



**REQUEST FOR PROPOSAL (RFP)  
TO PROVIDE  
A PARKS, FACILITIES, RECREATION  
MASTER PLAN  
FOR SUISUN CITY, CA**

Kris Lofthus, Recreation, Parks, and Marina Director  
City of Suisun City  
611 Village Drive  
Suisun City, CA 94585

RFP Posting Date: AUGUST 27, 2019

**SEALED PROPOSALS DUE NO LATER THAN 3:00PM, OCTOBER 3, 2019**

## **Purpose**

The City of Suisun City Recreation, Parks and Marina Department (City) is requesting statements of interest, qualifications and proposal from qualified planning and design firms that are capable of providing services to development a Master Plan for the City of Suisun City's parks, facilities, and program operation located in Suisun City, California.

## **About Suisun City of Suisun**

Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents.

Suisun City operates under the Council/Manager form of governance in which the electorate chooses members of the City Council and the City Council hires the City Manager to implement City Council policy and run day-to-day affairs. The Mayor and City Council are elected independently in non-partisan elections to serve four-year terms in office. The Mayor Pro-Tem is selected by the City Council from among its members.

## **1. DESCRIPTION OF PROJECT**

The City is working toward implementing improvements to existing facilities that best serve the needs of the community. The Master Plan will serve as a usable "blueprint" to the Recreation, Parks, Marina, and Arts Commission (RPMA), City Council, consultants, and the Recreation, Parks, and Marina Department (RPM) for the future growth and maintenance of the RPM parks, facilities, programs and services.

The Master Plan will be a strategic tool used to guide decision making pertaining to the reconditioning, development of new, and proof of need of parks, facilities, and recreation programming. The outcome of this project should identify current competencies, current needs, and future needs as populations shift.

All proposals received will be reviewed to ensure that all tasks within the scope requirements of the RFP have been met, in addition to evaluating the ability of the proposer to provide the required services. Failure to meet the requirements may be cause for rejection (evaluation of proposals shall be at the discretion of the City of Suisun City). All proposals that meet the requirements will be submitted to the Evaluation Committee for further evaluation. The Evaluation Committee will review qualified proposals and determine a ranking based on the proposals submitted. The Evaluation Committee may at its discretion, and in the course of its evaluation, arrange a site visit and/or interview/presentation with a short list of selected Consultants who were deemed to provide the best proposals.

All questions or requests for additional information must reference the above proposal name and must be submitted by 5:00 p.m. on September 12, 2019 to: [klofthus@suisun.com](mailto:klofthus@suisun.com)

Questions and answers will be issued to all interested and placed on the City of Suisun website by 5:00pm on September 13, 2019 at <http://www.suisun.com>.

## 2. PRE-SUBMISSION REQUIREMENTS

All interested firms are required to:

- I. Carefully and thoroughly evaluate the scope of services and submission requirements, and any other relevant information. Failure to read, examine and understand the RFP will not excuse any failure to comply with the requirements of the RFP.
- II. Visit the Project site to become familiar with the general, local and site specific conditions.
- III. Consider federal, state and local laws and regulations, labor availability, and contracts that may affect cost, progress, performance and furnishing of the services and the Work of the Project.

## 3. SCOPE OF SERVICES

The following services have been identified by RPM as essential needs for the Master Plan:

### Requirement I: Community Engagement

Describe your implementation process to provide a comprehensive strategy and methodology for citizen involvement. Assure the residents, user groups, non-user groups, associations, and other stakeholders are provided an opportunity to participate in the development of this Master Plan.

- a. Conduct at least two (2) public community meetings
- b. Conduct one (1) meeting with the following community partners;
  - Fairfield Suisun Unified School District
  - Harbor Arts Theatre / Creative Arts Collective
  - Friends of Suisun City Recreation
- c. Conduct a minimum of twelve (10) individual stakeholder (to be selected by the City) interviews. These should include five (5) City Council Members, three (3) RPMA Commission Members, and two (2) Public Works Staff
- d. Conduct interviews with three (3) RPM Management Staff
- e. Provide via one (1) social media platform an ongoing social media site for residents to provide information and opinions.

Serve as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats. Provide written records and summaries of the results of all public process and communications strategies. Develop a standard survey that will be used at each of the aforementioned community engagement opportunities.

### Requirement II: Needs Assessment

Prepare a comparative analysis comparing current City offerings to agencies of like size in the surrounding area. These should include, parks, facilities, staffing, and operation

budgets. This information should be compiled to identify successes, gaps, and opportunities within RPM.

**Requirement III: Inventory of Parks and Facilities**

Compile a comprehensive inventory of all City Parks and Recreation facilities. Confirm the location and size of existing parks and facilities. The analysis shall also consider the capacity of each amenity found (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort and convenience. List each locations amenities, its current condition, estimated age, and provide a replacement schedule with estimated costs. Provide a qualitative evaluation of amenities per park report (i.e. equal balance of amenities in each park) and develop a set of prioritized recommendations for improvements needed within existing parks, open space, buildings and other recreational facilities.

**Requirement IV: Identification of Growth Opportunities of New Parks and Facilities**

Evaluate potential need and provide recommendations and options regarding suitable sites for future park and recreation facilities; including, but not limited to, splash pad, gymnasium, community center, neighborhood center, walkability / trails and soccer fields, and other field sports. Included both the City owned land and potential partner sites. Identify and develop a set of prioritized recommendations for additional parks, open space, buildings and other recreation facilities that may be needed in the City of Suisun City. Address size, location, layout, uses, use of standard amenities, and constraints to provide both guidance and flexibility for future development and identify and develop a set of prioritized recommendations for additional parks, open space, facilities and other recreation facilities that may be needed by RPM.

**Requirement V: Analysis of Programs, Fees, and Cost Recovery**

Provide a detailed analysis of the current level of recreation programming provided to the community. Address challenges faced, maintenance, lack of facilities, etc. as well as growth opportunities. Identify areas of duplicate programming by private or non-profit groups in the City. Identify current programming trends that RPM should address as possible expansion and revenue opportunities.

Conduct a cost recovery analysis and a user fee analysis for facilities and recreation programs. This analysis must include a benchmarking of similar fees of local competitors, as well as options for improving the cost recovery levels to reduce program subsidy were appropriate. This analysis should also include the cost recovery formula for future use.

**Requirement VI: Capital Improvement Funding**

Review and describe funding sources, including background history, and how the sources are used to fund park capital improvements. This includes park impact fees, Landscape and Lighting (L&L), Quimby fees, etc.

**Requirement VII: Action Plan**

Develop a prioritized plan of action which will include identified issues and challenges; strategies; probable costs, including staffing, facility and maintenance needs; and an analysis of potential funding sources and mechanisms for the parks, open space, buildings and other recreation facilities. Action plan should include attainable goals along with measurable timelines, policies and standards to support the Master Plan.

Included:

- Upgrading/consolidating existing recreation facilities and programs.
- Identifying potential locations for future recreation facilities and programs, open spaces and trails.
- Proper operational staffing levels.
- Providing a parks and recreation facilities maintenance and operations analysis.
- Developing 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 park system, open spaces, trails, and recreation programs and services.
- Establishing land acquisition/disposition strategy.

**4. MASTER PLAN FORMAT**

All text shall be prepared with Microsoft Office Word. All text documents will be prepared with “track changes” active for easy identification of changes between versions. Drawings will be prepared in AutoCAD format. Text shall be 8-1/2” x 11” and drawings shall be 11” x 17” appropriately placed and folded to an 8-1/2” x 11” configuration. Presentation graphics will be 24" x 36" in hardcopy form (or other format suitable for presentation at public meetings and agreed to by the City) and in Microsoft PowerPoint. The consultant will make all work available electronically so City staff can post on the City website. The City will provide pertinent data needed to support the Master Plan update process. The consultant shall gather additional information as needed from the City to supplement data. The consultant shall prepare a draft Master Plan prior to the final Master Plan to include Requirements one (1) through seven (7) at a minimum. For both the draft and the final Master Plan, twenty hard copies, including maps and figures shall be provided. An electronic version that can be edited (Microsoft Word) is also required. This information will also include electronic and hard copies of any maps in AutoCAD format. The initial version will be vetted by RPM prior to draft delivery to RPMA Commission.

The Master Plan Report shall include discussions, evaluations, analysis, findings and recommendations, etc. of all elements necessary to meet the City’s short-term, mid-term and long-term vision.

- An Executive Summary should be included that outlines the process taken to create the report as well as summarizing the research and findings (a prioritized list of goals and

objectives should be included here). (Three (3) hard copies and an electronic version in MS Word for the City’s website shall be submitted.)

- Plan shall include written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the RPM Department’s future.
- 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
- Performance Measurement Standards
- A final site plan document, in color, for public review and presentation.

**5. PRESENTATION OF DRAFT MASTER PLAN**

- Provide Twenty (20) hard copies and an electronic version in MS Word format of the draft Parks & Recreation Master Plan.
- Prepare written and graphic materials and assist with presenting the project at one (1) of RPMA Commission Meeting.

**6. FINAL DEVELOPMENT AND PRESENTATION OF MASTER PLAN**

- Provide Twenty-five hard copies of the Final Parks & Recreation Master Plan and one electronic version in MS Word format
- Prepare written and graphic materials and assist with presenting the project at NO MORE than two (2) City Council Meetings.

**7. PROJECT TIMELINE**

<b>Request for Proposals due</b>	<b>October 3, 2019, 3:00pm</b>
Selection Committee Review	October 7, 2019
Interviews (as needed)	October 9, 2019
Firm Selection	October 10, 2019
RPMA Commission Contract Recommendation	October 16, 2019
City Council Contract Approval	November 5, 2019
Consultant Initial Meeting	November 8, 2019
Completion of Requirement I & II	December 5, 2019
Completion of Requirement III, IV & V	December 20, 2019
Completion of Requirement VI	January 10, 2020
Completion of Requirement VII	January 28, 2020
Draft Plan presentation to RPMA Commission	February 5, 2020
Draft Plan presentation to City Council	March 18, 2020
Final Master Plan presentation to City Council	March 3, 2020

## 8. GENERAL CONDITIONS

### A. Pre-Contractual Expenses

City shall not, in any event, be liable for any pre-contractual expenses incurred by the Consultant. Pre-contractual expenses are defined as expenses incurred by Consultant in: (1) preparing the Proposal; (2) submitting the Proposal to the City; (3) presenting Proposal during selection interview; (4) negotiating with City any matter related to this Proposal; (5) incurring any other expenses by Consultant prior to an executed Agreement.

### B. Withdrawal of RFP

The City reserves the right to withdraw this RFP at any time without prior notice. In addition, the City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the Proposals for its own convenience.

### C. Rejection of Proposals

The City reserves the right to reject any or all Proposals submitted. Any Contract awarded for these Consultant engagements will be made to the Consultant who, in the opinion of the City, is best qualified.

### D. Non-discrimination

Any Contract to be awarded as a result of this Request for Proposal will be awarded without discrimination based on age, disability, medical condition, race, color, religion, sex, sexual orientation, marital status, or national origin.

### E. Proposal Length

The Consultant's Proposal shall be no more than 20 pages, excluding a cover letter of up to two pages, dividers, and certificates. The RFP will not be counted when included in the Proposal.

## 9. SUBMISSION REQUIREMENTS

Proposals must be submitted to the following address as detailed below:

City of Suisun City  
Subject: Parks and Facilities Master Plan  
Attn: Kris Lofthus, Director – RPM Department  
611 Village Drive  
Suisun City, CA 94585

To be opened Thursday, October 3, 2019

- All proposals must be received by 3:00pm on October 3.
- No late proposals will be considered
- No fax or email proposals will be considered
- Consultant must provide 3 original copies of proposal at time of submission