



City of Lakewood

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

Request for Qualifications

City of Lakewood:
2026 Parks – PROS Plan Update

**Submittals must be received by the City Clerk,
6000 Main Street SW, Lakewood, WA 98499
no later than Noon on January 23**

Questions should be directed to

Roxanne Miles, Parks Recreation & Community Services Director
253-983-7741 or rmiles@cityoflakewood.us

2026 Legacy Plan

City of Lakewood Request for Qualifications 2026 Parks – PROST Plan Update

Parks in the city

The city owns over 600 acres across 15 parks, 13 street ends, offering trails, beaches, playgrounds, and sports fields. Current council goals include improving water access, developing a multigenerational community center, and enhancing public safety. Community survey is underway to shape this Parks, Recreation and Open Space Plan also known in the city as the Legacy Plan. Additional information about progress can be gathered through the city's website at: cityoflakewood.us/LegacyPlan.

City of Lakewood Overview

Lakewood, WA, with about 64,000 residents, spans 20 square miles and is known for its lakes and open spaces, including Lake Steilacoom and American Lake. The City's Parks, Recreation, and Community Services Department focuses on community partnerships, events, recreation programs, and park development.

Project Overview:

Lakewood seeks qualified consultants to help update the 2020 Legacy Plan to:

- Ensure compliance with the Washington State Growth Management Act (GMA), and compliance with granting agencies throughout Washington. For example, Recreation and Conservation planning requirements.
- Process all of the latest feedback and engagement received by the City of Lakewood that informs the needs assessment and the draft plan.
- Provide data analysis for level of service measures and program/project priorities.
- Make updates to the previous plan and recommendations to strengthen the plan's implementation into the future.
- Support commission, advisory board, and council presentations throughout this process.

Budget/Funding: The city has \$40,000 for a consultant to support.

Potential Deliverables:

The consultant will support the city in updating the 2020 Legacy Plan by reviewing and updating the previous plan to create a forward-looking Parks, Recreation, Open Space and Trails (PROST) Plan. Key tasks include:

- Consultants will provide updates in data analysis, maps, and metrics from the previous 2020 Legacy Plan, into a 2026 version that projects forward 12-15 years.
- Consultant will provide support with presentations to council at study sessions, Update the 2020 Legacy Plan to meet current needs and regulations with Growth Management Act and grant eligibility
 - Staff will update Parks System Vision, Goals and Objectives and an Implementation Policies Update
 - Staff will provide Inventory of Lakewood Park and Recreation System for organizational support by consultant
 - Staff will draft a 6-year capital improvement plan with a 15-year strategic vision to extend planning eligibility as wide as possible. Consultant will provide a Park System Evaluation: Demand and Need Analysis
 - Consultant will align the document with the city's Comprehensive Plan, sub-area plans and other planning documents.
- General updates to the current 2020 Legacy Plan will include:

- Chapter 1: Introduction - Staff will provide edits to be adopted with some consultant support on strategic framework.
 - Chapter 2: Community profiles will primarily be created by staff with support from the consultant on the latest demographics data available.
- Chapter 3: Demands and Needs Analysis - Consultant will lead the demand and need analysis section, incorporating survey information from staff. Staff support will summarize previous level of service section, and results of the latest engagement efforts.
 - Review Level of Service measurements for city and determine city's standing/gaps
 - Integrate a maintenance-focused Level of Service (LOS) measurement
- Chapter 4: Park Inventory will be amended by staff to include 13 street ends, new properties and to create experience zones for unique city-wide offerings across the park system, while updating local/community park metrics associated with the 10-minute walk shed.
- Chapter 5: Recreation Inventory – will be primarily staff led to provide key partnerships and audiences served.
- Chapter 6: Parks Capital Facility Program will be led by staff to provide continuity and integrate direction from Council and the community.
 - The Consultant should propose metrics for land acquisition, development, funding, and partnerships for a fiscally constrained 12-year CIP.
- Consultant will add a new Trails Chapter utilizing data from regional plans.
- Consultant will add a Strategic Management chapter of key actions in the near term (2027-2032) and longer term (2033-2038) to advance priority tasks to address community need.
- Consultants will make draft report presentations to the park board for feedback and lead the compilation of the document.
 - Consultants will provide a final draft and all documents needed for production of the final report.

This list is not exhaustive of all needs for this update and can change during contract negotiation.

Tentative Schedule:

1. Consultant Selection with 3-4 weeks of RFQ Submission deadline
2. Start work within 2 weeks after contract execution
3. Kick off meeting by week of March 16 2026
4. Complete Draft Plan by August 1 2026
5. Present early draft plan at a Study Session with Council by September 15 2026 summarizing what has been heard, and the direction of the plan and timeline
6. Integrate up to 3 review periods, from staff, Parks Board, RCO and Council integrating feedback through presentation of the Final Plan by November 15 2026.
7. Submit draft Plan concurrently to Parks Board, and WA RCO Office by November 1 2026
8. Anticipate final adoption by city council by November 15, 2026.

The consultant is invited to offer an opinion on their ability to meet the timeline or propose modifications using earlier or later dates than are in this RFQ. City of Lakewood is requesting an extension of eligibility of their current plan to the end of 2026 with the Washington Recreation and Conservation Office but would like to update this document and establish an implementation strategy by the end of 2026.

Submittals: Proposals should be prepared simply and economically, providing straightforward and concise information. Please limit the submittal to no more than 10 pages (excluding cover sheet and individual team member biography sheets). 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 of the proposal to the City Clerk, Briana Schumacher at bschumacher@cityoflakewood.us.

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

Cover Sheet, Letter of Interest and Statement of Qualifications: The statement should include general information on the firm including the firm's background and expertise.

Project Team: Identify the key personnel and subconsultants, if any, who will work directly on this project, their professional qualifications and office location.

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 References: A list of similar projects completed in Washington State, meeting RCO guidelines, 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 listed.

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

<u>Evaluation Criteria</u>	<u>Weight</u>
Qualifications to meet the contemplated scope of work	10
Strategic approach to accomplishing the tasks.	10
Relative experience of the firm and the individuals assigned to this project, and other matters relating to the project.	10
Experience working with grants (such as RCO) preferred.	5
References	10
Other information as appropriate.	5
Total	50

For information regarding project scope and submittal requirements, contact Roxanne Miles, Director of Parks, Recreation and Community Services at 253-983-7741 or rmiles@cityoflakewood.us