



Harbor Hill Environmental Sanctuary
c/o Greater Gig Harbor Foundation
7191 Wagner Way, Suite 102
Gig Harbor, WA 98332
(253) 514-6338, ext. 102
gigharborfoundation.org/friends-of-harbor-hill

REQUEST FOR PROPOSAL
PROFESSIONAL, TECHNICAL & LANDSCAPING SERVICES
VEGETATIVE BUFFER LANDSCAPING
RFP # 2020-002
PROPOSALS DUE: Monday, March 2, 2020 by 4:00 p.m.

Submit one electronic PDF file copy, (1) original and five (5) complete printed copies:

Greater Gig Harbor Foundation
Friends of Harbor Hill Environmental Sanctuary
c/o Bill Lewallen, FHHES Board President
7191 Wagner Way, Suite 102
Gig Harbor, WA 98332
(253) 514-6338, ext. 102
fhhes@gigharborfoundation.org

Refer all questions to:

Dr. Julie Ann Gustanski
CEO/President Emeritus
fhhes@gigharborfoundation.org

Bill Lewallen
FHHES Board President
bl.hhes@gmail.com

I. Introduction

A. Requesting Entity

Greater Gig Harbor Foundation (GGHF)
Friends of Harbor Hill Environmental Sanctuary (FHHES)
7191 Wagner Way, Suite 102
Gig Harbor, WA 8335

B. Project Overview and Objective

The intent of this REQUEST FOR PROPOSAL (RFP) is to obtain a qualified Contractor(s) hereafter referred to as “CONTRACTOR”, to provide essential professional, technical and landscaping services to design and construct vegetative planting buffers. The basic scope of work will be to salvage, purchase and plant landscaping plantings in two buffers and a berm.

C. Project Description

Located in north Gig Harbor, the Harbor Hill residential area is comprised of apartments, townhomes, single family homes and the Heron’s Key senior living community. Within Harbor Hills Heron’s Key community are two detention-settlement ponds created when the area was developed. These ponds collect and temporarily detain and filter stormwater runoff from the HK campus and surrounding single family and apartment residential neighborhoods.

The 15-acre Harbor Hill Environmental Sanctuary area is the perfect place for people of all ages and backgrounds to explore, learn about restoration of the site, area wildlife, and healthy functioning ecosystems – to interact and connect with the natural world around them.

Through native species plantings and habitat restoration in the detention pond area, the HHES will provide for healthy communities of plants and animals, including endangered and threatened species, to maintain ecological balance within natural systems. In turn, the HHES will contribute to human health and enjoyment. One project goal is to restore and re-establish life-sustaining native plants for area wildlife.

D. Project Elements (see Section VII for site plan references)

a. Buffers A and B, and Berm C

- i. Salvaging, purchasing and planting of native and decorative plantings.
- ii. Planting Plan Guide developed to support goal of vegetation to provide habitat and food for birds, and native species as examples to use in environmental education.

II. Project Criteria

A. Detailed Criteria

- a. The scope of work is expected to include the following activities:
 - i. Conduct a site visit with FHHES leadership.

- ii. A conceptual plan with details and features you are proposing for plantings.
- iii. Prepare a written analysis that includes a map of the proposed plantings, design requirements, a cost effectiveness analysis of how best to accomplish the goals of the project, and a detailed cost estimate. The analysis must receive written approval from the selection committee before proceeding with the final plans and specifications.
- iv. Meet with FHHES committee for project discussions, coordination, presentation, etc. as required.
- v. Complete all design development drawing and any construction documents and specifications as may be needed for this project.
- vi. Provide any supervision of necessary sub-contractor contracts and work.
- vii. Provide construction equipment services and supervision of volunteers during construction.
- viii. Prepare as-built maps upon completion of the project.
- ix. Site tour six months following completion to inspect success and plant warranties.

B. Proposed Schedule

ACTIVITY	DATE
Site Visit	February 10, 2020; 9:00 – 10:00 AM
Proposal Submission	March 2, 2020; 4:00 pm
Invitation to Interview	March 9, 2020
Interviews	March 12-13, 2020
Contractor Selection	March 20, 2020
GGHF Approval of Contract	March 30, 2020
Notice to Proceed	April 3, 2020
Project Kick-off Meeting	April 8, 2020
Plantings	Fall 2020
Project Completed	December 2021

C. Inquiries

Any questions should be directed to:

Dr. Julie Ann Gustanski, Greater Gig Harbor Foundation CEO & President Emeritus
fhhes@gigharborfoundation.org

OR

Bill Lewallen, FFHES Board President
bl.hhes@gmail.com

III. RFP Criteria

A. Proposal Content

- a. Contractors shall submit five (5) paper copies and one (1) electronic copy (PDF) of the Proposal to the Greater Gig Harbor Foundation, Harbor Hill Environmental Sanctuary: 7191 Wagner Way, Ste. 102, Gig Harbor, WA 98335. All documentation should not exceed 11" X 17". All expenses in the preparation of this RFP, up to and including interviews are not reimbursable by the GGHF and/or FHHES and are the sole responsibility of the Contractor.

B. Proposal Information

- a. Proposals should include the following information:
 - i. A detailed description of the work elements (tasks) or services proposed by the contractor and/or its subcontractor(s).
 - ii. Discuss approach to deliver the project, together with proposed budget for all work.
 - iii. The specific methodology that will be utilized to perform each task.
 - iv. The professional staff, including any subcontractors, safety certifications, and relevant experience of that staff that will be directly involved with this project and the task assigned to each of them.
 - v. List of contractor's relevant project experience on projects that are directly related to or very similar to this project. Include client name, project name and location, scope of services provided, time frame, dollar value, and name, email and phone number of client contact for the project.
 - vi. A list of expected equipment to be used on this project, relevant experience including hours, and estimated hours of use.
 - vii. Contractor shall demonstrate significant experience in vegetative and native plantings and assessments.
 - viii. Describe previous experience with similar projects.
 - ix. Provide relevant professional certifications and/or experience of project personnel related to equipment operation; landscape planning; and other expertise required for this project.
 - x. A projected timeline that provides the sequence of tasks, the amount of time and portion of budget to complete each task.
 - xi. Proof of liability insurance and the associated amounts.

IV. Selection Process

- A. The Greater Gig Harbor Foundation and Friends of Harbor Hill will evaluate bidders and proposals based on the following criteria:
 - a. Previous experience/past performance history.
 - b. Samples and/or case studies from previous projects.
 - c. Projected costs.
 - d. Experience and technical expertise.
 - e. Responsiveness and answers to questions in the next section.

V. Evaluation Criteria

- A. The proposals will be reviewed by the selection committee using the following criteria:
 - a. Experience and performance on similar projects, including technical qualifications and abilities (25%)
 - b. Responsiveness to the RFP and City priorities (20%)
 - c. Project approach, budget and methodology (20%)
 - d. Responsiveness of the contractor to the committee questions and requests (15%)
 - e. Ability to provide all necessary resources proposed to complete project by December 2020 (20%)

VI. Instructions for Submittal

- A. General Requirements
 - a. Proposals must be received at the Greater Gig Harbor Foundation no later than **Monday, March 2, 2020 at 4:00 PM.**
 - i. Please clearly mark envelopes: **RFP: FHHES Vegetative Buffer Landscaping**
 - ii. To be submitted (by mail or in person): an electronic PDF file copy, (1) original and five (5) complete printed copies of RFP.
 - iii. Proposals should be sent and/or delivered to:
Greater Gig Harbor Foundation
Friends of Harbor Hill Environmental Sanctuary
c/o Bill Lewallen, FHHES Board President
7191 Wagner Way, Suite 102
Gig Harbor, WA 98335

- B. Inquiries and questions should be directed toward:

Dr. Julie Ann Gustanski, Greater Gig Harbor Foundation CEO & President Emeritus
fhhes@gigharborfoundation.org

OR

Bill Lewallen, FFHES Board President
bl.hhes@gmail.com

VII. Additional Resources

- A. The following may serve as useful resources:
 - a. [Site Plan](#) & [Site Map with Notation](#)
 - b. [Project Presentation](#)
 - c. [Project Website](#)

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HHES Vegetative Buffer Landscaping

- d. [Illustrated Map](#)
- e. [All Project Elements](#) (photos, etc.)