REQUEST FOR PROPOSALS

Professional Services to the City of Stoughton Parks and Recreation Department

For

Mandt Park Master Plan

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Section 1 – General Information

1.1 Purpose

Park Master Plan and Cost Estimate

The City of Stoughton Parks and Recreation (SPR) Department is soliciting proposals from qualified consultants to provide Landscape Architectural services for the following:

<u>Mandt Park Master Plan</u>

This work will provide planning services under the direction of SPR staff to evaluate potential uses and programming of the park to develop a master plan that is responsive to the site, environmentally sensitive, and sustainable. The plan will include written and graphic analysis, and recommendations.

It is the intent of the SPR Department to review and assess the RFP responses to determine if the responding firms can meet the needs of the City of Stoughton.

1.2 General Submission Information

The SPR Department intends to award a single contract for this project. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested. Please submit one proposal for both projects with separated costs for Part One and Part Two. The official title for this project is: Mandt Park Master Plan.

1.3 Site Visits & Pre-Submittal Meeting

Consultants are able to visit the site during regular park hours, 7:00 AM to 10:00 PM, to view the site, take pictures, etc. SPR will be allowing pre-submittal meetings for any consultants wanting one. Please contact Dan Glynn, Parks & Recreation Director, to schedule a pre-submittal meeting. The cut-off for pre-submittal meetings is February 1, 2019.

1.4 Preparation Costs

The City of Stoughton shall not be responsible for proposal preparation costs, not for the costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Section 2 – Scope of Work

Mandt Park is a 33.2-acre community park located between the Yahara River to the north, Stoughton Utilities Wastewater Plant and the Stoughton School District bus garage to the east, 4th Street to the west, and a wetland area to the south. Across the Yahara River to the north of Mandt Park is a property owned by the Stoughton Redevelopment Authority (RDA). The RDA is willing to grant an easement to the City for a trail/riverwalk.

The Mandt Park land has long been in the possession of the City of Stoughton. Historically the land on the eastern side of the park was used as a garbage dump site. Currently there is significant development

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at the park such as fair buildings, community ice arena, pickleball complex, skate park, open air shelter, and a man-made swim pond. Much of this infrastructure is aging and will need to be replaced in the near future.

The RDA property has historically been the location of various industry in the City which made the water frontage private. The RDA granting an easement for the property has given the public access to 750 LF of river frontage. The property is located directly to the north, on the opposite side of the Yahara River from Mandt Park and it is important that the two systems work together and provide a seamless recreational experience.

Additionally, there is a proposed whitewater park in the Yahara River adjacent to the park which will have an impact to the trail system, bank restoration, access to the river, and parking. The City envisions the whitewater park and the adjacent parkland will become a regional attraction.

Since there is no Council approved park master plan on file and to allow for ample public input into park improvements, SPR is initiating this planning study. The completed master plan will consist of a narrative, cost estimate, graphics and color visuals, all provided in both electronic and hard copy versions. The final document will be in 8 ½ inch by 11-inch format.

2.1 Project Scope

Mandt Park Master Plan

Work as directed by City staff in the planning process to prepare a Master Plan for Mandt Park (see Exhibit A for property map). The planning services to be provided may include, but not necessarily be limited to the following:

A. Review and analyze the existing files and base plan information, including all easements, rights-of-war, in-holdings, title review, active use agreements, EIS review, flood plain information, on-structural soils, archeological or endangered resources, an inventory of site opportunities and constraints, and physical, regulatory, and historical limitations that impact development and use of the park.
B. Site visit and kick-off meeting with City staff
C. Utilize studies and reports including current needs assessments, the SPR Comprehensive Outdoor Recreation Plan, National Recreation and Parks Association (NRPA) guidelines, etc in the analysis process and recommendations.
D. Work with City staff to conduct focus group meetings with stakeholders and user groups to identify opportunities and constraints for park development and programming. Stakeholder and user groups include:
    a. Stoughton Fair
    b. Mandt Community Center
    c. Stoughton Chamber of Commerce
    d. Stoughton RDA
    e. Whitewater Park Steering Committee
    f. Rivers and Trails Taskforce
    g. Neighbors of Mandt Park
    h. Parks & Recreation Committee

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E. Participate and present information and exhibits as directed by SPR staff in public meetings, review, and planning sessions as required. Prepare meeting minutes, tabulate inputs and in review meeting results with staff.
F. Develop initial park concept and conduct review meeting with city staff and stakeholders
G. Work with City staff to conduct a public open house.
H. Make recommendations for implementation of master plan.
I. Provide a realistic estimate of probable costs.
J. Prepare a final draft plan to present to staff, Parks and Recreation Committee, and City Council. Revise as necessary.
K. Present finished plan to staff, public, and elected officials for adoption.
L. Interface with the Army Corps of Engineers as needed.
M. Interface with the Wisconsin Department of Natural Resources as needed.
N. Meet with City staff as necessary.

Section 3 – Rules Governing Competition

3.1 Examination of Proposals

Proposers should carefully examine the entire RFP, and addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

3.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within forty-five (45) calendar days, although all offers must be completed and irrevocable for ninety (90) days following the submission date.

3.3 Confidentiality

The contend of all proposals and scoring sheets will be kept confidential along with the successful proposer until after the award of the contract, at which time the information will become public information.

3.4 Proposal Format

Proposals are to be prepared in such a way as to provide straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

3.5 Signature Requirements

<u>All proposals must be signed</u>. An officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

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3.6 Proposal Submission

Three (3) copies of the proposal must be received by the City of Stoughton Parks and Recreation Department prior to 2:00 PM on Friday, February 15, 2019. All copes of the proposals must be sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

City of Stoughton

Parks and Recreation Department

Attention: Dan Glynn, Parks & Recreation Director

381 E. Main Street

Stoughton, WI 53589

3.7 Questions

Questions regarding the proposal shall be submitted to:

Dan Glynn, Parks & Recreation Director

Stoughton Parks & Recreation Department

381 E. Main Street

Stoughton, WI 53589

Phone; (608) 873-6746

Fax: (608) 873-5519

dglynn@ci.stoughton.wi.us

3.8 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the SPR Department.

3.9 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Stoughton. One copy shall be retained for the official files of the Parks and Recreation Department and will become public record after award of the contract.

3.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

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3.11 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issues at a pre-proposal conference or otherwise. Written addenda will be issues when the City deems changes, clarifications, or amendments to proposal documents necessary.

3.12 Late Submissions

Proposals not received prior to the date and time specified will not be considered and will be returned unopened after recommendation of award.

3.13 Rejection of Proposals

The City of Stoughton reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is in the best interest of the City.

Section 4 – Proposal and Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Core content of the proposals shall not exceed five (5) pages in length (items A, B, C, and D in section 4.1 item 5 below). Supporting attachments (see section 4.1 item 6, below) to the proposal shall not exceed eight (8) total pages. Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8 ½ inch by 11-inch sheet of paper with 1-inch margins. The typeface shall be of 12 font or greater.

4.1 Proposal Narrative

All proposal information shall be presented in a single bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains the following five (5) items and that it be presented in the following order:

1. Cover
2. Title Page (1 page)
3. Letter of Transmittal (1 page)
4. Table of Contents (1 page)
5. Core Content (6 pages maximum)
    a. Recent Parks and Recreation Master Planning Experience
    b. Consultant Project Approach
    c. Key Project Personnel
    d. Past Project Performance
    e. Cost Proposals
    f. Staff Availability and Capability to Meet Deadlines
6. Supporting Attachments (if necessary 8 pages maximum)

Items 5 and 6 should be separated with either color-coded or tab-type dividers so the information may be quickly located.

A. Title Page (1 Page)

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Show the RFP title being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

B. Letter of Transmittal (1 Page)
    a. Identify the RFP project for which the proposal has been prepared.
    b. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
    c. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
    d. A corporate officer or other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.
C. Table of Contents (1 Page)
D. Details of Core Content (6 Pages Maximum)
    a. <u>Recent Parks and Recreation Master Planning Experience</u>
    Include as a part of your proposal a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposed effort. *Do not include firm experience unless individuals who will work on this project participated in that experience.*

    b. <u>Consultant Work Approach</u>
    The proposal must include a brief description of the proposer's overall approach to master planning and any unique capabilities the firm can bring to the project.

    Also include information addressing how the proposer plans to provide project management, quality assurance, contract deliverables, budget and cost control, schedule control, and intern/external coordination for this project.

    c. <u>Key Project Personnel</u>
    It is recommended personnel have a thorough knowledge and understanding of parks and recreation operations and facilities to provide perspective related to master planning analysis and recommendations.

    Specific background information on key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project.

    It is intended that personnel assigned will carry this project to conclusion. If for unforeseen reasons key personnel can no longer contribute to the discipline specialties for which the key personnel have been selected, the consultant may petition the project manager in writing within thirty (30) days of any changed of personnel that are included in this statement and the addition to the consultant's staff of personnel who may contribute to the discipline specialties for which the key personnel has been selected.

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The City reserves the right to approve all personnel changes. The City also reserves the right to cancel any task request in effect should it determine that the proposed personnel is not available or assigned to the task order.

d. Past Project Performance
Information is to be provided on the firm's performance on past projects (include City projects if applicable), in regards to the project management items identified.

Provide the names, addresses, current telephone numbers, and a brief project description of three past or current clients who are able to comment on aspects of your work relevant to this proposal.

e. Cost Proposals
Please provide a cost proposal for Mandt Park Master Plan. Cost proposals should be detailed and reflective to what is outlined in the scope of work.

f. Staff Availability and Capability to Meet Deadlines
Provide projected workload and timeline for staff to complete the project by May 31, 2019.

E. Supporting Attachments (8 Pages Maximum)

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm's capabilities.

Section 5 – Evaluation Criteria and Selection Process

Firms will be tanked using the points available for each RFP criterion. The criterion categories and points available for each are as follows

Category	**Points**
Recent Parks Master Planning Experience	15
Consultant Project Approach	35
Key Project Personnel	25
Past Project Performance	10
Cost Proposals	10
Staff Availability and Capability to Meet Deadlines	5
Total	**100**

A committee of individuals representing the City of Stoughton will evaluate the proposals. The committee will rank the proposals as submitted.

The City of Stoughton reserves the right to award contract(s) solely on the written proposal. The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranked firms is to allow expansion upon the written responses. The

City reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from each short-listed firm. If interviews are conducted, a maximum of three firms will be short-listed. The consultant's project manager identified in the proposal will be required to attend the interviews. By submitting a proposal, it is understood that the proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

A second score sheet will be used to score those firms interviewed. If oral interviews are conducted, the final selection will be based on the total of all evaluators' scores achieved on the *second* rating. The highest ranked proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposed of Contract award.

Section 6 – Contract Negotiation Process

The highest ranked proposer(s) may be invited to enter into Contract negotiations with the City of Stoughton. If an agreement cannot be reached with the highest-ranked proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any proposer should it be in the City's best interest. The City of Stoughton reserves the right to reject any and all proposals submitted.

The successful firm shall meet with the City of Stoughton minimum professional liability insurance requirements of $1 million per claim and occurrence, naming the City of Stoughton as an additional insured.

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