

REQUEST FOR PROPOSALS

City of Burlington, Colorado

Comprehensive Parks and Recreation Master Plan Services

PURPOSE

The City of Burlington is accepting proposals for a Professional Planning Consulting Service to create a comprehensive Parks and Recreation Master Plan for the City of Burlington, the purpose of which is to establish a strategic plan for its recreation and parks system that will guide future decision making regarding operations, maintenance, and capital improvements over the next ten years.

SCOPE OF WORK

The Scope of Work summarizes the tasks, and the required product of the project. The description of the task is included to clarify the nature of the work that is expected to be performed by the selected consulting group. Proposers are urged to use this information as the basis for preparing their detailed approach to the work.

A. Statement of Intent

A comprehensive parks and recreation master plan is necessary to reflect community goals and objectives and formulate implementation strategies. The plan will serve as a decision-making tool to assist in annual budgeting and future development of facilities, infrastructure, and programming. Recreation in Burlington has a strong emphasis on use of City owned and operated facilities and infrastructure, City/Community partnerships, trail system, and opportunities outside the incorporated boundaries of Burlington.

B. Project Objectives

1. Translate community vision into a realistic, strategic, and comprehensive planning tool. Identify the value and importance that recreation, activities, and parks play in residents' lives, value to the community, and potential for improvement in quality of life issues.
2. Address the City's role in meeting the recreational needs of the City of Burlington, its residents and visitors alike.
3. Promote best practices and innovative strategies for improvements to parks, operations, and organization.
4. Provide a realistic guide for decision-making with regard to park, building, and facility usage; policy; operations; short and long-term maintenance costs; and future capital improvement expenses.
5. Assessment of existing facilities and programs, identify potential opportunities to improve usage or expand programming, address rehabilitation needs, prioritize and develop time-line for improvements.
6. Facilitate participatory process for citizen input and involvement in the development of the Parks and Recreation Master Plan to ensure City's future efforts align with community needs and priorities in terms of programs and facilities.

7. Address the City's future parks and recreational needs, provide recommendations for prioritizing acquisitions and staffing augmentation to meet future needs.
8. Prepare feasibility study to address the potential creation of a Recreation District to address funding of capital needs outside the boundaries of the City of Burlington related to parks and recreational opportunities, acquisition, and implementation.

C. Major Work Elements

The City anticipates the following work elements will be necessary to develop this Strategic Plan:

1. Evaluation of existing public and private recreational facilities and programs serving the City of Burlington and surrounding areas.
2. Analysis of current City of Burlington park facilities including an evaluation of specific maintenance needs for each facility.
3. Analysis of future development or rehabilitation opportunities for each park, including the development of alternative conceptual site plans and renderings, as appropriate, for future improvements.
4. Evaluation of existing programs and participation levels, including a cost/benefit analysis for each program.
5. Evaluation of current park/facility usage trends to include analysis of possibility of decentralizing or duplicating popular activities to other park/facility locations.
6. Evaluation of Parks and Activities budget, staffing, and park maintenance operations.
7. Citizen engagement efforts including the residents of Burlington and surrounding areas in, at a minimum, the following elements:
 - Stakeholder interviews (to include elected officials, senior City staff, park and facility users, local volunteer organizations, private providers, and other organizations as identified)
 - A minimum of three status meetings with a citizen advisory committee as appointed by Mayor and Council. Number of committee members and structure to be recommended by Consultant
 - Two public community meetings
 - Survey to a random sampling of households within identified target park/facility areas in Burlington in an effort to produce statistically valid survey results.
 - Project updates for publication on the City's website.
 - Interviews geared toward gaining input from the youth of community and surrounding areas
 - City Council presentations including:
 - Initial presentation
 - Draft/Interim presentation
 - Final Presentation

D. Key Deliverables

The following are to be furnished to the City of Burlington by the selected consultant:

1. Recommendations for on-going maintenance and operations for the parks/facilities utilizing current level of City investment and an accelerated investment level over five and 10 years.
2. Recommendations for improvements to existing park properties including a prioritized list of capital projects with cost and construction estimates.
3. Conceptual site plans and renderings depicting future development and expansion opportunities for each park including trails in each park and trail connections between parks, based upon citizen engagement effort.
4. Recommendations for the City of Burlington Education and Community Center for analysis of existing programming, space, usage, and O&M costs to identify areas of improvement, expansion of programs and facilities, to include possible construction of additional facilities; based upon citizen engagement efforts.
5. Recommendations on best practices and innovative strategies for improvements to parks, operations, and organization based upon successes and best practices of other similar communities.
6. Viable funding alternatives for an accelerated investment level over five and ten year periods i.e., grants, loans, district development, etc.
7. Mapping deliverables (in GIS and pdf format):
 - Existing public and private recreational/activity related facilities
 - Service areas for existing recreational/activity related facilities
 - Proposed greenways and paths within each park/facility and connections between
 - Proposed system-wide improvement plans to illustrate system scope and balance, priorities for improvement, and connections
8. Plan Deliverables:
 - Electronic copy of final plan
 - Electronic copy of all renderings/conceptual plans
 - 12 printed copies of final plan in three-ring binders

The following will be provided by the City of Burlington to selected consultant:

1. Maps and aerial photography of incorporated City of Burlington identifying parks and recreation facilities, streets, and trail system.
2. Summary of existing parks/facilities.
3. Contact information of organizations involved in recreation and parks activities.
4. Inventories of existing facilities and major events held at each.

GENERAL CONSIDERATIONS

PROPOSED SCHEDULE

Release of RFP:	July 31, 2018
Question Period:	August 01-22, 2018
Responses to Questions:	August 24, 2018
RFP Deadline:	September 21, 2018, 2:00 P.M. MST
Award by City Council:	October 29, 2018
Grant due to Great Outdoors Colorado (GOCO):	November 01, 2018
Notice to Proceed:	January 2019

Evaluation and Selection Criteria

The City of Burlington will review all proposals submitted. The City, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the City, price and other factors being considered. The following are the evaluation criteria the City will consider in determining which proposal is most advantageous to the City:

1. Project Understanding and Approach – 30 points
Successful proposers will demonstrate an understanding of the magnitude of the task, the constraints, and desired outcomes for the project.
2. Similar Experience – 20 points
Successful proposers will have experience completing similar projects which should be demonstrated by providing case studies (of no more than 2 pages each) describing three projects that best match the scope and desired outcomes for this project. Each case study should highlight similarities the proposed Burlington project. For each case study, a reference and contact information should be provided. The city may request samples of the comparative works during the proposal review process.
3. Project Personnel – 30 points
Successful proposers will provide information on personnel to be assigned to this project. Personnel should have experience from similar projects and/or in fields necessary to complete the proposed scope of work.

After review of proposals the City will score and select a shortlist of firms to be considered for the project from proposers whose proposal appears to best meet the City's needs.

4. Cost – 20 points
Provide a detailed cost proposal in a SEPARATE SEALED ENVELOPE. The cost proposal should be based on the tasks and deliverables described in the above Scope of Work. Once all proposals have been evaluated, scored, and shortlist compiled, the City will open the cost proposals of the shortlist firms. Costs will be considered as part of the final selection process.

City of Burlington Contact Information

James Keehne, City Administrator or Tyson Weisshaar, Parks and Activities Director, may be contacted for any questions or clarification on proposal. They may be reached at:

jim.keehne@burlingtoncolo.com

tyson.weisshaar@burlingtoncolo.com

Points of Delivery

By e-mail to jim.keehne@burlingtoncolo.com . Please include the following on cover page, in addition to proposal title and date of submission:

Attention: James Keehne, 415 15th Street, Burlington, CO 80807