



**REQUEST FOR PROPOSAL (RFP)
TO PROVIDE
A PARK & FACILITIES 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: January 10, 2022

SEALED PROPOSALS DUE NO LATER THAN 3:00PM, February 7, 2022

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, 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. With anticipated additional revenues, this plan will prioritize the needs of the park system and recreation amenities that will enhance programming opportunities for the RPM Department.

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.

The City has collected park and facilities data through an online survey conducted last year. This data is in a macro state and a follow up survey is needed to refine community input.

All questions or requests for additional information must reference the above proposal name and must be submitted by 5:00 p.m. on January 21, 2022 to: klofthus@suisun.com

Questions and answers will be issued to all interested and placed on the City of Suisun website by 5:00pm on January 25, 2022 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 One (1) public community meetings in person or via ZOOM
- b. Conduct a minimum of five (5) individual stakeholder (to be selected by the City) interviews. These should include two (2) City Council Members, two (2) RPMA Commission Members, and two (1) Public Works Staff
- c. Conduct interviews with two (2) RPM Management Staff
- d. Complete refined community survey associated with the survey utilized by the City in 2021.
- 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 park and facility offerings to agencies of like size in the surrounding area. Areas of emphasis include park amenities, facilities, staffing, and operational budget. This information should be compiled to identify successes, gaps, and opportunities within the RPM Department.

Requirement III: Inventory of Parks and Facilities

The RPMA Commission Ad Hoc has compiled a comprehensive inventory of all City Parks and Recreation facilities. Confirm the location and size of existing parks and facilities. An analysis will need to be completed and shall 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, signage, 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, neighborhood center, walkability / trails, and sports fields, specifically soccer fields. 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: 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.
- Identify potential upgrades and enhancements to current parks and related cost estimates for those improvements.
- Identifying potential locations for future recreation facilities and programs, open spaces and trails.
- Proper operational staffing levels.
- Establishing land acquisition strategies

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.
- An Action Plan
- Performance Measurement Standards
- A final 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 (20) 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

Request for Proposals due	February 7, 2022, 3:00pm
Selection Committee Review	February 7, 2022
Interviews (as needed)	February 9, 2022
Firm Selection	February 11, 2022
RPMA Commission Contract Recommendation	February 16, 2022
City Council Contract Approval (as needed)	March 1, 2022
Consultant Initial Meeting	March 8, 2022
Completion of Requirement I, II, & III	April 8, 2022
Completion of Requirement IV& V	April 22, 2022
Draft Plan presentation to RPMA Commission	May 4, 2022
Draft Plan presentation to City Council	May 17, 2022
Final Master Plan presentation to City Council	June 7, 2022

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. References

Please include a minimum of three (3), maximum of six (6) public agency references, including name of agency, name of contact, and phone number or email address. Please provide brief statement of work completed for the agency, not to exceed three (3) sentences.

F. Proposal Length

The Consultant’s Proposal shall be no more than 25 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 Monday, February 7, 2022

- All proposals must be received by 3:00pm on February 7, 2022
- No late proposals will be considered
- No fax or email proposals will be considered
- Consultant must provide 4 original copies of proposal at time of submission