

REQUEST FOR PROPOSALS

For

PARKS AND RECREATION
MASTER PLANNING SERVICES

City of Mission, Kansas



INTRODUCTION

The City of Mission, KS is seeking to hire a consultant or team of consultants to prepare a Parks and Recreation Master Plan. The plan will provide a 10 year vision for parks, recreation, open space and trails. The plan will include research, public involvement and the development of recommendations for all aspects of Mission's Parks and Recreation activities. The selected consultant/consulting team will have proven experience and knowledge in park and recreation planning, project management, and effective public involvement processes.

BACKGROUND

The City of Mission is located in northeastern Johnson County, Kansas. This area of eastern Kansas ranks as one of the top growth areas in the State, and the country. The City lies adjacent to a major transportation corridor, Interstate 35, and is accessible to the entire Kansas City metropolitan area. Mission boasts a population of slightly under 10,000 residents and nearly 600 businesses which attract more than 30,000 people to the area on an average business day to work, shop or play.

The Mission Parks and Recreation Department administers several recreation facilities, including the Sylvester Powell, Jr. Community Center, the Mission Family Aquatic Center, seven parks totaling approximately 30 acres, and a walking/biking trail that connects the east end of town with the west end.

GOALS AND OBJECTIVES

In February 2012, the Mission City Council adopted Resolution No. 855, supporting the creation of a Park Master Plan that would guide the parks and recreation assets and the funding of ongoing parks and recreation activities. A key component of redevelopment in our community hinges on the creation of a Parks and Recreation Master Plan, and this plan should achieve the following results:

- Support and/or suggest city policies regarding parks, recreation, open space and trails
- Provide a framework to evaluate possible future redevelopment proposals
- Evaluate and prioritize the expenditure of public funds for possible land acquisition, development, and maintenance for recreational lands and facilities
- Identify and prioritize potential improvements in existing parks
- Evaluate the potential for new parks, recreation facilities, open spaces, and/or trails
- Assist the Parks and Recreation Department in developing recreation programs

The Council acknowledged that Parks and Recreation investments play a central role in the redevelopment of the community as was highlighted in repeated planning studies, including the HyettPalma Study of 2002, the Mission/Rock Creek Redevelopment Master Plan of 2005, the

development of the West Gateway Form-Based code, and is an integral part of the City's Comprehensive Plan. The consultant(s) will be expected to review and evaluate existing reports and information including, but not limited to:

1. The City's Comprehensive Plan, current Land Use and Planning Standards and Ordinances.
2. The City's Strategic Redevelopment Plan and Livable Streets Policy.
3. The City's Sustainability Programs and Initiatives Plan 2010 and Climate Action Plan 2009.
4. The 2006 Parks and Recreation Performance Audit, specifically the cost-recovery goals for the Sylvester Powell, Jr. Community Center
5. Maintenance and building reserve needs at the Sylvester Powell, Jr. Community Center
6. 2005 Parks and Recreation Master Plan

The Parks and Recreation Master Plan will set the framework for decision makers in the planning, maintenance and development of Mission's parks and recreation facilities. The Master Plan is intended as a planning tool that both addresses future needs and establishes parks and facilities standards. In addition, the Plan must provide recommendations for a systematic and prioritized approach to implementation of parks and recreation projects.

SCOPE OF WORK

A key component in creating the Parks and Recreation Master Plan will be a shared process that taps the opinions and ideas of community stakeholders and includes a comprehensive inventory of assets, demographics and current planning standards. The scope of work will focus on three components: 1) Needs Assessment; 2) Recommendation of modifications, improvements and additions to parks/facilities to meet current and future needs, and 3) a Financial Implementation Component.

Needs Assessment: The Needs Assessment will study the parks system and recreation facilities, existing demographics, projected demographics and public input to determine how well existing facilities address the community's current and future needs. It will identify where surpluses and deficiencies exist. The Master Plan will take into account parks and recreation facilities owned by other entities and how those factor into the recreational needs of the Mission community.

Recommended Modifications/Additions: The Needs Assessment will provide the data and information necessary to evaluate how the parks and recreation facilities meet current and future needs and whether modification and/or additions will be required. The consultant will be expected to make recommendations which take into account the current and future needs, condition of existing facilities and cost of modifications in determining how to serve the long range needs of the community.

Financial Implementation: A review of revenue sources and financing strategies will be completed, in coordination with City staff, as a part of the Plan. The Park Master Plan should be designed to connect the parks and recreation facilities to the City's Community Investment Program (CIP).

PROPOSAL FORMAT

A brief description of the consultant's philosophy and/or approach to the project should demonstrate the team's understanding of the project, the relevant issues, and the project's relationship to the city's Comprehensive Planning process. If the consultant is unable to determine the extent of work required based on the information provided in the RFP, this should be stated as well.

Scope of Work Describe the consultant's approach to accomplishing the objectives stated in the RFP and identify the methodology proposed. The consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness. *State your assumptions clearly.* Include the decisions, products, data and corollary information that the consultant expects to be provided by City staff.

Meetings and Presentations The consultant team must be available to participate in meetings with staff, park and recreation commission members, and other stakeholders. The proposal cost estimate should be based on ten (10) meetings, at least two of which are anticipated to be open public forums. Please note in the fee schedule a per meeting unit cost for any additional meetings.

Work Program Timeline Include a timeline showing the estimated length of time for completion of the Master Plan process. Time estimates should be expressed in number of days/weeks without reference to a specific starting date. The timeline should identify when draft and final work products will be submitted to City staff.

Statement of Qualifications and Relevant Experience Include any related supplemental information concerning key personnel or team experience which may be relevant. Please identify the project manager and principal contact to be assigned to the project (it is strongly preferred that they are one and the same person).

Contract Information Contract agreements will be finalized between the City and the consultant following completion of the selection procedure. A payment schedule will be negotiated at that time.

Conflict of Interest Statement Include a statement disclosing any involvement with plan/development projects in the City of Mission by the consultant (and sub-consultants) within the last year. The City of Mission reserves the right to reject any proposals having the potential for conflict of interest.

Signature The proposal shall be signed by an official who is authorized to bind the consulting firm and shall contain a statement which guarantees that the proposal/cost estimate is valid for ninety (90) days.

References List no less than three reference clients for whom similar or comparable services have been performed. Include the name, mailing address and telephone number of the primary contact person.

Cost Summary The cost summary shall be submitted in a separate sealed envelope. All costs should reflect “not to exceed” figures. Fee schedules, including hourly rates for the prime consultant and all sub consultants, meetings and reproduction costs, should accompany the cost summary.

PROPOSAL SUBMITTAL

Six (6) labeled copies of the proposal with a separate sealed and labeled envelope containing the cost estimate and fee schedules must be received in the Mission City Clerk’s office, 6090 Woodson, Mission, KS 66202 no later than Wednesday, September 26, 2014. Postmarks will not be accepted.

The City of Mission will not pay any cost incurred by any consultant resulting from preparation or submittal of a proposal in response to this RFP. The City reserves the right to modify or cancel in part, or in its entirety, this RFP. The City reserves the right to reject any or all proposals and to waive any defects and/or informalities.

SUBMITTAL REQUIREMENTS

1. A statement of qualifications, including at least one sample of a recent Parks and Recreation Master Plan. If the sample was not prepared by the team members who will be working on the City of Mission Master Plan, include relevant samples of work by those team members.
2. A Brief description of your philosophy and/or approach to the project which demonstrates the team’s understanding of the project and the relevant issues.
3. A proposed public input process including expected outcomes of each meeting.
4. A proposed Scope of Work describing your approach to accomplishing the objective stated in the RFP and identifying the methodology proposed. The consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness. Clearly articulate all assumptions regarding data and information that you expect from the City. Provide a detailed list of all products/deliverables anticipated as a result of the Master Plan project.

5. Proposed timeline.
6. Cost Proposal (separate sealed envelope).
7. Six (6) copies of the proposal including the cost estimate and fee schedules must be received by the City of Mission, Attn: City Clerk, 6090 Woodson, Mission, KS 66202 no later than Friday, September 26, 2014. The City of Mission will not pay any cost incurred by any consultant resulting from preparation or submittal of a proposal in response to this RFP. The City reserves the right to reject any or all proposals and to waive any defects and/or informalities.

SELECTION PROCESS

The City will use a combination of objective and subjective criteria to determine each consultant's suitability to perform this work. Evaluation criteria for the proposals are as follows:

1. Successful experience with similar types of projects
2. Previous project references
3. Quality of the proposal and understanding of the work to be completed
4. Project team and key personnel qualifications
5. Proposed time schedule and budget

The City's selection committee will review all proposals based upon the above stated criteria and expects to interview 2 - 3 consultant teams. Following the interview process, it is the intention of the City of Mission to negotiate a contract with one consultant.

The City of Mission reserves the right to reject any late or incomplete submission, and all proposals for whatever reason. Any questions regarding this RFP should be directed to:

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