

CITY OF CARLYLE

REQUEST FOR PROPOSALS

PARKS AND RECREATION MASTER PLAN DEVELOPMENT



ISSUE DATE: FEBRUARY 25, 2020

SUBMISSION DEADLINE: APRIL 13, 2020 4:30 P.M.

PLEASE SEND INQUIRIES AND SUBMISSIONS TO:

**ANDY BRACKETT
CITY ADMINISTRATOR
CARLYLE CITY HALL
850 FRANKLIN STREET
CARLYLE, IL 62231
(618) 594-5204
admin@carlylelake.com**

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GENERAL INFORMATION

The city of Carlyle, Illinois is accepting proposals from qualified professional planning and design consultants to develop a community-supported strategic parks and recreation master plan. The primary purpose of this plan is to analyze and inventory current facilities and programs, provide short- and long-term guidance to park administration and the City Council, and generate an implementable action plan for the continued maintenance and development of parks and facilities. Additionally, a feasibility study shall be completed to determine the feasibility of a new outdoor multi-use sports complex utilizing baseball, softball and soccer fields and other park amenities.

The city of Carlyle is located in Clinton County, Illinois, roughly one-hour east of St. Louis with a population of approximately 3,200 residents. The Parks and Recreation Department oversees park facilities at five different neighborhood park locations totaling approximately 60 acres, an outdoor aquatic facility, skate park, four playgrounds, dog park, six rentable pavilions, and youth programming throughout the year. Our relationship with Carlyle School District #1 is essential to our recreation operations as the city owns only one baseball diamond and no dedicated soccer fields, indoor gymnasiums or indoor multi-use space. Carlyle Lake, located on the northeast edge of town, is the largest man-made lake in Illinois which attracts nearly 1.5 million visitors annually. Carlyle Lake is operated and maintained by the U.S. Army Corps of Engineers.

PROJECT SCHEDULE

Tuesday, February 25, 2020	RFP Issued
Monday, April 13, 2020	Responses due by 4:30pm
Monday, April 13, 2020	Responses evaluated by Finance Committee/City Council
Monday, April 27, 2020	Selection of planning firm at Regular City Council meeting

*The City reserves the right to alter scheduled dates if necessary. If a submission date change is made, an amended RFP will be sent to all applicants that have shown interest.

**If you are interested in submitting a response to this RFP, please fill out the RFP Acknowledgement Form on the last page and submit it to admin@carlylelake.com prior to creating your proposal.

PROJECT OBJECTIVES

The main objectives of this project are as follows:

- Inventory existing parks and facilities and evaluate their condition and lifespan.
- Conduct a community-wide needs assessment that includes residents, community groups, community stakeholders, and city administration that encompasses current and future recreational needs.

- Conduct a study to determine the feasibility of a new outdoor multi-use sports complex that includes baseball/softball fields, soccer fields and other park amenities.
- Identify strategies to coordinate recreation opportunities with the US Army Corps of Engineers and Carlyle Lake.
- Create a five-year action plan and make actionable strategic recommendations based on the data from the facility inventory, needs assessment, public input, and feasibility study.

SCOPE OF WORK

1. Inventory existing parks and facilities and evaluate condition and lifespan. A broad, non-detailed running document of major park facilities is kept and can be used for reference.
2. Conduct a community-wide needs assessment that encompasses current and future recreational needs.
3. Develop and implement a public participation strategy for the process that includes at least (2) public meetings and a survey of some kind.
4. Identify unmet current and future needs in the park system including scope and opinion of probable cost for any playgrounds, athletic facilities, aquatic facilities, and other park amenities.
5. More specifically, conduct a detailed study regarding the feasibility of an outdoor sports complex that includes baseball, softball, soccer fields and other park amenities. This feasibility study should include:
 - a. Needs analysis and community input
 - b. Feasible size and scope of project
 - c. Potential suitable locations and feasibility of each location
 - d. Economic impact of potential sports tourism
 - e. Potential partnerships, grants or alternative revenue sources that could help fund the development
6. Prioritize and value park improvements, development and possible future acquisition. Suggest new programming and community partnerships to create increased recreation opportunities. Identify grant funding, partnership opportunities and any other alternative revenue sources specific to suggested improvements and developments.
7. Prepare a final master plan document to be adopted by the city of Carlyle. The document should be prepared in a way so that it can be updated and maintained by city staff.

SUBMITTAL INSTRUCTIONS

Responding firms must submit one (1) electronic copy via email and (4) printed copies of the proposal via mail or hand delivery to:

Andy Brackett
City Administrator
Carlyle City Hall
850 Franklin Street
Carlyle, IL 62231
admin@carlylelake.com

The printed copies of the proposal should be clearly marked “Parks and Recreation Master Plan RFP” on the outside of the submission. Proposals are due by Monday, April 13, 2020 at 4:30pm at the latest. Any additional information or questions about the RFP or submission instructions should be directed to the contact above.

Responding firms shall be experienced in municipal government projects, planning, programs and finances and are able to provide examples of past projects that are similar in scope and size of the project described in this RFP.

Proposals should include:

- Team members that will be working on the project and their experience in relevant projects.
- Examples of past relevant experience in developing parks and recreation master plans of similar size and scope of work. Examples of experience in feasibility studies should also be included.
- Proposed fees for the project as well as any other additional costs that may be incurred by the City throughout the plan development process.
 - As stated in the RFP, we are requested a detailed feasibility study of an outdoor sports complex be done and included in this master plan. If possible, please separate your fee structure to show the proposed fees of the master plan and fees of the feasibility study separately.
- Any additional information that you feel may be helpful to the City in evaluating your qualifications including any references from past master plan development projects.

EVALUATION CRITERIA AND SELECTION

Proposals will initially be evaluated by the Finance Committee and subsequently by the City Council at the Monday, April 13, 2020 Regular City Council meeting unless otherwise noted in an RFP amendment. Additional meetings may be scheduled for further review.

Responses will be evaluated based on the following criteria:

1. Compliance with RFP submission requirements and completeness of submission
2. Proposed fees for the project
3. Evaluation of experience in parks and recreation master plan development and similar past projects
4. Any additional relevant information submitted

ADDITIONAL INFORMATION

All proposals submitted in response to this RFP shall be irrevocable for a period of forty-five (45) days after the due date and may not be withdrawn during this period. After such time has elapsed, the submitting firm may withdraw the proposal if it has not been selected prior to the request to withdraw.

The City reserves the right to accept or reject any and all proposals, to negotiate modifications of proposals submitted, and to waive any irregularities or informalities in any proposal. The project award will be made to the submitting firm whose response complies with all of the requirements of this RFP and whose proposal is deemed the most advantageous and in the best interest of the City. The City will not be held responsible for any costs incurred by a responding firm in the development of a response to this RFP.

Subsequent to receipt of proposals, the City or its authorized representative may require the submitting firm to make oral presentations or to respond to telephone calls to clarify its proposal. Discussions and interviews may be held with firms under final consideration prior to making a selection for award; however, proposals may be accepted without such presentations or discussions.

After a finalist is selected, the City will negotiate an agreement that will be in the City's best interest. The agreement will cover all aspects of the proposal described herein. In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the City reserves the right to undertake negotiations with the next most advantageous firm without starting a new selection process.

ACKNOWLEDGEMENT OF RFP RECEIPT

(Return to admin@carlylelake.com)

Name: _____

Firm Submitting Proposal: _____

Mailing Address: _____

Phone Number (Office): _____

Phone Number (Other): _____

Email: _____

I hereby certify that I have received this Request for Proposals to develop a Parks and Recreation Master Plan from the city of Carlyle, IL. We intend to submit a response and would like to be notified of any changes or amendments to the RFP or timeline.

Name/Company: _____

Signature: _____

Title: _____

Date: _____