



PARKS AND RECREATION MASTER PLAN

REQUEST FOR PROPOSALS

Project Overview

The City of Washington (population 14,961) is requesting proposals for a Master Plan of the City's parks and recreation facilities. The City has 16 parks totaling approximately 550 acres (Main Park, Riverfront Park, Lakeview Park, Hillermann Park, Burger Park, McLaughlin Park, Krog Memorial Park, Optimist Park, Lafayette Plaza, Phoenix Park, South Point Bark Park, Heritage Park, Miller Post Nature Reserve, Crestview Water Tower Park, Eckelkamp Park and Riverview Park) as well as the City Auditorium and Agnes Nolting Aquatic Complex, which are located on the grounds of Main Park.

The purpose of the Master Plan is to provide a guide for the next 10 years of renovation and development of parks and park facilities in Washington.

It is the intention of the City of Washington to hire one consultant who shall assemble a professional team as necessary to perform the various tasks described in the Scope of Services.

Scope of Services

Site Analysis - Inventory and analyze all existing parks including structures as well as Riverfront Park, Miller Post Nature Reserve, City Auditorium and the Park Maintenance Storage Facility. The City would like to determine current and future uses (including costs) as well as to determine whether the City Auditorium should be renovated to house the Senior Center, and what features should be included in a renovated City Auditorium. In addition, the City would also like determine future uses and costs for improvements to Riverfront Park, Miller Post Nature Reserve and the Park Maintenance Storage Facility.

Community/Staff Input - Facilitate a series of meetings with city staff, as well as elected officials, the Parks and Recreation Commission and public meetings to gather input and report results of findings. Facilitate online public comments. Final presentation of the Master Plan will be made to elected officials at a regularly scheduled public meeting.

Master Plan

Plan Narrative should include but not be limited to:

- Analyze current infrastructure of the parks, green spaces, trails, facilities and equipment
- Analyze operations, staffing levels and workloads and develop recommendations
- Analyze recreation programs and services
- Identify future best uses for park areas and facilities
- Identify deficiencies and how they can be corrected, changed or improved
- Identify proposed development of facilities
- Establish implementation phases and timelines based on priorities
- Estimate costs of proposed facilities in each phase
- Outline financing alternatives and methods including grants

Products

- A draft report in a digital form should be provided to the City for review. The report should document the planning process with appropriate text and estimated costs for all park areas and facilities along with conceptual drawings of suggested improvements.
- After review and comment on the draft report, six (6) copies of the final report should be provided to the City in 8 ½ x 11" format with color maps and drawings. The report will also be provided in digital format.

Proposals

Firms interested in submitting a proposal shall submit the following:

- Limit proposals to six (6) pages
- Letter of Intent
- Provide resumes of key personnel who will be directly responsible for the project and what their responsibilities will be including personnel from other firms if a joint venture is proposed.
- Identify the City's key contact person and/or project manager.
- Project Manager's Experience – Identify the project manager who will be responsible for this project. List the project manager's relevant experience and similar work including references.
- Project Team - Describe the project team including name, qualifications and other resources relevant to the scope of work. Describe key personnel's proposed roles and responsibilities on this project, and relevant related experience.
- The prime consultant shall state the nature of the relationship with sub-contractors on the project.
- Describe the firm's planning methodology and approach on the project.
- A minimum of three (3) client references of recently completed projects that are relative to the size and scope of this project. Include name of public agency, location, date of project, client contact with telephone number and email address.
- Brief description of project.
- A proposed timeline of project.
- Any other information you would like to submit that will assist the City in the evaluation of your firm's qualifications.

- Fee – include estimated hours to complete the project.
- Six (6) copies of the proposal should be submitted.

Selection Criteria

The procurement process for these services will be based upon a Qualifications Based Selection (QBS) process. The award of a contract will be made to the firm offering a response that the City believes best meets its needs. Each respondent will be evaluated on the basis of the following criteria:

- A. Qualifications & experience of the firm and key individuals to be assigned to the City's project.
- B. Ability to complete the project in a timely manner, credentials of firm, and demonstrated ability on similar projects.
- C. Qualifications & experience of the firm (and their partners) to provide other professional services.
- D. Interviews of the finalists - if the City deems one necessary

The City of Washington reserves the right to accept proposals in whole or part, and to reject any and all proposals, and to negotiate separately as necessary to serve the best interests of the City of Washington.

Proposals should be submitted to Wayne Dunker, Director of Parks and Recreation, 405 Jefferson St., Washington, MO 63090, no later than Monday, February 5, 2024. Finalists will be taken to the Washington City Council for approval. All firms will be notified via e-mail when the contract is awarded. Questions should be directed to wdunker@washmo.gov.