

REQUEST FOR PROPOSALS (RFP)

Jefferson County Parks & Recreation Commission

RFP TITLE

Sam Michaels Park Concept plan

PURPOSE

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for concept planning services.

DEADLINE FOR RFP SUBMISSIONS

2:00 P.M.

August 7, 2017

LATE, FAXED, ELECTRONIC OR UNSIGNED PROPOSAL WILL BE REJECTED

SUBMIT RFP TO THIS ADDRESS

JEFFERSON COUNTY PARKS & RECREATION COMMISSION
235 SAM MICHAELS LANE
SHENANDOAH JUNTION, WV 25425

SPECIAL INSTRUCTIONS

- Label the lower left corner of your sealed submittal package with the RFP number
- Submit an original and (6) complete copies

DIRECT ALL INQUIRES TO

NAME Jennifer Myers

TITLE Director

PHONE # 304-728-3207

EMAIL jmyers@jcprc.org

WEB SITE www.jcprc.org

DATE RFP ISSUED: July 5, 2017

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1.0 GENERAL INFORMATION

1.1 Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for the update to the Sam Michaels Park Concept Plan.

Jefferson County Parks & Recreation Commission intends to use the results of this process to award a contract for the update to Sam Michaels Park Concept plan.

1.2 Scope of the Project

1.2.1 Purpose

- The purpose of this Request for Proposal (RFP) is to solicit proposals from interested vendors to provide professional services to Jefferson County Parks & Recreation Commission for the following purposes:
- Update the current concept plan for Sam Michaels Park.
- Facilitate and coordinate a series of public meetings with partners and stakeholders to establish a common vision for Sam Michaels Park.
- Provide conceptual concept plan alternatives for Sam Michaels Park based on public input and site conditions.
- Recommend a preferred final concept plan for Sam Michaels Park.

1.2.2 Project Background

- ***Description of Project Area***

In 2000, the Jefferson County Parks & Recreation Commission developed a preliminary concept plan for Sam Michaels Park. In 2016, the Jefferson County Parks and Recreation Commission adopted a 10-year park concept plan for the department. Over the years, the concept plan for Sam Michaels has been deviated from and needs to be updated to show current use as well as future goals for the park. The JCPRC envisions that Sam Michaels Park will conserve both natural and cultural resources, while also offering diverse recreational opportunities. To establish a common vision for the park, Sam Michaels Park property will undergo an update to its concept plan. Part of this process will evaluate existing structures, topography, vegetation, and other resources of the property to determine what can be conserved. The process will also identify which recreational needs of Jefferson County Parks and Recreation Commission can be incorporated into the park. A copy of the 2016 Park Concept plan is available by contacting Jennifer Myers at jmyers@jcprc.org. An aerial photo and preliminary plat is included in the appendix of this RFP.

- ***Partners and Stakeholders***

Partners and stakeholders for this concept plan include, but are not limited to, Jefferson County Parks & Recreation Commission, Jefferson County

Commission, Jefferson County Youth Football League, Jefferson County Youth Soccer League, Jefferson County Little League, Summit Point Babe Ruth Baseball and Tri-County Soccer, EPIC Soccer Club. Other partners and stakeholders will be identified during the concept planning process.

- ***Park Elements***

Based upon the 2016 Concept plan and numerous public meetings the following park facilities received the highest priority.

- High Priorities
 - Aquatic Facility
 - Trails
 - Dog Park
 - Amphitheatre
 - Disc Golf
 - Athletic Fields
- Low Priorities
 - Tennis Courts
 - Skate Park
 - Miniature Golf

1.2.3 Scope and Deliverables by Task

Jefferson County Parks & Recreation Commission is seeking professional planning services for the following project components:

Task 1 – Project Start-Up

- Attend a meeting to refine the concept plan process and appropriate roles of the consultant, partners, and staff. Initial insights, context, and expectations will be discussed at this meeting.
- Contact and coordinate planning with Jefferson County Parks & Recreation Commission and other partners and stakeholders.

Deliverables:

- √ Arrange and facilitate a meeting
- √ Prepare summary of findings. Provide web ready electronic and hard copies of written summary to project manager and Jefferson County Parks & Recreation Commission.

Task 2 – Research and Inventory

Review other plans, studies, and site history

- Review other appropriate studies or plans related to Sam Michaels Park. This could include, but is not limited to, the following plans:
 - March 2006-Recreation Needs Assessment Survey
 - Jefferson County Parks & Recreation Commission Goals & Objectives
 - Jefferson County Comprehensive Plan
 - Jefferson County Parks and Recreation Concept plan

- Research the history of the site, including but not limited to, the past and present uses of the site including any cultural/historical aspects.

Deliverables:

- √ Identify the plans and site history
- √ Prepare a summary of the related plans and site history
- √ Prepare a map and written summary of opportunities and constraints based on site inventory and analysis. Provide a web ready electronic and hard copy of written summary to project manager and Jefferson County Parks & Recreation Commission.

Site Inventory and Analysis

- √ Identify key natural resource features, facilities, and site conditions for site inventory analysis considerations.

Deliverables:

- √ Convene and facilitate meetings as needed with Jefferson County Parks & Recreation staff to coordinate the development of site inventory.
- √ Prepare a map and written summary of opportunities and constraints based on site inventory and analysis. Provide a web ready electronic and hard copy of written summary to project manager and Jefferson County Parks & Recreation Commission.

Task 3 - Public Involvement

- Facilitate and coordinate a series of public meetings with partners and stakeholders to establish a common vision for Sam Michaels Park.
 - Kick-off meeting that sets the stage for the planning process: project goals, key issues, expectations, concept planning timeline and public involvement/visioning. Consultant will also present and discuss the opportunities and constraints for the park based on a site inventory and analysis.
 - 1 public meeting to present and gather comments on conceptual concept plan.
 - 1 public meeting to present and gather comments on final draft concept plan.

Deliverables:

- √ Facilitate public meetings and arrange with Jefferson County Parks and Recreation Commission.
- √ Coordinate the development of meeting materials (agendas, power point presentations, presentation boards, etc.).
- √ Summarize meetings and public comments for Jefferson County Parks & Recreation Commission to review.
- √ Provide web ready electronic and hard copy of written summary to project manager and Jefferson County Parks & Recreation Commission.

Task 4 - Preliminary Plan Development

- Provide a first-draft conceptual concept plan for Sam Michaels Park based on site research and inventory, and public input.

Deliverables:

- √ Prepare a written summary of proposed conceptual concept plan recommendations. Summary should include explicit recommendations for future vegetation/natural resource management, park operations and maintenance and development. Provide electronic and hard copy of written summary to project manager and Jefferson County Parks & Recreation Commission.
- √ Give a public presentation of the draft plan during a Jefferson County Parks & Recreation Commission facility committee meeting.
- √ Facilitate a public meeting for any variances required by planning and zoning.

Task 5 - Final Draft Concept plan

- Identify and achieve consensus for a final draft park concept plan based on prior conceptual plan and public input.

Deliverables:

- √ Convene and facilitate 1-2 meetings as needed with stakeholders and Jefferson County Parks & Recreation Commission & staff to reach consensus on a final draft concept plan.
- √ Coordinate the development of a final draft concept plan graphic.
- √ Prepare a written summary of proposed final draft concept plan recommendations. Summary should include explicit recommendations for future vegetation/natural resource management, park operations and maintenance, development, and environmental interpretation of natural resources and cultural/historic elements. Provide electronic and hard copy of written summary to project manager and Jefferson County Parks & Recreation Commission.

Task 6 - Implementation

- An implementation plan that identifies development priorities for the next 5 years, including an analysis of costs (capital as well as operating) and how public-private partnerships with local groups might help implementation.

Deliverables:

- √ A phased implementation plan with associated development and operational costs itemized. Provide web ready electronic and hard copy of written plan to project manager and Jefferson County Parks & Recreation Commission.

1.3 Clarification and/or revisions to the specifications and requirements

Any questions concerning this RFP must be submitted in writing by e-mail on or before July 31 at 12:00 p.m. to:

Jennifer Myers
Jefferson County Parks & Recreation Commission
235 Sam Michael's Lane
Shenandoah Junction, WV 25442
304-728-3207
E-MAIL: jmyers@jcprc.org

Vendors are expected to raise any questions, exceptions, or additions they have

concerning the RFP document at this point in the RFP process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the vendor should immediately notify the above-named individual of such error and request modification or clarification of the RFP document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Jefferson County Parks & Recreation Commission web site at www.jcprc.org.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

1.4 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by Jefferson County Parks and Recreation Commission. In the event that Jefferson County Parks and Recreation Commission finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP and posting such supplement on the Jefferson County Parks & Recreation web site at www.jcprc.org. There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
July 11, 2017	Date of issue of the RFP
July 31, 2017 12:00 p.m.	Last day for submitting written inquiries
August 7, 2017 2:00 p.m.	Proposals due from vendors
Week of August 14-18	Oral presentation by invited vendors (if requested by County)
September 15, 2017	Notification of intent to award sent to vendors
September 21, 2017	Contract start date

PREPARING AND SUBMITTING A PROPOSAL

2.0

2.1 General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

2.2 Submitting the Proposal

Proposers must submit an original and five (6) copies of all materials required for acceptance of their proposal by August 7, 2017 at 2:00 p.m. to:

JEFFERSON COUNTY PARKS & RECREATION COMMISSION
235 SAM MICHAEL'S LANE
SHENANDOAH JUNCTION, WV 25442

Proposals must be received in the above office by the specified time stated above. All proposals must be time-stamped in by the Jefferson County Parks & Recreation Commission. Proposals not so stamped will not be accepted.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address
- Request for proposal title
- Request for proposal number
- Proposal due date

2.3 Proposal Organization and Format

Proposals should be typed and submitted on 8.5 by 11-inch paper bound securely. Proposals should be organized and presented in the order and by the number assigned in the RFP. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are:

Introduction

- Response to general requirements (See Section 4 of this RFP)
- Approach and timeline
- Organizational qualifications
- Staff qualifications
- References

Oral Presentations and Site Visits

Cost proposal (See Section 5 of this RFP)

Selected vendors may be required to make oral presentations and/or site visits to supplement their proposals, if requested by Jefferson County Parks and Recreation Commission. Jefferson County Parks and Recreation Commission will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to Jefferson County Parks and Recreation Commission on the date scheduled may result in rejection of the vendor's proposal.

2.4 Preliminary Evaluation

PROPOSAL SELECTION AND AWARD PROCESS

The proposals will first be reviewed to determine if requirements in Section 2.0 are met, and if additional mandatory requirements are met. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, Jefferson County Parks and Recreation Commission reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

3.0

3.1 Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, and conduct an on-site visit and use the results in scoring the proposals.

3.2

Right to Reject Proposals and Negotiate Contract Terms

Jefferson County Parks and Recreation Commission reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, Jefferson County Parks and Recreation Commission may negotiate a contract with the next highest scoring proposer.

3.3

Evaluation Criteria

The proposals will be scored using the following criteria:

3.4

<u>Description</u>	<u>Percent</u>
General proposal requirements	
Proposal Narrative (Section 4.1)	70
Timeline (Section 4.2)	25
Organization & Staff Capabilities (Section 4.3)	100
References (Section 4.4)	15
Cost	20
Award and Final Offers	10
TOTAL	<u>30</u>

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer.

3.5 Notification of Intent to Award

As a courtesy, Jefferson County Parks and Recreation Commission may send a notification of award memo to responding vendors at the time of the award.

3.6

Proposal Narrative

GENERAL PROPOSAL REQUIREMENTS

4.0

Provide a

4.1

Timeline

Include a timeline to perform this project including estimated commencement and completion dates. Expected completion date February 2010.

4.2

Organization and Staff Capabilities

Furnish a brief background of your company's experience in park planning, facility planning, site planning, concept plan development and landscape architecture.

4.3

Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the project. Identify project manager.

References

Provide at least three customer references for which your organization has provided related professional services. Past customers may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

4.4 General Instructions on Submitting Cost Proposals

COST PROPOSAL

5.0 Two (2) copies of the cost proposal should be submitted in a separate envelope with the written proposal. The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost.

5.1

Format for Submitting Cost Proposals

1. Itemized costs by task for all services proposed must be identified including allocation for meetings and all personnel billing rates. (tasks 1-6)
2. Unit reimbursement rates for any additional services must be identified.
3. Any items to be billed to Jefferson County must be specifically identified.

Proposals shall provide a "not to exceed" budget figure. This figure must be construed to be all-inclusive with reimbursable and all costs of service.

5.2

Fixed Price Period

4. All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 60 days starting on the due date for proposals.

5.3

Payment Requirements

SPECIAL CONTRACT TERMS AND CONDITIONS

6.0 Jefferson County Parks & Recreation Commission shall have the right to review all deliverables prior to issuing payments. Payments shall be issued no later than 60 days after deliverables are submitted to Jefferson County Parks and Recreation Commission.

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