



City of Frankfort, Kentucky Parks, Recreation & Historic Sites Comprehensive Master Plan 2020

City of Frankfort, Parks, Recreation and Historic Sites

Request for Qualifications (RFQ)

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CITY OF FRANKFORT
REQUEST FOR QUALIFICATIONS
PARKS COMPREHENSIVE MASTER PLAN

RFQ # 2019204-80

The City of Frankfort will receive sealed Responses for the selection of a firm / company and/or individuals to provide a **Comprehensive Master Plan for the Frankfort Parks, Recreation and Historic Sites Department** commencing with the execution of a contract between the City and the successful firm / company and/or individual.

Sealed Responses will be received in the Finance Department, Office of the Purchasing Division, City Hall, 315 West Second Street, Frankfort, Kentucky, **until 2:00 p.m. EST, Thursday, April 23rd**. Responses cannot be accepted at any other location. Responses must be received by the designated date and time and none will be considered thereafter.

Responses must be prepared per the specifications detailed within the RFQ documents and are available at no charge in the Office of the Purchasing Division, City Hall, 315 West Second St., Frankfort, KY.

Firm / companies or individuals are to submit their Response in a sealed envelope. The firm / company or individuals **must submit an original and five (5) hard copies and one (1) electronic copy on a flash drive** and clearly mark the sealed Response with the RFQ number and description listed above. The City of Frankfort, Kentucky is not responsible for the premature opening of, or the failure to open, a sealed Response not properly addressed or identified.

The City of Frankfort reserves the right to reject any and all Responses received, and to select that Response which it determines to be in the best interest of the City. The Responses will be reviewed and evaluated by a selection committee according to evaluation factors established in this RFQ, including Respondent's relevant knowledge and experience in the elements described in the scope of services requested and the ability to undertake and complete the project in a timely manner.

FOR THE CITY OF FRANKFORT, KENTUCKY

Angie Disponette, Purchasing Agent

I. SCOPE OF WORK

The City of Frankfort, KY intends to issue a contract for a Comprehensive Master Plan for the City of Frankfort, KY Parks, Recreation and Historic Sites Department. The Response shall be provided in accordance with the stated specifications in Article III TECHNICAL SPECIFICATIONS of this invitation. Successful firm / company(ies) shall be notified by the City's Purchasing Agent. After contract award date, delivery shall be made as expeditiously as possible. The scope of this RFQ is to seek qualified landscape architectural, engineering and master planning firms to provide professional services to the City of Frankfort, Kentucky to develop a Parks, Recreation & Historic Sites Comprehensive Master Plan. The full service plan is intended to create a roadmap for ensuring an appropriate balance of facilities and amenities throughout the City of Frankfort now and into the future. The City is seeking a system-wide approach to evaluating parks, facilities, historic sites and open space recreational facilities and amenities in order to develop goals, policies and guidelines. The City is further seeking to evaluate existing parks, facilities, amenities, services, programs, etc. and provide a plan to renovate existing parks and facilities to modern standards as well as plans to add new facilities and amenities that meet the needs and goals of City management.

II. GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

A. SUBMITTALS.

The Respondent must submit an original and five (5) copies of the Response in a sealed envelope marked “RFQ for Parks Comprehensive Master Plan” to the following address:

City of Frankfort

Office of the Purchasing Division

Attn: Angie Disponette EMAIL: Adisponette@frankfort.ky.gov

315 West Second Street

Frankfort, Kentucky 40601

Each envelope or package containing Responses must clearly state the name of the Respondent. The Response that is the original must be clearly indicated on that Response. The City shall not accept a faxed or e-mailed Response. The City must receive any Responses on or before **Thursday, April 23rd, at 2:00 PM.**

B. COSTS AND COMMITMENTS.

This RFQ does not commit the City of Frankfort to award a Contract to any Respondent or to pay any costs incurred in the preparation or mailing of a Response.

C. ASSIGNMENTS.

Upon award of Contract, all services are to be performed solely by the Contractor and may not be subcontracted or assigned without the prior written approval and consent of the City of Frankfort Director of Parks, Recreation and Historic Sites.

D. RIGHTS RESERVED.

The City reserves the right to the following:

1. Waive minor deficiencies and informalities in Responses;
2. Accept or reject any or all Responses received as a result of this RFQ;
3. Obtain information concerning any or all Respondents from any source;
4. Request an oral interview before the selection review committee from any or all Respondents;

5. Select for Contract negotiation and/or award a Respondent other than that with the highest score if, in the judgment of the selection committee/ Board of Commissioners, the public's best interest shall be served; and
6. Negotiate with the successful Respondent with respect to any additional terms or conditions of the Contract.

E. QUESTIONS.

Any Interested Party may submit any question regarding this RFQ in writing via mail, fax, or e-mail to Angie Disponette at the address given in Section Two, paragraph A. All questions are due by **Friday, April 17th at 2:00 PM**. Phone calls shall not be accepted. The City shall also send a copy of those questions and answers in writing to any Interested Party that requests a copy. The City shall determine the method of sending its answers, which may include regular U.S. mail, overnight delivery, fax, e-mail or any combination of the above. Only written responses or statements from the Office of Purchasing Division shall bind the City. No other means of communication, whether oral or written, shall be construed as an official response or statement from the City of Frankfort.

F. CONTRACT TERM AND TERMINATION.

The term of the awarded Contract shall be for one year from the date of signing, or upon completion of all contracted services, whichever occurs first, and shall be subject to satisfactory performance, and at the sole discretion of the City. If the parties mutually agree in writing, the Contract may be extended until completion of all contracted services. The City may terminate the Contract in whole or in part whenever the City determines that the termination is in the best interest of the City. Termination shall be effected by delivery to the Contractor of a written notice of termination at least fifteen (15) days prior to the date of termination, specifying the extent to which performance of the Contract is terminated. **This section shall only apply if a Contract is awarded as a result of this RFQ process.**

G. DISPOSITION OF RESPONSES.

All materials submitted in response to this RFQ shall become the property of the City of Frankfort. One (1) copy of each Response shall be retained for the official files and shall become a public record after an award is made by the City.

H. RETENTION OF RECORDS.

The successful Respondent shall be required to maintain, for a period of five (5) years from the date of final payment to Respondent, all books and records pertaining to this RFQ.

I. DISCLOSURE.

In compliance with the Kentucky Open Records Act, trade secrets or proprietary information submitted by a Respondent in connection with this RFQ shall not be subject to public disclosure. However, the Respondent must invoke this protection prior to or upon submission of the data or other material, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary.

J. APPLICABLE LAWS AND REGULATIONS.

The Respondent shall comply with all applicable laws and regulations of the Commonwealth of Kentucky, the City of Frankfort Code of Ordinances, and any other City rules and regulations that apply to this RFQ and the contractual documents that may result with award of a contract. Any litigation with respect thereto shall be brought in the Courts of the Commonwealth of Kentucky.

K. INDEMNIFICATION.

Respondent agrees to save, defend, keep harmless and indemnify the City and all of its officers, departments, agencies, agents and employees from and against all claims, loss, damage, injury, fines, penalties and cost – including court costs and attorney’s fees, charges, liabilities and exposure, however caused – resulting from, arising out of, or in any way connected with the Respondent’s negligent performance or nonperformance of the terms of this RFQ/ awarded Contract.

L. BUSINESS STATUS AND REGISTRATION REQUIREMENTS.

In order to enter into a Contract with the City of Frankfort, Respondent must be properly licensed with the City of Frankfort to do business within the City. If the Respondent is already licensed, all of the applicable license accounts must be in “good standing” with the City. Good standing is defined as having all fees, including penalty and interest charges, relating to employee wages and business net profits, paid in full with appropriate reporting forms filed in the office of the City Occupational License Division. Inquiries can be directed to the License Division at 502-875-8504.

M. INSURANCE REQUIREMENTS. Prior to entering into a Contract with the City of Frankfort, the successful Respondent must provide the appropriate insurance documentation required by the City, including a Certificate of Insurance showing proof of insurance, including Workman’s Compensation and Liability.

Certificate Holder:
City of Frankfort
315 W. Second Street
Frankfort, KY 40601

General Liability policy must be endorsed to provide there will be no cancellation or reduction in coverage without thirty (30) days prior written notice given to the City of Frankfort. Certificate of Insurance should be mailed to the corporate office of the City of Frankfort attention of Finance Department. If applicable to a specific project, reference the project number and project name on the Certificate. Copies of the Certificate forms showing compliance with the insurance requirements must be provided prior to commencement of work.

III. TECHNICAL SPECIFICATIONS (A summary of what will be expected in the final Master Plan Product, subject to change or additions)

Public Process

- Identify, describe and implement a comprehensive strategy and methodology for citizen involvement in this Master Plan process
- Assure the residents, user groups, associations, and other stakeholders are provided an opportunity to participate in the development of this plan
- Conduct a minimum of three (3) public community meetings and a minimum of two (2) focus group (participants to be determined) and individual stakeholder interviews. More if determined to be needed.
- Act as professional facilitators to gather specific information about services, facility needs, use, preferences and any agency strengths, weaknesses, opportunities and threats
- Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process is achieved
- Provide written records and summaries of the results of all public process and communications strategies
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making
- Provide methods to hear from as many people as possible, including users and non-users of the services and facilities

Statistically Valid Survey

Provide a city-wide statistically-valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. This survey will be used as a baseline to determine needs, desires and willingness to pay.

Demographic Trends

Review and interpret demographic trends and characteristics of the City of Frankfort using regional and local sources.

Existing and Future Facilities-Analysis of Level of Service

Compile an inventory and assessment of the existing parks, trails, open spaces and facilities. This assessment will include a comparative analysis to communities of similar size and density regionally

and using nationally accepted standards. The analysis should consider the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort and convenience. Each amenity should be evaluated regarding its service from both a resident and visitor perspective. Evaluation criteria should be based on the expressed values of the community. The analysis will also include identification of best possible providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.

Rank and Prioritize Demand and Opportunities

- Provide an assessment and analysis of the Parks and Recreation Department's current level of recreation programs, services, maintenance and staffing in relation to present and future goals, objectives and directives.
- Provide a user fee analysis for facilities, programs and services.
- Provide an analysis of the best possible providers for programs and services. Identify and discern any unnecessary duplication of services through public and private program providers
- Provide recommendations for minimizing duplications or enhancing possibilities for collaborative partnerships where appropriate

Progress Reporting

The consultant and the City's Project Manager shall hold progress meetings as often as necessary, but in no case less than twice per month until the final plan is approved by the City Manager and City Commission for the purpose of progress reporting. The consultant shall supply the Project Manager with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Action Plan

- Collect and analyze demographic information for the community
- Collect and analyze information on participation, needs, desires, operations, programming and land use trends and make Level of Service recommendations
- Identify areas of service shortfalls and projected impact of future trends
- Provide usable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate
- Develop recommendations for operations, staffing, maintenance, programming, and funding needs
- Provide a clear plan for development of programming direction based on standards and demands analysis
- Develop a definitive program for acquisition and development of parkland, recreational facilities, open space, trails and parks maintenance and administration of facilities for the future

- Provide a maintenance and operation analysis
- Identify opportunities for available funding and acquisition alternatives
- Develop an action plan which includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-term, mid-term, and long term for the parks system, open space, trails, and recreation programs and services

Development of Final plan and Supporting Materials

- The Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and "road map" and model for the Parks and Recreation Department's future
- A summary of existing conditions, inventories and Level of Service analysis
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences
- A Financial Plan
- An Action Plan
- A minimum of two (2) meetings with the City Commission, one at the time of the presentation of the draft Master Plan, and one at the adoption of the final Master Plan
- Appropriate written material and graphics (maps, charts, etc.) to be used for public presentations, to include a current map and a Final Map Plan outlining future park development opportunities
- A color version of the draft Master Plan document consisting of ten (10) printed and bound color copy and an electronic copy in a format compatible with the City's software
- A color version of the final Master Plan document consisting of ten (10) printed and bound color copies and an electronic copy in a format compatible with the City's software
- A color version of the final Executive Summary consisting of ten (10) printed copies and an electronic version in a format compatible with the City's software

All written materials, graphics and data shall be delivered in paper, camera ready and in digital format consistent with the City's software.

Note: The City shall be responsible for the arrangement, notice and any other costs associated with the above meeting schedule. The consultant shall review with the City's Project Manager all prepared information for the public meeting at least three (3) days prior to the scheduled meetings.

Items to be provided by the City of Frankfort

- Project Manager – Parks, Recreation & Historic Sites Director
- Copies of all existing studies, plans, programs, maps and other data and access to all applicable records
- Assistance with on-going community meetings

All Responses to this RFQ shall include the following background information:

Those firms interested in providing professional services for this project should submit an original and five (5) copies and one (1) copy on a flash drive of the following:

- A letter of Submission shall include the name, address, and telephone number of the person (s) authorized to legally represent the firm. Any confidential material contained in the RFQ shall be clearly indicated and marked as "Confidential."
- Background on the firm and its experience in preparing Master Plans for public agencies. Of particular interest are engagements involving communities that have characteristics similar to the City of Frankfort.
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables and client meetings to be provided.
- Identification of the personnel to be assigned to this engagement including a resume of the related experience.
- A timeline for preparation and implementation of the Master Plan and its components.
- A summary of professional liability and errors and omission insurance coverage the firm maintains.
- A minimum of three (3) public agency references for projects of a similar nature to this project and a description of the projects shall be described and minimally include client, location, contact person, contact information (telephone/ email address), and a brief summary description of the project.
- Lump sum amount to perform the completed project scope.

Performance Timeline & Milestones

- The consultant will provide the City with a final work plan including timeline within 15 business days of the award of the contract.
- Within five (5) business days following approval of the Detailed Work plan, Consultant shall conduct one (1) orientation meeting with Project Manager to review the work plan, timeline and details of the Master Plan process.
- The consultant will hold regular monthly in person meetings with Project Manager to review progress, present information, and recommend direction for the remaining portions of the project. Completed portions of the project shall be submitted in draft form to Project Manager for review. These meetings will occur as needed but not less than twice a month throughout the project period.
- A minimum of one (I) meeting with the Mayor, individual City Commission Members and City Manager during a scheduled Committees meeting.

Request for RFQ Add Alternate

Please submit a separate Response for the following items.

The City of Frankfort reserves the right to accept individual components, multiple components and or reject all components. All specifications in the City of Frankfort Parks and Recreation Master Plan will apply.

Grounds Maintenance Management Plan

Prepare the Grounds Maintenance Management Plan for the grounds maintained by the Parks and Recreation Department. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment managements.

Departmental Fee Philosophy

Review departmental fees and develop a departmental fee philosophy through benchmarking best practices in comparable cities, community and departmental input, etc.

IV. PROJECT TENTATIVE SCHEDULE:

- RFQ Advertised and Available: Early April, 2020
- Deadline for Questions: April 17, 2020
- RFQ Submissions Due: April 23, 2020
- Awarded by City Commission: May or June, 2019 (subject to change due to COVID-19)

V. SELECTION PROCESS

An evaluation committee will review each Response for completeness and content. Each Response will be evaluated based upon the relevant qualifications and experience of the Respondent. The committee may conduct interviews if necessary, or may complete its evaluation based on the Response alone. References will also be verified. The evaluation committee will **select a minimum of three (3)** firms / companies or individuals by the evaluation score, interviews and references and will then request cost estimates from at minimum three (3) determined Respondents. More than three (3) cost estimates may be requested if determined necessary by the committee. The RFQ review will focus upon the following criteria:

Key Sections of RFP:	% of scoring weight	Description:
RFQ Content	30%	Organization, presentation, and overall content of Response. Conformance to the specified RFQ format and the required information and technical specifications described herein.
Experience	30%	Has the firm/individual demonstrated the ability to successfully provide services for projects of a similar

		complexity and nature as described herein?
Staff	15%	Do the qualifications of key personnel to be assigned to the anticipated projects coincide with tasks listed in the Scope of Work and specifications? Do assigned personnel have requisite education, experience, and professional qualifications?
Professional Standing	15%	Are the firm's/individual's references from past clients and associates favorable? Are deliverables submitted on time and within budget?
Responsiveness	10%	Ability to perform services in the City of Frankfort at a fair and reasonable cost. Ability to respond to request for service in a timely manner.

The selection committee will make a recommendation or series of recommendations to the Board of Commissioners of the City of Frankfort. The Board of Commissioners will make the final determination regarding award of a Contract or Contracts in relation to this RFQ.

The City of Frankfort reserves the right to accept or reject any and all Responses. The City of Frankfort also reserves the right to waive any informality or irregularity in any Qualifications. Additionally, the City of Frankfort may, for any reason, decide not to award an agreement as a result of this sealed RFQ or cancel the RFQ process. The City of Frankfort shall not be obligated to respond to any Response submitted, nor be legally bound in any manner by the submission of the Response. The City of Frankfort reserves the right to negotiate project deliverables and associated costs.

Interested Respondents should submit five (5) copies and one (1) digital copy on a flash drive of their qualifications to:

Angie Disponette, Purchasing Agent Adisponette@frankfort.ky.gov

City of Frankfort

315 West Second Street

Frankfort, Kentucky, 40602.

Submittal must be received no later than 2:00 p.m. on Thursday, April 23rd, 2020.

