



# REQUEST FOR QUALIFICATIONS (RFQ)

## 2024 Parks, Recreation, and Open Space (PRO) Plan

City of Elma, Washington

### INVITATION

The City of Elma is soliciting qualification submittals from firms interested in providing professional long-range planning services for the City's Parks, Recreation, and Open Space Plan (PRO Plan). The anticipated scope of work includes public involvement, updating an inventory of City park assets, and creation of goals, prioritizations, and recommendations. Firms should have collective experience that includes parks, trails, open space, and recreation facility and program planning; policy development; parks capital planning; and community engagement.

Please submit one pdf of no more than 50 pages. All materials must be received no later than **Thursday, May 30, 2024, at 5:00 pm.**

Proposals must be submitted electronically to: [pwdirector@cityofelma.com](mailto:pwdirector@cityofelma.com)

### QUESTIONS/INQUIRIES

Questions concerning this RFQ must be submitted to [pwdirector@cityofelma.com](mailto:pwdirector@cityofelma.com) by **Friday, May 17, 2024, at 12:00 pm.**

The RFQ is posted on the City's website at <https://cityofelma.com/category/public-notice/>. Answers to the questions associated with the RFQ item will be posted on the City's website by Thursday, May 23, 2024. Any oral communications will be considered unofficial and non-binding on the City.

## **COMMUNITY BACKGROUND**

Elma is located within the Chehalis River Valley, in eastern Grays Harbor County, about thirty miles west of Olympia. As a rural community, the people are caring and friendly with an independent spirit and unique identity. The City of Elma was incorporated on March 22, 1888. The City of Elma serves 3,400 citizens by delivering a full range of services while maximizing the use of its limited resources. Elma's location gives its citizens access to the opportunities of larger cities while maintaining a slower pace and lower cost of living. This has made Elma an attractive place for people to relocate. Elma's population has grown more than 10% since 2010.

Elma is committed to promoting a healthy, safe, and vibrant community. Parks and other recreation areas are a vital component to meeting these needs. They give us and our children a safe place to play, exercise, and create memories. These spaces also provide an opportunity for people to connect through sporting events and other public gatherings. Elma School District, and the City of Elma own and operate several different recreational spaces and facilities within city limits that provide both organized and informal recreational activities. These organizations believe that common parks and recreation planning gives the greatest benefit to the community.

The community's primary recreation locations have been the Smith Murrey Park set in the center of town and Elma School District's athletic fields. Smith Murrey Park was constructed from the City's comprehensive parks plan developed in 1970, and the park is in need of improvements and modifications to meet current needs. The migration of people from other communities has also likely changed the needs and expectations for parks, recreation, and open spaces in the community.

## **PROJECT PURPOSE**

The City is in need of creating Parks, Recreation, and Open Space Plan (PRO Plan) and seeks a professional consultant to guide and create an updated plan for the future of Elma Parks and Recreation. The plan should guide future park development and integrate active and passive recreational amenities, preservation and protection of critical areas, while addressing the need of the communities of Elma. The selected consultant will work with the City to facilitate discussions with the community and key stakeholders through the public process.

**The plan must be completed by December 31, 2024.**

## SCOPE OF PROJECT

It is anticipated that the scope of work for the update will include the following.

- **Project Management:** The selected consultant will be expected to provide project management services in close consultation with the City's project manager, including coordination of sub-consultants, developing a project timeline, ensuring the project remains on schedule and within budget.
- **Public Involvement:** The consultant team will develop a public participation plan and facilitate public meetings to solicit community and stakeholder input.
- **PRO Plan Document:** The document must be prepared in accordance with guidelines set by the Washington State Recreation and Conservation Office.
  - Community Profile
  - Parks, Open Space, Athletic and Recreation Facilities Inventory: update and evaluate public and privately owned facilities.
  - Policy Framework: develop goals, and objectives, and identify actions and strategies.
  - Parks and Facilities level of service: Update primary facility level of service based on capital valuation per capita last. In addition, develop a secondary level of service considering geographic distribution and facility access founded in public process, stakeholders, advisory groups, City Commissions, and Council input.
  - Capital Plan: Update the 6-year Parks and Recreation Capital Improvement Plan (CIP). Incorporate the City's Capital Facilities Master Plan; see <https://cityofelma.com/city-departments/community-development/>.
  - Implementation Strategy: The consultant team will include an implementation strategy of the PRO plan including recommendations, pros and cons, and financing options.

## **SCHEDULE**

Anticipated Timeline (subject to change)

- RFQ release: May 2, 2024
- RFQ questions due: May 17, 2024, at 12:00pm
- RFQ answers due: May 23, 2024
- **Proposal packages due: May 30, 2024, at 5:00pm**
- Notify short listed firms: June 7, 2024
- Interview short listed firms\*: June 10-11, 2024
- Contract award by City Council: June 17, 2024
- Anticipated project start: late June or early July 2024
- Anticipated Council adoption: December 2024

\*The City of Elma reserves the right to elect not to hold interview and select a consultant from submitted proposals alone.

## **BUDGET**

Scope and fee shall be negotiated upon selection of a qualified consultant.

## **PROPOSAL REQUIREMENTS**

### **PROVIDE THE FOLLOWING INFORMATION**

#### **Cover Letter**

The cover letter should demonstrate your firm's understanding of the requirements related to the submission and summarize your firm's qualifications and relevant experience. The letter should be signed by someone authorized to enter into an agreement with the City of Elma.

#### **Company Background**

Provide a brief firm history including the number of years in business, names of members of the firm leadership, organizational structure and a description of the firm's philosophy.

#### **Project Approach**

Describe your firm's plan for approaching the project based on the scope of services outlined in this RFQ. Also include a time schedule to complete the plan.

## **Qualifications of Consultant Team**

Identify all members of the team, including all proposed consultants and any sub-consultants. Provide a summary of qualifications of the assembled team and detailed resumes of key personnel who will be assigned to the project. Provide a chart showing the organization of the proposed team identifying the principal and project manager in charge of the project.

## **Prior Experience**

Demonstrate your firm's prior experience developing comprehensive park and recreation master plans. Include similar relevant projects which best illustrate your team's qualifications for this project. Provide details on each project including:

- a. Name of Project
- b. Project Location
- c. Project Description
- d. Photographs and/or Renderings

## **References**

Provide a list of at least (3) three references for similar park master plan type projects with summary scope of work, estimated project cost, names and contact information.

## **INSTRUCTIONS**

The deadline for submission of proposal is: **5:00 pm Pacific Daylight Time, Thursday, May 30, 2024**. Email to [pwdirector@cityofelma.com](mailto:pwdirector@cityofelma.com) with copy to [mayor@cityofelma.com](mailto:mayor@cityofelma.com). No faxed proposals will be accepted.

For questions about this RFQ contact Rick Eaton, City of Elma Public Works Director [pwdirector@cityofelma.com](mailto:pwdirector@cityofelma.com). Questions via telephone will not be accepted. All questions regarding this proposal must be received by **Friday, May 17, at 5:00 pm Pacific Daylight Time**. Questions received after this date may not be answered.

## CONSULTANT SELECTION CRITERIA

City staff will evaluate consultant qualifications and develop a short list of qualified firms. Selected firms may be invited to appear for interviews (as deemed necessary by the city staff). The Committee will make a final ranking and will make a recommendation for selection based on qualifications, demonstrated competence, and technical response to the Request for Qualifications (RFQ). When the recommendation is approved, the highest ranked firm will be invited to enter into contract negotiations with the City.

Staff will evaluate the statement of qualifications received based on the following criteria:

1. *Demonstrated experience with projects of similar size, scope, and complexity. (30 points)*
2. *Identification of ways to engage the City, its stakeholders, and the public in an open process. (20 points)*
3. *Qualifications of key personnel and project team (20 points)*
4. *Demonstrated expertise in producing compelling visual graphics of the final design. (10 points)*
5. *Quality of the proposal including organization, completeness, relevance and conciseness. (5 points)*

## CONTRACT

The selected consultant will be required to enter into a Personal Service Agreement with the City.

If the City and the selected firm are unable to agree on the terms and conditions of the contract, the City will terminate negotiations and the next best qualified firm will be contacted for contract negotiation.

The City reserves the right to award the contract in whole or in part, as deemed in the City's best interests.

## **TERMS AND CONDITIONS**

All costs for developing RFQ response submittals are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become the property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is provided in writing to the City's Project Manager listed in this RFQ. Proposals cannot be withdrawn after the published close date.

The City reserves the right to reject any or all proposals and to waive any irregularities or informalities in the evaluation process. The final decision is the sole decision of the City, and the respondents to this request have no appeal rights or procedures guaranteed to them.

This solicitation of Consultant Services does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City to accept or contract for any expressed or implied services. Furthermore, the City reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the Proposal.

Materials submitted in response to this competitive procurement shall become the property of the City and will not be returned. All submittals received will remain confidential until the City and successful consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

## **TITLE VI**

City of Elma in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.