



City of Mercer Island Aubrey Davis Park Lid A Backstop Replacement Request for Qualifications (RFQ), No. 25-39

Date of Release: August 28, 2025

RFQ Submittal Due: September 19, 2025, at 5pm PST

Contact: Connor Dimick, CIP Project Manager | connor.dimick@mercerisland.gov

INTRODUCTION

The City of Mercer Island (City) is requesting Statement of Qualifications (SOQs) from firms experienced in athletic field design to provide planning, design, and construction support services for athletic field improvements at Feroglia Fields within Aubrey Davis Park.

A non-mandatory, informational site visit will be conducted on **September 9, 2025, at 10am** at the project site located at Feroglia Ball Fields, Lid West in the city of Mercer Island. Attendance is recommended. The purpose of this meeting is to provide interested firms with any background information which may be helpful in preparing a proposal.

BACKGROUND

The City of Mercer Island is located on an island of the same name in Lake Washington and is home to a population of just over 25,000. Incorporated in 1960, the City is primarily residential, with most of its 6.2 square miles (just over five miles long and two miles wide) developed with single family homes. Mercer Island also includes three commercial areas, Town Center and two neighborhood hubs, that offer a range of business and service amenities for the community.

The Island's park system spans 481 acres of parks and open space, including neighborhood parks, trails, and larger regional destinations such as Luther Burbank Park and Aubrey Davis Park. Across the system, there are more than 40 athletic field and court facilities, including fields for baseball, soccer, and lacrosse, as well as tennis, pickleball, and basketball courts.

Aubrey Davis Park is located on the north end of Mercer Island and is highly valued by both residents and the broader region for its scenic landscape and trail network. The 92-acre park offers a range of amenities, including sports facilities, playgrounds, a picnic shelter, restrooms, and a boat launch. A segment of the Mountains to Sound Greenway Trail (I-90 Trail) runs through the park, connecting it across the island.

The park was originally developed by the Washington State Department of Transportation (WSDOT) as part of the I-90 expansion project and was completed in 1993 as a mitigation measure. It features

landscaped lids and green spaces that buffer surrounding neighborhoods from highway impacts. While WSDOT retains ownership of the park and trails, The City of Mercer Island maintains the park under Turnback and Landscape Maintenance agreements. The City owns a selection of recreation facilities in the park, including Feroglia Fields, through an Airspace Lease agreement.

SCOPE OF WORK

Project Description

The purpose of this project is to provide safety enhancements at the East and West ballfields (Feroglia Fields) within Aubrey Davis Park (ADP). These fields are actively used by local and regional youth baseball and softball leagues and are located within a high-use multi-modal park corridor.

The preliminary scope of work includes but is not limited to increasing the height of backstop fencing to improve play and spectator safety, extending foul line fencing and/or netting to better protect spectators and trail users, and assessing and recommending any minor site work necessary to support the improvements.

This capital project is part of the City's planned upgrades to athletic fields as outlined in the 2022 Parks, Recreation, and Open Space (PROS) Plan. The City anticipates design work to be completed in 2026, with construction scheduled for 2027.

General Scope of Services

The following preliminary scope of work for the ADP ballfield upgrades is expected to include, but not be limited to, the following tasks:

1. Conduct site visits and review relevant documents, studies, and other background information.
2. Work in close coordination with the City's project manager throughout the duration of the project.
 - a. Meet regularly to ensure the project remains on schedule and within budget.
 - b. Meet regularly to refine the scope of work, understanding that some elements may not be necessary, while others may need to be expanded or added based on further site investigation.
3. Engage with project stakeholders (where applicable) to inform the design concept(s).
4. Complete design for identified improvements:
 - a. 30% Design – Plans and specification table of contents
 - b. 60% Design – Plans, specifications, and preliminary engineer's estimate
 - c. 90% Design – Plans, specifications, preliminary engineer's estimate, and any required construction permit applications
 - d. 100% Design (Bid-Ready) – Plans, specifications, and final engineer's estimate
 - e. Conformed Construction – Plans and specifications
5. Provide support during the bidding process – pre-bid meeting attendance, respond to bidder questions, issue addenda, and review bid submissions.
6. Provide support during construction – pre-construction and weekly meeting attendance, RFI/submittal review, general oversight during construction, and the option for construction inspections.

STATEMENT OF QUALIFICATIONS

Interested firms are invited to submit a SOQ for the work. The SOQ shall include the following information:

Letter of Intent: Summarize your firm's background, resources, commitment to providing the described services, interest in this project and working for the City, and any other information that would assist the City in making its selection. Indicate the address and telephone number of the respondent's office located nearest to Mercer Island, Washington, and the office from which the services will be managed.

Project Team: Provide a brief description of the individuals on the consultant team, including their relevant experience and qualifications. Additionally, please provide information demonstrating the organizational structure of your team, who will be the principal project manager throughout the process, reporting relationships between members, and the physical location of the offices from which the work will be performed. The team may consist of multiple firms with focused areas of expertise.

Project Experience: Provide evidence of relevant experience with similar projects. Include the following information for three (3) relevant projects managed by the proposed project manager within the last five (5) years:

- Description of project, location, and status;
- Project results and challenges;
- Description of professional services provided by the consultant team;
- Initial project budget, final cost, and end date (if applicable); and
- Primary client contact for the project (name, title, address, phone number, and email).

Project Understanding, Approach, and Schedule: Describe your team's approach to meeting the City's needs and how the proposed team will work with City staff to complete the project. Qualified firms and any subconsultants should demonstrate knowledge and understanding of:

- Best practices for athletic field safety and design, particularly related to fencing, layout, and site layout improvements, in accordance with regional and national standards for youth baseball and softball; and
- Sustainable and durable materials or construction methods suitable for high-use, outdoor recreational facilities.

Include a timeline that identifies major proposed tasks and products, including how frequently check-in meetings occur, and when deliverables will be provided. The City requires at least two weeks for document review. The timeline should demonstrate commitment to completing the design and bid-ready documents per the proposed timeline outlined in this document. If the proposed target completion is unrealistic, aggressive, or conservative, please include this in your discussion along with a new target completion date.

References: Provide three (3) references from clients for whom your firm has performed similar work within the last five (5) years. Include contact name, current phone number, and current e-mail address for all references.

Disclosure of Conflict of Interest: Disclose any potential conflict of interest due to any other clients, contracts, or property interests regarding private development of any property within the City of Mercer Island.

Submittal Format & Deadline

- Submit a PDF of your proposal electronically to bids@mercergov.org no later than **5pm on Monday, September 19, 2025**.
- All proposals shall be clearly titled: **RFQ 25-39 Backstop Replacement**
- Please limit submittals to **10 pages** using at least 10pt font (not including cover letter/statement of interest, project team resumes, or work samples).
- All questions on the project are due by **Friday, September 12, 2025, at 12 noon (PST)**. Questions regarding the project may be emailed to Connor Dimick, CIP Project Manager, at connor.dimick@mercercisland.gov. Any oral communication will be considered unofficial and non-binding. Questions via phone will not be accepted. All questions received will be compiled, and responses will be posted by **September 16, 2025 at 4pm (PST)**.
- It is the obligation and responsibility of the submitter to learn of addendums, responses, or notices issued by the City relative to this RFQ. These will be posted on the City website at www.mercercisland.gov/rfq.
- **Rights reserved by the City:** The City reserves the right to reject any or all responses received for this solicitation; extend the submission due date; modify, amend, reissue, or rewrite this solicitation; and procure any or all services by other means.
- This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality and irregularities in proposals and/or reject any or all proposals.

Conditions of Submittal

Costs for Development of Submittals: All costs for developing submittals in response to this RFQ are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the CIP Project Manager. Submittals cannot be withdrawn after the published close date.

Agreement Form: The agreement form to be used will be the City's standard professional services agreement (PSA), which is provided as Exhibit 2. Consultants that submit proposals are expected to meet the terms contained in the PSA, as shown in Exhibit 2, no modifications will be allowed.

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by calling 206-275-7833.

Non-Discrimination: The City of Mercer Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race,

color, national origin, or sex in consideration for an award.

SELECTION PROCESS

The City anticipates using the following general timeline for evaluating proposals and initiating a contract in response to this solicitation.

Milestone	Date
RFQ release	August 28, 2025
Site Visit	September 9, 10am PST
Deadline for questions	September 12, 5pm PST
City response to questions	September 16
Proposals due	September 19, 5pm PST
Evaluation period**	September 2025
Contract(s) awarded	October 2025
Target project kick-off	November 2025
General Services, Design and Permitting	November - May 2025
Construction	Fall 2027

***The evaluation period may include developing and notifying a short-list of firms, interviewing selected firms, checking references, and/or other activities the City deems necessary to successfully complete this process.*

Evaluation Criteria

A committee of City personnel will evaluate and reach each submitted SOQ using a qualification-based process with the following criteria:

Project Understanding and Methodology: The submittal demonstrates thorough understanding of the project(s); how the team plans to address the needs of the City; and the team's unique qualities as they relate to the project(s). It demonstrates the ability to engage the City and the project stakeholders in an open public process; and a sound approach that will meet the Proposed Timeline. [30 points]

Project Team Qualifications and Experience: The submittal provides a complete and comprehensive organizational chart or similar explanation of team members' roles and responsibilities, including a summary of each firm on the team, office locations, number of staff, and area(s) of expertise. It demonstrates the team's strengths and unique qualities as well as the team design meets the needs of the project(s). [25 points]

Relevant Project Experience: The submittal demonstrates relevant and successful experience with similar athletic facility related planning, design, and construction projects. [20 points]

Project Schedule/Deadlines: Demonstrate the ability of the team to meet the proposed schedule(s), including assigned staff availability. [10 points]

Organization and Clarity of Proposal: The submittal clearly and effectively outlines the project team's qualifications and ability to successfully meet the needs of the City and the project(s) as well as contains all requirements outlined in this RFQ. Documents should be well written, organized coherently, and demonstrate the project team's ability to communicate complex information to a variety of audiences. [5 points]

- All responses to this request will be screened for eligibility. A selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, the City reserves the right to request additional information and to interview firms to discuss their qualifications.
- This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals
- It is anticipated that a firm will be selected from this process and a contract, or contracts will be negotiated. If the City selects a firm to provide design services, the successful firm shall be issued a written a Notice of Selection.

ATTACHMENTS

- Exhibit 1: Site Map
- Exhibit 2: Sample City of Mercer Island Agreement for Professional Services (PSA)