



Key Pen Parks

Request for Qualifications (RFQ)

Gateway Park Master Plan Update Consultant

#KP-26-9001 Issued: May 1, 2026

Invitation:

Key Pen Parks is seeking proposals from qualified consulting firms to provide services to the community to create an updated Park Master Plan for its flagship park, Gateway Park. The updated Master Plan should contain community-focused long-range plans for amenities, access, and green space for Gateway Park.

Key Pen Parks reserves the right to amend terms of this Request for Qualification, to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultant has spent on their responses.

Project Description:

Gateway Park is the flagship recreation location for Key Pen Parks. Key Pen Parks purchased the original 39-acre site in 2012 with the assistance of Washington Wildlife and Recreation Program (WWRP) funding and GO Bond. An additional 38 acres of property to the east was acquired with a Pierce County Conservation Futures grant. The property abuts and serves as the public access to Key Pen Parks' 360 Trails directly to the north, connected by a 33-acre property acquisition, also made possible with a Pierce County Conservation Futures Grant. Today, Gateway Park spans roughly 110 acres and features various implemented amenities such as playground, picnic tables & shelters, restrooms, splash pad, equestrian landing and off-leash areas.

The current Gateway Park Master Plan is a high-level visual roadmap representing 5 stages of park development as initially envisioned. The surrounding community and demographic have evolved drastically in the past decade. The Key Peninsula has seen growth in diversity, family populations, along with new housing and construction of the new Evergreen Elementary school in 2021. It will be necessary to perform a fresh analysis of underlying demographic data in addition to community needs.

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The District's Maintenance Operations Yard is also located in Gateway Park, including a 3600 square foot maintenance barn, pole barn, a five-car heavy equipment garage, and a caretaker home which will be demolished.

Key Pen Parks is seeking an update to support the community vision of Gateway Park for the next decade balanced against financial constraints. The Master Plan update must contain current understanding of area demographics and robust community engagement along with regulatory planning such as parking needs, ingress/egress access and other key development requirements from the County and State. Gateway Park is along State Route 302, which is a WSDOT roadway.

Key Pen Parks is seeking proposals from qualified consulting firms to provide services to the community to update its Master Plan for Gateway Park. The community has a strong commitment to provide high-quality parks, green spaces and conservation areas for all members of the community and this master plan will help us achieve our commitment. Specifically, the consultant will collect and analyze data to develop a community-centric vision of Gateway's layout and amenities development over the next 10 years, considering the budgetary challenges and limitations functioning as a public organization.

The consultant will work closely with the community, Key Pen Parks Executive Director, Key Pen Parks Project Manager, and other staff as needed in preparing the Gateway Park Master Plan update. The consultant will create a final product, Gateway Park Master Plan Update, for distribution to the public and agency stakeholders.

It is anticipated that the contract will be awarded in mid-July, with anticipated final report in July 2027.

The selected consultant will:

- Design a robust community engagement process utilizing various mediums and approaches.
- Maintain organized records and well analyzed conclusions of community outreach to easily transfer and share with Key Pen Parks.
- Analyze demographic and recreation trends compared with community feedback and budget constraints.
- Propose and prioritize proposed changes to the Gateway Park Master Plan.
- Develop Master Plan and recommendations for capital improvements and park development based on best community fit and budget and ongoing O&M.

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- Provide cost estimates and funding strategies.
- Obtain approval of district board.
- Deliver a final, actionable and approved master plan document.

Deliverables:

- Project schedule and work plan.
- Active community engagement plan.
- Regular status meetings with Key Pen Parks Project Manager to report following:
 - Schedule status
 - Milestone accomplishments
 - Remaining actions & Schedule outlook
 - New developments or Help needed
- Public engagement summary and collected source data.
- Collected data, assessment, analysis, and recommendations.
- Draft master plan for review – include preliminary and phases.
- Proposed annual maintenance cost on amenities.
- Final Approved master plan (digital *editable* and printed copies) which includes:
 - Cost estimates of proposed development
 - Funding strategies to meet costs
 - Time-phased approach
 - Ongoing O&M costs
- Presentation to governing body.

Proposal Requirements:

- Firm profile and relevant experience.
- Project team qualifications.
- Approach and methodology.
- Proposed timeline.
- References from similar projects from local government agencies (3 references).

Evaluation Criteria:

Proposals will be evaluated based on:

- Firm profile and relevant experience and expertise from similar local government projects.
- Quality of proposed approach.
- Understanding of project goals.
- References and past performance.
- Please do not provides rate; those will be requested from the selected candidate.

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Submission Details:

All responses must be received by Tuesday, June 9, 2026, at 2:00 PM Pacific Time.

RFQ must be submitted in PDF format via email to heela@keypenparks.com, subject line “RFQ KP-26-9001”. Maximum email size is 20 megabytes. All emails will be acknowledged as received. If you do not receive an acknowledgement, please contact Heela Patel, Project Manager at or heela@keypenparks.com.

Additionally, four (4) paper copies must be delivered in a sealed envelope marked with “ATTN: Heela Patel, RFQ KP-26-9001” via carrier or in person by 3:00 PM PT on Tuesday, June 9, 2026 to:

ATTN: Heela Patel, RFQ KP-26-9001
Key Pen Parks
5514 Key Peninsula Hwy NW
Lakebay WA 98349.

Exhibit(s) within this document:

- A. Contract Template, including General Conditions
- B. Gateway Park Master Plan, Current
- C. Gateway Park Master Plan, Constructed Amenities
- D. Aerial view of Gateway Park

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Exhibit A: Contract Template

KEY PENINSULA METROPOLITAN PARK

DISTRICT

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the Key Peninsula Metropolitan Park District, a Washington municipal corporation, hereinafter referred to as “Key Pen Parks” and _____, a [type of business entity] with a principal place of business at [address], hereinafter referred to as the “Consultant” (and collectively with Key Pen Parks, the “Parties”).

1. SCOPE OF SERVICES

The Consultant shall perform such services (“Services”), including providing all labor, materials, equipment, and supplies necessary for full performance thereof, as are identified and designated as Consultant responsibilities throughout this Agreement and as detailed in the Scope of Work attached hereto as Exhibit A and incorporated herein.

The Consultant and Key Pen Parks may jointly or independently advertise the Services or promote the Services, solely for the purpose of promoting and encouraging participation and attendance. However, the Consultant shall not be entitled to use such advertising after expiration of the term of this Agreement without the advance written approval of Key Pen Parks.

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2. TERM

This Agreement shall be in effect as of the date last signed by the Parties (the “Effective Date”) and shall expire on September 30, 2024, unless sooner terminated in accordance with this Agreement.

3. COMPENSATION

Key Pen Parks shall pay the Consultant as follows:

- LUMP SUM. Compensation for these services shall be a Lump Sum of \$_____, which includes all applicable tax.
- TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed \$_____, including all applicable tax, without written authorization and will be based on billing rates and reimbursable expenses attached hereto as Exhibit “___”.
- TIME AND MATERIALS. Compensation for these services shall be on a time and material basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit “___”.

4. PAYMENT

- A. Consultant shall provide one invoice to Key Pen Parks after the Services have been fully performed, in a format acceptable to Key Pen Parks, mailed to the attention of Executive Assistant or emailed to accountspayable@keypenparks.com.
- B. All invoices shall be paid by Key Pen Parks warrant within sixty (60) days of receipt of a proper invoice. If Key Pen Parks objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

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- C. If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. Key Pen Parks may withhold payment for such work until the work meets the requirements of the Agreement.
- D. Consultant shall be responsible for all taxes due on payments made under this Agreement.

5. STANDARD OF CARE

Consultant represents and warrants that it has the requisite training, skill and experience necessary to provide the Services under this Agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities.

The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents and sub-consultants in the performance of the work hereunder, and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

6. REPORTS AND INSPECTIONS

- A. The Consultant at such times and in such forms as Key Pen Parks may require, shall furnish to Key Pen Parks such statements, records, reports, data, and information as Key Pen Parks may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, Chapter 42.56 RCW.
- B. The Consultant shall at any time during normal business hours and as often as Key Pen Parks or State Examiner may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit Key Pen Parks or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. Key Pen Parks shall receive a copy of all audit reports

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made by the agency or firm as to the Consultant's activities. Key Pen Parks may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

- C. The Consultant shall retain all books, cost records, accounts, documents and other material relevant to this Agreement, for six (6) years after its expiration.

7. INDEPENDENT CONTRACTOR RELATIONSHIP

- A. The parties intend that an independent contractor relationship will be created by this Agreement. No agent, employee, servant or representative of the Consultant shall be deemed to be an employee, servant or representative of Key Pen Parks for any purpose, and the employees of the Consultant are not entitled to any of the benefits Key Pen Parks provides for its employees except as otherwise expressly provided herein. The Consultant, an independent contractor, will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.
- B. In the performance of the Services herein contemplated the Consultant is an independent contractor with the authority to control and direct the performance of the details of the Services, however, the Services contemplated herein must meet the approval of Key Pen Parks.

8. DISCRIMINATION AND COMPLIANCE WITH LAWS

- A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. The Consultant agrees to comply with all applicable federal, state and municipal laws, rules and regulations that are now effective or become applicable within the terms of this Agreement to



the Consultant's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

- C. Violation of this Paragraph 8 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by Key Pen Parks, in whole or in part, and may result in ineligibility for further work for Key Pen Parks.

9. TERMINATION OF AGREEMENT

- A. Termination. This Agreement may be terminated by Key Pen Parks at any time upon 10 days' written notice to the Consultant.
- B. Notice of Termination. Termination shall be effective immediately upon the Consultant's receipt of Key Pen Parks' written notice or such date as stated in Key Pen Parks' notice of termination, whichever is later.

10. HOLD HARMLESS AND INDEMNIFICATION

The Consultant shall defend, indemnify and hold harmless Key Pen Parks, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of Key Pen Parks.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and Key Pen Parks, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of

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immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

11. **INSURANCE**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Services hereunder by the Consultant, its agents, representatives, or employees.

- A. No limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit Key Pen Parks' recourse to any remedy available at law or in equity.
- B. Minimum Scope of Insurance: The Consultant shall obtain insurance of the types and coverage described below:
 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent Consultants and personal injury and advertising injury. The Key Pen Parks shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for Key Pen Parks using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

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4. Professional Liability including "errors and omissions" appropriate to the Consultant's profession.
- C. Minimum Amounts of Insurance: The Consultant shall maintain the following insurance limits:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
 3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
- D. Key Pen Parks Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, Key Pen Parks shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to Key Pen Parks evidences limits of liability lower than those maintained by the Consultant.
- E. Other Insurance Provisions. The Consultant's Automobile Liability and Commercial General Liability insurance policies shall contain, or be endorsed to contain that they shall be primary insurance as respect Key Pen Parks. Any insurance, self-insurance, or self-insured pool coverage maintained by Key Pen Parks shall be excess of the Consultant's insurance and shall not contribute with it.
- F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- G. Verification of Coverage. The Consultant shall furnish Key Pen Parks with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional

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insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

- H. Notice of Cancellation. The Consultant shall provide Key Pen Parks with written notice of any policy cancellation within two business days of their receipt of such notice.

- I. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which Key Pen Parks may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract, or at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to Key Pen Parks on demand, or at the sole discretion of Key Pen Parks, offset against funds due the Consultant from Key Pen Parks.

12. OWNERSHIP OF WORK PRODUCT

Title to all property furnished by Key Pen Parks shall remain in the name of Key Pen Parks. All data, materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of Key Pen Parks, shall be forwarded to Key Pen Parks at its request and may be used by Key Pen Parks as it sees fit. Upon termination of this Agreement, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to Key Pen Parks.

13. PUBLIC RECORDS DISCLOSURE

A. Consultant acknowledges that Key Pen Parks is an agency governed by the public records disclosure requirements set forth in Chapter 42.56 RCW. Consultant shall fully cooperate with and assist Key Pen Parks with respect to any request for public records received by Key Pen Parks concerning any public records generated, produced, created and/or possessed by Consultant and related to the services

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performed under this Agreement. Upon written demand by Key Pen Parks, the Consultant shall furnish Key Pen Parks with full and complete copies of any such records within five business days.

B. Consultant's failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that Key Pen Parks incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, Consultant shall fully indemnify and hold harmless Key Pen Parks as set forth in Section 10.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

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14. NO CONFLICT OF INTEREST

The Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any Key Pen Parks officer or employee who was or will be involved in the selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As used in this section, the term Consultant includes any worker of the Consultant who was, is, or will be, involved in negotiation, drafting, signing, administration or performance of the Agreement. The term close family relationship refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a Key Pen Parks officer or employee described above.

15. NOTICE

Notice provided for in this Agreement shall be in writing and sent by 1st class mail or email to the addresses designated for the parties on the last page of this Agreement.

16. ASSIGNING OR SUBCONTRACTING

Consultant shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of Key Pen Parks, which consent may be withheld in the sole discretion of Key Pen Parks.

17. DISPUTE RESOLUTION; ATTORNEY'S FEES AND COSTS

- A. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the parties agree that they shall undertake reasonable attempts at negotiation and compromise, including, but not limited to, informal negotiation, mediation, or arbitration, prior to instituting any legal proceedings. If the parties are unable to resolve any dispute after such reasonable attempts at negotiation and compromise, jurisdiction of any resulting litigation shall be filed in King County Superior Court, King County, Washington.



- B. If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. JURISDICTION AND VENUE

- A. This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.
- B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Pierce County, Washington.

19. SEVERABILITY

- A. If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

20. ENTIRE AGREEMENT

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modifications of



this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of any other of the provisions of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed:

KEY PENINSULA METROPOLITAN PARK DISTRICT: CONSULTANT

DATE SIGNED: _____

DATE SIGNED: _____

By: _____

By: _____

Authorized Signature

Authorized Entity Signature

Print Name: Tracey Perkosky

Print Name: _____

Print Title: Executive Director

Print Title: _____

Address: 5514 Key Peninsula Hwy NW

Address: _____

Lakebay, WA 98349

Contact Name: _____

Contact Name: _____



Phone: _____

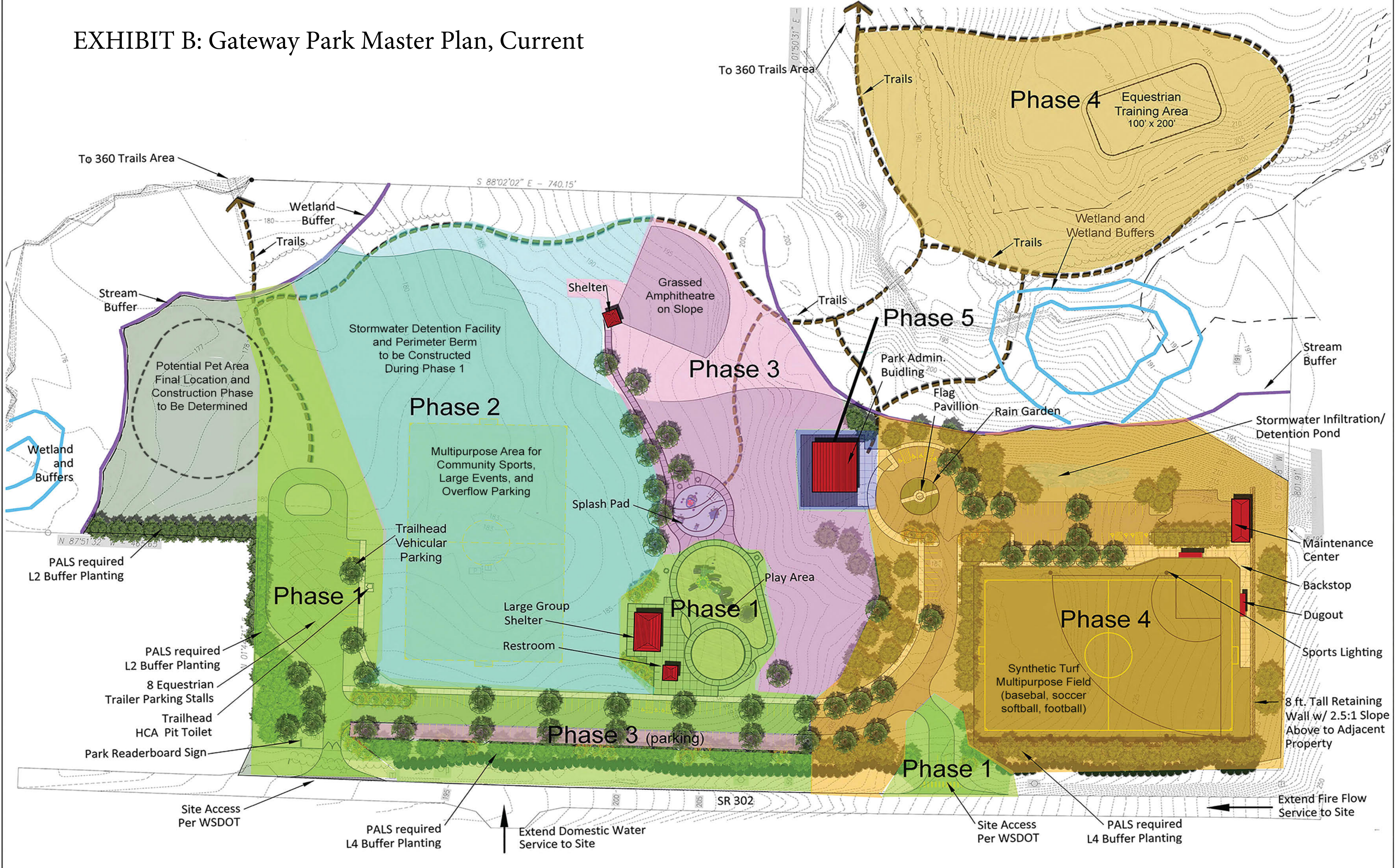
Phone:

Email:

Email:

Contract is Key Pen Parks standard and previously approved as to form by the Key Pen Parks Attorney

EXHIBIT B: Gateway Park Master Plan, Current



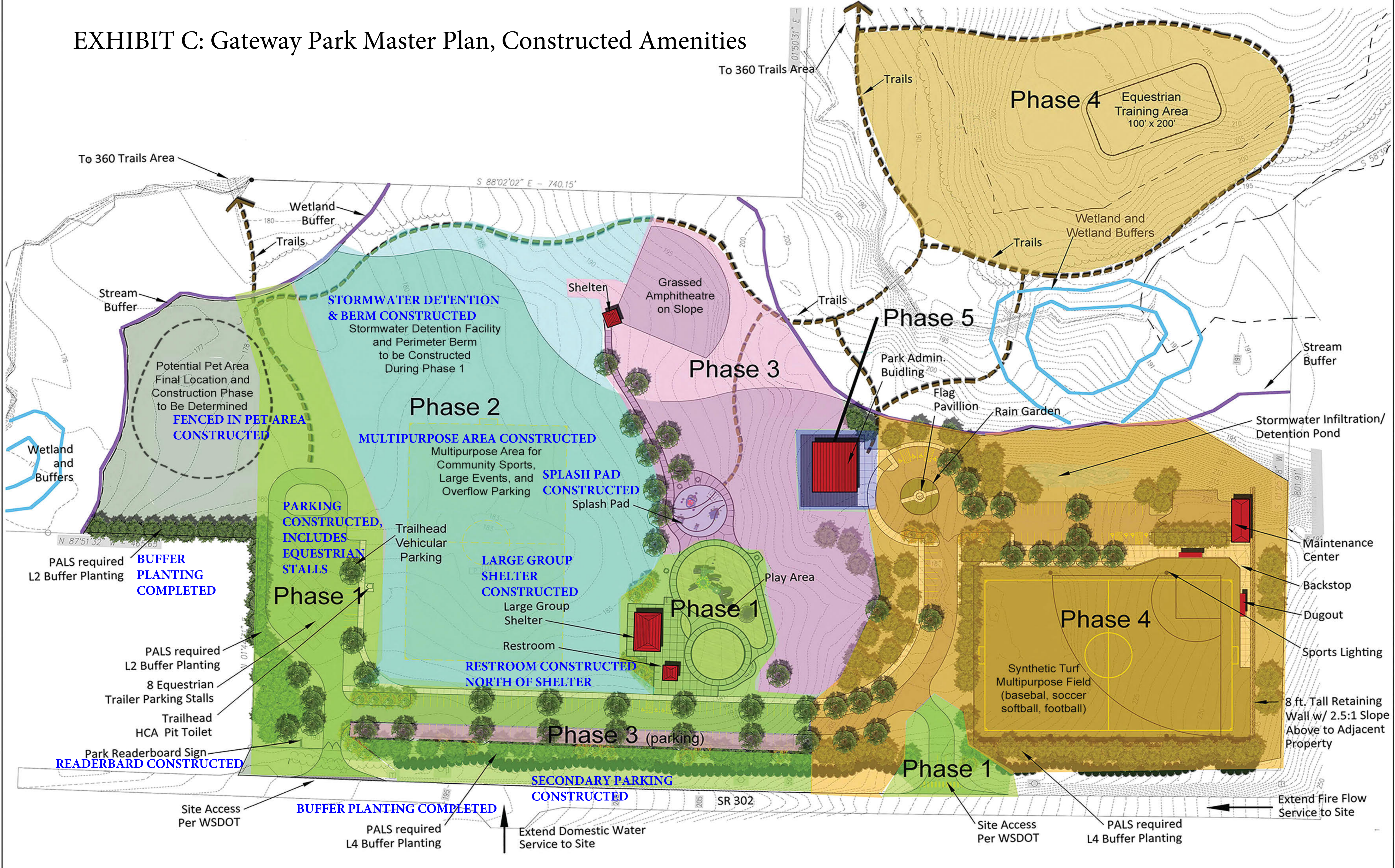
Gateway Park Phasing Plan

Key Peninsula Metropolitan Park District

Robert Droll, Landscape Architect, PS



EXHIBIT C: Gateway Park Master Plan, Constructed Amenities



Gateway Park Phasing Plan

Key Peninsula Metropolitan Park District

Robert Droll, Landscape Architect, PS





EXHIBIT D: Aerial view of Gateway Park

