



## ***REQUEST FOR PROPOSALS***

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### **Parks and Recreation 5-Year Master Plan**

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**RFP Release Date:**

March 18, 2024

**Proposals Due:**

April 2, 2024

3:00 p.m. EDT

**Mail or Hand Deliver Responses To:**

Terre Haute Parks & Recreation Department

ATTN: Kilie Smith

1110 Girl Scout Lane

Terre Haute, IN 47807

***SUBMITTALS WILL NOT BE OPENED PUBLICLY***

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## Invitation

The City of Terre Haute Parks & Recreation Department (“City”) is soliciting proposals from qualified firms or individuals (“Consultants”) for the preparation of a 5-Year Parks and Recreation Master Plan (“Project”). As a Request for Proposals (“RFP”) this is not an invitation to bid and, although, price is very important, other factors will be considered pursuant to the *Selection Criteria* identified in this RFP.

Consultants are solely responsible for ensuring proposals are received by the City of Terre Haute Parks and Recreation Department on or before the submittal deadline. **Proposals must be received no later than 3:00 p.m. EDT on Tuesday, April 2, 2024.**

Hard copy responses must be delivered in a sealed envelope and have “**Terre Haute 5-Year Parks & Recreation Master Plan**” clearly marked on the outermost envelope. More information regarding proposal submission can be found under “Submission Requirements.”

### Mail or Hand Deliver To:

Terre Haute Parks & Recreation Department  
ATTN: Kilie Smith  
1110 Girl Scout Lane  
Terre Haute, IN 47807

**Consultants also have the option to submit responses online through the secure City of Terre Haute website: <https://www.emailmeform.com/builder/form/M3BrwkaIE8j>**

Proposals will not be accepted after the date and time stated above. Incomplete proposals or proposals that do not conform to the requirements specified herein will not be considered. Issuance of this RFP does not obligate the City to award a contract, nor is the City liable for any costs that may be incurred by the Consultant in the preparation and submission of proposals for the subject work.

The City reserves the right to select a Consultant, multiple consultants or reject any and all proposals submitted for the subject work, with or without cause. The City also reserves the right to waive any minor informalities or irregularities contained in any proposal.

Questions concerning this RFP, the anticipated work or the scope of services required herein, must be submitted via email to Kilie Smith, Terre Haute Parks and Recreation Assistant Superintendent, at [kilie.smith@terrehaute.in.gov](mailto:kilie.smith@terrehaute.in.gov) no later than **Wednesday, March 27, 2024 at 2:00 p.m EDT**. All questions regarding this RFP should be sent via email to the above-named individual only. Prospective consultants contacting other City officials or City staff may be disqualified for doing so.

The City of Terre Haute and the Terre Haute Parks and Recreation Department are equal-opportunity employers. They do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status, in any of their activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors and provision services. The City expects its chosen consultants to comply with these standards.

## Background

The Terre Haute Parks and Recreation system is a vital component of the city's identity, offering residents and visitors a diverse array of recreational opportunities within its well-maintained green spaces. The City takes pride in providing accessible and inclusive recreational facilities that contribute to the overall well-being of the community.

The Parks and Recreation department manages a network of parks, each with its unique features and amenities. Deming Park, spanning 177 acres, is a flagship destination, featuring walking trails, playgrounds, and a vibrant botanical garden. Dobbs Park offers nature enthusiasts a serene environment with hiking trails and educational programs. In addition, Fairbanks Park, situated along the Wabash River, hosts events and festivals, providing a scenic backdrop for community gatherings.

Sports enthusiasts can engage in various activities at the city's sports complexes and athletic fields. The Terre Haute Parks and Recreation system also prioritizes cultural and artistic experiences, hosting outdoor concerts, festivals, and art events in its public spaces.

The department actively engages in community outreach and wellness initiatives, promoting a healthy lifestyle through fitness programs, sports leagues, and recreational events. Whether enjoying a leisurely stroll through picturesque parks, participating in organized sports, or attending community celebrations, the Terre Haute Parks and Recreation system plays a pivotal role in fostering a sense of community and enhancing the overall quality of life for its residents.

Management of the Terre Haute Parks Department is set up in a structure that starts with the Mayor of Terre Haute, to the Park Board, and then down to the Park Superintendent. The Superintendent interacts directly with the Mayor, the Park Board, and all of the other key personnel from the Recreation Coordinators, Park Managers, Director of Maintenance, Curator, Naturalist, Golf Superintendent and all related department staff as necessary.

### *Mission Statement*

The Terre Haute Parks and Recreation Department strives to preserve, protect, and enhance Terre Haute's heritage, character, and quality of life by effectively providing the community and visitors diverse leisure time opportunities, parks, trails and facilities.

### *Vision*

The City of Terre Haute is known for its fine people, public concerns, historical value and the quality of service provided to all citizens. The Terre Haute Parks and Recreation Department plays an important role in this community as thousands of adults and children visit and use City parks every day. We strive to provide quality recreational opportunities to individuals of all abilities. Each year, the Terre Haute Parks and Recreation Department experiences growth as it strives to meet increased demands and needs.

## Scope of Work

The following general description of the scope of work is not definitive and is intended as a guide to illustrate minimum project requirements. Consultants are encouraged to suggest modifications to this scope as long as it is clearly demonstrated that the intent of each element of the scope listed below would be substantially and effectively performed. At a minimum, the scope of work should address the following:

### **Task 1 - Project Initiation & Management**

- Conduct one (1) project initiation meeting with the City's Core Leadership Team.
- Develop a document summarizing the project schedule (including key milestones), scope, budget, team roles, risks, and other project attributes requiring active management throughout the Project. The Consultant shall update the project upon completion of milestones and/or following major changes to project attributes.
- Conduct regular progress and coordination meetings with the City's Project Manager and/or Core Leadership Team until project closeout.
- Prepare and submit monthly written reports of progress against the Project Plan until project closeout.
- Engage an Advisory Committee, consisting of local constituencies, community leaders, parks and recreation advocates, and property owners, to serve as a public face to the planning process and demonstrate a commitment on behalf of the community to seek meaningful input. The Advisory Committee will serve as a community sounding board, meeting at key points along the process to discuss issues and overall planning direction and provide feedback for consideration by the various adopting bodies. Participation by members representing the Mayor's Office, City Council, and Parks and Recreation Board will help develop champions for the plan to ensure that the plan update and visioning process moves smoothly.

### **Task 2 – Review of Existing Plans & Documents**

- Deliver a document to the City identifying all initial background and reference information requested by the Consultant's team (including but not limited to GIS Data, Existing Plans and Studies, 2019 Parks & Recreation Master Plan, Site Master Plans, Employment Reports, Financial Data, etc.). The data request may be amended or revised as necessary throughout the duration of the Project.
- Review existing data, reports, studies, planning documents, and other relevant information.

### **Task 3 – Community Engagement and Needs Assessment**

- Develop a public engagement strategy to receive input from interested constituencies, property owners, community groups, and City officials to help establish and prioritize planning goals and recommendations. Engagement efforts should utilize a variety of formats, including large group workshops, focus groups, surveys, key s constituency interviews, and community meetings.

- Research current and projected demographic and socioeconomic factors pertinent to Terre Haute, including population composition, population growth projections and trends, economic factors, and land use patterns.
- Identify and facilitate key constituency interviews and focus group sessions to build strong connections early in the project. The participants and details of these meetings will be developed in coordination with the City's Project Manager, Advisory Committee, and Consultant.
- Conduct a Community Needs Assessment utilizing a statistically valid survey with a confidence level and margin of error that accurately represents the community. Identify strategies for achieving City-wide representation for the survey.
- Facilitate meetings and coordination calls with the City's Project Manager, Advisory Committee, and other City Staff to provide updates on progress and solicit input, as needed.

#### **Task 4 – Analysis of Existing Parks, Recreation Facilities and Programs**

- Prepare an inventory and assessment of existing public and non-public park and recreation facilities within the City. The inventory and analysis should consider the capacity of each amenity (playgrounds, ball fields, trails, open space, natural areas, etc.) as well as functionality, accessibility, condition, comfort, and convenience.
- Prepare various maps and datasets of existing public and semi-public parks and recreation facilities within the City. Maps should be developed using ArcGIS or a similar mapping software. Datasets used to generate maps within the master plan will be transferred to the City for future mapping needs.
- Identify and evaluate current undeveloped or underutilized facilities and/or open spaces owned by the City and/or the Vigo County Community School Corporation.
- Conduct an assessment of current recreation programs, services, and events offered by the City and/or third-party vendors. The assessment should identify how existing recreation services meet (or do not meet) current community needs. It should also identify current service and facility gaps, and provide recommendations to meet future needs.
- Benchmark the City of Terre Haute to a minimum of three (3) other relevant peer agencies across 10-15 population-based Level of Service metrics (e.g., acres of parkland, miles of trail, recreation center square footage, number of parks by category, department budget, etc.). The Consultant shall work with the City to identify peer agencies and appropriate metrics, and to collect the data.
- Confirm/Modify existing park classifications, assess current Levels of Service (LOS), identify existing surplus/shortfalls in the context of best practices, and estimate future LOS based on population projections and anticipated development. The City encourages Consultants to assess the Level of Service beyond the traditional approach; rather, considerations such as condition, barriers, demographics, equity, and site/park program should be included in the analysis.
- Prepare an inventory and assessment of existing public and non-public park and recreation facilities within the City. The inventory and analysis should consider the capacity of each amenity (playgrounds, ball fields, trails, open space, natural areas, etc.) as well as functionality, accessibility, condition, comfort, and convenience.

- Create a Preventative Maintenance Plan (PPM) as a way to improve the quality and efficiency of park maintenance. The PPM should be designed to outline preventative tasks and to identify a frequency of occurrence. The plan should apply to all City owned or operated facilities, equipment, and vehicles to help mitigate risk and reduce the occurrence of more costly reactive maintenance.

#### **Task 5 – Future Parks, Recreation Facilities and Programming**

- Develop recommendations and priorities for the improvement and expansion of existing parks and recreation facilities within the County, including undeveloped or underutilized facilities or property owned by the City. Provide a detailed outline of recommended improvements along with cost estimates for each priority.
- Develop recommendations for future priorities for park/facility revitalization and construction. Recommendations should include objective criteria for prioritization of both revitalization and facility construction. Both traditional and non-traditional, active and passive recreation facilities must be considered for all future parks in the system. Provide preliminary cost estimates both cumulatively and individually based on current conditions and anticipated inflation.
- Identify and prioritize locations for additions to the City’s greenway system, including potential connections to existing and future parks and recreation facilities (City, County, and Regional).
- Identify ways to develop and improve access to the Wabash River as a recreational resource, including boat launches, fishing, trails, and camping sites that are accessible to the public.
- Identify ways in which the City might partner with other agencies and municipalities, in order to maximize and leverage resources for City residents and programs.
- Identify and evaluate any forthcoming trends that might affect the delivery of recreation and leisure services in the community and develop recommendations and strategies to address them.
- Identify growth trends related to the City’s current and future programming, events, tourism, and maintenance operations and develop strategic recommendations to enhance or expand these services.

#### **Task 6 – Operational and Financial Analysis**

- Evaluate current Parks and Recreation staffing levels and provide recommendations for anticipated staffing needs as facilities are developed and improved in the future.
- Review and inventory current and potential partnerships relevant to the provision of programs and operation/maintenance of parks, recreation facilities, and programming. The desired outcome of this activity is the documentation of key partnerships, associated agreements, defined goals, and recommendations for improvement.
- Identify and evaluate revenue sources for both operations and capital. The desired outcomes of this task are an inventory of existing revenue sources (plus any easy-to-implement “low hanging fruit” sources) as well as the identification of any use restrictions and an approximation of available funds for each. This is to ensure that both staff and the consultant have a comprehensive picture of available revenues that can be used for the master plan financial strategy and also as a general reference tool moving forward. It is expected that no more than 20 revenue sources will be identified. It is NOT the intention of this task to

obtain lists of potential grants or new revenue ideas that do not align with the City's policies, frameworks, or values.

### **Task 7 – Plan Development**

- Based on community input received throughout the project, establish a mission statement, vision, core values, and goals/objectives for the plan, incorporating themes of sustainability, inclusion, accessibility, environmental stewardship, preservation, and historical/cultural character.
- Using all components and task items above, the Consultant shall develop a draft system plan. The plan should show what needs to be done to provide an equitable distribution of parks, trails, facilities, programs, and other experiences. It should also identify what projects or initiatives are required to address service gaps or other deficiencies.
- Provide a prioritized list of recommended capital improvement projects by park and by type of project. Estimated costs and timeframes should be included, as well as recommended revenue source(s).
- Provide a strategic action plan organized by short-, medium-, and long-term action items. The strategic action plan should translate any plan recommendations into action items and thus be reflective of the entire master plan.
- Develop a Design Standards Manual to assist City staff in the development of new public parks, the improvement of existing parks, and the review of designs for private parks built by developers. The standards should be reflective of existing parks and seek to bring consistency and uniformity to the system while allowing opportunities for signature areas to express their compatible design theme. The outcome of this item should be a concise appendices that can be used by staff, consultants, contractors, and/or developers. Typical park and trail amenities should be included with the exception of signage and wayfinding. The City understands that this scope item is scalable and seeks a product that is brief and focused on essential information rather than one that is heavily detailed and verbose.
- Develop one-page park master plans for each park owned and operated by the City. The Consultant may wish to use design charrette(s) or a similar approach for efficiency. Public engagement will need to be incorporated into this process.
- Based on comments from the City and Advisory Committee the Consultant shall revise draft documents and produce a final Master Plan plus ancillary material. No more than three (3) in-person presentations of the final plan will be required.



## Submission Requirements

Mailed or hand-delivered responses must be sent to the individual and address identified in the “Invitation” section of this RFP. Submissions must be provided in 8.5” x 11” paper format and must include a minimum of five (5) bound hard copy originals and one (1) electronic copy (in PDF format). Submissions should be prepared simply and economically, providing a straightforward, concise description of the consultant’s qualifications. Online Proposal Applications should include a Statement of Qualifications in PDF format.

Submissions shall be limited to twenty (20) pages. **Any information beyond these limitations will not be considered in evaluating the submission.**

At a minimum, the Statement of Qualifications should include the following items:

**Cover Letter:** (1 page) Indicate your interest in providing the services outlined in the RFP and any unique qualifications that the selection team should take into consideration. The letter also should include the contact information for the primary point of contact during the RFP evaluation process who is authorized to negotiate on behalf of the firm or individual.

**Firm Overview:** (1-2 pages) Include information on the lead consultant and any sub-consultants included in the team. Please identify the type of organization (corporation, partnership, etc.). Also include relevant technical capabilities, similar experience and any DBE/WBE certifications held by the lead or sub-consultants. Describe the capacity of the key personnel and their ability to perform the work in a timely manner relative to present workload. Identify the location of the primary office that will be responsible for the majority of the work identified in the Scope of Services.

**Project Understanding and Approach:** (6 pages) Provide a statement demonstrating your understanding of the project and your approach to completing the Scope of Work. Explain how the team will leverage work that has been previously achieved to complete the project in an efficient and effective manner.

**Key Personnel Qualifications:** (6 pages) Identify the project manager, who will serve as the primary contact throughout the term of the contract. Provide a detailed resume, job description and relevant qualifications for the key team members – including educational qualifications and previous work assignments related to the services proposed – who will be involved in the delivery of services to the City. Identify applicable professional licenses and/or certifications held by these individuals.

**Team Experience:** (2 page) Provide at least four (4) projects that demonstrate relevant project experience similar to the services proposed in this RFP. These examples should come from team members’ experience, identifying the specific role(s) each team member played, and unique resources that yield a relevant added value or efficiency to the services provided.

**References:** (1 page) Provide contact information for a least five (5) references for similar work performed, or completed, by the firm within the past five years.

**Fee Schedule:** (1-2 pages) Provide the proposed cost for the services required in this RFP. The total cost for services should include a breakdown of: 1) staff hours for each individual person assigned to the project, 2) hourly rates for each staff person, 3) overhead and profit rates and 4) direct costs anticipated in the performance of work.

## Selection Criteria

A selection committee will review and evaluate responses based on the desired qualifications described in this RFP. The committee will rate each of the following criteria on a six point scale (0-5) and the scores for each criterion will be weighted as follows:

### Overall Proposal (Weight = 15)

- Does the proposal specify the firm's capacity to perform the work outlined in the RFP?
- Does the proposal follow the general format and instructions outlined in the RFP?
- Was the proposal easy to read and were there grammatical or geographic errors?
- Is the proposal complete?

### Firm Qualifications (Weight = 25)

- Does the firm have relevant experience in similar work categories, as outlined in the RFP?
- If the proposal is a partnership between multiple firms, have the firms worked together in the past?
- Does the firm offer the quality of services required in the RFP?
- Has the City had a prior relationship with the firm that has been terminated, by the City, for any reason?

### Key Personnel Qualifications & Experience (Weight = 25)

- Do the qualifications of key personnel identified in the proposal coincide with the tasks and Scope of Services outlined in the RFP?
- Do the assigned personnel have requisite education, experience and professional credentials required to perform the work outlined in the RFP?
- Does the proposal identify information regarding the team organization or leadership that will ensure efficiency and accountability during the course of a project as outlined in the Scope of Services?

### Project Understanding & Approach (Weight = 30)

- Does the project approach provide sufficient evidence that the firm is capable of completing the work in a timely fashion, using technical and professional expertise that adds value to the City's processes?
- Does the firm have a good understanding of local issues and the impact new development has on park facilities, programs and services?
- Does the firm understand the services requested in the Scope of Services and are they able to perform the work identified?

### DBE, MBE or WBE Certification (Weight = 5)

- Is the firm certified as a Disadvantaged Business Enterprise (DBE), Minority-Owned Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) through the State of Indiana?

## Supplemental Information

### GENERAL PROVISIONS

- A) Prospective consultants must disclose any potential conflicts of interest that the firm may have in performing the requested services for the Project and must provide a statement of assurance that the firm is not currently in violation of any regulatory rules or regulations or the subject of litigation that may have any impact on the firm's operations.
- B) Prospective Consultants may not attempt to improperly influence any member of the selection staff or elected or appointed officials of the City. Any such attempt(s) shall disqualify that proposal without further consideration.
- C) A prospective Consultant may withdraw their proposal at any time prior to the date and time set forth herein as the deadline for acceptance of proposals.
- D) The City reserves the right to request additional information from any and all prospective Consultant(s) as deemed necessary by the City in order to evaluate the proposal. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.
- E) As required by I.C. 5-22-16.5, the Consultant must certify that it is not engaged in investment activities in Iran. Providing false certification may result in consequences listed in I.C. 6-22-16.5-14; including termination of the contract and denial of future contracts, as well as imposition of a civil penalty.
- F) Pursuant to I.C. 22-5-1.7, each Consultant that is awarded a contract with the City must enroll in and verify the work eligibility status of all newly hired employees of Consultant through the E-Verify Program. Consultant is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.
- G) The Consultant must comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference.
- H) **All communications from interested parties to the City during the RFP submittal process shall be made electronically through email only (see "Invitation" section).**
- I) Once submitted, a response to this RFP becomes property of the City. The release of information will conform to Indiana law.
- J) The City reserves the right to enter into an agreement with any prospective Consultant at any time, deviate from this Request, reject any or all proposals, continue to advertise for new proposals, negotiate with multiple entities simultaneously, waive any defects in proposals, or proceed otherwise. The RFP and the selection process will in no way be deemed to create a binding contract or agreement of any kind between the City and any prospective Consultant(s).
- K) The City is tax exempt from Federal and State excise, use and sales tax.
- L) The successful Consultant(s), their officers, agents, employees and subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of work with the City, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, sex, sexual orientation, gender identity, religion, color, national origin, ancestry, age, disability or United States military service veteran status.

- M) In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. the City may not contract with a consultant if the consultant or an employee, officer or director of the proposer’s firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract or has a direct or indirect interest in the contract.
- N) All costs associated with preparation of a proposal shall be bourne by the prospective consultant. The City shall not be liable for any costs incurred by the prospective consultant for the preparation and production of the proposal or for any work performed prior to the execution of a contract.
- O) Any selected consultant will be required to enter into an Agreement with the City that will include terms and conditions that are acceptable in the sole discretion of the Department.

**BONDS, INSURANCE AND SPECIAL PROVISIONS**

The consultant(s) selected under this RFP will be required to carry the following insurance during the contract unless granted a waiver by the City of Terre Haute. Certificates of Insurance, naming the City of Terre Haute as an “additional insured,” must be filed with the City prior to commencement of any work. These certificates must contain a provision that the policies and the coverage afforded will not be canceled until at least thirty (30) days after written notice has been given to the City.

- A) Commercial General Liability (Occurrence Basis)
  - Bodily injury, personal injury, property damage, contractual liability,  
Product/completed operations
  - Each Occurrence Limit \$1,000,000.00
  - Damage to Rented Premises \$100,000.00
  - Medical Expense Limit \$5,000.00
  - Personal and Advertising Injury Limit \$500,000.00
  - General Aggregate Limit \$2,000,000.00
  - (Other than Products/Completed Operations)
  - NOTE: GENERAL AGGREGATE TO APPLY PER PROJECT
  - Products/Completed Operations \$1,000,000.00
- B) Professional Liability \$1,000,000.00 (per occurrence)  
\$1,000,000.00 (aggregate)
- C) Auto Liability \$1,000,000.00  
(combined single limit)  
(owned, hired & non-owned)  
Bodily injury & property damage \$1,000,000.00 (per accident)
- D) Excess/Umbrella Liability \$1,000,000.00  
(per occurrence & aggregate)

E) Worker's Compensation & Disability	Minimum required by statute.
F) Employer's Liability	
Bodily Injury Accident	\$100,000.00 (each accident)
Bodily Injury by Disease	\$100,000.00 (each employee)
Bodily Injury by Disease	\$500,000.00 (policy limit)

## Anticipated Process Schedule

Request for Proposals (RFP) Released	March 18, 2024
Written (email) Questions Due to the City	March 27, 2024
Proposals Due to the City	April 2, 2024
Review of Proposals Completed	April 5, 2024
Identification of Top-Ranked Firm	April 10, 2024
Contract Signed & NTP Issued	April 30, 2024
Commencement of Project	May 2024

*The City of Terre Haute reserves the right to conduct interviews with consultants as it deems necessary during the selection process.*