



# REQUEST FOR PROPOSAL

City of Providence, Utah

## Parks, Trails, and Recreation Continuous Improvement Master Plan

The City of Providence, Utah is accepting proposals from qualified professional planning and design consultants to develop a community supported comprehensive strategic municipal parks and recreation continuous improvement master plan. The purpose of this plan is to identify and inventory current programs and facilities, provide long and short term guidance to administration, delivery of recreation services, and generate a sustainable and implementable action plan for the maintenance and development of parks and facilities.

### BACKGROUND

Providence is located in Cache County, Utah with a population of approximately 7,500 residents. Parks and Recreation is one of the city's greatest assets and includes eleven neighborhood parks, programs, and activities.

### PROJECT OBJECTIVES

The main objectives of this project will be:

- Conduct a city wide recreational needs assessment that includes residents, community groups, stakeholders, staff, and administration that encompasses current and future recreational needs and demographics.
- Identify and inventory all current parks and facilities and evaluate their conditions, usefulness, and lifespan.
- Create a five-year action plan and make recommendations based on the data analysis.
- Create a long-term forward looking plan to guide the city's placement of new parks, to achieve the city's vision.
- Make formal presentation to stakeholders.

## SCOPE OF WORK

The scope of work should satisfy the department's objectives and meet the expectations of the invested stakeholders. The final continuous improvement master plan should include, but not limited to, the following expected deliverables:

- The consultant will promote, organize and facilitate a community wide needs assessment.
  - The consultant will host a minimum of three public participation focus groups. Seek input from targeted community stakeholders.
  - Deploy an online survey.
  - Conduct targeted phone interviews if necessary.
    - Ascertain both physical and social barriers to recreational opportunities.
    - Examine current and future recreational trends.
    - Determine the unmet needs of residents.
    - Demographic distributions of neighborhood populations, characteristics, and growth throughout the city.
- Identify and inventory all current parks and facilities and evaluate their conditions, usefulness, and lifespan.
  - Produce individual park and facility profiles that graphically illustrate the current conditions.
    - Profiles should include location, amenities, general assessments, and professional quality photographs.
    - Identify the strengths, challenges and opportunities of parks, facilities, and programming spaces.
    - Propose site plans to address deficiencies and incorporate improvements to energy efficiency, public safety, adaptability, accessibility, ADA compliance, aesthetics, maintenance, and human resources.
  - Re-conceptualize neighborhood parks and facilities for maximum usage and efficiency. Illustrate site improvements that are reasonable and financially feasible.
  - Make recommendations to remove or alter areas that no longer serve their intended purpose, or have outlived their usefulness.
  - Suggest specific recommendations based on community feedback for programming using non-traditional areas by collaborating with private entities, and other community facilities.
- Create a five-year action plan and make recommendations based on the data analysis.
  - Prioritize improvement and developments projects and set benchmarks for achievements.
  - Maximize financial and human resources for implementation and estimate associated costs for improvements.
  - Publish a user-friendly document with an emphasis on maps, charts, photos, and tables to convey the information.
    - Plan needs to be delivered digitally and in print.
    - Plan needs to be updated easily as benchmarks are achieved or altered.

- Create a long-term forward looking plan to guild the city’s placement of new parks, to achieve the city’s vision.
  - Identify potential new park space, and needed amenities.
- Make formal presentation to stakeholders and manage annual progress reviews.
  - The consultant will make a formal presentation to community stakeholders.

**REQUESTS FOR CLAIRFICATION**

All requests for clarification must be submitted in writing by 5:00 PM on June 4, 2020. Please direct questions or inquiries to:

City of Providence  
 Attention: Ryan Snow, City Manager  
 164 N. Gateway Drive  
 Providence, UT 84332  
 RyanSnow2@Providence.Utah.Gov

**DUE DATE AND DELIVERY OF PROPOSAL**

Proposals shall be delivered to the City Office, 164 N. Gateway Drive, Providence, Utah 84332, by **5:00 PM, June 16, 2020.**

An original and two copies of the proposal shall be delivered by the deadline with the name of the proposing consultant clearly marked on the front of the sealed envelope. Submission of a proposal indicates acceptance of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Providence, Utah and the consultant selected.

**SCHEDULE**

- Request for Proposal advertised: May 21, 2020
- Requests for clarification by: 5:00 PM June 4, 2020
- Request for Proposal Due: 5:00 PM, June 16, 2020
- Interviews (if needed): Week of July 1, 2020
- Selection and Notification: Week of July 15, 2020

**EVALUATION OF PROPOSALS**

The City of Providence, Utah, will use the following combination of objective and subjective criteria to evaluate each submission:

- Quality of proposal and comprehension of scope of work
- Successful experience with similar projects

- Previous project references
- Professional qualifications of key personnel
- Proposed time frame and budget. Budget should show in a Time and Material pricing, with a Not to Exceed amount.

## **RIGHT TO REJECT PROPOSALS**

The City of Providence, Utah reserves the right without prejudice to reject any or all proposals. The award of a contract is subject to approval by the Providence City Council.

## **COST OF PROPOSAL**

Any and all costs incurred in the preparation and delivery of the proposal are those of the consulting firm and will not be reimbursed by the city of Providence, Utah.

## **CONTRACT DOCUMENTS**

The consulting firm shall complete a contract in the form acceptable by the City of Providence, Utah.

**ALL PROPOSALS MUST INCLUDE THE PROPOSAL CONTENT REQUIREMENTS LISTED  
IN THE RFP.**