



**SHAWNEE COUNTY  
PARKS + RECREATION**

**REQUEST FOR PRICED PROPOSALS**

**GAGE PARK  
MASTER PLANNING SERVICES**

**Gage Park  
Shawnee County**

**Topeka, KS.  
May 2017**

**[parks.snco.us](http://parks.snco.us)**

**PROPOSAL #**  
**DATE MAILED**  
**CLOSING 2:00 PM**

**032-17**  
**05-16-17**  
**06-23-17**

**REQUEST FOR PRICED PROPOSAL  
GAGE PARK MASTER PLANNING SERVICES**

Proposals will be received by the Shawnee County Parks and Recreation (SCP+R) at the Audit and Finance Department Office until **2:00 PM**, local time **June 23, 2017** for completing the Gage Park Master Plan in Topeka, KS. Those wishing to submit proposals may obtain requirements by contacting Michele Hanshaw in the Audit Finance Department, 200 SE 7th Street, Room 201, Topeka, KS 66603, phone 785-251-4039, or on the internet at [www.snco.us](http://www.snco.us) - Requests for Quotation.

**Read This Request Carefully**

Failure to abide by all of the conditions of this request may result in the rejection of a proposal. Inquiries about this request should indicate the **Proposal #** and be directed to the Purchasing Specialist. **This is a Request for a Priced Proposal**; refer to Section 1; Conditions of Proposal, Section 2; Content and Submittal of Proposal, and Section 3; Scope of Proposal. Reference Sections 4, 5, 6, and 7 for Other Requirements, Owner Provided Activities, Supplemental Work, and Appendices respectively

SIGNATURE SHEET

SCP+R Improvement Project \_\_\_\_\_, Gage Park Master Planning Services.

I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the proposal process. A conflict of substantial interest is one, which a reasonable person would think would compromise the proposal process.

Addenda: The undersigned acknowledges receipt of the following addenda as applicable:

#1 (\_\_\_\_\_) #2 (\_\_\_\_\_) #3 (\_\_\_\_\_)

Legal Name of Person, Firm or Corporation \_\_\_\_\_

Telephone (800) \_\_\_\_\_ Local (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code \_\_\_\_\_

Social Security Number (SSN) or Federal Employee Identification Number (FEIN) \_\_\_\_\_

Business Status: DBE (\_\_\_\_\_) Other (\_\_\_\_\_)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name of Signature \_\_\_\_\_

Title \_\_\_\_\_

If awarded a contract and purchase orders are to be directed to an address other than above, indicate mailing address and telephone number below:

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (800) \_\_\_\_\_ Local (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

# SECTION 1

## CONDITIONS OF PROPOSAL

- 1.1 **Proposal Reference Number:** The above **Proposal Number** has been assigned to this **Request** and must be shown on all correspondence or other documents associated with this Request and must be referred to in all verbal communications. The single point of contact for all inquiries, written or verbal requests, shall be directed to:

Shawnee County  
Contracts and Procurement Division  
ATTN: Michele Hanshaw Purchasing Specialist  
200 SE 7<sup>th</sup> Street, Room 201  
Topeka, KS 66603  
Phone 785.251-4039  
Email michele.hanshaw@snco.us

No communication is to be had with any other County employee regarding this Request unless otherwise stated. Violations of this provision may result in the rejection of a proposal.

- 1.2 **General Scope of the Proposal:** The general Scope of Services required will focus on Park Master Planning for Gage Park and will include, but are not limited to; site analysis and assessment, community outreach and public engagement, integration of existing master plans, project specific webpage support, concepts development, alternatives analysis, construction and operational cost estimates, business plan, and funding/management alternatives considerations, and preparation of a Master Plan document. See Section 3 for detailed work tasks desired.
- 1.3 **Consultant:** Proposal shall be submitted by a Consultant/Team with the necessary experience and personnel required to complete the project within the timeframe specified herein. Obtaining information for the study may require the Consultant to utilize sub-consultants as required. Consultant will provide a list and/or otherwise indicate all sub-consultants to be utilized for the project.
- 1.4 **Cost of Preparing Proposal:** The cost of developing and submitting the proposal is entirely the responsibility of the Consultant/Team. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this Request. All submittals in response to this RFPP will become the property of Shawnee County and will be a matter of public record after signing of the contract or rejection of all submittals.
- 1.5 **Project Timetable:** The project shall be completed within the following project period:
- 1.5.1 **May 23, 2017:** Mandatory Pre-Proposal Meeting
  - 1.5.2 **June 23, 2017:** Proposals due **by 2:00 PM**
  - 1.5.3 **June - July 2017,** Negotiation Committee review of proposals, interviews, and selection of Consultant/Team, Board of County Commissioners approval
  - 1.5.4 **July 2017:** Contract negotiated, to Board of County Commissioners, Board of County Commission approval
  - 1.5.5 **July 2017:** Notice to Proceed
  - 1.5.6 **July 2017 - February 2018:** Project Completion Period
  - 1.5.7 **January 31, 2018** Final Master Plan Submittal for Review
  - 1.5.8 **February 28, 2018** Final Master Plan Completion
- 1.6 **Pre-Proposal Conference:** A pre-proposal conference will be held at **3:30 PM, May 23, 2017** at the Kansas Children's Discovery Center, Topeka, KS. John Knight, Director of SCP+R and staff will conduct the meeting and shall administer the project for Shawnee County. **Due to the nature of the project, attendance is mandatory at the pre-proposal conference. Proposals submitted by those not attending this meeting will be considered non-responsive and given no consideration.** All questions requesting clarification of items/issues discussed at the pre-proposal conference must be submitted in writing or email to the Director SCP+R (John.Knight@snco.us) and to the Purchasing Specialist (Fax 785.291.4941) or email Michele.Hanshaw@snco.us prior to the close of business on **June 15, 2017**. Impromptu questions will be permitted and spontaneous unofficial answers provided, however proposers should clearly understand that the only official answer or position of Shawnee County will be in writing. Failure to notify the Purchasing Specialist of any conflicts or ambiguities in the Request may result in items being resolved in the best interest of Shawnee County. Any modification to this Request because of the pre-proposal conference, as well as written answers to written questions, shall be made in writing by addendum and emailed and mailed to all vendors who received the original request from the Purchasing Division. Only written communications are binding.

- 1.7 **Negotiated Procurement:** The County reserves the right to negotiate this proposal. Final evaluation and selection of a Consultant/Team shall be made by a Selection-Negotiation Committee or their designees consisting of members from Shawnee County Departments, local citizens (groups), and the Shawnee County Board of County Commissioners.
- 1.8 **Appearance Before Committee:** The Selection-Negotiation Committee will review all submittals and may select up to the **three top proposals**. These Consultant/Team firms may then be invited to make a presentation to the committee in SCP+R offices, at no cost to the department, to explain their understanding and approach to the project and respond to questions from the Committee concerning their proposal; The panel will select the proposal which best fulfills the County's requirements. The County may negotiate with that firm/team to determine final costs and contract form. There will be no public opening and reading of costs associated with the proposals. Overall responsiveness to the Request for Proposals is a crucial factor in the evaluation process. The Committee may award the proposal without conducting negotiations. The Committee reserves the right to request information from any and/or all Consultant/Teams as needed.
- 1.9 **Evaluation of Proposal:** Evaluations shall be made in the best interest of Shawnee County and SCP+R as determined by the Selection-Negotiating Committee or their designees. The proposal evaluation will include the following considerations:
- Response to format as required by this Request
  - Background and history of Consultant/Team
  - Adequacy and completeness of the Request Submittal
  - Consultant/Team understanding of the project
  - Compliance with the terms and conditions of this Request
  - Experience with similar projects
  - Qualified Staff/Personnel qualifications
  - Methodology approach, and work plan proposed to accomplish tasks
  - Proposed Schedule
  - Familiarity with Shawnee County and its facilities
  - Proposed costs for the work (Section 3)
  - Any Special Considerations
- 1.10 **Acceptance or Rejection:** The Committee reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal. **SELECTION OF A CONSULTANT/TEAM FOR FURTHER NEGOTIATION SHALL BE BASED ON THE BEST OVERALL INTERESTS OF SHAWNEE COUNTY and SCP+R (AS OUTLINED ABOVE IN PARAGRAPH 1.9) AND WILL NOT BE SOLELY BASED ON THE CONSULTANT/TEAM COSTS PRESENTED.**
- 1.11 **Contract Cost:** The selected Consultant/Team shall present required costs for the Scope of Work (Sections 3-6), as requested, with all supporting information delineating all proposed cost elements, suggested allowances, exclusions, etc. The information shall also include man hour costs, overhead factor, and markup to be applied to any additional work requested by the County.
- 1.12 **Contract:** The successful Consultant/Team and Shawnee County shall negotiate and enter a written contract to include specific costs (Section 3) and conditions.
- 1.13 **Contract Formation:** No contract shall be considered to have been entered by Shawnee County until all statutorily required signatures and certifications have been rendered; and a written contract has been signed by the successful Consultant/Team.
- 1.14 **Open Records Act:** All proposals become the property of Shawnee County. Kansas law requires all information contained in proposals to become open for public review once a contract is signed or all proposals are rejected. Copies of individual proposals may be obtained under the Kansas Open Records Act by calling 785.251.4039 to request an estimate of the cost to reproduce the documents and remitting that amount with a written request to the above address, or a design build team may make an appointment by calling the above number to view the proposal file. Upon receipt of the funds, the documents will be mailed. Information in proposal files shall not be released until a contract has been executed or all proposals have been rejected.
- 1.15 **Federal, State and Local Taxes-Governmental Entity:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Request. Shawnee County is exempt from state sales or use taxes and federal excise taxes. These taxes shall not be included in the vendor's price quotations.
- 1.16 **Suspension from Proposing and/or Bidding:** Any Consultant/Team member, who defaults on delivery as defined in this Request may, at the discretion of the Audit-Finance Director, be barred from proposing or bidding on any subsequent Request for a period to be determined by the Director.

- 1.17 **Insurance:** Shawnee County shall not be required to purchase any insurance against loss or damage to any personal property nor shall Shawnee County establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the Consultant/Team shall bear the risk of any loss or damage to any personal property.
- 1.18 **Cash Basis and Budget Laws:** All contracts entered by Shawnee County are subject to the State of Kansas Cash Basis and Budget laws. Any obligation incurred, because of, the issuance of the specifications binds Shawnee County only to the extent that cash is available at the time payment is required. Furthermore, any contract that extends beyond Shawnee County's current fiscal year does not create an indebtedness or obligation for the subsequent fiscal year, and Shawnee County reserves the right to cancel any contract until the first date of the subsequent fiscal year.

## SECTION 2 CONTENT and SUBMITTAL OF PROPOSAL

- 2.1 **Proposal Format:** Each Proposal shall contain a transmittal letter, outlined below, and an Executive Summary (not to exceed two pages) which shall generally articulate how services identified in the scope of work will be provided. Qualifications, experience, references, costs, and all other information requested herein shall be included in the body of the proposal. **The Executive Summary and the Proposal shall not exceed a total of 30 pages** including any graphics and/or attachments, and shall be submitted in an electronic version on a labeled CD or USB drive in PDF format with an Index and bookmarked along with nine (9) original hard paper copies. Each original paper copy shall include a tabbed index and page numbers.
- 2.2 **Transmittal Letter:** A transmittal letter is to serve only as the document covering transmittal of the Consultant's/Team proposal. The letter should provide the name(s), title(s), address(s), e-mail(s), and telephone number(s) of the official contact and alternate, if applicable. These individuals should have the authority to bind the contractor and shall be available to be contacted by telephone and attend any interviews to be scheduled.
- 2.3 **Past Projects, Performance, and Quality Control:** The Consultant/Team shall include a list, individual narratives, and performance information for similar projects which it/they have completed in the past five years. Any previous projects with Shawnee County should be included. The Consultant/Team must demonstrate an ability to undertake and complete complex public projects on time, within budget, with a high degree of quality and show sensitivity to the needs and interests of the community. An explanation of the Consultant's/Team quality and cost control philosophy, procedures and goals should be provided. State whether the firm has ever been involved in litigation, arbitration or mediation because of design errors and/or omissions including the circumstances of any involvement.
- 2.4 **Consultant/Team Firm(s) Organization, Key Personnel and Project Team Organization:** Consultant/Team shall; (a) Include name, address, and telephone number of primary firm submitting proposal, (b) identify each Team member firm or sub-consultant including name, address, and telephone number, (c) describe the working relationship and duties of the proposed prime, team members, and sub-consultants, (c) provide a profile of the firm including types of services offered, the year founded, and form of organization (corporation, partnership, sole proprietorship), and (d) Include a statement to the effect that the proposed project team members will be available to work on the Project in the roles specified with the proposed timeline and will not be reassigned, removed or replaced without the consent of the County.

Personnel of the Consultant/Team assigned to the project shall be identified, qualifications provided, and roles identified. A resume indicating key relevant experience and knowledge for each person named must be attached to the proposal. Professional and technical support personnel must be included. Consultant shall provide an organizational chart of the project team that clearly delineates communication and reporting relationships among the project staff and among any sub consultants involved in the Project. Identify key personnel to perform work in the various tasks, and include major areas of subcontracted work.

- 2.5 **Project Understanding, Approach, and Work Plan:** Utilizing the project criteria and objectives shown in the Scope of Work, Consultant/Team shall provide a detailed Work Plan showing the methodology and approach to be used to successfully accomplish the Project. Indicate as part of the Work Plan the firm's capability to accomplish other current projects and this Project with its current work force. The work plan shall provide a summary of the Consultant's understanding of the project including

- 2.6 **Proposed Schedule:** The Consultant/Team shall provide a proposed schedule (between June 2017 and February 2018) indicating work tasks, for all Phases, sequencing of public engagement activities, deadlines, and key completion dates for the various project components from date of issuance of the Notice to Proceed through completion of the Final Master Plan.
- 2.7 **Proposed Costs:** The Consultant shall present required estimated project costs for the Scope of Work (Section 3.12) with all supporting information delineating proposed phases, work tasks, manpower cost elements, sub-consultant work, suggested allowances, exclusions, etc. Any use of Allowances should be clearly defined.
- 2.8 **Other Information:** Please provide any other information that the Consultant/Team feels pertinent to this project including suggested changes and/or services that can be provided by the Consultant/Team as part of the work efforts.
- 2.9 **Submission of Proposals:** Nine (9) paper copies and one (1) PDF copy (Indexed and Bookmarked) of the Consultant's proposal sealed securely in an envelope or other container shall be received promptly by 2:00 PM, June 23, 2017 (Central Standard Time).

**Shawnee County Purchasing Division**  
**Proposal #023-17, Closing Date: June 23, 2017**  
**200 SE 7<sup>th</sup> Street, Room 201**  
**Topeka, KS 66603**

Faxed or telephoned proposals are not acceptable unless otherwise noted. Proposals received prior to the closing date shall be kept secured and sealed until closing. Shawnee County shall not be responsible for the premature opening of a proposal or for the rejection of a proposal that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container. Late proposals will be retained unopened in the file and not receive consideration.

- 2.10 **Signature of Proposals:** Each proposal shall give the complete mailing address of the Consultant and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. Each proposal shall include the Consultants Federal Employer's Identification Number.
- 2.11 **Acknowledgment of Addenda:** All Consultants shall acknowledge receipt of any Addenda to this Request. Failure to acknowledge receipt of any Addenda may render the proposal to be non-responsive. Changes to this Request shall be issued only by the Purchasing Division in writing.
- 2.12 **Withdrawal of Proposals:** A proposal may be withdrawn on written request from the Consultant/Team to the Purchasing Specialist at the Purchasing Division prior to the closing date.
- 2.13 **Proposal Disclosures:** At the time of closing, only the names of those Consultant/Teams who submitted proposals shall be made public information. Interested Consultant/Teams or their representatives may be present at the announcement at Shawnee County Courthouse Purchasing Division, 200 SE 7<sup>th</sup> Street, Room 201, Topeka, KS 66603.

## **SECTION 3**

### **SCOPE OF PROPOSAL**

- 3.1 **Introduction/ Background:** Shawnee County Parks + Recreation (SCP+R) is soliciting proposals from qualified Consultant/Teams to work in conjunction with SCP+R staff and partners to facilitate public input along with master and business planning services for re-development of Gage Park. Gage Park is a beautiful 160-acre park and is one of the star attractions in the City of Topeka and Shawnee County with a history dating back to 1899, when the heirs of Guilford Gage donated 80 acres of land west of Topeka between 6th and 10th Streets to the City of Topeka. The deed stated that the park was for the "benefit of the health, comfort and recreation of the citizens of Topeka and their friends. Today Gage Park continues to play a very important role in the lives of the citizens of Topeka and Shawnee County as well as serving as an attraction from across the mid-west. Gage Park has been making memories since 1899, and continues to play a significant role in the lives of the citizens of Topeka and northeast Kansas. Whether planning a family reunion, a birthday party, a corporate picnic, a wedding, or simply enjoying a day in the park, Gage Park offers a variety of things to do and see for persons of all ages. No other specific location in Shawnee County contains the diversity and array of recreational and educational opportunities with the Topeka Zoo and Conservation Center, the Kansas Children's Discovery Center, Helen Hocker Theater, and numerous other facilities. The current and anticipated level of local stakeholder collaboration and the public's desire to restore and upgrade park facilities has never been greater. With the independent nature of the varied Gage Park stakeholders, the need to collaborate and master plan the entire park as a single interactive community resource is needed. Steps have been underway for some time to

bring all stakeholders together to initiate this effort, with the additional potential for cost sharing to complete the Master Plan study. Reference Appendices A and B for Park features and Partners. This planning effort is the highest priority within the SCP+R system.

**3.2 Scope of Services:** The Scope of Services includes, but is not limited to, site analysis and assessment, community outreach and public engagement, integration of existing park master plans, project specific webpage support, concepts development, alternatives analysis, construction and operational cost estimates, business plan, and funding/management alternatives considerations. Community engagement is considered a key element for the study. The department would like to ensure that most needs addressed by the community are met. The Consultant/Team will need to be familiar with County and City codes, restrictions and processes throughout the project. All deliverables will be submitted to SCP+R in hard copy and original electronic format. All work produced by the Consultant/Team for this project will become property of Shawnee County and it is expected that information pertinent to this project will be shared freely with all County employees and other agencies involved in the project. The Consultant/Team shall address each of the following phases by describing how your firm/team would approach and accomplish the indicated criteria. Include experience and examples of similar work performed and/or provide information on any sub-consultant's experience. The Consultant/Team is encouraged to revise and/or re-configure indicated Phasing if and as appropriate for their approach to the Project.

**3.3 Master Planning Phases:** At a minimum, the Master Planning process shall include the major work task areas of;

**3.3.1 Phase 1: Site Assessment**

**3.3.2 Phase 2: Preliminary Public Engagement**

**3.3.3 Phase 3: Park Concepts Development**

**3.3.4 Phase 4: Alternatives Development and Preliminary Master Plan Development**

**3.3.5 Phase 5: Public Engagement and Alternative Selection**

**3.3.6 Phase 6: Individual Management Plan (IMP)**

**3.3.7 Phase 7: Future Design and Construction**

**3.3.8 Phase 8: Final Master Plan**

Each Phase is discussed in more detail in Sections 3.4 to 3.11 below.

**3.4 Phase 1 Site Assessment:** This phase will consist of an overall assessment of the Gage Park site to consider existing land use conditions, physical issues and attributes, and operational constraints. Additional information will be needed to evaluate existing buildings/architectural features, land use, traffic impacts, greenspace, open space use, subsurface issues, available utilities, condition of current infrastructure, landscaping, forestry assets, current energy sources, historical features and restrictions, and current conservation practices. This information will be used in later Phases to help develop alternative opportunities for re-configuration and re-developing the property.

General tasks/milestones required will include:

- a. Review existing documents and relevant background materials relating to the Gage Park site.
- b. Conduct an on-site review with SCP+R and stakeholders staff.
- c. Review existing Master Plans for the different stakeholders within the park.
- d. Develop a Park Inventory of features, facilities, utilities, infrastructure, condition, background information, and background historical information.
- e. Conduct an architectural review of all existing buildings, shelters, rental venues, etc. to assess historical status and determine feasibility of continued and type of use
- f. Conduct introductory workshops with SCP+R representatives and key stakeholders including; Topeka Zoo, Kansas Children's Discovery Center, Helen Hocker Theater, Topeka Swim Association, Citivan Club, and other partners.
- g. Obtain (1) topographic site survey information, (2) arborist report, and (3) geotechnical report from SCP+R.
- h. Prepare project work maps to be used throughout the project phases.
- i. Coordinate and prepare all Public Engagement materials, meeting venues, schedules, etc.

Deliverables will include but not be limited to:

- a. Architectural Review.
- b. Park Inventory and overall site assessment.



- c. Historical Inventory.
- d. Outline of Stakeholder needs.
- e. Prepare a written summary/power point of Assessment to utilize in upcoming public engagement process.
- f. Graphics, maps, and written documents characterizing and addressing site conditions, issues, and constraints as needed.

**3.5 Phase 2 Preliminary Public Engagement:** This phase will initiate the community outreach process to build support for the park project and solicit community engagement on how the park should be re-configured to meet the future needs of residents and park users. The community outreach and public input process will be integral to the park planning process and should generally conform to the established Shawnee County policy for Major Projects, Parks and Programs Public Engagement Process. The aim of this effort will be to meld public perceptions and desire for positive changes to the Gage Park environment into an array of concepts for further consideration with eventual development of Alternatives for the future of the Park.

These preliminary efforts should include the following general tasks/milestones:

- a. Prepare a Public Engagement Strategy and process which complements the department's Major Projects, Parks and Programs Public Engagement Policy.
- a. Prepare a schedule of potential public meetings and events to initiate Consultant/Team interaction with the community at large, neighborhood groups, stakeholders, and individuals/residents, along with local governing bodies as needed to develop a background inventory of ideas to aid initial concepts development.
- b. Engage City, County, community and neighborhood groups, stakeholders and individuals/residents with follow-up information as required.
- c. Identify community liaisons, leaders, and community members to aid in further outreach efforts.
- d. Identify and develop methods to distribute project information (website, electronic bulletin board, newsletter, existing publications and media).
- e. Conduct additional focus groups and attend meetings of local community-based organizations.
- f. Hold stakeholder interviews following public engagement efforts.
- g. Develop community background inventory of needs (Needs Assessment), desires, etc. for Gage Park prior to further concepts development.

Deliverables should include at a minimum:

- a. Work Plan detailing the Public Engagement strategy and process.
- b. Schedule for all public engagement activities.
- c. Graphic and written information (fliers, surveys, questionnaires, press releases, etc.) to support the Public Engagement efforts.
- d. Initiate information sharing with the community during the engagement activities.
- e. Needs Assessment.
- f. Summary document of all community input.

**3.6 Phase 3 Park Concepts Development:** In this Phase the Consultant/Team will develop specific concepts derived from the public engagement process and the resulting Needs Assessment to reflect on; aspects of park patron characteristics (age, frequency, and type of use), communications and influences of electronics, physical changes to the park to accommodate events and participation variations, specific land-use changes to maximize available land while maintaining open space principals, traffic, parking, and transportation changes within the park, common operating efficiencies among the larger stakeholders, stakeholder future responsibilities and areas of influence, stakeholder future growth needs, and open space characteristics and amenities. The interaction of all concepts will need to address the revitalization and reconfiguration of the Park for the next 100 years and address as best as possible the everchanging needs of the local population and its lifestyles.

Concepts derived from both the stakeholder and public engagement processes will have to be categorized and vetted to; (1) determine the feasibility of actual implementation, (2) the potential for use by a highly diverse population, and (3) the ability to apply to specific Alternative development. A prioritized summary of potential concepts will be important to ensure the focus on the most desired elements for development into more detailed Alternatives.

Deliverables will include but not be limited to;

- a. Concepts individual summaries
- b. Priority criteria characteristics summary
- c. Categorized and prioritized listing of concepts.

**3.7 Phase 4 Alternatives Development and Preliminary Master Plan Development:** In this phase, based on the community Needs Assessment and prioritized concepts, the Consultant/Team will develop specific Alternatives

emphasizing the future re-configuration and re-development for Gage Park. These Alternatives will be developed in sufficient detail to allow for the determination of the extent of; (1) land use of the existing Gage Park property, (2) impacts of potential changes with respect to the interaction and compatibility among the existing stakeholders, and (3) implementation of other park features (existing and proposed) along with future desired features. These Alternatives need to reflect the desire to achieve a future Gage Park as a single interactive community educational and recreational resource.

These preliminary efforts should include the following general tasks/milestones:

- a. Conduct workshop(s) as required to further explore and assess the application of previously developed concepts to specific Alternatives to meet the needs of the community.
- b. Develop Alternatives with respect to Park re-configuration, features, uses.
- c. Select three Alternatives for further evaluation.
- d. Detail the three Alternatives sufficiently to present to the stakeholders and the public.
- e. Develop preliminary construction and operating cost estimates for the three alternatives.
- f. Develop preliminary implementation and phasing program/schedule.
- g. Prioritize the three Alternatives with clearly demonstrable pros & cons.
- h. Develop a preliminary outline for the Master Plan for review/discussion with SCP+R staff.

Deliverables will include but not be limited to:

- a. Power point presentation of priority concepts (including pro/cons) and subsequent Alternatives.
- b. Mapping and exhibits to define Alternatives.
- c. Preliminary Alternatives Cost Estimates.
- d. Preliminary Alternatives Implementation Plan.
- e. Preliminary Master Plan Outline.
- f. Public Engagement Materials.

**3.8 Phase 5 Public Engagement and Alternative Selection:** This phase will continue the community outreach process to build support for the park project with specific suggestions for change and will solicit further community engagement on how the proposed Alternates could meet the future needs of residents and park users.

These specific efforts should include the following tasks/milestones:

- a. Prepare a Public Engagement strategy and process which will address the community presentation of Alternatives developed in Phase 4.
- b. Develop a method to provide for individual patrons to provide a rating/selection of the most desirable Alternative from the information provided on the three presented Alternates.
- c. Prepare a schedule of potential meetings/events/workshops.
- d. Engage City, County, community, and neighborhood groups, stakeholders, and individuals/residents in the discussion of Alternatives.
- e. Hold focus groups, as required, to review proposed Alternatives and attend meetings of local community-based organizations to solicit their input on their priorities of Alternatives to implement.
- f. Hold stakeholder interviews to solicit their input on Alternatives.
- g. Complete public feedback exercise and compile data.
- h. Develop community and stakeholder priority summary with respect to Alternatives presented for Gage Park prior to further Phases.
- i. Determine the highest priority Alternative for further and final evaluation.

Deliverables will include but not be limited to:

- a. Work Plan detailing the Public Engagement strategy and schedule.
- b. Graphic and written information (fliers, surveys, questionnaires, power points, press releases, etc.) to support the Public Engagement efforts,
- c. Conduct initial public presentations of Alternatives to community, neighborhood groups, stakeholders and individuals/residents, Public Boards, Commissions and Council as needed to develop a background inventory of ideas to aid initial concepts development.
- d. Summary of public feedback effort.
- e. Determine desired priorities of Alternatives implementation.
- f. Summary addressing the selection, assessment, and public reception of the highest priority Alternatives (3) and basis for the selection of the final Alternate.

**3.9 Phase 6 Individual Management Plan (IMP):** Upon completion of Phase 5, the Consultant/Team will complete an Individual Management Plan (IMP) for the selected Alternate Park configuration deemed to be the highest community priority. The Consultant shall analyze and extrapolate data from the previous phases to complete an assessment of; (a) capital implementation costs (design and construction), (b) operations and maintenance needs/costs, and (c) revenue sources and revenue generating elements necessary for the property to address

costs. The Consultant shall also address the future operational mode and procedures for the park with respect to the future interaction and decision making input of the various stakeholder governing boards. Consultant /Team shall develop a Business Model for Gage Park with respect to SCP+R desire to seek creative opportunities for the establishment of a sustainable and manageable regional park with a shared operational and cost structure. Long term sustainability and operation could include establishment of Public Private Partnerships, long term Concession Agreements, a Park Authority, an Urban Park Conservancy, and/or a combination of these operating models. This effort should also address how the SCP+R may fund the operation and maintenance of the park while re-construction is accomplished in multiple construction phases. A Business Model, Operations Plan, Maintenance Plan

General tasks/milestones should include:

- a. Analyze data from previous phases to prepare most effective revenue generating opportunities.
- b. Develop Business Model
- c. Provide examples of Public Private Partnerships, Park Districts, and Urban Park Conservancies and determine their applicability to Gage Park.
- d. Determine future relationships of stakeholder governing boards with respect to effective operation of the Park.
- e. Create Business Model Alternate to include development of a Concession, Park Authority, Urban Park Conservancy, etc.
- f. Develop Operations and Maintenance Plans
- g. Include probable maintenance tasks, frequency, and duration
- h. Develop an IMP which complements the current department policies

Deliverables shall include:

- a. Business Model
- b. Alternate Business Model
- c. Operations Plan
- d. Park Maintenance Plan with Life Cycle and cost replacement model for elements to be installed onsite
- e. IMP

**3.10 Phase 7 Future Design and Construction:** SCP+R is anticipating that funding for reconstruction of Gage Park will happen in phases. This will enable the County to bid and then complete sections of the park as funding is received and will also allow for orderly operation during extended construction activities. In these future phases, design and construction documents would be completed for specific portions of the entire park re-configuration. Consultant/Team shall include a proposed logical sequence and schedule for reconstruction and construction phasing along with a construction cost and total cost estimate for each future phase. The total cost shall include estimated professional design and construction management services along with construction, and contingency costs Professional fees and project contingency costs shall be based on assumed percentages of construction costs.

Deliverables would include:

- a. Proposed design and construction phasing plan and schedule.
- b. Estimated design, construction, and contingency costs for each Phase
- c. Estimated total project costs for each Phase

**3.11 Phase 8 Final Master Plan:** Based on work completed in the previous Phases 1-7 along with the public and Stakeholder input, the Consultant/Team shall prepare a Final Master Plan (written and electronic formats) to summarize the Master Planning process, public and stakeholder engagement, selected concepts and Alternatives, attributes of the selected Alternative, the proposed methodologies to implement and manage the Gage Park facilities, proposed design-construction phasing, and costs summaries indicating design-construction-operations-maintenance costs for the proposed Gage Park improvements. Consultant shall present the Final Master Plan to the City, County, SCP+R, and Stakeholders governing bodies and staff along with at least one public meeting open to all citizens. Consultant shall provide 12 copies of the Final Master Plan in hard copy along with an electronic PDF copy indexed and bookmarked as necessary. Consultant shall assist County IT staff as required for placement of the Final Plan to the project Web Site.

**3.12 Presentation of Consultant/Team Master Plan Costs:** The Consultant/Team shall provide a separate Excel spreadsheet (separate from the proposal and on a Thumb Drive) clearly delineating the proposed Consultant/Team manpower, sub-consultant costs, and fixed costs associated with the completion of each Phase of the work as indicated above. The spreadsheet shall clearly indicate;

- a. Phase Number
- b. Task Item(s) Within each Phase

- c. Classification or Level of Worker/Employee Assigned
- d. Estimated Hours per Classification per task item
- e. Proposed Hourly Rate for each classification
- f. Subtotals and Totals sufficient to determine the estimated overall Phase costs.

In addition, and within the same spreadsheet, the Consultant will list any sub-consultants to be utilized, miscellaneous costs, travel costs, and any Allowances for specific items or activities. These costs may be listed as lump sum dollars and included in the subtotals and totals to derive the total estimated Phase costs. Where appropriate, the Consultant may indicate potential SCP+R task completion if deemed appropriate or cost effective.

## SECTION 4 OTHER REQUIREMENTS

- 4.1 **Web Site Support:** The Consultant/Team shall provide regular project updates to be added to the Shawnee County SCP+R Project Web Site. This will include but is not limited to project schedule, meeting notices, meeting minutes/notes, map, drawings, chronology of events, public information, special features, etc. Text should be given to County in a format that is easily added to the County's web server and shall include images along with the text and are expected to be posted and updated. Consultant shall work with County IT staff as required to provide for a smooth transition of information to the Web Site.
- 4.2 **Progress Reports:** The Consultant/Team shall provide a monthly project progress report which shall be submitted in the form of a Power Point Presentation as well as text documents compatible with the project Web Site. Updates with similar format(s), shall be provided after every public engagement meeting and or outreach event. All progress reports will be posted to the Web Site.
- 4.3 **Additional Project Support:** The Consultant/Team's shall, assuming completion and approval of the Master Plan, outline and describe Consultant/Team firm(s) capabilities to provide additional project support in the following areas:
  - a. Design
  - b. Construction Management
  - c. Construction Inspection
  - d. Opening Publicity and Celebration
  - e. Maintenance of relationships with all key stakeholders including various City and County Departments throughout completion of the project.
  - f. Fundraising Planning
  - g. Post construction stewardship monitoring

This information may be used by SCP+R to potentially determine the nature of any follow up negotiations for the indicated work following completion of the Master Plan.

## SECTION 5 OWNER PROVIDED ACTIVITIES

- 5.1 **Project Web Site:** SCP+R and County IT staff will establish and maintain a project website for public information exchange and access throughout the duration of the project. Consultant shall provide information listed above in Section 4 in formats compatible with the County Web Site. Consultant shall work with County IT staff as required to provide for a smooth transition of information to the Web Site.
- 5.2 **Assessment Phase Assistance:** The following subtasks shall be provided by SCP+R as information resources for the Consultant /Team;
  - a. **Site Mapping and Topographic Information:** SCP+R along with other Shawnee County Departments will provide aerial photographs, GIS mapping maps/data, and any other available topographic/contour information to the Consultant/Team for use on the project. Specific elevation contour surveys shall be Supplemental Services as deemed necessary by SCP+R and the Consultant/Team.
  - b. **Arborist Report:** SCP+R shall provide an Arborist's assessment of the existing trees and landscaping throughout the park along with a written report for use by the Consultant/Team.

- c. **Geotechnical Report:** SCP+R shall provide a limited and general geological assessment of the park area. This assessment shall be based on existing information from past projects in the area. It will not include any new borings within the park unless deemed appropriate as Supplemental Work by SCP+R.

## SECTION 6 SUPPLEMENTAL WORK

- 6.1 **Supplemental Work:** The SCP+R, at its sole discretion may request the completion of supplemental work. Any supplemental work shall be completed only with the approval of the SCP+R. Supplemental work shall be negotiated based on proposed scope of additional activities and cost elements previously included in the Consultant/Team proposal.

## SECTION 7 APPENDIX A – Gage Park SCP+R Facilities

1. **Blaisdell Family Aquatic Center** - located in the center of Gage Park the facility has numerous aquatic center features including a 50-meter pool with 1, 3, and 5-meter diving, zero depth entry, separate climbing wall, 4 water slides, fun floatables, sprays, family change room, shade structures, picnic areas, and party room. The facility is home to the Topeka Swim Association which hold practices but also hosts competitive meets that bring visitors to the community and provide a great deal of economic impact to the community.
2. **Mini-Train** - The mini-train has been an integral part of the sights and sounds of Gage Park for 50 years. The train route is a one mile scenic course through the park. Train engineers provide a riding tour detailing the history of the park, and its attractions. The train tunnel is a popular part of the trip for the children. The train depot is a replica Santa Fe Depot complete with concessions and restrooms.
3. **Carousel in the Park** – The unique vintage carousel is located west of the Blaisdell Family Aquatic Center. This carousel was built by the Herschell-Spillman Company in 1908 and houses a Wurlitzer style band organ. Approximately 50,000 patrons ride the carousel annually. The carousel is a popular destination for families. Many patrons bring their lunch and listen to the music from the band organ, or enjoy the Von Rohr Victorian Garden adjacent to the carousel.
4. **Play for All Field** - The construction of the Gage Park accessible diamond was accomplished through a fundraising effort that included funding from the Topeka Parks and Recreation Foundation, a Kansas City Royals Charities grant, a penny drive by Shawnee County residents and financial support from the City of Topeka. The accessible ball diamond allows people of all ages and abilities in Topeka and northeast Kansas the opportunity to play the game of baseball. The project was completed and the first pitch thrown out on July 23, 2011. This facility along with the Adaptive Recreation Facility and adaptive program is a partnership between Shawnee County and the Civitan Club. An annual car show as well as other philanthropic efforts make these facilities and programs possible.
5. **Hill's Bark Park** - Hill's Bark Park - located at the southeast corner of Gage Park was founded to provide a spacious, secure area for dogs to run and play leash free. Park features include: free admission, separate areas for large and small dogs, fully fenced with double gated entrances, water stations for people and dogs, disposal bag stations, trash cans, lighting for nighttime use, paved parking lot, benches, picnic tables, dog toy boxes, and bulletin board for planned activities.
6. **Reinisch Rose Garden** - Features more than 6,500 plants and 400 varieties of roses. The flowers are in bloom from May to October each year. Tulip blooms fill the rock garden the second and third weeks of April. The rose garden began as an idea of the city's first landscape architect and horticulturist, E.F.A. Reinisch, in 1926. The project was delayed because of funding issues. After Reinisch's death in 1929, Topeka Horticulture Society members established the garden, which was dedicated in June 1930. Its total cost came to \$30,000, all privately donated. One of the largest contributors was Topeka attorney Thomas F. Doran, who served as chairman of the rose garden committee under Dr. Karl Menninger, founder of the Menninger Clinic and president of the Horticultural Society. The garden was designed by Chicago landscape architect Emmett Hill and landscape gardener L. R. Quinlan of the Kansas State Agriculture College. The rose garden is a popular location for weddings between May and October, when the roses are in full bloom.

7. **Doran Rock Garden** - Doran Rock Garden blooms with tulips early to mid-April and annual flowers during the summer months. A popular spot for photos to celebrate a special occasion the garden features a pond, rock foot bridge, and wishing well.
8. **Von Rohr Victorian Gardens** - Victorian gardens surround a pond in the Hazel M. Von Rohr Victorian Gardens. In the center of the pond, a galaxy fountain makes a great focal point and a very relaxing stroll around the garden paths with beautiful scenery.
9. **Public Shelters** - All seven (7) shelters are available for rental April through October with five (5) containing kitchen facilities. Corral #2 and Steak Grill are available for rent April through October. Big Gage, Snyder's Cabin Westlake, Carousel Room, and the Children's Party House are available for rental year around.
10. **Other Features** - Gage Park also is home to the War Memorial, Topeka Horseshoe Association, and Animal Land (a one of a kind playground).

## **APPENDIX B – Gage Park Major Stakeholders (Partners)**

1. **The Topeka Zoo and Conservation Center:** Owned by the City of Topeka and operated by the Friends of the Topeka Zoo and located in the heart of Gage Park, the Topeka Zoo has been a favorite destination for kids and adults alike since the 1930's. The Zoo features numerous animals amidst acres of native horticulture and innovative animal exhibits – Lion's Pride, Tropical Rainforest, and domestic animals in the popular Children's Zoo.
2. **Children's Discovery Center:** The Kansas Children's Discovery Center is owned and operated by a separate 501C-3 and is separate from both the City of Topeka and Shawnee County governments. The Center is operated through a \$1 per year land lease of the 9.4 acres at the far southwest corner of Gage Park. The Discovery Center's 15,708 sq. ft. building is nestled within four wooded acres of Gage Park, providing numerous opportunities for outdoor exploration and discovery. The energy-efficient building creates a positive learning environment that enhances the exhibit experience and a wonderful connection to the outdoors through natural day lighting. The dramatic roofline collects rainwater. From the rainbow-colored glass wall, to the illuminated beacon vestibule, the building creates adventure and excitement at first glance.
3. **Helen Hocker Theater:** The Helen Hocker Center for the Performing Arts is an organization dedicated to enriching the cultural growth of our community. Quality family entertainment, positive learning experiences in a friendly atmosphere, and an outlet for artistic expression for youth and adults are found in the Theater's special year-round programming. Family and youth musicals, dramas and comedies are offered, along with music and dance events, performing arts classes and workshops. The primary goals of the Theater are to provide exciting and enjoyable challenges for the participants and quality in all endeavors for patrons. The theater was founded in Gage Park in the mid 1960's and was originally given the name of "The Playhouse in the Park." This facility and program are currently operated by the Topeka Civic Theatre and Academy, a valuable partner for over 5 years.
4. **Topeka Swim Association:**
5. **Civitan Club of Topeka:**

**Attachments: Gage Park Map**

