

Resolution #3

2018

A Resolution to approve the Master Plan 2019-2023 Request for Proposal.

WHEREAS, the Terre Haute Park and Recreation Board is aware of the Parks and Recreation needs of the residents of Vigo County, Terre Haute, Indiana and

WHEREAS, the Board realizes the importance of sound planning in order to meet the needs of its own citizens.

NOW, THEREFORE, BE IT RESOLVED THAT THE TERRE HAUTE PARK AND RECREATION BOARD has approved the Request for Proposal in securing a firm to update the Terre Haute Parks and Recreation Master Plan, covering a five-year period extending from 2019-2023.

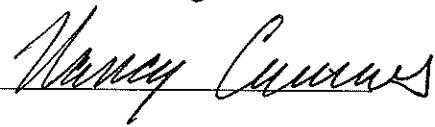
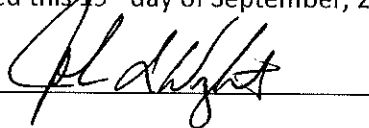
Passed and signed this 19th day of September, 2018

Board President

John Wright

Board Secretary

Nancy Cummins





1110 Girl Scout Lane
Terre Haute, IN 47807
Telephone (812)232-2727
Fax (812)234-7636

September 24, 2018

Ladies and Gentlemen:

The Terre Haute Parks Recreation Department is currently accepting proposals to produce a 5-Year Master Plan for the years of 2019-2023. It is our department's goal to work with the community, its stakeholders and Purdue Extension to determine the program and facility roadmap for the City of Terre Haute, and the Parks & Recreation Department for the next 5 years and into the future.

Enclosed is the specifications and timeline for the receipt of your proposal.

All questions shall be directed to myself, Eddie Bird, Parks Superintendent, via e-mail at eddie.bird@terrehaute.in.gov or by phone at 812-232-2727.

If questions need further clarification in writing, we will issue an addendum to the RFP.

We look forward to your proposal! Thank you!

Sincerely,

Eddie Bird
Park Superintendent
Terre Haute Parks & Recreation Department

Enclosure

Request for Proposals

City of Terre Haute Parks and Recreation Master Plan

September 20, 2018

Introduction

The City of Terre Haute, Parks and Recreation Department, is seeking a professional services Request for Proposals and a price quote for an update of the *Terre Haute Parks and Recreation Master Plan*. The *Parks and Recreation Master Plan* shall cover a five-year period extending from 2019 through 2023.

The format and content of the *Terre Haute 2019 - 2023 Parks and Recreation Master Plan* shall meet the requirements of the Indiana Department of Natural Resources (IDNR) for the preparation of parks and recreation system master plans, and must ensure Terre Haute's eligibility for state and federally funded grants administered through IDNR.

Background

The Terre Haute Parks and Recreation Department operates and maintains a diverse system of park and recreational facilities that encompass community parks, neighborhood parks, block parks, two golf courses, swimming pool, community centers, trails, and greenway facilities.

The system of Terre Haute Parks and Recreational facilities is undergoing a period of significant growth with the acquisition of new property and through an aggressive expansion of trail and greenway facilities. This fact, coupled with a significant municipal infrastructure modernization initiative, underscores a strong desire by the Park Board to advance the strategic visionary direction of the existing and future system, and to improve upon an existing high set of standards for Terre Haute's park and recreation facilities.

Purpose

The primary purpose of the *Terre Haute 2019 - 2023 Parks and Recreation Master Plan* shall be to promote a clear set of goals, objectives, management and operational guidelines that will provide direction to the Parks and Recreation Department and the Park Board for growth and enhancement of the City's parks system, including open space, parks, trails, and recreational opportunities over the course of the next five years.

Scope of Services

The *Terre Haute 2019 - 2023 Parks and Recreation Master Plan* will serve as an intermediate range plan to meet the community's parks and recreational needs. The Master Plan is to include community input, a program assessment, planning analysis, cost opinions, and implementation strategies.

- *Community Input* - For the purposes of this Master Plan, community input information, key stakeholders, City officials, facilitated focus groups and public information forums provided by Purdue Extension.
- *Program Assessment* - This task is critical for determining facility, programming, and revenue strategies necessary to meet the needs of users, to sustain and preserve existing facilities and to provide cost/revenue estimates required for future facilities and program areas.

- *Staffing Analysis* - An evaluation of the organizational structure and staffing levels should be made based upon existing department resources and potential system growth within the development horizon of this plan.
- *Planning Analysis, Cost Opinions and Implementation Strategies* - The completed plan will include a comprehensive outline of recommendations, priorities, and cost estimates. This component should include possible additions, improvements, and a citywide map identifying all facilities, potential properties, conceptual designs, estimated development costs, analysis of forecasted needs, implementation strategies, and potential funding sources. All current conceptual plans should also be integrated within the overall Master Plan.

Available Resources

Considerable information is available for the development of this plan including previous inventories, needs assessments, survey information, and demographic/user information. Other plans completed in recent history should be integrated within the Master Plan. Purdue Extension gathered information will also be providing the following:

Held Public Forum- 50 attendance

1. Reviewed Park information and Health Information
2. Positive Inquiry Exercise
3. Community Capitols evaluation Exercise
4. Compiled Data

Random Survey

1. Electronic and Paper
2. Compiled Results

Created Action Teams

1. Prioritized all data
2. Created timeline
3. Designated potential partners and Funding

Proposal Requirements

A submittal response to this Request for Proposals must include the following criteria and structure:

- A cover letter that includes the consulting firm(s) information with the name of a firm contract and staff size.
- At minimum, three (3) references must be identified who the Terre Haute Parks and Recreation Department may contact for similar work completed within the last three (3) years.
- An overview and description of the firm's total qualifications including any special or unique services it may provide relevant to the completion of the proposed Master Plan.
- A specific name and the qualifications of the project team leader who shall serve as the primary contact and have full responsibility for the project. Complete qualifications must also be submitted for all other members of the project team. If the project team is to be a joint venture, please include any sub-contractors who will be working with the lead firm on this project and

what responsibilities will be assigned as well staff assignments to the project.

- A description of the Scope of Work for the Master Plan and the unique elements that the project team is to provide for completion of the plan.
- An estimate of detailed service costs including hours dedicated to each task defined within the scope of services. Cost will only be a factor after the selection process is completed.
- A proposed schedule for the project.

Fees

To facilitate the contract negotiation process with ranked firm(s) and contract execution for services, each proposal must include its fees for the project. This fee information must be submitted with the response to this Request for Proposals on the accompanying *Fee Information Sheet*.

Proposal Acceptance

The City of Terre Haute, Parks and Recreation Board reserves the right to accept proposals in whole or in part and to reject any and all submissions. The City of Terre Haute, Parks and Recreation Board reserves the right to waive any variances from the original scope of work in cases where the variances are considered to be in the best interest of the City. Firms that are not selected will be notified in writing.

Selection Process

The consultant project team should have expertise in park master plans of similar size and scope to the City of Terre Haute Parks and Recreation Department as well as knowledge of local/national trends in parks and recreation.

Selection Schedule

Proposal Due Date — October 3, 2018

Selection — October 5, 2018

Notification of Selection/Contract — October 5, 2018

Submittal Requirements

Six (6) copies of the proposal shall be submitted to the Terre Haute Parks Office located at 1110 Girl Scout Lane, Terre Haute, Indiana 47807, by no later than noon (local time) on October 1, 2018.

Request for Proposals Questions/Inquiries

All questions or inquiries regarding the Master Plan Request for Proposals can be directed to Eddie Bird at 812-232-2727 or by email at eddie.bird@terrehaute.in.gov

CITY OF TERRE HAUTE, INDIANA
PARKS & RECREATION DEPARTMENT

Parks and Recreation Master Plan
Request for Proposals Fee Information Sheet

Signature of bidder indicates that bidder understands and will comply with all terms and conditions and all other specifications made a part of this Request for Proposals and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish Parks and Recreation Master Plan services in accordance with the Scope of Work attached herein at the following price(s):

To facilitate the contract negotiation process with ranked Firms (s) and contract execution for services, each proposal must include its Fees for the project. This fee information must be submitted with the RFP on this Fee Information Sheet.

- | | |
|--|-----------------|
| 1. Community Input | \$ _____ |
| 2. Program Assessment | \$ _____ |
| 3. Staff Analysis | \$ _____ |
| 4. Planning Analysis, Cost Opinions, and Implementation Strategies | \$ _____ |
| 5. Other fees/charges not listed (please be specify): | \$ _____ |
| 6. Hourly Rate for Additional Services if requested | \$ _____ |
| TOTAL BID PRICE | \$ _____ |

Signature: _____

Date: _____