

**City of Sharonville, Ohio
Parks and Recreation Department
REQUEST FOR PROPOSALS**

**Seeking a Parks and Recreation Planning Consultant to Develop a
Master Plan for the Gorman Neighborhood Park**



City of Sharonville, Ohio
November 30, 2017
RFP's Due: December 22, 2017, 4:00 P.M. Local Time

TABLE OF CONTENTS

Cover Page

Table of Contents

Introduction

Proposals

Schedule of Events

Technical Specifications

- 1. General**
- 2. Master Plan Specifications**
- 3. Required Information**
- 4. City of Sharonville Obligations in support of the Park Master Plan**
- 5. Evaluation Criteria**

Summary

Introduction:

The City of Sharonville Parks and Recreation Department is seeking proposals from Professional Parks and Recreation Planning Consultants to prepare a park master plan for the Gorman Park. Gorman Park is a 6.2 acre neighborhood park located at 12153 Chesterdale Road – see attached park location map.

The budget for preparation of the Gorman Neighborhood Park Master Plan is \$25,000.

Gorman Park information can be found online at:

<https://www.sharonville.org/Facilities/Facility/Details/Gorman-Park-4>

Proposals:

All proposals shall be received by the City of Sharonville Parks and Recreation Department no later than December 22, 2017; 4:00 P.M. Local Time.

Proposals shall be delivered to:

City of Sharonville
Parks and Recreation Department
ATTN: Sue Koetz, Director Parks & Recreation
10990 Thornview Drive
Sharonville, Ohio 45241

Please submit 6 (six) hard copies and an electronic copy of the complete RFP. All questions regarding this RFP shall be submitted in writing (mail or e-mail) to Sue Koetz at the above address or to skoetz@cityofsharonville.com. All updates and amendments to this RFP as well as any changes to the proposed schedule will be posted on the City of Sharonville website, www.sharonville.org. Notification of these postings will be e-mailed to prospective Parks and Recreation Planning firms who request the RFP package and provide an e-mail address to the City.

Schedule of Events:

- The proposed tentative schedule for the RFP process is as follows:
- Issue Request for Proposals: November 30, 2017
- Proposals Due: December 22, 2017 by 4:00 P.M.
- Review and Select Interviewees: Week of January 15, 2018.
- Conduct Interviews and award contract: To be determined.

Technical Specifications:

1. General

The City of Sharonville Parks and Recreation Department is soliciting proposals from Parks and Recreation Planning Consultants to develop a Gorman Neighborhood Park Master Plan.

The selected planning consultant will enter into a contract with the City to conduct a study and develop the master plan; to be completed no later than August 3, 2018.

2. Master Plan Specifications

At a minimum, the Master Plan will include these key components:

- Inventory of current park facilities, amenities and their current life cycle status.
- Conduct an open house and or public meetings to gather input from public/user groups of Park and Recreation facilities in City of Sharonville – with particular focus of abutting residents.
- Recommendations for future improvements to facilities and amenities including phasing and cost estimates.
 - Potential improvements may include: improved vehicular and pedestrian access, parking, shelter, dog park, walking trail, community garden, water feature such as spray park, playground, active and passive recreation.

- Analysis of current and future community recreational needs, with particular focus to abutting residents.

3. Required Information for Proposal

- a. Provide a sample of your standard contract for services.
- b. Include a Project Understanding which details your understanding of the proposed project as described in your proposed Scope of Work. Discuss and explain the methodology proposed to achieve the required services of this project.
- c. Provide a detailed Scope of Work including project schedule for completion of the Master Plan.
- d. Provide a detailed Public Participation Plan as part of the proposed scope of work regarding your proposed public outreach efforts (e.g., surveys on website; social media efforts; public input meetings) associated with the public input process including efforts to connect with diverse populations within the abutting neighborhood with limited English speaking abilities
- e. Provide a detailed breakdown of all Master Plan project costs.
- f. Provide name and qualifications of all personnel expected to work on the project, including those of any sub-consultant.
- g. Provide three municipal references where you have completed similar Parks and Recreation Planning projects.
- h. If applicable, please identify any past or current litigation that you or your firm is involved with and the outcome.

4. City of Sharonville Obligations in support of the Master Plan

- a. Once RFPs are received the City of Sharonville selection committee will review the proposals and determine which consultants to interview. Upon the City of Sharonville's selection of a Parks and Recreation Planning consultant, the City will assist the consultant, where applicable, and oversee the study and Master Plan development.

5. Evaluation Criteria

The City of Sharonville will evaluate the proposals based on, at a minimum, the following criteria (in order of importance):

- a. Experience of Consultant in similar projects
- b. Completeness of Proposal

- c. Project Approach and proposed Scope of Work
- d. Total Project Cost
- e. Technical Aspects of the Proposal

Summary:

The City of Sharonville reserves the right to waive any technicalities and to select the proposal which it deems, at its sole discretion, best suited for the intended purpose and which best serves the interest of the City of Sharonville.

All work to be undertaken as part of this project must be undertaken in accordance with all local, state, and federal regulations and requirements. The City of Sharonville hereby notifies all interested parties that it will affirmatively assure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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, or national origin on consideration for an award. Successful firm shall comply with all federal, state, and local MBE/DBE requirements applicable to this project.

RFP respondents who chose to participate in this RFP process will receive no compensation for their submissions from the City of Sharonville.

Submission Date and Time: December 22, 2017 by 4:00 P.M.

City of Sharonville
Parks and Recreation Department
ATTN: Sue Koetz, Director Parks & Recreation
10990 Thornview Drive
Sharonville, Ohio 45241

LATE SUBMISSIONS WILL NOT BE ACCEPTED