



# **City of Riverbank**

## **Request for Proposals for Citywide Park Master Plan**

**Proposal Submittal Deadline:**  
Thursday, January 31, 2019

**Contact Person:**

Sue Fitzpatrick  
Director of Parks and Recreation  
6707 Third Street, Ste. A  
Riverbank, CA 95367  
[sfitzpatrick@riverbank.org](mailto:sfitzpatrick@riverbank.org)

## **INTRODUCTION**

The City of Riverbank is requesting bids for preparation of a Citywide Park Master Plan. The City currently has a population of just under 23,000 and continues to grow with development occurring to the East and West. The City currently is operating at capacity at most of its facilities and parks and would like to prepare for growth to ensure that adequate recreational facilities are included as the population of the City increases.

## **BACKGROUND**

The City of Riverbank currently does not have a Citywide Park Master Plan but does have Master Plans for a few of the larger parks such as the Regional Sports Complex, Silva Park and Jacob Myers Park. The City currently has 16 parks with the largest being Jacob Myers Park, which is a 55 acre park along the Stanislaus River. The City's goal is to research existing parks and facilities and map out the amenities that will be needed in the future.

## **SCOPE OF WORK**

### **Task 1 – Research & Documentation**

- Perform research pertaining to the City of Riverbank, its recreational facilities and uses to include the following:
  - Existing general plan, Master Plans, other reports
  - Additional Studies
  - Recreational programs, flyers, procedures
  - City Strategic Plan
  - Upcoming planned developments and specific plans
- Produce a GIS ready shapefile for use by the City. The database will include at a minimum the following items:
  - Size (acreage of turf)
  - Park amenities
  - Furnishings- benches, fountains
  - Structures- shade shelters, maintenance sheds, pools, recreation facilities, etc.
  - Play equipment for specific age groups, water features
  - Programming located at each site
  - Operations- Joint use
  - Rates, reservations, fees
  - Landscape and Lighting Districts
  - Proposed site features

Output from Task 1: Results including maps and other research from this phase will be incorporated into the master plan document.

### **Task 2 – Community Outreach**

- Community Meetings
  - The team will work closely with City staff to schedule and conduct community meetings and outreach efforts. The team would conduct and attend (3) community meetings during research phases of the project. Meetings will include real-time interactive polling to solicit feedback.
  - A statistically valid community survey will be created and used to determine what the community needs are as related to parks and open space.

Output from Task 2: Results of this phase will be incorporated into the master plan document.

### **Task 3 – Recreation Programming**

- Analysis of all recreation programming, services, facilities will be conducted to develop a comprehensive strategy to meet the needs of the community.
- Community benefits will be identified
- Best Practices will be developed

Output from Task 3: Results of this phase will be incorporated into the master plan document.

### **Task 4 – Master Plan Preparation**

- A draft and final master plan will be prepared, based on research and community outreach, for the City that will incorporate the following basic chapters:
  - Executive Summary
  - Introduction
  - Context: Setting, demographics and planning context
  - Inventory: Parks, community facilities, joint use agreements, existing programs, facility rentals, fees, etc.
  - Needs Assessment: Survey results, current needs and deficiencies
  - Best Practices and Design Guidelines: Trends, sustainability, provisions for shade, safety and security, site furnishings, public art, access, inclusion, etc.
  - Funding Mechanisms: Grants, park-in-lieu standards, community partner programs etc.
  - Appendices

Output 1: 50% Preliminary Draft Parks and Recreation Master Plan (3 hard copies/ 1 electronic)

Output 2: 90% Preliminary Draft Parks and Recreation Master Plan (3 hard copies/1 electronic)

Output 3: 100% Draft Parks and Recreation Master Plan (3 hard copies/1 electronic)

Output 4: Final Parks and Recreation Master Plan (2 large copies for framing, 5 hard copies/ 2 electronic)

- **Task 5 – Development Criteria** Current or proposed development standards review related to park development. Following this review, recommendations will be provided and included in the recommendations chapter of the master plan.

Output from Task 5: Results of this phase will be incorporated into the master plan document.

### **Task 6 – Meetings**

Project team will attend project progress meetings and a City Council meeting (limited to 6 meetings)

Output from Task 6: Agendas and minutes will be provided.

Proposal does not include:

- Environmental review
- Park specific base plans and master plans for future parks
- Develop of CIP recommendations
- Costs for outreach meeting facilities, marketing mailers, postage, online or newspaper publishing and refreshments.

**PROPOSAL SUBMISSION DEADLINE**

Parties interested in submitting a proposal for this project should respond to this RFP with a written proposal providing all the information requested. The proposal will be considered complete only if all of the items listed under the Submittal Requirements are included.

Proposals shall be delivered to the Parks and Recreation office on or before **5:00 pm, Thursday, January 31, 2019.**

City of Riverbank, Parks and Recreation Department  
6707 Third Street, Suite A  
Riverbank, California 95367  
Attn: Citywide Park Master Plan

Questions may be directed by email to Sue Fitzpatrick at [sfitzpatrick@riverbank.org](mailto:sfitzpatrick@riverbank.org) until **Thursday, January 24, 2019.**

Please submit the proposal in three (3) hard copies.

**SUBMITTAL REQUIREMENTS**

The proposal shall contain the following sections:

Section	Contents	Restrictions
Cover letter	Letter of interest, contact information	1 sheet maximum
1	Background and Qualifications	3 sheets maximum
2	Sample Timeline of Project	3 sheets maximum
3	Scope of services	6 sheets maximum
4	References	1 sheet maximum
5	Cost of services and payment schedule	2 sheets

**SECTION CONTENT DETAIL:**

**Cover Letter:**

The cover letter shall contain the proposal contact person’s address, phone number and e-mail address. The letter should explain interest in the project.

**1. Background and Experience:**

Expertise, experience, and qualifications in Citywide Park Master Plans. List the number of plans that have been prepared and provide a list of Cities that firm has worked with.

**2. Sample Timeline of Project**

List the timeline that the project could be completed within and the duration of the project from start to finish.

**3. Scope of Services:**

Respond to each item listed in the **Scope of Work** indicating how the

consultant will address each of the city's specifications listed. Additionally, each proposer is encouraged to include any items not identified that would bring value to the project.

**4. Client References:**

The proposal shall include a list of at least three (3) organizations which can be used as references for performance of similar services. The consultant shall endeavor to include references from public sector agencies. Include the name and telephone number for the contact person. The City reserves the right to contact references to determine the quality of work performed.

**5. Cost of Services and Payment Schedule:**

In a separate sealed envelope, include the cost of the completion of the Citywide Park Master Plan.

**COMMENTS ON STANDARD AGREEMENT**

***City's Consultant Services Agreement is attached to this RFP as Attachment A.***

A copy of the City's Consultant Services Agreement that the selected consultant will be required to sign is provided as Attachment A. Please note that any consultant selected will be required to comply with the standard provisions set forth in this agreement; if there are any exceptions to these provisions that the consultant must address, please do so in the RFP.

***Evidence of ability to comply with insurance requirements***

The selected coordinator must provide insurance certificate(s), at own expense, for Commercial General Liability, Automobile Liability, Workers' Compensation and Employer's Liability, and Professional Liability Insurance for this project. Endorsement(s) signed by an authorized representative of the insurance carrier will also be needed for Commercial General Liability and Automobile Liability insurance, with language included in the endorsement(s) that the City, its officials, employees and volunteers shall be covered as additional insured.

**PROPOSED SCHEDULE**

December 3, 2018	Issue of RFP
January 24, 2019	Deadline for responding to questions
January 31, 2019	RFP submittals due at 6707 Third St. Parks & Rec
February 1, 2019	Evaluate proposals and reference checks
February 11, 2019	Interviews and selection
February 26, 2019	Council to award contract

**REVIEW AND SELECTION PROCESS**

A selection committee comprised of City staff and/or outside panelists will review and rate each of the proposals. The selection may be based solely on the review of criteria listed below but could also include an interview with the top ranking consultants if necessary.

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The proposals will be evaluated and ranked based on the following criteria:

<b>Criteria</b>	<b>Points Possible</b>
Proposer's understanding and approach to achieve Scope of Services	50
Proposer's adherence to the RFP requirements	25
Proposer's experience with engagement of similar scope and complexity	25
<b>Total points</b>	<b>100</b>

After review of the proposals, the most successful candidates will be called for an interview with the Parks and Recreation Director and other City staff. After negotiation of final scope, signature of agreement, and approval by City Council, will be issued the Notice of Award.

**RIGHT OF REJECTION BY CITY**

The City reserves the right to reject any or all proposals. The City reserves the right to award a contract to the candidate that the City feels best meets the requirements of the RFP process. The City reserves the right to reject any and all proposals prior to execution of the Agreement, with no penalty to the City.

The City of Riverbank reserves the right to cancel, postpone, extend or revise this RFP or the RFP process at any time. If it becomes necessary to revise any part of this RFP, an addendum will be provided on the City's website at [www.riverbank.org](http://www.riverbank.org).

**CONTACT INFORMATION**

All requests, questions or other communications regarding this RFP shall be made via email or U.S. Mail. Address all communications to Sue Fitzpatrick, Director of Parks and Recreation. To ensure that written requests are received and answered in a timely manner, email correspondence is preferred:

Sue Fitzpatrick  
Director of Parks and Recreation  
City of Riverbank  
6707 Third Street, Ste. A  
Riverbank, CA 95367  
[sfitzpatrick@riverbank.org](mailto:sfitzpatrick@riverbank.org)

**ATTACHMENTS**

The attachments below are included with this RFP for your review:

- A. City Standard Professional Services Agreement
- B. List of set costs and pertinent information

**Attachment A**

**City Standard Agreement for Professional Services**

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