

CITY OF ALPINE

REQUEST FOR QUALIFICATIONS FOR PLANNING SERVICES

MASTER PARK PLAN

The City of Alpine, Texas is seeking to enter into a services contract with a qualified planning consultant, urban designer, and/or multi-disciplinary firms or teams to conduct and assist in the update of the Master Park Plan.

The purpose of this Request for Proposals is to receive proposals from qualified planning individuals and consultant teams who are interested in carrying out an update to the Alpine Master Park Plan. The Update must provide guidance to the City on appropriate implementation for development or redevelopment plans for the parks, while also meeting the service demands that come with additional amenities.

The plan update will guide decisions affecting the physical development or redevelopment of the park spaces in Alpine. The process for the Update must ensure that the final document reflects the desired vision for the parks in Alpine as determined by the citizens, appointed and elected officials, and other stakeholders through community participation.

The following outlines this request for proposals.

- I. Scope of Work. The consultant will take the lead role in all public forums, workshops, meetings and hearings. City staff will provide a supporting role during this process. It is expected that the consultant will utilize a variety of methods to gather input from stakeholders in the community, including but not limited to, town hall meetings, public hearings, open houses, and through social media. The consultant will furnish all required labor, materials, supplies and travel required in connection with the project.

The plan shall incorporate:

- An evaluation of existing park lands and amenities
- Major Park requirements and locations
- Neighborhood park standards that meet community needs and guide planning
- Cost projections of recommendations with funding alternatives
- Community needs assessment based on recreational trend analysis and stakeholder engagement
- Park development guidelines
- Implementation strategies.

- II. Products and Deliverables

- Some of the deliverables to be included with the Master Plan Update are expected to be, but not limited to the items below. Other areas of emphasis may be identified during the Plan Update process.

- Relevant GIS data and digital map documents used in the creation of maps and other supporting documentation in the Plan Update shall be provided to the City at the end of the project. Relevant metadata, if applicable, shall be created and provided to the City as well.

III. Statement of Qualifications. The City of Alpine is seeking to contract with a competent consultant or consulting firm experienced in comprehensive master park planning. Specifically, seeking those individuals or firms with the following qualifications:

- Experience with National Park Service funding requirements
- Experience with Texas Parks and Wildlife funding requirements.

IV. Proposal Format

Proposals should contain the following information:

- Title Page. Provide the name of your firm, address, telephone and name of contact person on a title page.
 - Letter of Transmittal. Provide a complete statement regarding the understanding of the project and your interest in working with the City of Alpine Master Park Plan Update. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
 - Firm Background. Provide information on the size, location, available resources and brief discussion on past experiences related to updating park master plans, and other related documents.
- Verify Firm Capacity and Project Team. Provide a statement verifying your ability to begin work on the Master Park Plan Update and complete the tasks within the timeframes identified in the Methodology and Approach section of the submitted proposal based on your firm's current work load and capacity. Provide a list of the person(s) that will be principally involved in the project.
 - Project Team. Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual.
 - Work Samples. List and provide in electronic format only (either a webpage link to the document or other electronic format) three (3) examples of master park plans or other applicable writing samples recently completed by the firm or team members.
 - Methodology and Approach. Provide a description of the method and approach your firm intends to utilize in order to complete the Master Park Plan Update.
- Timeframe. Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date of the Master Park Plan Update, based on an estimated consultant selection date of late September 2018.
- References. Submit names, e-mails and telephone numbers of other municipal officials that we may contact to verify performance on projects recently completed by the firm as identified under the Firm Background section of the proposal submittal.
- Cost Breakdown. Submit a not-to-exceed cost breakdown of the Master Park Plan Update process, including total travel and material expenses as separate line items, for the work identified by the consultant in the Methodology and Approach and Timeframe sections of the proposal submittal. Please note that the City of Alpine will not use lowest/best bid as the sole basis for entering into this contract.

- Supporting Information (Optional). Provide other supporting information you feel may help us further evaluate firm qualifications and fit for completing the Master Park Plan Update.

V. Selection Criteria. Responding planning and management consultant firms will be considered by the City of Alpine Council and a selection will be made at the discretion of the City Council. The firms will be evaluated and ranked on the basis of the following criteria.

	<u>Maximum Points</u>
Experience	30 points
Previous work performance	30 points
Capability to provide services	20 points
Proposed Cost	<u>20 points</u>
Total	100 Points

The City Council reserves the right to select the consultant or consulting firm whose proposal is most advantageous to the jurisdiction and to the proposed assistance programs. At the discretion of the governing body, the selected firm may be retained to provide services for a period of three years. Responding firms will be notified if an oral presentation is necessary.

VI. Affirmative Action – Equal Opportunity. The City of Alpine is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority, and women-owned business enterprises are encouraged to submit proposals.

VII. Deadline for Submission. The deadline for submission of proposals is 4:30 P.M. on October 4, 2018.

REQUEST FOR QUALIFICATIONS INSTRUCTIONS

Receipt of Proposals. If your firm is interested in being considered for this RFQ, one (2) original and an electronic copy of the proposal must be sealed and clearly marked on the face of the shipping material "Master Park Plan RFQ- Planning., Attn: City Secretary" and must be received by the deadline stated in Section VII at the Alpine Municipal Offices, or by mail addressed to 100 N. 13th St., Alpine, Texas 79830; all proposals must be received by the deadline given above.

Submission should be no more than twelve (12) single sided standard letter size pages.

Evaluation and Selection Criteria. All proposals received will be evaluated. Selection of the offeror will be carried out by strict application of the Selection Criteria stated in Item IV of the foregoing.

Services to be Contracted. The City Council will consider retaining the selected firm for a period of three consecutive funding years. For contractual responsibilities required under this solicitation, the City of Alpine will use the standard contract for professional services provider by the firm or consultant selected.