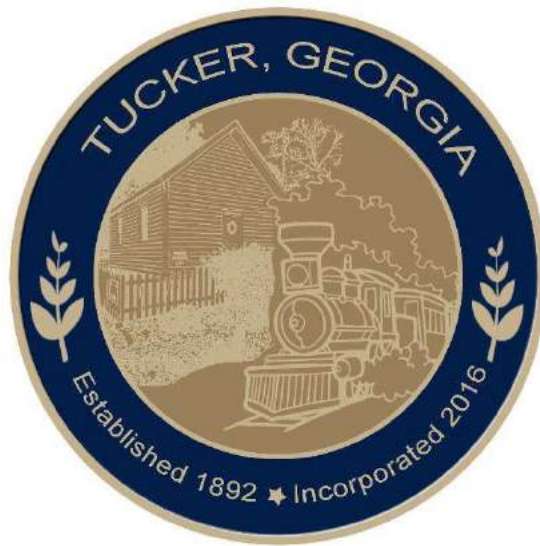


# City of Tucker

Request for  
Qualifications  
RFP #2018-004

## Recreation and Parks Master Plan



# **Request for Qualifications**

**City of Tucker, Georgia**

**Qualifications Due: Thursday, February 15, 2018 @ 2:00PM EST**

## **Invitation**

The City of Tucker is now accepting qualifications for qualified professional service providers to develop a Recreation and Parks Master Plan for the City of Tucker. Qualifications will be received until 2:00PM (EST) on Thursday, February 15, 2018 at the Tucker City Hall located on 4119 Adrian Street, Tucker, Georgia 30084. Qualifications will be considered from any professional firm with experience and success in developing and preparing a Recreation and Parks Master Plan for local government.

## **SCOPE OF CONSULTANT SERVICES**

The proposed Scope of Consultant Services includes, but shall not be limited to, all of the following:

The City seeks to establish a strategic plan for its recreation and parks system that will guide decision-making regarding operations, maintenance, and capital improvements over the next ten years.

Overall objectives:

- Address the City's role in meeting the recreational needs of the residents of the City of Tucker.
- Promote best practices and innovative strategies for improvements to parks, operations, and organization.
- Provide a realistic guide for decision-making with regard to park, building, and facility usage; policy; operations; short- and long-term maintenance costs; and future capital improvement expenses.
- Facilitate a participatory process for citizen involvement in the development of the Recreation and Parks Master Plan to ensure the City's future efforts align with citizen's needs and priorities in terms of programs and facilities.
- Address the City's future greenspace and recreational needs as well as provide recommendations for prioritizing acquisitions and any staffing augmentation to meet future needs.

## **Major Work Elements**

The City anticipates the following work elements will be necessary to develop this Strategic Plan:

- Evaluation of the existing public and private recreational facilities and programs serving City of Tucker residents.
- Analysis of current City of Tucker park facilities including an evaluation of specific maintenance needs for each facility

- Analysis of future development and expansion opportunities for each park, including the development of multiple alternative conceptual site plans and renderings, as appropriate, for future improvements.
- Analysis of underserved areas and potential acquisitions.
- Evaluation of existing programs and participation levels at the parks including a cost/benefit analysis for each program.
- Evaluation of current park facility usage trends to include analysis of the possibility of decentralizing or duplicating popular activities to other park locations.
- Evaluation of the City's current recreation and parks budget, staffing, and park maintenance operations.
- Citizen engagement effort including the residents of Tucker in, at a minimum, the following elements:
  - Stakeholder interviews (to include elected officials, senior City staff, park users, local volunteer organizations, private providers and park partner organizations)
  - A minimum of three status meetings with a citizen advisory committee as appointed by Mayor and Council. Number of committee members and structure to be recommended by the CONSULTANT
  - Two public community meetings
  - A survey to a random sampling of households within identified target park areas in Tucker in an effort to produce statistically valid survey results
  - Project updates for publication on the City's website
  - City Council presentations including:
    - One kickoff presentation
    - One draft/interim presentation
    - One final presentation
  - At least two non-traditional involvement methods (such as an interactive booth at a festival or park program during the planning period or a contest geared towards input from younger park users)

**Key Deliverables:**

- Recommendations for on-going maintenance and operations for the parks utilizing the County's current level of investment and an accelerated investment level over five and ten year periods.
- Recommendations for improvements to existing park properties including a prioritized list of capital projects (short term work program) with cost and construction estimates utilizing the County's current level of investment and an accelerated investment level over five and ten year periods.
- Conceptual site plans and renderings depicting future development and expansion opportunities for each park including trails within each park and trail connections between parks, based on citizen engagement effort.
- Recommendations for the Tucker Recreation Center including a cost analysis of rehabbing the existing facility, constructing a new facility, or a combination of rehab/new.
- Recommendations for augmentation to recreation programs and park facilities based on citizen engagement effort.

- Comparative analysis of Tucker’s current Recreation and Parks Division budget and staffing using national and/or state standards with comparisons to at least three other communities with characteristics similar to the City of Tucker.
- Recommendations on best practices and innovative strategies for improvements to parks, operations, and organization drawn from the successes and best practices of other communities.
- Recommendations for an overall acquisitions strategy, guidelines for what types of property would make ideal acquisitions, measureable goals to weigh potential acquisitions, and potential areas of focus for future acquisitions.
- Viable funding alternatives for an accelerated investment level over five and ten year periods.
- Mapping deliverables (in GIS and pdf format) showing:
  - Existing public and private recreational facilities
  - Service areas, as well as underserved areas, for existing recreational facilities
  - Proposed greenways and multi-use paths within each park and connections between parks
  - Proposed system-wide improvement plans to illustrate system scope and balance, priorities for improvements, and connections
- Plan deliverables including:
  - Electronic copy of final plan
  - Electronic copy of all renderings/concept plans
  - 12 printed copies of the final plan in three ring binders

**Furnished by the City of Tucker:**

The City will furnish the following to selected consultant:

- Base maps and aerial photography of the City showing parks and recreation facilities, streets, and topography
- Assessment of Parks and Recreation Programming (Lowe Engineers, May, 2017)
- DeKalb County Parks & Recreation Master Plan (2010-2020)
- Summary of existing parks facilities
- Contact information of organizations involved in recreation and parks activities
- Inventories of existing facilities and major events
- City of Tucker Draft Comprehensive Plan

**Proposed Schedule**

Release of RFQ:	Tuesday, January 9 <sup>th</sup>
Pre-Proposal Conference:	Tuesday, February 6 <sup>th</sup> at 2:30 pm EST
Deadline for Questions:	Monday, February 7 <sup>th</sup> at 2:00 pm EST
Responses to Questions Posted:	Tuesday, February 9 <sup>th</sup>
RFQ Deadline:	Thursday, February 15 <sup>th</sup> at 2:00 pm EST
Interviews (if necessary):	Week of February 26 <sup>th</sup>
Award at Council Meeting:	March 12 <sup>th</sup>
Notice to Proceed:	April

### **Evaluation and Selection Criteria**

The city will review all qualifications submitted. The city, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the city, price and other factors being considered. The following are the evaluation criteria the city will consider in determining which proposal is most advantageous to the city:

1. Project Understanding and Approach – 50 points  
Successful proposers will demonstrate an understanding of the magnitude of the task, the constraints, and the desired outcomes for the project.
2. Similar Experience – 20 points  
Successful proposers will have experience completing similar projects which should be demonstrated by providing case studies (of no more than two pages a piece) describing three projects that best match the scope and desired outcomes for this project. Each case study should highlight any similarities to the proposed Tucker project. For each case study, a reference and contact information should be provided. The city may request samples of the comparative works during the proposal review process.
3. Project Personnel – 30 points  
Successful proposers will provide information on personnel to be assigned to this project. Personnel should have experience from similar projects and/or in fields necessary to complete the proposed scope of work.

After reviewing the qualifications, the city may, at its discretion, invite to interview and demonstrate performance (at proposer's expense at the city's site) one or more of the proposers whose proposal appears to best meet the city's needs. Interviews will be conducted the week of February 26<sup>th</sup>, if needed.

### **Cost Proposal**

Provide a detailed cost proposal in a SEPARATE SEALED ENVELOPE. The cost proposal should be based on the tasks and deliverables described in the above Recreation and Parks Master Plan Scope of Work (SoW). Once all proposals are evaluated and the City selects a shortlist of firms to be interviewed, the City will then open the cost proposals of these shortlisted firms. Costs will be considered as part of the final selection process.

## **Attachment A**

### **Overview of Parks and Recreational Center**

*\*this is a general summary and may not include all items*

1. Henderson Park (DeKalb District 3) – 2803 Henderson Rd
  - Soccer Fields – 3 areas
  - Concession Stand / Restrooms
  - Field Lighting
  - Two Parking Lots and Lights
  - Sidewalks / trails
  - Tennis Courts
  - Community Garden
  - Pond / Dam
2. Johns Homestead (DeKalb District 2)
  - Pond / Dam
  - Homestead
  - Driveway
3. Lords Park / Smoke Rise III (DeKalb District 1)
4. Kelly Cofer Park (DeKalb District 1) – 4259 N. Park Dr
  - Two ball fields
    - Dugouts
    - Bleachers
    - press box
    - scoreboards
    - field lights
    - one maintenance shed
  - Two Concession Stands / Restroom
  - Pool with clubhouse and pump house
  - Pond / Dam
  - Playground
  - Parking lot and lighting
  - Sidewalks
  - One Pavilions
5. Smoke Rise I
6. Tucker Nature Preserve (District 3) – 4408 Lawrenceville Hwy
  - Parking Lot
  - Pavilion
  - Seating Areas
  - Trails
7. Tucker Recreation Center (District 3) – 4898 LaVista Road
  - Recreational Programming
  - Basketball court
  - Multi-use court

- Playground and picnic
  - Field
8. Montreal Park (District 2)
- Pavilion
  - Playground
9. Smoke Rise II
10. Peters Park (District 1) – 1852 Clark Drive
- Multi-use field
  - Basketball Court
  - Multi-use Court
  - Pavilion
  - Playground
  - Trails/sidewalks
  - Parking lot and lighting

<b>City of Tucker</b>	
<b>PARK SITE</b>	<b>PARK ACREAGE</b>
Henderson	114
John Homestead	48
Lord Park / Smoke Rise III	30
Kelly Cofer	17
Smoke Rise	18
Tucker Park	15
Tucker Recreational Center	10
Montreal	9
Smoke Rise II	5
Peters	4
<b>Acreage:</b>	<b>282</b>

**Attachment B**  
**Non-Profit and For-Profit Groups**

*\*this is a general summary and may not include all groups*

Friends of Tucker Parks <http://tuckerparks.org/>

- Friends of Johns Homestead
- Friends of Kelley Cofer
- Friends of Tucker Nature Preserve
- Friends of Tucker Recreational Center
- Friends of Henderson Park
- Friends of Tucker Orchard Guild

Triumph Youth Soccer Associations (TYSA) <http://www.tysa.com/>

Tucker Football League <http://www.tuckerfootball.com>

Tucker Recreational Programming

YMCA