

**CITY OF PORT ORCHARD DEPARTMENT OF COMMUNITY DEVELOPMENT  
REQUEST FOR PROPOSALS (RFP) – Personal Services**

**PORT ORCHARD COMPREHENSIVE PARKS PLAN UPDATE**

**I. Project Description**

The City of Port Orchard (hereafter referred to as the “City”) is seeking to hire a consultant or team of consultants to prepare an update to the City’s Comprehensive Parks Plan (CPP). The CPP will provide a 20-year vision for parks, recreation, open space, and trails, as well as a 6-year action plan for implementing short- and medium-term steps to succeed in this vision. The plan needs to be financially sustainable and include realistic goals for implementation. The plan will include research, public involvement, and the development of recommendations for all aspects of Port Orchard’s park system, including providing a community demand, supply and needs analysis. The CPP will also create a framework for fiscally sound decision-making over a multi-year planning period.

The CPP is required to be updated every six years to qualify the City for federal and state grants through the State of Washington’s Recreation and Conservation Office (RCO). It is used to assess our residents’ needs and prioritize park acquisition, maintenance, and capital facility needs. The current CPP was drafted in-house and was adopted by the City Council in 2011, with an update to the CPP capital improvements program appendix in 2016. The CPP functions in coordination with the City’s [Comprehensive Plan](#) and [Shoreline Master Program](#).

Port Orchard has approximately 70 acres of park area, as well as trails and other open space.

The City’s previous Parks Plan can be viewed on our website under this RFP posting.

**II. Compliance with State Guidelines**

The updated City of Port Orchard CPP will be required to comply with Manual 2 “Planning Policies and Guidelines” as provided by the State of Washington Recreation and Conservation Funding Board (RCO). More information is available at: [https://www.rco.wa.gov/grants/planning\\_requirements.shtml](https://www.rco.wa.gov/grants/planning_requirements.shtml)

**III. Tentative Schedule**

The following schedule may be modified as a result of consultant proposals and contract negotiations:

September 27, 2019	RFP Deadline (2:00 PM Pacific Time)
October 20, 2019	Project Start
February 15, 2020	Project Completion

**IV. Primary Objectives**

- Update the City’s CPP to restore RCO grant eligibility and to facilitate an update to the City’s parks impact fee program.
- Prepare and implement a community outreach plan for the CPP update.
- Update the CPP vision and create goals and objectives.
- Conduct and prepare a recreation demand and needs study.
- Update the inventory of existing parks, and conduct and prepare a condition assessment report of major park assets such as outdoor restrooms and playgrounds.

- Prepare and recommend capital projects for the next 6 years and 20 years, including cost estimates.
- Develop a useful, readable planning document that will guide the City strategically in managing Port Orchard’s park system for the next 6 years.
- Based on the parks capital improvement program, prepare a new park impact fee calculation report as an appendix to the CPP.

## **V. Project Components**

### *Background Information Review*

- Review and assessment of current plan.
- Assess park system strengths, weaknesses, opportunities and threats.
- Analysis of level of service that is both feasible and aligned with the desires of residents as expressed through the public involvement process.
- Exploration of finance and funding mechanisms to support development and sustainability of the parks system.

### *Public Outreach*

- Develop public outreach plan to reach a wide range of residents.
- Plan must include online engagement tools such as social media, targeted stakeholders, 2-3 public forums (such as open houses), several City Council briefings/presentations, and informational website assistance.
- Record and document public comments.
- The outreach plan must employ creative tools to develop group consensus and understanding.

### *Recreation Demand Study*

- Conduct and prepare a recreation demand study including:
  - Assess demand for recreation programs.
  - Survey current users about their preferences, including rankings, for additional recreational opportunities.
  - Identify and summarize location “competition”/potential partners in recreation program areas.
  - Review and summarize regional, new and emerging and declining trends in recreation activities.

### *Outdoor Asset Inventory and Condition Assessments*

- Conduct and prepare an assessment of major outdoor recreation assets.
- Assess and rate the condition of park amenities such as playgrounds, outdoor restrooms, sport courts, shelters, hard courts, and grass/dirt sports fields.

### *Prepare Useful, Readable Planning Document*

- Identification and categorization of recommendations into themes with goals, objectives and an action plan for implementation.
- Specific action steps to guide the City in the present and future for its parks. planning/funding/development process, including conceptual ideas for underdeveloped, underused and/or undeveloped park property.
- Development of an action plan for capital improvements including cost, potential funding sources, and timeframe to support the implementation of the plan.
- Recommendation on whether City should adopt level of service standards and evaluation of funding opportunities to achieve said standards.
- Report must include relevant text, graphics, maps, etc. in electronic format for final adoption and distribution.

- Plan adoption through the formal local legislative process.

## **VI. Estimated Budget**

The estimated budget for this project is \$35,000.

## **VII. Required Insurance:**

The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

### **A. Minimum Scope of Insurance**

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

### **B. Minimum Amounts of Insurance**

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. Employer's Liability each accident \$1,000,000, Employer's Liability Disease each employee \$1,000,000, and Employer's Liability Disease – Policy Limit \$1,000,000.

### **C. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
3. The City will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City will not waive their right to subrogation. The Consultant's insurance shall be endorsed to waive the right of

subrogation against the City, or any self-insurance, or insurance pool coverage maintained by the City.

4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

**VIII. Proposal Format and Content:**

Proposals which do not address the items in this section will be considered incomplete and will be deemed non-responsive by the City.

A. Letter of Transmittal

B. Narrative

1. Provide brief resumes of the "Principal in Charge" and the key technical personnel to be assigned to this project. Discuss the experience of these persons and relate their experience to this project. Include what portion of this contract would be assigned to each person. (maximum 3 pages)
2. Discuss your resources, qualifications, experience, and ability to meet the time constraints of the proposed work. (maximum 3 pages)

C. References

Provide names and telephone numbers of at least three references willing to attest to your firm's ability to complete this project on time and within budget. (maximum 1 page)

D. Provide a proposed project cost and budget. (maximum 1 page)

E. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFP). Partnerships and joint ventures will list each member's name, address, and business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

**IX. Evaluation Criteria and Selection Process**

The basis of award will be to the respondent receiving the most points based on the following criteria:

- A. Proposed project cost. (MAXIMUM 40 POINTS AVAILABLE)
- B. Qualifications of the consultant and firm. (MAXIMUM 15 POINTS AVAILABLE)
- C. Previous project experience on similar projects. (MAXIMUM 15 POINTS AVAILABLE)

- D. Knowledge of City’s Parks Plan and the Parks Element of the Comprehensive Plan, the state Recreation and Conservation Funding Board’s Manual 2 “Planning Policies and Guidelines” as they relate to comprehensive parks plan requirements, and general knowledge of the Port Orchard community. (MAXIMUM 15 POINTS AVAILABLE)
- E. Previous municipal work experience. (MAXIMUM 5 POINTS AVAILABLE)
- F. Capability of performing work and meeting required timelines. (MAXIMUM 5 POINTS AVAILABLE)
- G. Response of references. (MAXIMUM 5 POINTS AVAILABLE)

**X. Submittal**

**Two copies of the proposal (one .pdf copy for email submittals) are due to the City of Port Orchard Department of Community Development prior to 2:00 p.m. on September 27, 2019.** Proposals may be hand-delivered, mailed, delivered by courier or e-mailed.

Submittal Address: City of Port Orchard  
216 Prospect Street  
Port Orchard, WA 98366  
Attention: Dept. of Community Development  
(360) 874-5533  
Email: [planning@cityofportorchard.us](mailto:planning@cityofportorchard.us)  
Subject: **Parks Plan Update**

All proposals should be clearly marked on the outside of the envelope with the subject line **“Parks Plan Update”**

Proposals submitted after the due date and time will not be considered. The proposing party accepts all risks of late delivery of mailed proposals regardless of fault.

Any copies should be duplex printed, and not use plastic or non-recyclable covers or bindings.

Inquiries regarding the RFP can be directed to Keri Sallee, Long Range Planner, at the address and phone number noted above.

Before receiving an award, the successful proposer will be required to provide the City of Port Orchard with copies of their current State of Washington and City of Port Orchard business licenses and Certificates of Insurance.

A committee of individuals to be selected by the City of Port Orchard Department of Community Development will perform evaluation of the proposals. The proposals will be scored and ranked based on the selection committee’s evaluation. In the event of close scoring, a shortlist interview may be performed. The firm with the highest cumulative score will be invited to enter into contract negotiations. If an agreement cannot be reached, the second highest proposer may be contacted for negotiations. The City reserves the right to award the contract to the highest ranked firm without further discussions.

The City of Port Orchard reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. All costs incurred in the preparation of the proposal, participation in this RFP and negotiation process shall be borne by the proposing firms.

**Americans with Disabilities Act (ADA) Information**

The City of Port Orchard in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing the Public Works Department at [publicworks@cityofportorchard.us](mailto:publicworks@cityofportorchard.us) or by calling (360) 876-4991.

**Title VI Statement**

The City of Port Orchard in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.”

It is anticipated that contract approval will occur on October 20, 2019.