

**CITY OF LONG BEACH, WASHINGTON  
COMMUNITY DEVELOPMENT DEPARTMENT  
REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)  
PROPOSED DUNE TO POND TRAIL PROJECT**

CULTURAL RESOURCES SURVEY AND ASSESSMENT AND 4(f) INPUT

July 23, 2015

## 1.0 INTRODUCTION

The City of Long Beach, Washington, Community Development Department, hereinafter referred to as the City, invites proposals from qualified entities to provide cultural resources surveys, assessments, and 4(f) evaluation input for the proposed Dune to Pond Trail project. The City intends to develop approximately 3,500 linear feet of west-east trending trail across the City, connecting the Discovery Trail and the City's near-ocean boardwalk located on the west side of the City to a new pier to be constructed at Culbertson Park Pond, located on the east side of the City. The proposed project is in part assisted by funds administered by the Washington State Department of Transportation, and originating from the Federal Highway Administration. Work is expected to commence October 15 and be concluded by December 15, 2015.

If you have interest in this solicitation, please advise the City via an e-mail to [planner@longbeachwa.gov](mailto:planner@longbeachwa.gov). Please put "Dune to Pond Trail RFQ/P" in the subject line. If you do not receive a return e-mail within 2 business days, please telephone Gayle Borchard at 360.642.4421. Should there be amendments or additional information regarding this solicitation the City will contact you via e-mail.

### 1.1 TYPE OF SOLICITATION

This is a qualifications-based selection process, and **cost information is neither requested nor should be provided in your submittal.**

### 1.2 SUBMITTAL OF RFQ/P

Three (3) complete copies of your RFQ/P must be received by the City of Long Beach **no later than end of business on Monday August 24, 2015.** Faxes, emails, or postmarks are not acceptable; the City must have the actual hard-copy submittal in hand on that date. Please send your RFQ/P to:

Gayle Borchard, Director  
City of Long Beach Community Development Department  
PO Box 310  
115 Bolstad West  
Long Beach, WA 98631

ATTENTION: DUNE TO POND TRAIL RFQ/P

### 1.3 QUESTIONS ON THIS RFQ/P

Please refer any questions regarding the content of this RFQ/P in writing to Gayle Borchard, Director, Community Development, at [planner@longbeachwa.gov](mailto:planner@longbeachwa.gov). Please put “Dune to Pond RFQ/P” in the subject line. If you do not receive a response to your question within two (2) business days, please telephone Ms. Borchard at 360.642.4421.

### 1.4 THE FINE PRINT

The City reserves the right to reject any and all submittals.

If the City and the highest-ranked prospective Consultant fail to reach a contractual agreement, the City may commence negotiations with the second highest ranked Consultant.

The successful Consultant is required to provide evidence of insurance liability.

The successful Consultant shall maintain a current Long Beach City Business License for the duration of the project, and pay any applicable taxes.

The successful Consultant shall maintain the required professional licenses and registration during the life of the Contract with the City.

**The City of Long Beach is an Equal-Employment Opportunity employer.**

## 2.0 PROJECT DESCRIPTION

Please see Attachment A to this RFQ/P

## 3.0 SUBMITTAL REQUIREMENTS

Responsive submittals shall have three 3 parts:

1. Cover letter; maximum one (1) page
2. Qualifications; maximum three (3) pages + attachments
3. Proposal; maximum five (5) pages + attachments

While there is no page limit on attachments, a submittal that is complete yet concise will be valued.

For the sake of reviewers, text must be 11 point or larger.

Non-responsive submittals shall be rejected.

### 3.1 COVER LETTER (1 PAGE)

The cover letter must include a guarantee of the contents of the RFQ/P for ninety (90) days, barring a loss of key staff or other unforeseen circumstances beyond the control of the firm or team submitting the RFQ/P.

The cover letter must be signed by the firm Principal assigned to the project (see below).

## 3.2 QUALIFICATIONS (3 PAGES)

The qualifications portion of the submittal must include the information and items listed below, including main text—which should be concise—and attachments. The Consultant must be able to discern between what should be text and what should be supporting information located in the attachments. Any submittal that includes main text material in the attachments will be considered unresponsive.

1. A description of the firm (or team firms), location of principal offices, number of professional personnel available to work on the project.
2. Examples of recent relevant experience.
3. A minimum of three (3) client references, with contact information.
4. A project organizational diagram identifying project principal, project manager, and key personnel and their project roles.
5. The resume/curriculum vitae of the firm Principal who will commit the resources of the firm and ensure firm performance and client satisfaction.
6. The CV of the project manager who will have primary direct and continued responsibility for the project. This person will be the City's contact on all technical and administrative matters dealing with the project and will handle all day-to-day activities through to completion.
7. The CVs of key personnel/task leaders and a brief description of each of their roles/tasks.

*Resumes or CVs should be limited to two a maximum of two (2) pages and detail the most recent and most relevant experience vis-à-vis technical and geographic experience.*

## 3.3 PROPOSAL (5 PAGES)

The proposal portion of the submittal must include the information and items listed below, with the same proviso regarding attachments. The City should be able to easily tell from your proposal the Consultant responsibilities, the approach to work, the schedule, and the deliverables.

1. A task-wise detailed description of work to be performed, with identification of all deliverables.
2. A task-wise schedule identifying tasks, dependencies, and a total time frame to complete the project.
3. A task-wise estimate of the percentage of effort to be expended. No estimate of cost is requested and none should be provided.
4. Briefly describe any exceptions, additions or suggestions that will aid the selection process.

## ATTACHMENT

- A Project Description

# Dune to Pond Trail Project Description

## 1. Location

The proposed Dune to Pond Trail would be a new non-motorized multi-modal trail traversing central Long Beach east-west, and connecting the Culbertson Park sports complex, specifically Culbertson Park Pond, on the east with the existing Discovery Trail and boardwalk to the west. The proposed trail can be broken into three logical segments:

1. **Segment 1:** From the City's boardwalk and adjacent Discovery Trail, traversing a deflation plain and beach pine forest to 3<sup>rd</sup> Street SW;
2. **Segment 2:** Along developed 3<sup>rd</sup> Streets SW and SE (both residential and commercial development) entirely within existing rights-of-way across town to Culbertson Park;
3. **Segment 3:** From the western edge of Culbertson Park, skirting the park perimeter and terminating at a new pier constructed in Culbertson Park Pond.

Segment 2 would follow 3<sup>rd</sup> Street, and would be located adjacent to or nearby existing homes and businesses. In this area, existing utilities could pose constraints or otherwise influence trail location.

A conceptual project plan, identifying the location of the proposed project, is attached to this project description.

## 2. Need and Purpose

### 2.1 Need

The City of Long Beach has a recreation-dependent economy. While the city is home to numerous high-quality recreational facilities, many reside in isolation from the others. The city needs to create a cohesive system of recreation to facilitate and increase use of its facilities; to reduce vehicle miles traveled to and between facilities; to increase non-motorized transportation opportunities, especially for those with disabilities; and to provide an improved recreational experience for residents and visitors alike. Two major recreational assets located in Long Beach are the Culbertson Park sports complex located on the east side of the city, and the Discovery Trail/city boardwalk facilities. Better linkages between these two major recreational facilities would be a substantial first step to meeting the need described immediately above.

### 2.2 Purpose

Purposes of the proposed project are as follows:

1. Facilitate cross-town non-motorized transportation;
2. Improve the cohesion to the City's recreational facilities;
3. Facilitate non-motorized movement, especially for those with disabilities;
4. By connecting to the Discovery Trail, improve access between east Long Beach and points beyond the city limits, including but not limited to Seaview, Discovery Heights, Cape Disappointment, and Ilwaco.

In addition, the proposed project would accomplish the following community benefits:

1. Improve health by providing an active recreational and fitness feature;
2. Provide educational opportunities regarding the environment, especially interdunal wetland and forested habitats;
3. Provide educational opportunities regarding the area's history, especially of the Chinook Nation and the Lewis & Clark expedition;
4. Support youth art talent; and
5. Facilitate economic development.

### 3. Proposed Project Characteristics

Below are described the physical elements and activities required to plan, construct, and operate/maintain the proposed project, including but not limited to technical, economic, and environmental characteristics.

#### 3.1 Project Elements

**The Trail.** The proposed Dune to Pond Trail would primarily serve as a transportation facility, and would also serve as a recreational, fitness, and interpretive facility. The proposed trail would trend east-west through the City of Long Beach for essentially the City's entire width, about 3,500 linear feet. It will be designed for use by pedestrians, bicyclists, and those with disabilities.

The trail would terminate on its east end in dock/pier located at the edge of and extending into Culbertson Park Pond. The trail would terminate on its west end at the Discovery Trail/boardwalk, and would therefore link two main recreational features in town. The trail would also link two distinctly different environments: a western dunal pine forest/interdunal wetland complex and saline ocean beach environment to an eastern freshwater pond/wetland complex.

The Dune to Pond Trail would be of varying widths, between 6 feet and 10 feet, depending on its location. The travel surface would be existing sidewalk, decomposed granite, asphalt, or wood/simulated wood, depending on its location. Anywhere the trail would cross Waters of the U.S., it will be constructed as a boardwalk on pin piles, or at the pond itself as a pier on pin piles. This would avoid direct impacts to Waters of the U.S., including wetlands; wetland buffer impacts are expected to occur, and would be fully mitigated using standard mitigation methods.

**Interpretation.** There will be several opportunities for interpretive panels to be placed along the trail. Fresh-water wetlands and small-pond ecology are of interest at and near the Culbertson Park pond; interdunal successional beach pine forest; interdunal wetland and deflation plain ecology toward the west, and dune, beach, and ocean ecology to the far west. There is also the opportunity to explore the contrast between the environment at the west end of the trail and the east end—in 3,500 linear feet there is a substantial change in environment. In addition, the western portion of the proposed trail would connect to the Discovery Trail, and opportunities exist in that location for interpretation regarding both the Lewis and Clark Expedition and First Nations People.

**Public Art.** Public art installations are planned at several locations along the trail. The city hopes to work with the Ocean Beach School District to identify local students whose senior project is art, and to support them in learning about how to create beautiful, durable, and interpretive public art. The students would create several works of art for installation along the trail, similar to the nearby Willapa Wildlife Refuge's Salmon Trail, a highly successful, fun, and beautiful trail/art experience. The City also hopes to work with the Chinook Nation to include an installation of native art along the environment.

## 3.2 Project Activities

**Planning.** Several key activities must occur prior to trail construction. Planning first entails identification of a need and project that addresses that need (see above). Next, a general idea of the proposed project and its location are defined, and opportunities and constraints are mapped. Mapping constraints assists in avoiding environmental impacts or factors that could negatively affect the project. Mapping opportunities assists in defining the routes best suited to address the project need and fulfill its purposes. This mapping is first conceptual, then refined through survey.

Another element of project planning is design. Based on the need for and purpose of the project, informed by identification of opportunities and constraints, and refined by survey data, engineers design a final route and cross sections.

The final element of project planning is permitting, where the engineered route and design are evaluated for their adherence to regulations.

**Construction.** It is estimated that it will take approximately 4 months to construct, beginning in spring of 2016 (weather permitting), and would generally follow this sequence:

1. Mark constraints/flag environmentally sensitive areas (wetlands, etc.)
2. Stake/flag trail alignment
3. Mark/flag stockpiling areas, if any
4. Install sediment control
5. Clear and grub
6. Grade/roll
7. Improve existing travel surface where needed
8. Install new pier and trail where needed
9. Install interpretive panels
10. Install public artwork
11. Landscape/restore
12. Remove pre-construction flagging and marking

Construction equipment would include at a minimum the following:

- Pile driver                      Excavator
- Caterpillar                      Roller/compacter
- Dump trucks                      Light-duty trucks
- Hand tools

**Operation/Maintenance.** Operation and maintenance requirements for the Dune to Pond Trail would include the following:

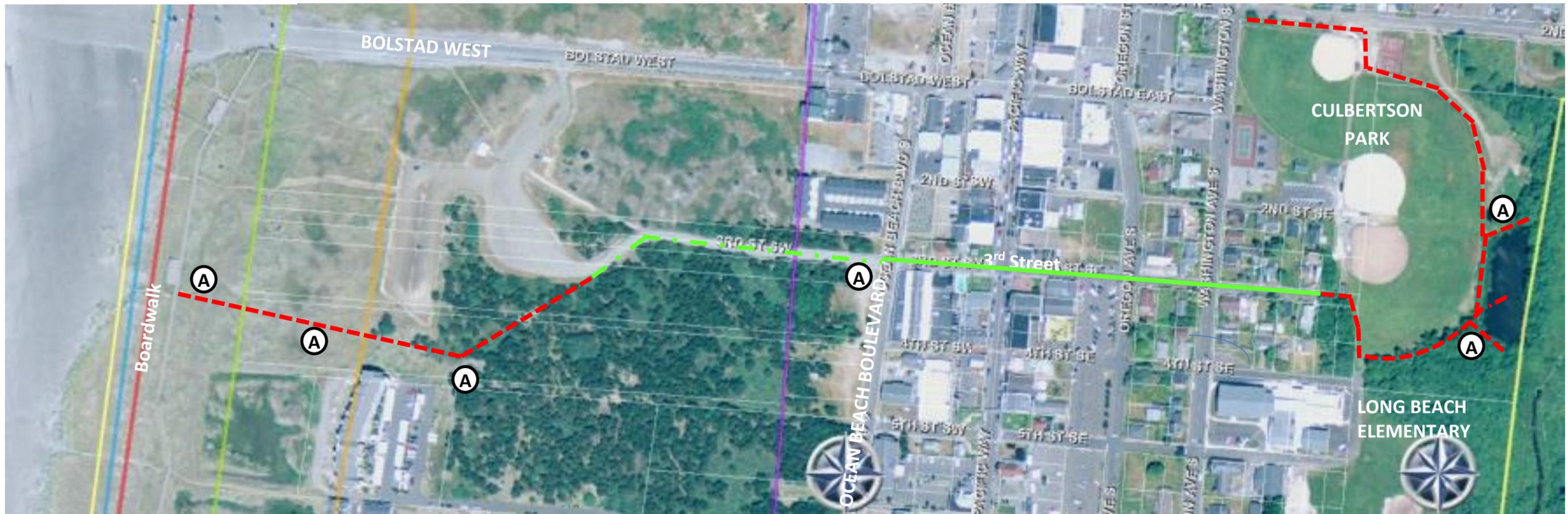
1. Litter/trash clean-up
2. Vegetation management

3. Signage (directional and interpretive) due to weather/vandalism
4. Artwork due to weather/vandalism
5. Access control due to vandalism
6. Replenishment of surfaces (decomposed gravel, asphalt, wood/simulated wood) as needed
7. Drainage features, if/as needed
8. Boardwalks/bridges/pier inspection

#### 4. Environmental Review and Other Regulatory Processes

The project is funded in part with federal monies and therefore is required to undergo environmental review under the National Environmental Policy Act (NEPA). In addition, because this proposed transportation project has the potential to affect recreation lands—and/or depending on the result so of the work solicited by the RFP, historic sites—it is subject to evaluation under Section 4(f) of the Department of Transportation Act of 1966. Other federal environmental and/or regulatory issues or consultations may be identified during the planning phase of the project.

Given its location and nature, the proposed project will require evaluation and possible permitting under the City's Critical Areas Regulations and may require evaluation and permitting subject to the Washington State Shoreline Management Act (SMA) and the city's Shoreline Master Program (SMP). As such, the project will require environmental review pursuant to the Washington State Environmental Policy Act (SEPA). Other state or local environmental and/or regulatory issues may be identified during the planning phase of the project.



August 26, 2010 version

- - - Proposed trail/boardwalk/pier
- Existing trail/boardwalk (may require improvement)
- Existing paved street
- - - Existing unpaved street
- A Art installation

## Concept for an East-West Trail Across Long Beach

Benefits include the following:

- Education regarding fresh water and salt water environments, including habitat and wetlands
- Recreation
- Fitness
- Economic development
- Help establish Long Beach as a pedestrian-friendly community