



**Request for Proposal
(RFP)
Parks Master Plan
Park City, Kansas**

ABOUT THIS DOCUMENT

The City of Park City, Kansas is requesting submission of proposals from all parties wishing to be considered for consulting services related to creating Park City's Parks Master Plan. This document is a Request for Proposals. It differs from a Request for Bids/Quotations in that the City is inviting proposals for professional services that are most advantageous to Park City, in Park City's sole discretion. This is **not a bid/quotation** meeting firm specifications for the lowest price, and as such, the lowest price proposed will not guarantee an award recommendation. Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the service, of which quality, references, availability or capability, may be overriding factors.

BACKGROUND and OBJECTIVES

Park City is a fast-growing, progressive community located 5 minutes north of Wichita. It has a population of approximately 8,500 and is a full-service city providing water, sewer, police and other municipal services in the metropolitan area of south-central Kansas. The city operates under a mayor/council form of government.

The city is requesting proposals for professional services to assist the city with creating a Parks Master Plan. The City desires a Parks Master Plan that reflects current existing conditions and provides a vision and blueprint for the next 5-10 years.

Additional information regarding the City and its goals for the Parks Master Plan is included in the attached Exhibit A-Project Summary and pertinent related planning documents are digitally linked in Exhibit B.

SCOPE OF SERVICES

The final scope of services will be the result of negotiations between the City and the successful respondent. A detailed scope of services and desired outcomes is available in the attached Exhibit A- Project Summary.

RFP MANDATORY SUBMISSION REQUIREMENTS

This section is provided to assist participating proposers in forming a thorough response for services outlined in this document. Proposals submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Responses to this RFP shall include the following information:

1. Cover Letter
 - o Describe firm size, longevity, structure, and type of clients served.

- Describe any memberships in relevant professional organizations.
 - Firm experience in preparing Parks Master Plans and parks O&M plans.
 - Firm experience in performing demographic analysis and trend projections.
2. Project Approach/Written Proposal
- Describe the intended approach to accomplish the goals of the project.
 - Demonstrate a clear understanding of the project and the steps necessary to provide a complete and useful facility master plan.
 - Highlight any characteristics or capabilities that make the respondent uniquely qualified to perform the requested services.
 - Any additional information believed necessary to assist the city in evaluating your proposal.
3. Proposed Fee Range
- Provide a **proposed fee range** for completing all work anticipated to be necessary to complete the project. The final scope and fee will be negotiated with the successful respondent but is expected to be consistent with the fee range submitted with this proposal.
 - Identify any additional services that the city may want to consider adding to the scope of the project and a fee range associated with the additional services.
4. Anticipated Project Schedule (including modifications, if requested).
5. Project Team (including a description of responsibilities) and Team Resumes
- Provide the name of the person who will be responsible for managing the project, and other significant staff anticipated to contribute including a comprehensive statement of each such person's experience and qualifications.
 - Highlight any characteristics or capabilities that make the proposer uniquely qualified to perform the services requested.
6. Work Samples (total of 2)
- Provide examples of at least two (2) similar projects completed in the last three (3) years. Examples may be provided in electronic format or by providing an internet link.
7. List of References (total of 3)
- Include the organization/business, address, contact person, phone number, date of services, and scope of services.
8. Executed RFP Proposal Response Form
9. Legal
- Submit a statement disclosing any current, pending, or potential disciplinary action or complaint(s) or other like proceedings, including any claims in arbitration, mediation, or litigation, against the firm or against any partner or associate of the firm or team.
 - Disclose any actual or potential conflicts of interest with the City, its officers, elected officials, agents and employees.
 - Conform to the requirement to maintain strict confidentiality about all matters of this project.
 - Describe any partnerships with any organizations/subcontractors/suppliers that will play a role in this project.

10. Certificate of Insurance

- o Provide a copy of your certificate of insurance verifying professional, commercial general, automobile liability, and workers’ compensation insurance coverage with minimum policy limits as detailed in this RFP. The coverage must be maintained and carried in force for the duration of the contract.

DIRECTIONS FOR SUBMISSION

Proposers shall submit five (5) hard copies and an electronic PDF copy of the Request for Proposals to the City for review no later than 2:00 pm on July 29, 2022. Proposals received after the submission deadline will not be considered. Proposals should be clearly marked by the proposer and should be addressed:

2022 Parks Master Plan

Attn: Marlo Rugg, City Clerk

The electronic PDF copy should be emailed to Marlo Rugg, City Clerk, at mrugg@parkcityks.gov.

Proposals for the City’s Parks Master Plan will be received by the:

City Clerk

City Administration Center

1941 E. 61st St. N.

Park City, Kansas 67219

Questions regarding this document must be submitted in writing to Simon Wiley, Public Works Director, at swiley@parkcityks.gov by 5:00 p.m. on June 27, 2022. Questions of a substantive nature will be answered in writing as an addendum and posted on the Park City website at www.Parkcityks.gov by 5:00 p.m. on June 29, 2022.

TENTATIVE TIMELINE

The following dates are provided to assist interested firms in planning participation in the project described herein. The dates listed, however, are in no way guaranteed and are subject to change without notice.

Advertise Request for Proposal.....	June 15, 2022
Last Date to Request Clarifications, Information, and Questions.....	June 27, 2022
Final Addendums Posted to City Website.....	June 29, 2022
Proposals Due.....	July 29, 2022
City Council Award.....	August 9, 2022

SELECTION CRITERIA & PROCESS

Park City will thoroughly review all proposals received and may conduct an interview process for top proposals and to further discuss services and pricing. Interviews of selected consultants will be conducted by representatives of the City and the committee’s recommendation will be forwarded to the City Council for final action. A proposer’s initial offer should therefore be based on the most favorable terms available from a price and technical standpoint. Park City reserves the right to conduct discussion or negotiation with any proposer regarding any proposal Park City deems competitive. Park City may also request best and final offers from any proposers and make an award or conduct negotiations thereafter. Park City reserves the right to select and recommend for award the proposal which best meets, in its sole discretion, its required needs, budget constraints, quality levels, and administrative expectations.

Representatives of Park City will evaluate each proposal based on, but not limited to, the following criteria:

1. Demonstrating clearly and completely, your firm’s ability to meet all RFP conditions and miscellaneous instructions as outlined herein;
2. Demonstrating the skill and experience necessary to meet Park City’s needs;
3. Proposing services described herein with the most advantageous and prudent methodology and cost to Park City;
4. Providing references reflecting projects having a scope of services similar to those requested by Park City within the last three (3) years (include location, contact person, telephone number, length of the contract, and any other pertinent information related to this type of project);
5. Provision of a certificate of insurance by the successful proposer evidencing insurance coverage for all work and services to be performed as part of the contract award in amounts not less than the following:

Commercial General Liability Coverage:	\$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 General Aggregate \$2,000,000 Products Completed/ Operations Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit
Workers Compensation	Workers’ Compensation—Statutory \$500,000 Each Accident \$500,000 Disease-Policy Limit \$500,000-Each Employee
Professional Liability Insurance	\$500,000 Limit

The above amounts are the minimum insurance requirements necessary to comply with the submission requirements for this RFP and the commercial general liability limits may be achieved through the use of an umbrella or excess coverage policy. Said certificate of insurance shall be written by a reputable insurance carrier approved by Park City and the final certificate will name Park City as an additional insured on general liability and automobile liability coverages. In addition, insurance policies applicable hereto shall contain a provision that provides that City shall be given thirty (30) days’ written notice by the insurance company before such policy is substantially changed or canceled.

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PROPOSAL RESPONSE FORM FOR
PROFESSIONAL SERVICES TO PREPARE A
PARKS MASTER PLAN FOR THE CITY OF PARK CITY

FIRM NAME

CONTACT

ADDRESS

CITY/STATE

ZIP

PHONE

FAX

TAXPAYER I.D. NUMBER

FIRM WEB SITE ADDRESS

E-MAIL

TYPE OF ORGANIZATION (check one):

Sole Proprietorship

Partnership

Corporation

Public Corporation

In submitting a proposal, firm acknowledges every section of this document including all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which document is outlined. Exceptions to any part of this document and any attachments should be clearly delineated and detailed throughout this proposal process.

The undersigned, on behalf of the proposer, certifies that: (1) this proposal is made without previous understanding, agreement or connection with any person, team or corporation making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm or team in whose name the proposal is entered; (4) they have read the complete RFP and understand all provisions; (5) if accepted by the City, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be the proposer's responsibility.

AUTHORIZED SIGNATURE:

TITLE

DATE

Parks Master Plan Project Summary

Community Background

Park City is a thriving community located 10 minutes north of downtown Wichita. The City encompasses over 67 acres of park land serving a population of 8,333 residents over 9.43 square miles. Year-round recreation, park and facility opportunities are available to the public through our many facilities. A listing of current City parks, facilities, and recreational activities is listed below.

The City’s Parks Department is comprised of four (4) full-time employees and one seasonal employee who oversee planting of new trees and flowers, development of new landscaping with the City and providing general maintenance and repair of parks equipment. The City currently partners with local community members to provide recreational opportunities.

Parks Inventory

HAP MCLEAN PARK

6801 N Hydraulic

Amenities:	Ball Diamonds	Concession Stand	Playgrounds
	Roller Rink	Shelters	Skateboard Park
	Disk Golf Course	Basketball Court	Sand Volleyball
	BMX Track	Horseshoe Pits	Pickle Ball Courts

JARDINE MEMORIAL PARK

6350 Mobile Drive

Amenities:	Hike/Bike Trail	Playgrounds	Shelters
	Basketball Court		

PRAIRIE WIND PARK

61st Street and Grove

Amenities:	Hike/Bike Trail	Playgrounds	Shelters
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POSTON PARK

Ventnor and N. Grove

Amenities:	Hike/Bike Trail	Shelters	Basketball Court
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HABIGER PARK

Evanston and N. Grove

Amenities:	Hike/Bike Trail	Playground	Shelters
	Fishing Pond		

OSAGE TRAIL PARK

5300 Chuzy Drive

Amenities: Hike/Bike Trail Pond Shelter

PRIMROSE PARK

4900 N Primrose Circle

Amenities: Playground Shelter

SENIOR CENTER PARK

6100 N. Hydraulic

Amenities: Pickle Ball Court Picnic Area Benches

Goals

Once created, the Parks Master Plan will be the primary planning document for the Parks Department and the basis for future development of the park system. The plan is intended to provide a comprehensive overview of the City parks system at present and propose goals, objectives, and policies to achieve a planned future. Emphasis will be placed on evaluation and re-development of existing parklands, amenities, structures, and green spaces to meet future goals. It is the City’s specific expectation that the Parks Master Plan process include community input.

Scope of Services

The Parks Master Plan shall include the following scope items as a minimum:

- A. Demographic Trends –Review and interpret demographic trends and characteristics of the city and surrounding areas using information from existing City plans and other available statistical information where appropriate and apply it to parks and recreation needs.
- B. Parks, Open Space, Trails, and Facilities Inventory – Perform a physical inventory of all existing parks, open space, trails, and facilities. Perform a site visit to each city-owned park, open space, and facility, as well as trails, to review the existing conditions and identify any future improvement needs based on the outcomes of the plan. Existing documents and maps from digital files can also be used and may need to be updated utilizing GIS.
- C. City Parks Facilities Map – Develop a Service Area map, which shows the location of existing park facilities, open spaces, and the areas served by those current facilities. Identify and prioritize underserved portions of the city. Also, provide a comprehensive trail and pathway map, showing the location of existing amenities and illustrate pedestrian, bicycle, and vehicular access to parks. A map layer will be created utilizing GIS.
- D. Benchmarking Comparisons of Similar Park Systems – Create benchmarking comparisons to at least five similar municipal park systems, using nationally accepted standards. Criteria will be generated by the Consultant and city staff to include such comparative data as park acreage (developed and undeveloped), per capita budgets, capital improvement expenditures, types of facilities offered, and so forth.

E. Public and Staff Input – Develop and utilize innovative and cost-effective methods to generate and maximize public participation in the development of the Parks Master Plan. Public input should be obtained to identify public perception of parks facilities and to determine various park and recreational needs. In addition, staff input should be obtained regarding perception of the needs, concerns, and opportunities for improved services, facilities, and recreation amenities. Public input should include stakeholder groups.

F. Level of Service Assessment/Citizen Survey – Perform a broad-based statistically valid survey to determine current satisfaction levels with parks and facilities, participation in current parks, and identification of any needs.

G. Park Needs Analysis – Use public input, staff input, and the Consultant’s observations to establish recommendations. This data, along with the results of a statistically valid survey, will provide the basis for determining the priority for parks development needs of the city. The analysis will also include the identification of the best possible providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.

H. Operations and Staffing Funding Analysis- Perform a review and analysis of the existing Parks Division management structure and staffing levels and provide recommendations for future staffing based on the outcomes of the plan. Review past budgets and the proposed future operating and capital budgets to provide a set of prioritized recommendations with associated costs to implement maintenance and renovation of existing park amenities based on the outcomes of the plan.

I. Final Master Plan – Consultant will present the final master plan to the City Council and Parks and Tree Advisory Board. The Plan will serve as a guideline for prioritizing projects, park maintenance, staffing levels, park rules, and fiscal planning of quality-of-life enhancements in the City for the next 5-10 years. The Parks Master Plan shall include, but not be limited to the following:

- An identified vision statement, proposed level of service standards, policy statements, and short and long-term goals and objectives that articulate a clear vision and model for the future of Parks in Park City.
- Prioritized strategic action plan and project recommendations based upon the community goals and objectives obtained through the public input process.
- A financial plan to accomplish top priorities as established by the park needs analysis. Associated costs for the renovation, maintenance, and operations of existing parks (including maintenance plans and staffing levels) should be included.
- A summary of existing conditions, inventories, staffing, and level of service analysis. Any relevant trends and regional/national standards relating to future park development projects should be included along with any potential for new or expansion of partnerships for facilities and services.
- Charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.

Additional Considerations

Public Engagement

The City is seeking proposals from qualified applicants to actively engage the public in the City's Park Master Plan process. The proposal will include a minimum of three public engagement activities, with written feedback to City. Proposers are encouraged to be creative in their approach when responding to the RFP. We are seeking innovative ways to reach as broad an audience as possible to have meaningful conversations about the City's parks system future. Such an approach might include, but is not limited to the following:

- Charettes and Coffees
- Town Hall Meetings
- Key Stakeholder Engagements
 - Park City Chamber of Commerce
 - Senior Center
 - Park City Schools
- Online Engagement and Social Media

The information gained from the public engagement effort to develop the Parks Master Plan direction and strategies is an integral part of the planning process.

Proposers will need to allow for at least one public engagement opportunity that includes feedback on the draft Parks Master Plan.