



NOTICE OF REQUEST FOR PROPOSAL

City of Kingman, Arizona
Parks, Open Space, Trails & Recreation **(POSTR)** Plan

INTRODUCTION:

The City of Kingman (COK), Arizona desires to obtain a qualified consultant, or team of consultants, to facilitate a comprehensive public process and prepare a Parks, Open Space, Trails & Recreation (POSTR) plan. This Request for Proposals (RFP) will be advertised and forwarded to select firms who have been involved with or expressed interest in these similar projects in the past. Interested firms should submit a detailed scope of work, summary of their qualifications, resumes of key personnel assigned to this project, and a summary of related experiences by 3:00 p.m. on **Thursday**, August 29, 2019

Please submit three (3) copies of your proposal, along with an electronic copy (either e-mailed or on a flash drive) to: Mike Meersman, Director of Park & Recreation, City of Kingman, 310 N. 4th Street, Kingman Arizona 86401.

Selected firms will be notified mid-September if they are to be interviewed. Selected firms should bring the key personnel that will be assigned and committed to working with City of Kingman staff on the project. The City anticipates awarding the contract early-October, with the (POSTR) Plan update beginning **November 2019** and completed no later than **April 1, 2020**.

OVERVIEW:

This will be the first (POSTR) Plan for the City of Kingman Parks, Open Space, and Trails & Recreation since the formation. The City Council has determined that a comprehensive (POSTR) Plan is essential for developing clear goals and objectives that will act as a guiding document for the Parks, Open Space, Trails & Recreation. COK has also identified that additional funds may be needed for existing operations as well as future parks, recreation, and trails development. This (POSTR) Plan will help prioritize these needs as well as help guide future planning and budgeting efforts.

The primary goal of this (POSTR) Plan is to be a long-range planning and implementation document to guide the future development of the parks, open space, recreation, and trails system within the City, understanding the recreation needs of our youth. With this Master Plan, City leaders and staff will be able to administer resources and understand the community's priorities when acquiring park and open space parcels, creating new indoor and outdoor recreation amenities, new trails, preserving and improving existing indoor and outdoor facilities. This Master Plan will act as a roadmap to enable the Parks, Recreation & Trails Department to continue its mission to: ***“provide safe, expertly managed recreation programs and facilities that promote community cohesion, physical fitness, as well as family and individual well-being.”***

PROPOSED, CONTRACT AND PROJECT SCHEDULE

July 8, 2019 Issue Request for Proposal
July 22, 2019 Deadline for submitting questions
August 25, 2019 Proposal submittal deadline
September 15, 2019 Finalists notified
October 1 – 3, 2019 (Approximate) Interview with finalists
October 6-8, 2019 Final selection and contract award
November 2019 - January 2020 Public meeting, baseline data accumulation
February 2020 Draft the (POSTR) Plan complete
March 2020 Public meeting(s) and draft plan review
April 1, 2020 Final (POSTR) Plan completion and approval

SCOPE OF WORK:

The City seeks a consultant that will take a fresh look at the City's existing amenities and make future recommendations based on our community vision and values. New bold ideas are encouraged. The (POSTR) Plan is intended to take a big-picture look at the City's potential, rather than simply reaffirming current goals and priorities.

The most current COK Comprehensive Plan can be obtained at www.cityofkingman.gov.

The consultant team hired shall use a comprehensive public process during preparation of the proposed Parks, Open Space, Trails & Recreation (POSTR) Plan, on-line survey, public meetings and workshops. This updated community input will be utilized in creating the framework needed for future planning of projects and programs.

To create the Parks, Open Space, Trails & Recreation (POSTR) Plan, several phases of work by the consultant team should be considered when submitting proposals. These include the following:

Evaluation, Research & Analysis Phase

- Inventory, collect and compile data on existing parks, open space, trails, recreation facilities and recreation programming throughout our city. Develop a profile of existing and projected community recreational needs, and provide an analysis which COK can use to plan for future national trends of parks, open space, recreation and trail development in comparable cities.
- The consultant project team should define park and facility standards, levels of service, and definitions for each type of park that the City currently offers or desires to provide.
- Gather information from the City of Kingman General Plan 2030 and the (PROST) Parks, Recreation, Open Space, Trails Report 2006 to understand the vision goals and strategies of that plan and to understand the future land use plan contained within.

- From information provided by the City of Kingman Parks and Recreation Department; assess the condition of existing parks and recreation facilities through a reporting instrument that outlines the collection and compiling of inventoried park data. On-site tours of City Parks, Open Space, Recreation Facilities and Trails can be arranged if desired.
- Provide an inventory and evaluation of existing recreation programs provided by COK and compare with citizen findings of level of service and needs from community survey results.
- Evaluate funding needs, staffing needs, maintenance and operational needs of the Parks, Open Space, Trails and Recreation.
- Review and update trail maps to enhance and link existing trails and areas of the community; linking our down town area to our up town area (Stockton Hill Road area) and White Cliffs Wagon Wheels to the Fort Beale Loop area.
- Provide services (GIS mapping, graphics, site renderings, illustrations & drawings) to support proposed Master Plan development. These include existing facilities and proposed new park, open space, and trail development. These resources may be needed to present information to the public for decision-making and communication purposes.

Community Needs Assessment Phase

- Develop a strong public involvement and outreach campaign to maximize citizen participation in the decision-making process, and to ensure that the final recommendations are consistent with community needs and desires. This could include:
 - a. Interviews with key interest groups and stakeholders to conduct an analysis of their recreational desires and needs, and to determine COK current trends and needs as they pertain to parks, recreation, open space, and trails, and to project those needs out into the 10-year future (2020 thru 2030).
 - b. Developing and compiling the results of a “*Community Needs Assessment Survey*”. Results compiled and recorded by the consultant, will be used to evaluate and assess community needs and citizen recreation user perceptions of facilities and programs. GIS analysis is recommended to evaluate needs related to existing and proposed facilities and acquisitions.
 - c. Conduct a community process to gather information as determined within the proposal, to survey and/or gather information from citizens, and to share/update/present the Master Plan process and findings to date.

- d. Develop and facilitate a citizen public outreach program to inform COK residents about the open house workshops or neighborhood forums, and the master plan process, key decisions and recommendations being made, and any other research findings. Ensure public meeting notifications through local newspaper, featured newspaper articles and press releases, PSA announcements through local community access radio, flyers, Posters, and City Facebook and web site updates.
- Engaging the community in the needs assessment phase should include reaching out to stakeholders and groups & organizations that have Parks, Recreation and Trail interests and needs to express. Below are many of these stakeholders that should be considered for engagement:
- Trails Committee
 - CRATA Colorado River Trail Alliance
 - Parks, Recreation & Trails Department staff
 - Recreation program user groups including Kingman Youth Soccer Association, Adult Soccer League
 - City of Kingman City Council and City Staff
 - Kingman North and South Little Leagues
 - Kingman Softball Association & Girls Youth Softball
 - Kingman Youth Soccer
 - Kingman Tennis Club
 - Community Garden & Community Service Groups
 - City of Kingman Parks and Recreation
 - Cerbat Cliffs Golf Course Staff and customers
 - Aquatic Staff and customers
 - Others as identified later

Funding/Financing Needs Assessment Phase

The plan should address existing and future Department budget needs for parks, trails, recreation programs, recreation center operations, other recreation facilities and future service levels. Master Plan recommendations should address future needs and potential funding mechanisms.

Master Plan & Executive Summary Report Phase

The Parks, Open Space, Trails & Recreation (POSTR) Plan should include an Executive Summary. The Executive Summary should provide a “snap-shot” look and review of the recommendations of COK parks, recreation, and trail community needs. The Master Plan should be based on the following:

- Consultant analysis of needs
- Information obtained from city staff, elected officials
- Community Stakeholder & Special Interest group interviews and input
- Information and analysis acquired from the Community Needs Assessment Survey
- Information and analysis acquired from the public engagement process.

- Parks, Open Space Trails & Recreation facilities evaluation.
- Recreation programs inventory & evaluation.
- Maintenance and operations evaluation.

Present the Draft Master Plan, with Executive Summary Report, to the Parks, Aquatic, Recreation and Golf Commission for their recommendation to Council. In a Separate meeting present the Draft Master Plan, with Executive Summary Report to the City Council.

PRODUCTS & RESULTS FROM PARKS, OPEN SPACE, TRAILS & RECREATION (POSTR) PLAN:

A Comprehensive 10-Year (2020-2030) Parks, Open Space, Trails & Recreation (POSTR) Plan that includes:

- 1) Results from the *Community Needs Assessment Survey*
- 2) GIS Mapping and graphics to support plan recommendations.
- 3) Demographic & Trends Analysis of the COK community
- 4) Park, Recreation facilities level of service & Trails Facilities Inventory & Conditions Assessment,
- 5) Recreation Programming Assessment
- 6) Park Maintenance & Operations Assessment
- 7) Ten-Year CIP Action & Implementation Plan
- 8) Financing Recommendation Assessment Plan: A look at TPT Sales & Use Tax Fund, and any additional funding recommendations

FINAL DELIVERABLES:

Following any recommended revisions and requested changes to the Draft (POSTR) Plan, the consultant team shall provide to the City of Kingman:

- An E-mail attached electronic copy of the (POSTR) Plan
- One (1) copy on flash drive

REQUEST FOR PROPOSAL ELEMENTS:

1. Provide a cover letter with a statement to your qualifications that should contain firm name; business address; telephone/Fax number; email address/Web site address; and related types of services your firm is qualified to perform.
2. Provide a list of personnel assigned to the project team, including a list of firms or individuals you are subcontracting with. Please include their resumes and prior related work experiences.
3. Provide a project list of similar work completed, and names and phone numbers of references for similar projects.

4. Provide a detailed scope of work that clearly and specifically illustrates the tasks that you will be completing and accomplishing to reach and develop the final Master Plan work product.
5. Provide an estimated time line for completion of the Master Plan. Note: The deadline for completing this project is April 1, 2020.
6. Provide an hourly fee schedule for each team member and/or their subcontracted cost.
7. Provide an estimated breakdown of costs for each phase of the project that you have outlined within your detailed scope of work, and provide the “not to exceed” final total project cost for completing the Master Plan.

CONDITIONS OF PROPOSAL SUBMITTAL

1. A duly authorized official of the proposing firm must sign the proposal.
2. The total project cost quoted within your proposal must be firm for a period of ninety (90) days following the opening of the proposal.
3. All costs, including travel expenses, incurred in the preparation of this proposal shall be borne solely by the proposing firm.
4. The City of Kingman reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or information contained in any proposal, and to award the proposal to the most responsive and responsible firm as deemed in the best interest of the City.
5. All proposals and examples of previous work shall become the property of the City of Kingman.

EVALUATION CRITERIA:

An evaluation team consisting of the Parks, Recreation Director, Public Works Director, Economic Development Director and a member of the Trails Committee will evaluate and short-list the proposals against the following criteria:

1. Degree to which the proposal meets or exceeds the terms of the Request for Proposals.
2. Experience of key personnel assigned to the project.
3. Quality, clarity, and understanding of the detailed scope of work outlined by consultant that clearly and specifically illustrates the tasks that will be completed and accomplished to reach and develop the final Master Plan work product.
4. Results of reference checks and past performance for other clients.
5. Proposing firm’s fee structure (“not to exceed cost”) based on the services to be provided including all expenses.
6. Consultant’s approach to their project time-line as it relates to their proposed tasks and scope of work outlined within their submitted proposal.

Price is a factor in the decision process, we have budgeted \$70,000.

GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM:

1. Successful proposing firm shall enter into a contract with the City of Kingman that will be prepared by the City Attorney.
2. Successful proposing firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without prior written consent of the City of Kingman.
3. Work should be completed according to the proposed timeline, but no later than April 1, 2020 unless modifications are agreed to by the City of Kingman.