



Nibley City Parks, Recreation & Open Space Master Plan **REQUEST FOR PROPOSALS**

2/6/2023

Nibley City Planning Department



Proposals must be submitted to levi@nibleycity.com by March 1, 2023

Request for Proposals: Nibley City Parks, Recreation & Open Space Master Plan

Introduction

Nibley City is proposing the development of a master plan for parks, open space and recreation. The currently adopted Parks, Trails, Recreation and Open Space Master Plan is in need of an update through this process. The Trails portion of the Master Plan is anticipated to be updated through a separate process of developing an Active Transportation Plan. The scope of work covered by this project provides professional planning and design services needed to project future uses for existing park property, to develop a network of parks in Nibley City to accommodate existing and projected needs, identify recreation activities and sites throughout the City and recommend other open spaces to be pursued for preservation and effective preservation and maintenance strategies. It is anticipated that this master plan will project needs and goals through the year 2033. The City is requesting proposals (RFP) from firms interested in providing these services.

Project Goals

- To understand and document Nibley's needs and requirements for community development through parks, open space and recreational programs.
- To effectively plan for high quality park and recreation facilities for Nibley City at a reasonable cost.
- To guide the acquisition and development of additional trails, parks, and open space areas to provide the community with opportunities to stay active and healthy, and to provide safe and effective non-motorized transportation routes.
- To effectively identify strategies for the City to pursue to protect valuable open space land and effectively manage and maintain such open spaces
- Have a positive and lasting effect on wildlife and habitat, protection of river corridors, the protection of agriculture greenbelts, providing land and facilities for community recreation.

Scope of Work

Nibley City has budgeted \$40,000 for the development and completion of the Nibley City Parks, Recreation & Open Space Master Plan. The following tasks are to be completed, in addition to others that are necessary to accomplish the project goals and complete the project:

1. Project Coordination

The Consultant will regularly coordinate with the Project Manager and Project Steering Committee. Coordination shall consist of a bi-weekly update call with the project manager and a monthly status meeting with the steering committee. The update in the coordination activities shall include a progress report on each milestone including the consultant's estimated percent completion of each. The Consultant shall prepare an agenda for each coordination activity and provide the agenda to the City in advance of the meeting. Coordination activities should be designed to both receive direction on the project and to inform the City regarding status and findings of the project.

2. Public Engagement

The consultant will conduct appropriate public and stakeholder engagement to gauge the needs and interests of the community. Activities are likely to include a community-wide survey, interviews with community members and stakeholders, public workshops and participation in open houses. With input and guidance from the City, the Consultant will create a public engagement plan to guide these activities.

In addition to conducting public engagement activities in conjunction with the project, the consultant will draw upon recent findings of public engagement conducted by City Staff and the Parks and Recreation Committee.

3. Existing Conditions and Needs Assessment

An assessment of existing conditions and a projection of needs for improved and new park facilities, recreational facilities and open space preservation will be conducted. This assessment should be based upon the existing and projected demographics in the community, and the values of community members drawn from public engagement activities.

Considerations of deficiencies in the current network of park space in relation to geographical connections, access and equity in park placement and a study of passive and active recreation that should be available in park space will be assessed.

4. Draft Plan Framework Scenarios

The consultant will draft 2-3 scenarios of park and recreation facility for the project steering committee to consider that include diverging approaches to providing parks and recreation opportunities in the community. Example scenarios may include focusing on smaller, community parks vs a larger regional facility. Each scenario should have a basis on public input and findings from the needs assessment.

5. Draft Preferred Scenario

Based upon the screening of plan framework scenarios, the consultant team will draft a preferred scenario that will include locations and descriptions of all proposed parks with concept plans for each, recreational facilities identified for both existing and proposed parks, and mapped open space areas to focus preservation efforts. The preferred scenario will be reviewed by the project Steering Committee for further refinement.

6. Project & Funding Identification

The consultant team will identify specific projects, costs, proposed phasing and recommended funding sources for each. Funding sources may include both local sources and grant opportunities.

7. Open Space Preservation Strategic Plan

Based upon the open space areas identified in the preferred scenario, the consultant team will formulate a strategic action plan to preserve such open spaces. Actions identified should be sufficiently specific to direct Nibley City Staff and Officials.

8. Parks Facilities Management Plan

The consultant team will formulate a management plan to ensure ongoing maintenance of existing and new park and recreation spaces and assets. This will include a general schedule for replacement and renewal of various assets.

9. Compile Plan for Adoption

All components of the Nibley City Parks, Recreation & Open Space Master Plan will be compiled into one cohesive document for adoption consideration.

Proposal Content

Nibley City is seeking a concise proposal that addresses all the requirements outlined in this RFP. Proposers must send a digital copy to levi@nibleycity.com. The proposal must not exceed eight single-sided pages, excluding personnel resumes, and must include the following sections:

1. Information - Provide the following information:
 - a. Name of the qualified firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Internet address
 - f. E-mail address
2. Proposed Completion Schedule – Include a Proposed Completion Schedule for each proposed task.

3. Project Approach – A concise description of how your team will work with the City to achieve its goals described in the “Scope of Work” section of this RFP, along with a list of additional duties to be completed, along with any additional detail and tasks that would need to be completed but are not included herein.

4. Personnel
 - a. List the professional and support positions that would be primarily responsible for this study.
 - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one.
 - c. If applicable, list professional sub-consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

5. Provide an estimate of costs (in a separate document) – The cost structure for services shall include:
 - a. A not-to exceed total cost of \$40,000
 - b. Costs per task and subtask
 - c. Staff hours, itemized to include tasks / sub-tasks, estimated hours, the rate per hour, and total costs
 - d. Supplies and materials
 - e. Travel
 - f. Subcontractor(s), (if necessary)

Selection Process and Criteria

A Selection Committee will review the proposals received in response to this request. The Committee may reject any proposal without further consideration for failure to conform to the requirements of this RFP. Following the review of the proposals, a firm will be selected or, if no firm is acceptable, the City may reject all proposals and cancel or reissue the RFP. Selection of a firm is also dependent on the negotiation of a mutually acceptable contract with the highest scoring proposal. If a contract cannot be negotiated, the City and Committee may negotiate with the next highest scoring proposal(s), cancel, or reissue the RFP.

Selection Criteria

The Selection Committee, in choosing a firm to assist in the study, will use the following criteria:

1. Experience: (20 points) Firms will be evaluated according to their current and past experience and the individuals assigned to this project. The experience will cover current

and past efforts and their quality in creating Parks and Recreation Master Plans and other related projects.

2. Qualifications of Staff Assigned: (20 points) The professional qualifications and time availability of the staff assigned to manage and conduct the study will be reviewed.
3. Approach: (30 points) The proposal will be reviewed for completeness, organization, innovation, adherence to the described scope, additional duties added to the scope, and soundness of the technical procedure to the project.
4. Project Management: (20 points) A statement of schedule and significant milestones will be reviewed along with the experience and reliability in performing and managing similar work in past projects.
5. Cost: (10 points) The City reserves the right to choose a lower scoring proposal to meet Nibley City budget requirements for the project. The proposed cost should not exceed \$40,000.

Timeline

Questions due in writing	February 22, 2023
Proposals Due	March 1, 2023
Contract Awarded	March 15, 2023

Questions

Please send any formal questions in writing to levi@nibleycity.com .