

Request for Qualifications (RFQ)

Concord International School PTA – Field and Site Improvement Plan
Concord International School
723 S Concord St.
Seattle WA 98108

DAILY JOURNAL OF COMMERCE (DJC) ADVERTISEMENT

The Concord International School Parent Teacher Association (PTA), with permission from Seattle School District, is seeking qualifications from licensed, insured design teams to lead a planning and design effort that transforms the Eastern portion of the campus. The project includes conceptual design alternatives, a preferred schematic plan and a corresponding cost estimate. This effort is funded by the Seattle Parks Foundation in conjunction with the Concord PTA.

The full RFQ, submittal requirements and any addendums will be posted at <https://www.seattleparksfoundation.org/project/puma-playfield-at-concord-international-elementary/>

PROJECT LOCATION

Concord International School is located at 723 S Concord Street, Seattle, WA 98108, in the South Park Neighborhood. The grounds are open to the public on weekends, beginning at 3:55pm on Friday until 8am on Monday. Site visits are discouraged during school hours, Monday through Friday, 8:45pm – 3:15pm. If you'd like a full site inspection on a weekday, you may pre-arrange a scheduled visit between the hours of 3:15 – 5:30pm by contacting the school's main office at (206) 252-8100 (entering through the main entrance on S. Concord Street. As of this date, masks in the building are encouraged though not mandatory.). Note that at this time the gates to the Concord playfield/playground are locked for the evenings on weekdays at 4pm, when you are welcome to view the playfield from outside the fence.

PROJECT CONTACT AND QUESTIONS

Please submit any questions related to this RFQ in writing to Concord PTA at theconcordpta@gmail.com.

SUBMITTALS DUE

Submittals are due April 15th, by 4:00 p.m., by email to Concord PTA at theconcordpta@gmail.com and Seattle Public Schools Self Help Projects, cmweinstein@seattleschools.org

PROJECT PURPOSE, SCOPE, SCHEDULE, COMPENSATION

Project purpose

The Concord International School PTA seeks to hire a licensed design consultant/team to work with the PTA and the broader South Park community — staff, students, families, neighbors, and community organizations — to transform the Eastern portion of the campus including the field and surrounding grounds. The Project Steering Committee, which includes members of the community, PTA, and Seattle Public School Self Help Projects staff, will guide the work on behalf of the PTA.

Historically low levels of investment have resulted in limited public spaces for kids to play. Improvements to the Concord campus are critical to the needs of the diverse South Park community. Inequities are exacerbated in South Park where impacts from diesel emissions from surrounding highways, the Duwamish Waterway's designation as a superfund site, waste facilities, and industrial development play a significant role in the community's health.

The Concord PTA has been working on improvements to the school campus for the past six years. Improvements include a new welcoming entry (2018), new play equipment (2012), and improvements around the field including a pollinator pathway (2017). A design for an accessible ramp connecting the Southwest corner of the campus to the neighborhood is complete and SPS plans to begin construction in the summer of 2022.

The improvements at Concord will provide the space for physical activity to achieve healthy outcomes for the neighborhood. An overarching goal of our planning and inclusion efforts is to strengthen relationships and foster a more cohesive school/neighborhood community.

Other important considerations, in addition to addressing health disparities through improved physical spaces and future programming include the design of educational, imaginative, multicultural, environmentally sound, fun, safe, and functional play. The final design must be maintainable by the school district and meet school district standards. Improvements shall integrate elements suitable to accommodate the needs of those who are physically and/or mentally challenged.

Scope of Work

Existing Data and Codes — Review the PTA’s Greening Concord plans, school district campus plans and applicable city codes that may have an effect on future improvements.

Project Steering Committee — this committee includes school staff, PTA, community members, and others. Design team will work with the project steering committee to develop a multi-faceted plan to engage and inform the surrounding community on the opportunities with this project.

Project Stakeholders — this committee includes project stakeholders, who offer specific areas of expertise related to physical activity and healthy outcomes, greening of school yards and future programming. The design team will include input and insight from project stakeholders into the design process. Seattle Public Schools Self Help Project team will provide guidance throughout the process to ensure the needs of our students and facilities are addressed.

Scope of work includes:

- Attend, with PTA as host, virtual steering committee meetings to plan and organize the project. Virtually attend at least one Seattle Public Schools Self Help Review meeting.
- Facilitate a minimum of 3 community meetings for engagement/outreach — develop and implement creative mechanisms (online forums, interactive open houses, traditional community meetings (COVID permitting) etc.) to seek input, share findings and discuss potential ideas with the community and stakeholders. Prepare graphics and design exercises to meaningfully engage participants.
- Focused effort to address race and social justice in the process and design (with ideas from the City of Seattle RSJ toolkit adapted and expanded to this specific area).
- Develop and present a minimum of two conceptual design alternatives for review and input.
- Advance a final, preferred alternative to schematic design, with corresponding budget.
- Create graphics to support future fundraising efforts.

Project Schedule

Activity	Results/Deliverables	Target Date
Contract execution	Contract with Consultant team	May 2022
Consultants meet and site walk with project Steering Committee	Orient consultant team to project scope and challenges	May 2022
Consultant team research neighborhood, existing facility and applicable City codes	Consultant team to become familiar with existing site and neighborhood challenges	May 2022
Meet and gather input from the Project Steering Committee and Stakeholders	Input will be used to guide conceptual design options developed by consultant	June 2022
Public Meeting #1 to gather input from surrounding neighbors and community groups	Develop creative ways to gather input from neighbors and other community groups	June 2022 tentatively June 10th
Meet with project Steering Committee and Stakeholders and Self Help review	Develop conceptual designs to share with committee and stakeholders. Options will include play elements, circulation, technical feasibility, permitting implications, and order of magnitude cost.	August 2022
Public Meeting #2 to share findings and discuss potential solutions	Public meeting to share conceptual designs and get feedback	Late September 2022
Advance preferred solution to schematic design with corresponding cost estimate	Consult with the project Steering Committee and Stakeholders on public feedback. Develop preferred option with recommended next steps including construction documentation, permitting and implementation.	Late October/early November 2022
Public Meeting #3 to share preferred option with the Steering Committee, Stakeholders, and public	Present preferred option for advancing the design	Early December

The consultant team will be selected by mid May 2022. Immediately upon contracting, we will review the master schedule beginning with the first community meeting which will be held prior to the end of school. Meetings will include project steering committee meetings, SPS Self Help reviews and community wide meetings. The final design will be completed late 2022.

During this design phase, the PTA will embark on fundraising, including grant applications, to continue the design process through construction documents and permitting, upon the successful completion of this phase.

Compensation to the design consultant/team: \$62,500

Project support, funded separately, includes:

- An outreach coordinator will assist the project with community outreach, meetings, notifications and engagement with community organizations to solicit feedback and involvement in the design process.
- A project manager will provide overall management of the project and coordination with the design team, PTA, stakeholders, school district, and project steering committee.

SCHOOL, PTA AND PROJECT RESOURCES AND EXISTING CONDITIONS

School history

Concord International School is situated in the South Park neighborhood. The school celebrated its 100 year anniversary in 2014 and is in the 15th year providing dual-language and single-language curriculum to students. Concord School first opened on Concord street in 1914. In 1999-2000, the original building was partially demolished and renovated, along with the construction of an addition containing a gym / multi-purpose room and several classrooms.

The school community is diverse ethnically and socio-economically. Current enrollment at this Title 1 school is 315 students, 70% (2019) of whom are immigrants and nearly 47% of whom are English language learners. Close to 85% of the enrollment are students of color. About 75% (2019) receive free- or reduced-price breakfast and lunch. 69% qualify as low income, and nearly 10% identified as homeless. The predominant languages spoken at Concord International are English, Spanish, and Vietnamese.

The PTA

The mission of the Concord PTA, as parents, teachers, and community members, is to work in partnership towards three goals: 1) Support of our students in learning academically and emotionally; 2) Support of our teachers and acknowledgement of the unique challenges they face, teaching in a high-poverty school; and; 3) Support of our parents and caregivers, raising children to be active, caring and respectful citizens in a diverse and dynamic culture.

The PTA is the project sponsor of this planning and design effort. At this moment, two years deep into the pandemic, we are small and under-resourced but have a lot of heart — a lot like the entire South Park Community. We're a fiercely dedicated group, and are so enthusiastic about the rethinking of the Puma Playfield. Now more than ever — as we begin to emerge from a great period of pandemic-fueled isolation, anxiety, and inactivity — a fun, useful, functional outdoor space that is instrumental in facilitating and encouraging play, activity, health (mental and physical) and community is of the greatest value to our kids and neighbors.

Project Resources

South Park Vision Plan https://www.seattleparksfoundation.org/wp-content/uploads/2016/10/South-Park-Green-Space-Vision-Plan_6.17.14_Final-with-Appendix.pdf

Greening Concord <https://www.seattleparksfoundation.org/project/greening-concord/>

State of Play Seattle-King County, Analysis and Recommendations

Prepared by The Aspen Institute <https://www.aspeninstitute.org/wp-content/uploads/2019/08/2019-SOP-Seattle-KingCounty-Web-FINAL.pdf>

Existing Conditions

In addition to the recent improvements made through Greening Concord, the current playground includes a large expanse of asphalt with painted game courts and a large, covered play court with basketball amenities.

The grass field is separated from the play equipment by stairs and an accessible ramp, flanked by the Pollinator Pathway — a fledgling native species garden that lines the path, ending in a mini amphitheater. The field includes a perimeter track and is unusable for much of the school year due to poor drainage and muddy conditions. The field is surrounded by a chain link fence and steep slopes down to the surrounding streets. The East Campus has always been a significant entry point into the school grounds. At this date, because of its desirability for its considerable outdoor space during the pandemic, it constitutes the main school entrypoint for students.

SELECTION CRITERIA, SUBMITTAL REQUIREMENTS

Submittals will be reviewed and rated based on the following selection criteria:

- Project Proposal - Specialized experience, technical competence and professional qualifications necessary for the project. Team must include a licensed Landscape Architect or Architect in the State of Washington **40 pts**
- Demonstrated interest and expertise in community initiated projects with multiple, diverse stakeholders and interest groups; experience in successful outreach via culturally competent practices for communities like Concord (with emphasis on low-income and BIPOC, particularly Spanish-, Vietnamese-, Khmer- and/or Somali-speakers) given priority. **30 pts**
- Commitment to ensure local minority, women, and veteran owned business are afforded the maximum practicable opportunity to participate, including but not limited to their utilization, mentoring, and support. **10 pts**
- Location in the general geographical area of the project. **10 pts**
- Expertise in facilitating community meetings and bi-lingual expertise. **10 pts**

Please Submit the Following

- **Letter of interest** (1 page) One page, identify lead firm, project manager, and key staff proposed to work on the project. Tell us why you want to work with us. Tell us about your team's philosophy of play.
- **Proposal:** (8) pages maximum, minimum 10 pt. font. Letter of interest and title page not counted toward page limitation. Proposal shall include the following:

- **Firm Profile**

Overview of the firm, including number of employees, location, number of years in business, relevant experience and identification of any sub-consultants including their relevant experience.

- **Description of approach**

Describe how the team will satisfy the requirements of the scope. Please make sure to include how your process will be inclusive and address race and social justice.

- **Team Qualifications**

Identify the team as it relates to this project, including:

- Brief resumes of the project manager and key staff

- **Similar Projects**

Provide three similar projects completed along with:

- Owner reference and contact information
- Timeline and completion date
- Budget and funding source(s)
- Design contract amount

END OF REQUEST FOR QUALIFICATIONS