



REQUEST FOR PROPOSAL

Professional Services for

Park Master Plan Update

Riverfront Park Plan Update

Sycamore Trails Park Plan Update

City of Miamisburg

10 North First Street
Miamisburg, OH 45342

(937)866-3303
play@cityofmiamisburg.com



CITY OF MIAMISBURG
PARKS & RECREATION



Request for Proposals

Park Master Plan Update

Riverfront Park Design Update

Sycamore Trails Park Plan Update

Invitation

The City of Miamisburg is seeking proposals from a qualified park planning, architectural, design or engineering firm to prepare updates for three major planning components for the City of Miamisburg Parks and Recreation Department. The three portions include the following:

- Park Master Plan Update
- Riverfront Park Plan Update
- Sycamore Trails Park Plan Update

Interested Parties

Should your firm be interested in submitting a proposal, please indicate as such by emailing Ryan Davis, Parks and Recreation Director at Ryan.Davis@cityofmiamisburg.com. You will be sent a zipped file of attachments to accompany this request for proposal packet providing some background on the projects.

A **mandatory** pre-proposal meeting is scheduled for **10:00 a.m. (EST) on Friday, January 28** at the Miamisburg City Council Chambers and will also be available remotely.

Submission of Proposals

Four (4) copies of the proposal documents shall be sealed and submitted to the City Manager's Office, 10 North First Street, Miamisburg Ohio 45342.

Sealed proposals must be received by **2:00 p.m. (EST) on Friday, February 18, 2022** at the City Manager's Office located at 10 North First Street, Miamisburg, OH 45342. Proposals received after this time will not be accepted.

Proposals will be considered from professional firms that demonstrate experience and success in developing designs, plans and projects, that have been or plan to be completed for recreational areas, park systems, natural areas and greenspaces, and riverfront and downtown projects.

This request for proposals includes three portions. The City reserves the right to select firms for one, multiple or all portions of this project. The City requests firms provide pricing proposals for each portion separately and in defined options included within this request for proposal.

Background – Park Master Plan Update

The Park Master Plan was last completed in 2006 as a part of a department strategic planning process. As we approach this 2022 master planning process, we wish to focus on park services. Staff have done a substantial amount of work in understanding the existing inventory, quality, and estimated cost of the current park system. Planning and design assistance is requested in determining unmet needs, prioritization of improvements, phasing opportunities, and overall impacts and options for addressing the needs within the park system.

The City of Miamisburg is located in southwestern Ohio between Cincinnati and Dayton, and it is adjacent to I-75 which is a major north/south transportation corridor. The area consistently ranks as one of the highest population growth areas in Ohio. The City's incorporated area includes approximately 12.2 square miles with a population of 19,923. There are currently 3 housing developments in the process of development which will add approximately 622 rooftops to the Miamisburg community.

The City of Miamisburg Parks and Recreation Department is responsible for more than 500 acres of parks and public green spaces. The department operates and maintains 19 neighborhood and community parks, 2 sports complexes, one eighteen-hole golf course and one nine-hole golf course, a skate park, 9.6 miles of biking/walking paths, a family aquatic center, a community center, and 12 other municipal buildings.

A wide-range of services, programs and facilities for all ages are operated by 24 full-time, 14 part-time staff, 166 seasonal staff, and the Hampton Golf Management Company. The department works closely with various citizen committees, civic and youth sports organizations, and the Miamisburg School District. In addition to the Miamisburg community, the Parks and Recreation Department provides services to Miami township residents which has a service area population of an additional 26,100.

A Parks and Recreation Master Plan was established in 1993. Since that time, many of the strategic recommendations have been addressed and/or completed. In 2004, the Parks and Recreation Department completed the National Recreation and Park Association Agency Accreditation process. Currently, the department is revisioning its future with a renewed focus on updating and implementing a master plan, making strategic investments into parks and facilities, and will be revisiting agency accreditation (which had lapsed over the past few years).

Background – Riverfront Park Plan Update

Riverfront Park was originally envisioned as a grand, \$18+ million investment and improvement to the downtown area of Miamisburg. Originally intended to improve and initiate revitalization efforts for the area, the initial park design was completed in 2008. While the actual implementation of this design was subsequently put on hold as a result of the economic conditions of the time, temporary small-scale improvements were made to the site to allow for its immediate use and to build momentum towards this revitalization. In 2015, an update to the original design was made to scale the project back in scope and cost. In 2017 and 2018, ahead of the City's Bicentennial celebration, work was done on the adjacent Water Street and an archway, and splash pad were constructed on the site. While the full plan (original or 2015 update) has not been fully completed, the early development stages of the park project has been successful and well-received by the community. Through these successful improvements, the park has since thrived as a community event venue and destination within the downtown. At this time, planning and design updates are needed to include the remaining infrastructure needs as well as to complete a brief re-visioning and update to the park plan to meet two main goals 1) incorporate the current improvements that have been completed into the final design of the park, 2) design, phase and cost estimate the final work required to complete the project. The City is looking to develop an update to the park plan that can be executed through a limited number of phases at a price point that reflects the necessary investment as well as the needs of the park system as a whole.

Background – Sycamore Trails Park Plan Update

A Master Plan for Sycamore Trails Park was completed in 1995 as the development of the Sycamore Trails Aquatic Center was being planned. In addition, the department was in the process of pursuing a bond levy for the construction of a Recreation Center, which was conceptually going to be located within the park. This master plan has not been updated since this time and is not in alignment with the current plans for the department. In the time since, parts of the master plan, such as the road connection of the three entry points into the park has been a desire of Council to complete. In 2019, engineering staff completed some conceptual designs and cost estimates for this improvement. Because of COVID, this project has been delayed. Currently, staff are looking to update the master plan for the park to achieve three main goals:

- 1) Incorporate the proposed roadway connection within the park plan
- 2) Identify future needs and improvement options within the park to understand the full scope and scale of the park experience.
- 3) Develop options, phases, and cost estimates for park improvements.

Scope of Services – Park Master Plan Update

A general description of the scope services includes the following:

- 1) Park and Open Space existing conditions assessment – assist the department by reviewing internal analysis of site conditions to complete a brief study of each park and open space location. Determine existing conditions, site amenities, and future use opportunities. Develop site plan(s) for each park, with graduated effort by park type (open space, neighborhood park, community park, regional/sports park, signature park).
- 2) Capital Improvement Plan - Develop a 15-year capital improvement plan for the park and recreation system which identifies and prioritizes capital improvements, equipment and amenity replacement, removal or addition costs, recommended alternative funding sources, and projected timetable for improvements.
 - a. This likely includes two or three presented approaches (i.e. site-by-site improvements, amenity type by amenity type improvements, or a hybrid based on data/usage or other metrics)
- 3) Operational Cost Impacts- Develop operational cost impacts assessment associated with proposed plan development, phasing and implementation.
- 4) Implementation Plan – Develop a short-term (first 5 years), mid-term (second 5 years) and long-term (final 5 years) implementation plan that establishes capital improvement priorities and identifies program initiatives, based on specific funding scenarios and timetables.
- 5) Basic schematic designs/renderings of each park and development by location based on #2

The scope of work must include the details presented in the foregoing “Scope of Services.” However, it is the consulting firm’s option and responsibility to present any additional elements as are appropriate and desirable for the project to be agreed upon by both parties prior to execution.

Scope of Services – Riverfront Park Plan Update

A general description of the scope services includes the following:

- 1) Review of current park master plan components (original and 2015 update) as well as current use patterns and development history. A currently designed and engineered “Phase 1” is generally shovel ready and assumed as the initial next step in park development.
- 2) Project Re-Visioning – Based on #1 above, provide options around determining what the final park development scope will be based on a right-sized development approach that can be implemented in a limited number of phases within the budget framework provided by the City.
 - a. This includes reviewing and confirming needs/design approach for the following elements:
 - i. Amphitheater
 - ii. Bikeway Connection
 - iii. River Connection
 - iv. Splash Pad/Water Feature
 - v. Market Pavilion/Restrooms/Concessions
 - vi. Playground
 - vii. Great Lawn/Open Space
 - viii. Other/etc.
- 3) Implementation Plan – Based on options determined from #2 above, develop a timeline, phasing and cost estimates for the project based on logical implementation and realistic funding scenarios
 - a. Operational Cost Impacts- Develop operational costs associated with proposed plan development, phasing and implementation.
- 4) Schematic designs/renderings of various options and phases based on #2 and #3
 - a. Site plan and preliminary design work
 - b. Conceptual land-form, topography, traffic/parking impacts, and amenity designs
 - c. Provide full park master plan design, scale graphics in hard copy and digital formats.

The scope of work must include the details presented in the foregoing “Scope of Services.” However, it is the consulting firm’s option and responsibility to present any additional elements as are appropriate and desirable for the project to be agreed upon by both parties prior to execution.

Scope of Services – Sycamore Trails Park Plan Update

A general description of the scope services includes the following:

- 1) Review of current park master plan components (original 1979, 1991 and 1996) as well as current use patterns and development history. Review of engineering project materials (2019-2020)
- 2) Amenity, Site and Infrastructure Review – catalog and prioritize conditions of all park elements to understand the total needs of the park. Consider impacts of planned engineering project to the site and amenities to develop cost estimates and options for the site.
- 3) Master Plan Update – Based on reviewing options for the roadway connection, amenities and potential future development, develop an updated master plan that provides short and long-term operational and capital improvement direction.
- 4) Implementation Plan – Based on options determined from #3 above, develop a timeline, phasing and cost estimates for the project based on logical implementation and realistic funding scenarios
 - a. Operational Cost Impacts- Develop operational costs associated with proposed plan development, phasing and implementation.
- 5) Schematic designs/renderings of various options and phases based on #3
 - a. Provide full park master plan design, scale graphics in hard copy and digital formats.

The scope of work must include the details presented in the foregoing “Scope of Services.” However, it is the consulting firm’s option and responsibility to present any additional elements as are appropriate and desirable for the project to be agreed upon by both parties prior to execution.

General Scope of Service (for all portions of this RFP)

Furnished by City of Miamisburg

In the interest of making the best use of the time and expertise, the City of Miamisburg will furnish the following to the consultant.

- Base maps and aerial photographs of the city showing parks and recreation facilities, streets, and topography
- Selected census data, Parks and Recreation Master Plan developed in 1993, Updated in 2004
- Miamisburg Park maintenance standards, Sports and Park Facility Use Agreements
- Internal review of park amenities, condition and cost estimates
- Parks and Recreation operating and capital budgets for the past 5 years; capital and operating budget for 2022.
- Other information as may be requested from consultant, readily available from City

The City will require that the original plans shall be the property of the City of Miamisburg. The plans shall be drawn to the appropriate scale, which shall be determined in consultation with the City.

It is the City's intention to combine these three elements within a single RFP to produce the most cohesive master plan and park development plans possible, providing a consistent, recognizable and operationally efficient park system. The master plan should serve as the beacon for all future development and amenity addition, replacement or removal, and the development of 2 of the systems signature parks should fit within the overall design constructs of the Master Plan.

Public Participation

While many of the current park designs, plans and amenities are a direct result of past public participation, the City would request some internal department and public participation processes to be included in the proposal.

- 1) At a minimum, meetings with staff, the Park and Recreation Advisory Board should be included, with other stakeholders potentially involved in other ways.
 - a. List number of proposed meetings/sessions and when in the planning process these might occur
- 2) Opportunities for "passive" public participation, such as digital/online survey instruments, or other mechanisms of gauging public input on design components.

General Instructions

Sealed proposals will be accepted until **2:00 p.m. (EST), Friday, February 18, 2022**, at the City Manager's Office, 10 North First Street, Miamisburg, Ohio 45342. Proposals received after that time will not be accepted. Proposals shall be sealed in a package clearly marked with the proposer's name and "PROPOSAL FOR PARK MASTER PLAN, RIVERFRONT PARK AND SYCAMORE TRAILS PARK PLAN UPDATES".

Whether delivered by U.S. mail, personal delivery or carrier, the proposer assumes the responsibility for ensuring the proposal is submitted on time at the specified location. Only proposals received by the specified time and date will be considered. All proposals and accompanying documentation shall become the property of the Owner. Submission of a proposal constitutes proposer's acceptance of the procedures, evaluation criteria and RFP instructions. The City reserves the right to solicit additional information or proposal clarification from anyone submitting a proposal, should the City deem such information necessary.

The City will answer questions in writing. Correspondence will be shared with all known firms indicating interest in this process. Firms shall indicate their interest in correspondence to Ryan Davis, Parks and Recreation Director as indicated below. Any questions regarding the RFP must be submitted in writing via U.S. mail or electronic mail and should be addressed to:

Ryan Davis, CPRE, Director
Miamisburg Parks and Recreation Department
10 North First Street, Miamisburg, Ohio 45342
ryan.davis@cityofmiamisburg.com

The City reserves the right to change the submission deadline or to issue amendments to the RFP anytime or to cancel or reissue the RFP at any time without penalty. The City reserves the right to accept or reject any and all proposals or parts and to waive any technicalities or irregularities as determined by the City. Further, the City is not liable for any costs incurred by the proposer including, but not limited to the costs for the preparation of the RFP and attendance at any presentation or meeting with Project Team representatives.

The City will not be responsible for any error or omission in the information provided, nor for the failure of the proposer to determine the full extent of the effort necessary to provide the requested services. The proposal shall be prepared and submitted in accordance with the provisions of the RFP instructions and specifications. Any alteration, omission, addition, variance or limitation of, from, or to a proposal will be sufficient grounds for non-acceptance of the proposal.

Pre-Proposal Meeting

All interested firms are required to attend a pre-proposal meeting. The purpose of the meeting is to provide an overview of the project and explain any critical elements to the RFP process. The pre-proposal meeting will be held in person and can be made available for virtual participation upon request.

Pre-Proposal Meeting

Date: Friday, January 28, 2021
Time: 10:00 am EST
Place: Civic Center Council Room
10 N. First St.
Miamisburg, Ohio 45342
RSVP: Ryan Davis, CPRE
Parks & Recreation Director
Ryan.Davis@cityofmiamisburg.com

Proposal Format

Proposals shall be relevant, concise and include samples of previous work. To facilitate the evaluation process, the following format will be required:

Technical Proposal

1. Cover page with title, firm's name, telephone number, mailing address, e-mail, and web address.
2. Brief Description of the Firm:
 - A. Name of business and office location
 - B. Length of time in business
 - C. Total number of local and other employees
 - D. Name of principals and areas of expertise
 - E. Professional services provided by the firm
3. Project Team
 - A. List the individuals who will do the work on this project. Provide the following information for each team member:
 - a. Team Assignment
 - b. General and professional qualifications
 - c. Project experience directly relevant to this project
 - d. Indicate current workload and certify that no project team member will be substituted without prior approval from the City of Miamisburg.

4. Sub-consultants

- A. List any firm that will act as a sub-consultant to your firm, its specialty areas, location of office, and firm's experience related to this project. Provide information regarding prior projects on which sub-consultants have worked with your firm. Indicate current workload and certify that no sub-consultant will be substituted without prior approval from the City of Miamisburg.

5. Relevant Project Experience

- A. Include brief description of projects completed by the firm and/or project team in the past five years that directly relate to this project. Description of the projects should include:
 - a. Brief descriptions of similar or related projects completed within the past five years by the project team. Description of the projects shall also include:
 - i. Name of client, contact person and contact information.
 - ii. Visual representation of the project
 - iii. Completion date, if applicable
 - iv. Total cost of services provided

6. Process Approach

- A. Provide a detailed approach allowing the review team to understand the process you would recommend being taken for each portion of this proposal.
 - a. List number of proposed meetings/sessions and where in the planning process they would occur.
 - b. Proposed process for soliciting public and/or stakeholder input to determine attitudes, needs and priorities.
 - c. List of the visual and electronic material that will be utilized and provided to communicate the process and results of the plan.
- B. Timetable for completing each portion of the project.
- C. Sample copies of similar work prepared for a minimum of three other clients.
- D. Additional information that may help the City in considering the team for selection.

7. Intended Deliverables

- A. Provide a detailed list of deliverables, tasks or documents to be provided by consultant to the City at/by the conclusion of the project based on understanding of the scope of services
- B. Additional information that may help the City in considering the team for selection.

8. Professional References

- A. The proposer shall include at least three current public sector client references that include the client's contact name and title, organization's name, address, telephone number, and e-mail address.

9. Legal Actions or Lawsuits

- A. The proposer shall make known to the City any outstanding lawsuits, legal actions or conflicts of interest which would affect its ability to perform the contract.

10. Amount of insurance coverage the firm has in each of the following categories:

- A. General Liability
- B. Professional Liability
- C. Workman's Compensation

Cost of Service Proposal

- 1. The consultant shall submit a lump sum not to exceed fee based on the scope of services as stated above. Firms may provide for any or all of the scopes outlined below.
 - A. Proposal should include cost of services, based on the understanding of the scope of services. Cost of services are to be considered in the following formats, the first as all scopes of work included in a single contract, the following three if each scope portion was performed individually.
 - a. Based on the scope of work, combined cost for all three project portions
 - b. Based on the scope of work, cost for the Park Master Plan Update
 - c. Based on the scope of work, cost for the Riverfront Park Plan Update
 - d. Based on the scope of work, cost for the Sycamore Trails Park Plan Update
 - B. Proposals should include an hourly fee for each member of the Project Team members for work requested outside the stated scope of services, reimbursables, and a proposed payment schedule. (Proposed fee should include costs for four (4) hard copies of the final report with colored graphics, and an executive summary to be delivered to the city along with a digital format of all materials which can be used to print additional copies).
 - C. Indicate the basis and approach regarding the fee structure for the scope of services.

- D. Fee proposal shall be signed by an authorized representative of the company.
- E. The "Fee Proposal" shall be sealed in a separate and marked envelope titled "FEE PROPOSAL" and includes the proposer's name.
- F. clearly marked with the proposer's name and "PROPOSAL FOR PARK MASTER PLAN, RIVERFRONT PARK AND SYCAMORE TRAILS PARK PLAN UPDATES".

Submission of Proposal

Proposer shall submit a detailed response to the RFP requirements and scope of services and shall be signed by an authorized representative of the company. Both proposals (technical and fee) shall be sealed in separate envelopes clearly marked as described above and submitted in one sealed envelope. Four (4) copies of proposal documents shall be submitted to the City Manager's Office, 10 North First Street, Miamisburg, Ohio 45342. Proposals shall be sealed in an envelope clearly marked with the proposer's name and "PROPOSAL FOR PARK MASTER PLAN, RIVERFRONT PARK AND SYCAMORE TRAILS PARK PLAN UPDATES". Facsimile and electronic transmittals will not be accepted.

Additional Information

Additional information may be obtained by emailing Parks & Recreation Director, Ryan Davis at ryan.davis@cityofmiamisburg.com or by calling (937) 847-6473 between the hours of 8:00 AM and 5:00 P.M., Monday through Friday.

Miscellaneous

As a condition for selection, the Consultant is required to agree to the following, in as much as many of the items listed are important to the City in terms of selection and/or will be an integral part of an agreement between the Consultant and the City.

Terms and Conditions

- Ability to Accept or Reject: The City reserves the right to accept or reject any or all proposals.
- Ability to Award Project Scope(s) Separately: The City reserves the right to select any or all portions of the project proposal from the firm (i.e. a firm may be selected to perform the scope of services for the Park Master Plan Update, Riverfront Park Plan Update and the Sycamore Trails Park Plan Update or any combination of the three).
- Right to Interview: The city reserves the right to interview firms as necessary prior to selection.
- Reimbursement for Services Prior to Selection: There will be no reimbursement for costs incurred by the Consultant prior to selection of the Consultant by City staff.
- Alterations in Scope: The consulting firm must provide all necessary labor, equipment, and materials necessary for completing the work unless otherwise agreed to in writing. Any alterations in scope, after selection, must be agreed to in writing by both parties.
- Equal Opportunity Employer: The consulting firm must assure the City of Miamisburg that it is an equal opportunity employer and that it does not and will not discriminate in any fashion in regard to race, sex, national origin, political affiliation, disability (handicap), and age where protected by law, or any other non-merit or non-occupational related factors.
- Late Proposals: Proposals received after submission deadline will be considered void or unacceptable. City of Miamisburg is not responsible for delay of receipt such as the non-delivery of U.S. mail or by carrier. The date/time stamp in the City Manager's office shall be the official time of receipt.
- Altering Proposals: Proposals cannot be altered or amended after the submission deadline. Any alteration, or erasure made before the opening time of proposals must be initialed by the signer of the proposal, guaranteeing authenticity.
- Withdrawal of Proposal: A proposal may not be withdrawn or canceled by the offer proposer without written permission of the City of Miamisburg.
- Reading of Proposals: Proposals will be received and publicly acknowledged in the Miamisburg City Council Chambers on Friday, February 18, 2022 at approximately 2:05p.m. EST. Proposers, their representatives and interested persons are not required to be but may be present.
- Sales Tax: City of Miamisburg is exempt by law from payment of Ohio Sales tax and Federal Excise Tax.
- Conflict of Interest: No City of Miamisburg public official shall have interest in the contract.
- Ethics: The proposer shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official or agent of the City of Miamisburg.

- Addenda: Any interpretations, corrections, or changes to the RFP will be made by addenda. Sole issuing authority of addenda shall be vested by the City of Miamisburg Parks and Recreation Director. Addenda will be mailed to all who are known to have received a copy of this RFP. Proposers shall acknowledge receipt of all addenda.
- Law Compliance: Proposals must comply with all federal, state, county and local laws concerning this type of service.
- Required Documentation: The proposer shall provide all documentation required by this RFP. Failure to provide this information may result in rejection of the proposer's proposal.
- Indemnification: The successful proposer shall defend, indemnify and hold harmless the City of Miamisburg and all its officers, agents, employees and volunteers from all suits, actions or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful proposer, or any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the proposal award. The successful proposer shall pay any judgment with costs that may be obtained against the City of Miamisburg growing out of such injury or damage.
- Patents/Copyrights: The successful proposer agrees to protect the City of Miamisburg from claims involving infringements of patents or copyrights.
- Contract Administrator: The City of Miamisburg contract administrator is the Parks and Recreation Director with designated responsibility to ensure compliance with contract requirements, such as, but not limited to, acceptance, inspection, and delivery. The contract administrator will serve as liaison between the City of Miamisburg and the successful proposer.
- Silence of Specification: The apparent silence of these specifications as to any detail or to the apparent omission of a detail concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.
- Public Record: All submitted information relating to this proposal shall become part of the public record. Proposers may identify in their proposals what information they deem to be proprietary information. The final determination of whether information is subject to Ohio's public records laws shall be made by the City's legal counsel.