



**CITY OF LAKEWOOD  
6000 Main Street SW  
Lakewood, WA 98499  
253-589-2489**

## **Request for Qualifications**

### **City of Lakewood Park Sign Design Development**

**Submittals must be received by the City Clerk,  
6000 Main Street SW, Lakewood, WA 98499  
no later than Noon on August 19th, 2022**

**Questions should be directed to  
Stacey Reding, Parks Capital Projects Coordinator  
at 253-983-7852 or [sreding@cityoflakewood.us](mailto:sreding@cityoflakewood.us)**

## **City of Lakewood Park Sign Design Package**

City of Lakewood (City) is requesting statements of qualifications from firms qualified and interested in providing professional design and engineering services to assist the City in the development of 11 new park monument signs located throughout the City. The City proposes to solicit bids for construction of these signs in winter of 2022 with installation of all 11 sites completed 2023- 2024. An attached City Map identifying all park sites is attached as well as the existing Gateway and Park Monument sign images for reference. Provisions of the Equal Employment Opportunities Act, (EEO), shall prevail.

### Deliverables:

Work will include but not be limited to following tasks:

- Concept Development – Construction Documentation: 2-3 Schematic Design options, cost estimates, construction documents, bid package preparation.

Project Information: New signs should be designed to meet a construction budget of not to exceed \$30,000 per sign including necessary permits. The City requests the materials and overall visual aesthetic reference the current City gateway monuments and other park sign installations including a kiosk monument recently constructed for Fort Steilacoom Park. Neutral color palettes are preferred, with font alternatives provided, and a scalable design to accommodate each park name and location. Material selections should consider resistance to vandalism and a potential 20-year lifespan in a public space. Site design should include a small landscaped area surrounding each sign including annual and foundational plantings, irrigation, and potential for lighting.

Project Background: Original concrete monument signs were installed in 2002 at or near the entrance to parks which included the park name and City logo.

Scope: 11 Park Sites Include: Wards Lake Park, Active Park, Washington Park, Springbrook Park, Fort Steilacoom Park (Elwood Dr entrance), Harry Todd Park, American Lake Park, Oakbrook Park, Kiwanis Park and First Lions Skate Park, Primely Park and Edgewater Park. Depending on the final product, any footings will need to be engineered and plans stamped by a registered structural engineer with attached associated calculations.

Budget/Funding: \$20,000 (includes schematic development, construction documents and bid packet preparation)

Submittals: Proposals should be prepared simply and economically, providing straightforward and concise information. Please limit the submittal to no more than 10 pages total including double-sided submissions. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ. Please submit one electronic copy and mail three hard copies of the proposal.

The proposal shall include and be organized in the following manner:

Project Approach: Provide a description of how the project would be approached and designed and any creative methods to accomplish the tasks described in the scope.

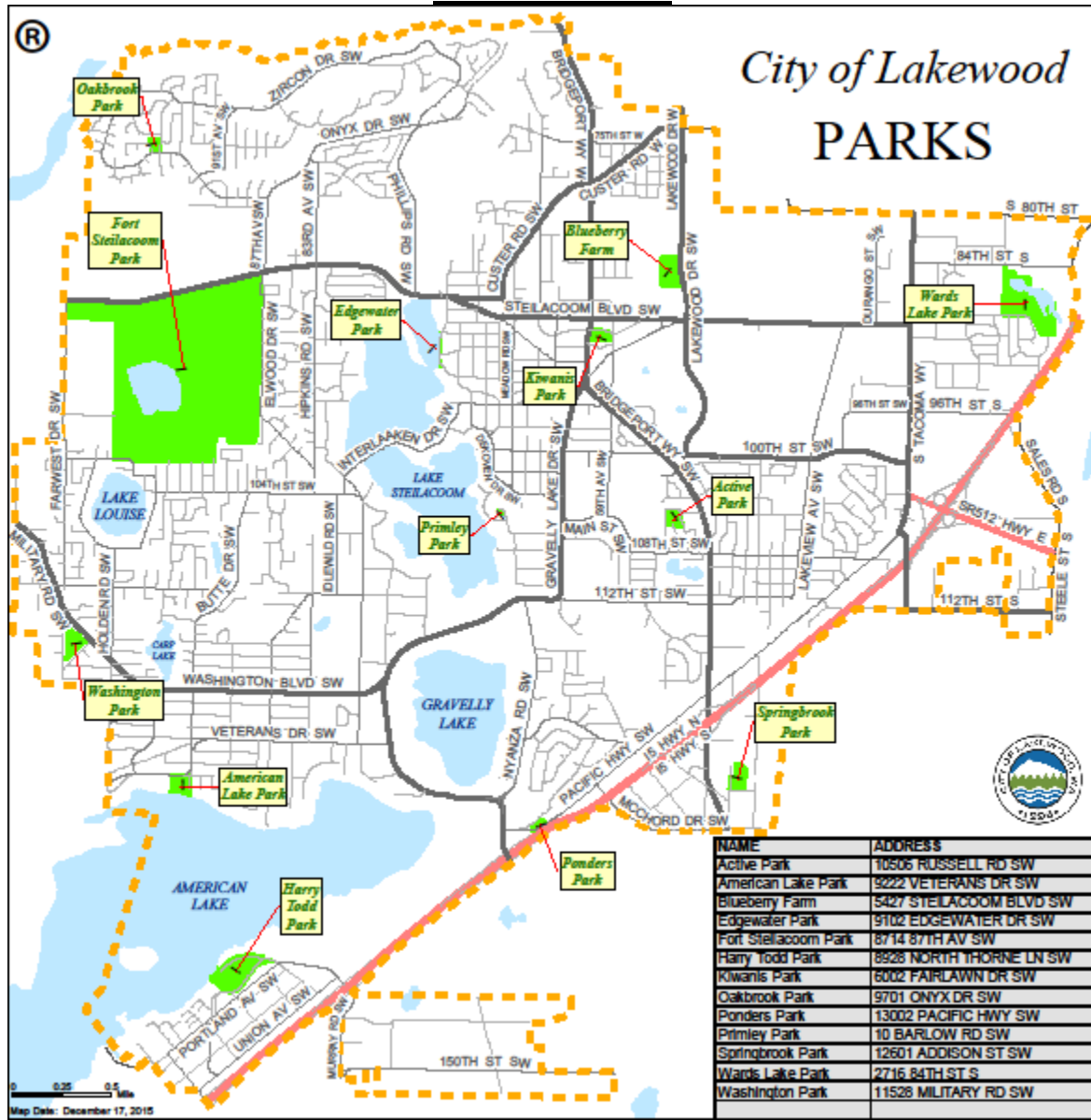
Project Examples: A list of similar type projects completed in Washington State within the last five (5) years with descriptions or examples of work performed. For each of the examples include the name, and phone number of a local reference associated or familiar with the project.

Consultant Selection Criteria: Consultant will be selected based on the following criteria:

1. Ability to provide the services based on the contemplated scope of work.
2. Creative approach to accomplishing the tasks.
3. Relative experience of the firm and the individuals assigned to this project, and other matters relating to the project.
4. References.
5. Other information as appropriate.

For information regarding project scope and submittal requirements, contact Stacey Reding, Capital Projects Coordinator 253-983-7852 or [sreding@cityoflakewood.us](mailto:sreding@cityoflakewood.us)

## Site Locations



## Gateway:



Bookman Oldstyle Bold Font, metal cap center of sign, cultured stone veneer 'Echo Ridge Southern LedgeStone' and cap via Mutual Materials

## Current Monument Sign:



Overall Dimensions: 2' wide x 7.5' long (base) x 48" tall \*signs vary in size at each location pending park name

## Ft. Steilacoom Kiosk:

