

City of Kelso Park Facility Plan

Request for Proposal/Qualifications

Background

The City of Kelso last updated the City of Kelso Parks and Recreation Comprehensive Plan in 2014. We are now ready to take the next step and develop plans to increase services at all of our parks, but particularly Catlin Spray Park. The City is in need of a park facility plan to evaluate current assets, propose capital improvements, and provide budget level estimates for the identified improvements. This solicitation is for a qualified consultant or team of professionals with the necessary qualifications and experience to complete the work identified in this request.

The City has received a recent increase in gracious citizens volunteering to perform upgrades and work to our local parks. Because of these requests, staff has realized that while we have identified our parks and public need, we do not have any clear vision as to the direction of each of the individual parks.

Proposal Guidelines

This Request for Proposal identifies the requirements for an open and competitive process. The prime consultant must identify any outsourcing or sub-contracting of work. Additionally, all costs in the proposal must be all-inclusive to include any outsourced or contracted work. Any proposal which calls for outsourcing or contracting work must include a name and description of the organization(s) being contracted.

Final contract terms and conditions will be negotiated upon selection of the successful consultant.

Scope/Deliverables

1. Scope of Work
 - a. Public Outreach
 - i. Meet with Park Board
 - ii. Public Workshop
Deliverable: Summary of a prioritized list of issues/ideas/opportunities identified by the Park Board and public. Present to staff.
 - b. Park Inventory
 - i. Current conditions of parks
Deliverable: Identify conditions of all City parks, prioritize issues/concerns. Identify opportunities. Compare and contrast to public list giving possible strategies and recommendations. Present to staff.
 - c. Cost analysis of park inventory
Deliverable: Cost analysis of top projects prioritized by staff. Projects should be itemized and phasing addressed. Identify possible funding sources.
 - d. Master Plan for Catlin Park
Deliverable: After seeking input from the neighborhood and other concerned citizens create a Master Park Plan for Catlin Spray Park. Present to staff
 - e. Cost analysis of Catlin Park Master Plan
Deliverable: Cost analysis of Catlin Spray Park Master Plan implementation. This cost analysis should identify individual items, phasing issues and possible grant funding sources.
2. Present Recommendations to the Park Board and City Council

Request for Proposal Timeline

Proposals will be accepted until **5PM February 21, 2017**. Any proposals received after this date and time will be considered non-responsive. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals must include an estimate of potential contract fees.

Qualifications

Consultants should provide the following items as part of their proposal for consideration:

- Description of experience in park planning and discussion of how the experience is relevant to this proposed plan.
- A statement of the consultant's understanding of the work.
- Estimated fee for services.
- Firm description and history.
- At least 2 examples of park master plans and park projects by your organization.
- At least 3 references from past clients.
- Qualifications, experience and proposed role of staff proposed for this work.

Evaluation Criteria

The City of Kelso will evaluate all proposals based on the following criteria. To ensure consideration for the Request for Proposal/Qualifications, your proposal should be complete and include all of the following criteria:

- Demonstrate an understanding the project requirements and scope.
- Organizational Experience: Consultants will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Consultants will be evaluated on examples of their work pertaining to park master plans and park projects as well as client testimonials and references.
- Value and cost: Consultants will be evaluated on the cost of their proposal based on the work to be performed in accordance with the scope of this project. Include a range (e.g. plus or minus \$10,000) of estimated fees for the draft scope of work provided in the consultant's response. Please provide a brief discussion of where the firm believes the most likely elements to contribute to fee uncertainty. The City understands that this fee is informational and representative only if the draft scope is accepted as written.
- Technical expertise and experience: Consultants must provide descriptions and documentation of staff technical expertise and experience.
- Consultant submittals will be graded on each of the above elements and the selected firm may not be the one with the lowest fee estimate but the one that, in the evaluation of the City provides the best balance of cost, qualification and presentation of approach.

There are no limits to the submittal size; however, clear, concise and creative responses are highly valued. **The top respondents may be asked to participate in an informal interview at the firm's office.**

Please submit proposals in pdf format, by email to **Tammy Baraconi (tbaraconi@kelso.gov)** no later than **5:00 PM on Tuesday February 21, 2017**. If hard copy submittal is preferred then submit **three (3)** copies of the RFP to:

City of Kelso

Community Development: Attention Tammy Baraconi

203 S. Pacific, PO Box 819

Kelso, WA 98626

Additional questions should be directed to Tammy Baraconi, Planning Manager at tbaraconi@kelso.gov or 360.577.3321.