth@cityoflakewood.us OR sriley@cityoflakewood.us

Vicinity Map



Wards Lake Park area is circled in red

**Wards Lake Park
2716 84TH ST South
Lakewood, WA 98498**

