

City of Placerville REQUEST FOR PROPOSAL

Update of the Placerville Area Parks and Recreation Facilities Master Plan And Park Impact Fee Study

**City of Placerville
Parks and Community Services Department
Contact: Steve Youel
549 Main Street
Placerville, CA 95667
(530) 642-5232**

DEADLINE FOR PROPOSAL SUBMITTAL:

**September 29, 2016
By 5:00 PM, postmarks not accepted.**



INTRODUCTION

The City of Placerville's Community Services Department is requesting Proposals and Statements of Qualifications from interested consultants to produce revisions to the City's official Placerville Area Parks and Recreation Facilities Master Plan and development of a Park Impact Fee Study. The master plan revision and fee study will examine current and future demographics, user needs and financial strategies. The City invites you to submit a Proposal and a Statement of Qualifications no later than 5:00 PM on September 29th 2016 no postmarks accepted.

BACKGROUND

The Placerville Area Parks and Recreation Master Plan sets the framework for decision makers in the planning and rehabilitation of the City's parks and recreation facilities. The Master Plan is intended as a planning tool that addresses future needs and sets parks and facilities standards. Equally important will be that the plan provide a systematic and prioritized approach to implementation of needed parks and facilities projects.

The 2009 Placerville Area Parks and Recreation Master Plan examines the existing park and recreation resources of the City of Placerville and El Dorado County serving residents of Placerville and the surrounding unincorporated areas of El Dorado County. The unincorporated area addressed in the plan includes the communities of Coloma, Lotus, Gold Hill, Diamond Springs, Camino, Pollock Pines, and portions of Rescue. The City of Placerville wishes to update key elements of the Master Plan to reflect current information about resources and demand throughout the planning area, and to support capital project planning for the next 10 years. Following the update to the Master Plan, the City of Placerville is requesting a park impact fee study to help establish reasonable impact fees for new development within the City limits only. Land dedication and in-lieu fees will also be analyzed as part of a comprehensive park fee program

SCOPE OF WORK

The scope of work will focus on two components. These are 1.) an update of the Master Plan to reflect current conditions and 2.) a Park Impact Fee Nexus study. The Master Plan update will provide the information needed to establish a level of service for the Nexus study. An optional task for one (1) public meeting should be included in the event that significant new issues are identified that were not present during the public outreach process in 2009.

1.) Placerville Area Recreation and Parks Facilities Master Plan Update

The current Master Plan was prepared in 2009 and addressed the City of Placerville as well as the surrounding unincorporated communities in El Dorado County that use City of Placerville recreation programs and certain park facilities. This update will revise several key sections of the Master Plan including the park inventory, demographics, land use and growth projections, and current level of service. To the extent that these updates impact the strategies and recommendations in the current Master Plan, these will be updated as well. An updated Cost Analysis and Finance Plan will also be provided.

2.) Park Inventory

Public park facilities and trails owned and/or managed by the City of Placerville or El Dorado County within the planning area will be examined to identify potential capital projects including repair, renovations, or expansions. The number and type of facilities shown for each facility in the existing inventory will be reviewed and updated to reflect current conditions. New facilities will be added as needed to provide a comprehensive and current inventory. Information about ownership and acreage including development status and suitability for active or passive recreation uses will also be updated. Coordination with El Dorado County Parks Division will be required to obtain current information on parks and facilities in the unincorporated part of the planning areas.

3.) Programs

Information about City run recreation programs will be updated to reflect deleted and added programs. Participation in programs from 2009 to 2015 will be captured and used to assess demand. Any significant non-City run programs that have been added since 2009 will be identified.

4.) Demographics

Current and projected demographic information will be developed for Placerville and each of the communities in the planning area. This will include analysis of population, age distribution, cultural identify factors such as primary language, and economic factors.

5.) Land Use and Growth Projections

Working with the City of Placerville and El Dorado County planning staff, an analysis will be prepared showing pending development projects, and potential for future residential development in the planning area based on current zoning and land use. The potential number of new residents associated with this development will be estimated.

6.) Existing Level of Service

Based on the City of Placerville and El Dorado County adopted park planning standards, the existing levels of service for the City and unincorporated portion of the planning area will be separately established. Existing levels of service are to be determined for active parkland acres per 1,000 population and facilities per 1,000 population. Developed active parkland acres will also be identified along with replacement costs per acre for existing improvements.

7.) Strategies and Recommendations

Strategies and recommendations in the current Master Plan will be reviewed and revised if needed based on the current conditions. New strategies and recommendations may be added, and those that are no longer relevant will be omitted or revised as appropriate. At this point in the process, the City of Placerville will determine whether or not a separate public outreach process is needed to review or clarify recommendations.

8.) Cost Analysis

The updated Cost Analysis will assign capital costs to all proposed improvements and will be used as the basis for a new 10-year Capital Improvement Plan. Non-capital projects and their associated costs will also be identified.

9.) Finance Plan

A new 10-year Finance Plan will be developed showing both expected expenses and revenues required to implement the CIP. The amount of revenues required from the various available funding sources will be identified.

PARK IMPACT FEE NEXUS AND PARK LAND DEDICATION STUDIES

The City of Placerville and El Dorado County separately collect park impact fees (PIF) for new development in their respective areas. The focus of this task is solely on the level of dedication and fees for new development in the City of Placerville. Based on the information in the Master Plan, provide a study to recommend the current level of active parkland dedication and in-lieu fees for the City of Placerville as enabled by California Government Code Section 66477, commonly referred to as the “Quimby Act”. Also provide a park impact fee Nexus Study to establish the appropriate level of fee for various types of new development within the City of Placerville in compliance with the procedural requirements of the Mitigation Fee Act in California Government Code section 66000. For both the land dedication and park impact fee analysis, provide a strategy for periodic review and update of the fees to keep pace with inflation.

PRESENTATIONS

The Draft Master Plan update and the Draft PIF/Quimby studies will be presented to the City of Placerville Parks and Recreation Commission and City Council for review and comment. Please provide a cost for any additional presentations such as to the Planning Commission should they become necessary.

COMMUNITY WORKSHOP (OPTIONAL)

Please provide cost to organize and facilitate one (1) community workshop to be held at the discretion of City of Placerville staff depending on issue that may warrant additional and focus public input.

DELIVERABLES

1. Periodic status reports to City Staff
2. Draft Master Plan Update in digital and hard copy format – five (5) copies
3. Final Master Plan Update in digital (PDF and MS Word) and hard copy format – five (5) copies
4. Draft Park Impact Fee Nexus and Park Land Dedication Studies in digital and hard copy format – five (5) copies
5. Final Master Park Impact Fee Nexus and Park Land Dedication Studies in digital (PDF and MS Word) and hard copy format – five (5) copies

MEETINGS AND PRESENTATIONS

The following meetings should be included in the consultant cost estimate. Please include per meeting unit cost for additional meetings.

1. One (1) Initial Scoping Meeting
2. One (1) Presentation to Placerville Recreation and Parks
3. One (1) Presentation to City Council
4. One (1) Presentation to Planning Commission (optional) **Commission**
5. One (1) Community Meeting and Facilitation (optional)

Comment [CM1]: I would add a presentation to the City Council. We could make it optional if you want. May also want to make the one to the Planning Commission optional.

PROJECT STRUCTURE AND PROCESS

The Master Plan process will involve close coordination and effective communication between City staff and the consultant team. The City's project manager will serve as the consultant's principal contact for consultation and decision making. City staff will be largely responsible for providing information to the public regarding the Master Plan process.

PROJECT TIME FRAME/STATUS OF PROJECT

The Parks and Community Services Department has prepared a tentative schedule by which to anticipate the project's time for completion. Dates are subject to change based upon the timing of contract negotiations.

Contract Initiation	11/16
Initial Scoping Meeting	11/16
Completion of Revised Master Plan	3/16
Completion of Park Impact Fee Study	5/16

AVAILABILITY OF BACKGROUND INFORMATION

The selected Recreation and Parks consultant team will be provided with data and relevant materials compiled by the Department. Exhibit 1 provides a list of the types of data available. The consultant will need to determine what additional data will be required.

PROPOSAL FORMAT

A brief description of the consultant's philosophy and/or approach to the project should demonstrate the team's understanding of the project, the relevant issues, and the project's

relationship to the General Plan update process. If the consultant is unable to determine the extent of work required based on the information provided in the Request for Proposal, this should be stated as well.

1.) Scope of Work

Describe the consultant's approach to accomplishing the objectives stated in the Request for Proposal and identify the methodology proposed. The consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness. State your assumptions clearly. Include the decisions, products, data and corollary information that the consultant expects from City staff.

2.) Cost Summary

The City estimates a budget range of \$40,000-\$50,000 for consultant fees. As described in the Scope of Work section, the consultant is expected to submit a proposal that falls within this range. The cost summary shall be submitted in a separate sealed envelope. For ease of identification, include a spreadsheet cost breakdown according to task and person(s) assigned to that task. Any optional tasks and their corresponding costs should be readily identifiable. All costs should reflect "not to exceed" figures. Fee schedules, including hourly rates for the prime consultant and all subconsultants, meetings and reproduction costs, should accompany the cost summary.

3.) Work Program Timeline

Include a timeline showing the estimated length of time required for completion of the two phases as described in the consultant's scope of work. Time estimates should be expressed in number of days/weeks without reference to a specific starting date. The timeline should identify when draft and final work products will be submitted to City staff. The consultant should assume a 10-day turnaround time for each review of two Master Plan administrative drafts.

4.) Statement of Qualifications and Relevant Experience

Include any related supplemental information concerning key personnel or team experience which may be relevant. Please state in the proposal the project manager and principal contact who will be permanently assigned to the project (it is strongly preferred that they are one and the same person).

5.) References

Provide references and description for 3 projects of similar scope for which you have completed in the past 5 years. Provide primary contact for each project including name, address and phone number.

6.) Contract Information

The City's standard agreement for environmental consulting services will serve as the contract for this project. Contract agreements will be finalized between the City and the consultant following completion of the selection process. A payment schedule will be negotiated at that time.

7.) Conflict of Interest Statement

Include a statement disclosing any involvement with plan/development projects in the City of Placerville by the consultant (and subconsultants) within the last year. The City of Placerville

reserves the right to reject any proposals having the potential for conflict of interest.

8.) Signature

The proposal shall be signed by an official who is authorized to bind the consulting firm and shall contain a statement which guarantees that the proposal/cost estimate is valid for one hundred twenty (120) days.

PROPOSAL SUBMITTAL

Five (5) labeled copies of the proposal with a separate sealed and labeled envelope containing the cost estimate and fee schedules must be received in the *City of Placerville Recreation and Parks Office, 549 Main Street, Placerville, CA 95667 no later than 5:00 PM on September 29, 2016.* Postmarks will not be accepted.

The City of Placerville will not pay any cost incurred by any consultant resulting from preparation or submittal of a proposal in response to this RFP. The City reserves the right to modify or cancel in part, or in its entirety, this RFP. The City reserves the right to reject any or all proposals and to waive any defects and/or informalities.

INSURANCE REQUIREMENTS

The successful proposer will be expected to carry and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the consultant, his/her agents, representatives, or employees. The consultant shall include all subconsultants as insured under its policies or shall furnish separate certificates and endorsements for each subconsultant. All insurance shall be evidenced by a Certificate of Insurance acceptable to the City Attorney prior to contract initiation.

WORKERS COMPENSATION	Statutory
GENERAL LIABILITY	\$1,000,000 per occurrence
ERRORS & OMISSIONS LIABILITY	\$1,000,000 per occurrence
AUTOMOBILE LIABILITY	\$1,000,000 each accident

PROPOSERS QUESTIONS

All questions from proposers shall be made in writing to *Steve Youel, Director of Community Services, City of Placerville, 549 Main Street, Placerville, CA 95667* or preferably via email to syouel@cityofplacerville.org. Questions and responses will be posted on the city web-site at www.cityofplacerville.org

CONSULTANT SELECTION PROCEDURE

The City will use a combination of objective and subjective criteria to determine each consultant's suitability to perform this work. Evaluation criteria for the proposals are as follows:

1. Successful experience with similar types of projects.
2. Previous project references.
3. Quality of the proposal and understanding of the work to be completed.
4. Project team and key personnel qualifications.
5. Proposed time schedule and budget.
6. Compliance with insurance requirements.

The City's selection committee will review all proposals based upon the above-stated criteria and will select 2-3 consultant teams which will be invited to make individual presentations.

SUBMITTAL REQUIREMENTS

1. A statement of your firm's qualifications, including at least one sample of a recent Parks and Recreation Master Plan. If the sample was not prepared by the team members who will be working on the City of Placerville Updated Master Plan, include relevant samples of works by those team members. Include in the qualification statement the firm's ability to meet the insurance requirements of the City.
2. A brief description of your philosophy and/or approach to the project which demonstrate the team's understanding of the project and the relevant issues.
3. A proposed Scope of Work describing your approach to accomplishing the objective stated in the RFP and identify the methodology proposed. The consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness. Clearly articulate all assumptions regarding data and information that you expect from the City. Provide a detailed list of all products that will be provided to the City.
4. Proposed timeline.
5. Cost Summary - The City estimates a budget range of \$40,000- \$50,000.
6. Five (5) copies of the proposal including the cost estimate and fee schedules must be received by the *City of Placerville's Recreation and Parks Office, Attention Steve Youel, 549 Main Street, Placerville, CA 95667 no later than September 29, 2016 at 5:00 P.M.* Postmarks will not be accepted. The City of Placerville will not pay any cost incurred by any consultant resulting from preparation or submittal of a proposal in response to this RFP. The City reserves the right to modify or cancel in part, or in its entirety, this RFP. The City reserves the right to reject any or all proposals and to waive any defects and/or informalities.

Exhibit 1
Information Available from the City of Placerville

1. Draft Placerville Area Parks and Facilities Master Plan document.
2. An inventory of parks and open space.
3. A current Recreation Activity Guide.
4. Current Parks and Facilities Capital Improvement List.