



City of Medical Lake  
124 S Lefevre Street  
PO Box 369  
Medical Lake, WA 99022-0369  
509-565-5000

Request for Proposal (RFP)  
WATERFRONT PARK SOFTBALL FIELD LIGHTING  
City of Medical Lake

### Purpose:

The City of Medical Lake (“City”) is seeking a qualified Contractor (“Consultant”) for replacing lighting for a softball field at Waterfront Park. The project aims to replace field lighting lost in the Gray Road Fire, update lighting and pole fixtures to energy efficient lights, and relocate the current electrical box.

### Background:

The City lost a majority of the wooden poles supporting softball field lights during the Gray Road Fire in August of 2023. Use of fields during evening hours for softball and youth sports games requires lighting, and the City is requesting installation of metal poles and lighting to replace what was lost or destroyed in the fire.

### Project Overview:

This project involves the following key components:

1. Demolition. Removal of existing wood poles and lighting equipment.
2. Construction. Installation of new metal poles and updated lighting to cover the entire playing space.
3. Electrical and Mechanical Work. Upgrading relocating the electrical and mechanical systems to support the new lighting system.
4. Scoreboard Installation. Install new scoreboards provided by the City.

### Scope of Work:

Removal and replacement of lighting system in the ballfield at Waterfront Park to completely illuminate the playing surface, update all electrical and mechanical to meet code requirements, install new scoreboards (previously acquired), and relocate the existing electrical box to a more suitable location.

Each of these tasks generally outline the work, but it shall be the responsibility of each consultant responding to the RFP to specifically identify the tasks, including a timetable to

perform the completed work. Consultants should feel free to suggest amendments to the scope which they feel would be of benefit to the City, though the cost may not be based on such. The proposal shall clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

## Proposal Requirements:

**Cover Letter:** Maximum of two (2) pages serving as an executive summary which shall include an understanding of the scope of services.

**Brief Company Profile:** General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualification(s) of the firm as they relate to the work proposed with this RFP.

**Organization and Staffing:** Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional level of work to be performed by each individual. The City will retain under its agreement with the successful Consultant the right of approval of all individuals performing under the agreement.

**Description and Approach:** The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP.

**Cost Proposal:** The cost proposal shall include the hourly rate for all provided services. Include any sub-consultant's fee schedule, if applicable. This should include hourly billable costs of each team member.

**Résumé:** Relevant Projects/Services with References. Provide résumés of the individual(s) from the Consultant's firm or entity that will be directly responsible for carrying out the contract, three (3) references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.

## General Conditions:

The City shall not be liable for any pre-contractual expenses incurred.

The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.

The selected firm must agree to indemnify, hold harmless and defend the City, its officers, employees, and agents; and assigns from any and all liability or loss resulting from any suites, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the Consultant in the performance of the contract.

The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.

The City reserves the right to negotiate special requirements and service levels using the selected qualification(s) as a basis. Compensation for additional services will be negotiable.

All responses to this RFP become the property of the City.

No amendments, additions or alternates shall be accepted after the submittal deadline.

All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the City.

## Submittals

Three (3) color copies and one (1) digital pdf copy of the proposal must be submitted (hand-delivered, mailed, or delivered by courier) no later than **4:00 PM, Tuesday, April 8, 2025** (No submittals will be accepted after that date and time) to the following location:

City of Medical Lake Planning Department  
“RFP Waterfront Park Softball Field Lighting”  
Attn: Glen Horton  
124 S Lefevre Street  
Medical Lake, WA 99022

All questions regarding this RFP shall be directed in writing to Glen Horton, Parks and Recreation Director, at [ghorton@medical-lake.org](mailto:ghorton@medical-lake.org) or 509-565-5012. No postmarks will be accepted.

## Proposal Evaluation and Selection:

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City’s needs. City staff will use the following criteria to evaluate proposals:

- Understanding of Work to be Performed (the Scope of Services): **15 points**
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach: **20 points**
- Familiarity with City, County, and State Procedures: **15 points**
- Firm and Professional Staff References/Satisfaction of Clients: **15 points**
- Completeness and Quality of Proposal: **25 points**
- Cost Approach to performing this type of service: **10 points**
- Total: **100 points**

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City’s adopted procedures. The City reserves the right to reject any and all proposals.

## Schedule:

The solicitation, submittal receipt, evaluation and final decision selection will substantially conform to the following schedule:

Advertisement	March 13, 2025
Submittal Deadline 4:00 PM	April 8, 2025
Notice to Proceed	April 16, 2025
Project Completion	July 31, 2025

## Other Information:

Submittals received by the City in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The Consultant should clearly identify in its proposal any specific information that it claims to be confidential or proprietary. If the City receives a Public Records Act request to view the information so marked in the Consultant's proposal and the City determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the Consultant (1) of the request and (2) of the date that such information will be released to the requester unless the Consultant obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Consultant fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.