

## **CITY OF BREMERTON NOTICE TO CONSULTANTS FOR**

### **Operations and Activation Plan**

#### **For the following project:**

Quincy Square on 4<sup>th</sup> Street Project

The City of Bremerton, Public Works (City), solicits interest from consulting firms (CONSULTANT) with expertise in Planning and Event Management services to support the City's Quincy Square on 4<sup>th</sup> Street Project. The agreement will be for approximately 6 months in duration with the option for the City to extend if necessary.

The City reserves the right to amend the terms of this "Request for Qualifications" (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

#### **Project Description and Schedule**

The work performed by the CONSULTANT consists of providing planning services for an operations and activation plan for the maintenance, operations, event management, and activation of Quincy Square. The duration of work for the project is anticipated to be July 2023 through February 2024. The City may extend the contract scope or time as needed and to include other project phases. Below is a brief overview of the project:

Quincy Square will be an inviting street scape that operates as a one-way street under typical conditions but can be transformed into a pedestrian plaza for festivals, music performances, block parties, and other cultural attractions. The City anticipates that public and private entities will desire to hold events on the Square. Construction of the project is scheduled to take place in spring and summer of 2024.

Due to the unique nature of the space as a blend between an ordinary street, a park, and an event space the City needs an operations and activation plan. The plan will ensure that Quincy Square successfully operates as an event and cultural space once the physical construction of the street is complete.

Additional information on the project can be found on the project website here:

<http://www.bremertonwa.gov/1084/Quincy-Square>.

Public involvement and communication with project stakeholders during development of the plan is anticipated. There will be an emphasis on racial equity and diversity, equity, and inclusion in the plan.

This is a federally funded project.

#### **Services to be Provided**

The scope of this project will include the full development of the operations and activation plan for Quincy Square. With City and community stakeholders the consultant will develop several maintenance and operations scenarios and cost estimates (both labor and materials) to support those tasks. Example

maintenance tasks include landscape upkeep, trash pick-up, street furniture cleaning and replacement, and others. Example operations tasks include event scheduling and permitting, event organizing, street closure notifications, marketing, and others. The City will select a preferred scenario that will be developed into a maintenance and operations plan that should include cost estimates and funding strategies. Additionally, it should identify responsible entities for each operations and maintenance task. The City will consider outside entities, such as the Downtown Business Association, as potential operations managers.

The activation plan should identify potential events for the space, how to schedule events, a permitting process, and permit cost schedule. Example events range from music entertainment to art fairs and food truck rodeos. Identification of potential events for the space will be a collaborative process with broad community engagement required. Proposals should clearly outline how community will be included in the project.

### **Evaluation Criteria**

Submittals will be evaluated and ranked based on the following criteria:

1) Approach to project; 2) Qualifications/Expertise of Firm and Project Manager; 3) Ability to meet schedule; 4) Approach to public outreach and DEI; 5) Past performance/references.

### **SUBMITTAL**

The City will only accept emailed proposals for this solicitation. Proposals shall be no greater than 5 MB in file size and 15 pages front and back (30 single pages) including cover pages and resumes. Submittals should include the project name in the subject line and the following information in the body of the email: Project name; Firm name, phone and fax numbers; name of Project Manager.

Please email to [katie.ketterer@ci.bremerton.wa.us](mailto:katie.ketterer@ci.bremerton.wa.us) no later than 12 pm on Friday, June 9, 2023. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to Katie Ketterer, Project Manager, by email at [katie.ketterer@ci.bremerton.wa.us](mailto:katie.ketterer@ci.bremerton.wa.us) .

### **Accessibility Information**

The City of Bremerton in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Katie Ketterer at [katie.ketterer@ci.bremerton.wa.us](mailto:katie.ketterer@ci.bremerton.wa.us) or by calling (360) 473-5334.

### **Title VI Statement**

The City of Bremerton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**City of Bremerton Equal Employment & ADA Statements:**

**Equal Employment Opportunity Statement:** In the hiring of employees for the performance of work under this Agreement, the CONSULTANT, its subcontractors, or any person acting on behalf of CONSULTANT shall not discriminate in any employment practice on the basis of age (40+), sex, race, creed, color, national origin, sexual orientation/gender identity, marital status, military status, or the presence of any physical, mental or sensory disability.

**ADA Statement:** The City of Bremerton does not discriminate on the basis of disability in programs and activities, which it operates pursuant to the requirements of the Americans with Disabilities Act of 1990, and ADA Amendments Act. This policy extends to both employment and admission to participation in the programs, services, and activities of the City of Bremerton. Reasonable accommodation for employees or applicants for employment will be provided.