



# Request for Qualifications

## Planning Services for Thornton Creek Park #1, Seattle

The Friends of Thornton Creek #1 are seeking a landscape architect to develop a site plan for a neighborhood natural area.

### Background and Site Description

Owned by the City of Seattle and managed by the Seattle Parks and Recreation Department, Thornton Creek Park #1 is the northernmost of the network of Seattle natural areas that protect Thornton Creek and its surrounding watershed. The property boundaries lie between NE 130<sup>th</sup> and NE 133<sup>rd</sup> Streets, and 10<sup>th</sup> Ave NE and the western end of NE Brockman PI (roughly equivalent to 13<sup>th</sup> Ave NE). The 7.3 acre site is designated as a "Natural Area" and was acquired by the city in 1970. Over 75% of the property border is adjacent to private property. The Friends of Thornton Creek Park #1 community organization has recently received a "Small and Simple" planning grant from the Department of Neighborhoods to hire a landscape architect to create a vegetation management plan and assist the neighborhood in developing a concept plan for a wildlife preserve that both allows neighborhood access to the park via walking paths, restores the native ecosystem, and protects wildlife. We envision a natural area that serves a vital function for wildlife habitat and provides opportunities for neighbors to enjoy nature through quiet activities.

### Process and Scope of Work

The Neighborhood Matching Grant is \$15,000, with \$12,000 available for the preparation of the schematic design and a preliminary budget. All the work for this schematic design phase is to be completed within this budget and within an eight month time frame. There will be an extensive community process resulting in a concrete, economically feasible plan and budget for development of the site. In addition, we are interested in a landscape architect who:

- Has experience working on designs that have a limited budget
- Has experience planning projects with volunteer groups
- Has experience with natural areas, wildlife preserves, wetlands and steep grades

The landscape architect will work with the steering committee to review site history and present condition. The architect and committee will establish the design criteria. The schematic design is to be consistent with community input from a series of public meetings and a survey conducted by the Steering Committee.

Meetings with the Steering Committee are to be held to review this information. Public involvement is critical for this project. There are to be several preliminary design concepts prepared based on the site analysis, community input, the Steering Committee, and Seattle Department of Parks and Recreation staff. There will be a series of 2-3 public meetings where community input is gathered and the schematic design options are presented. The final design will be communicated to the public in July 2011.

### Proposed Schedule

At this point we anticipate a public process composed of a number of elements within a fairly strict time frame:

Month	Tasks
November, 2010	Selection Committee sends out RFQ.
December, 2010	Selection Committee/ Steering Committee evaluates bids, interviews finalists and selects firm.
December, 2010	Steering Committee announces winning bidder
January, 2011 – February, 2011	Landscape architect researches site

February, 2011	First public Input Meeting, facilitated by landscape architect.
April 2011	Parks Pro View project review
April, 2011	Second Public Input Meeting, facilitated by landscape architect
June 2011	Parks Pro View project review
June, 2011	Final Public Input Meeting, facilitated by landscape architect
July, 2011	Landscape architect finalizes plan with steering committee and Parks staff. Landscape architect presents final Plan Document

**Submittal Contents**

Submittals shall contain the following information:

- Submit a cover letter describing the firm, number of years in business, and number of staff.
- Identify key staff members who will be working on the project and explain their roles and include resumes. Identify who will have contractual authority for the firm.
- Describe your initial impressions of the site.
- Provide project descriptions (including references) for three recent projects of a similar nature and scale.
- Describe your proposed approach to the project. How might you work with the steering committee, Seattle Parks and Recreation staff, and the community while completing the project on schedule and on budget?

**Response Due Date: December 15<sup>th</sup>, 2010**

**Contact:** Emily Sprong Suiter, Friends of Thornton Creek Park #1  
[tcpfriends@gmail.com](mailto:tcpfriends@gmail.com)

Please mail four sets of your response to:  
 Emily Sprong Suiter  
 1230 NE Brockman Pl, Seattle, WA 98125

Architect Selection Committee: Emily Sprong Suiter, Kelly Dole, Alex West

**Thank you,**  
**Anita Fisk**  
**Chair, Friends of Thornton Creek Park #1**

Technical assistance for this community-driven project is provided by Pamela Kliment, Seattle Parks and Recreation and Allynn Ruth, Department of Neighborhoods.