

City of White Salmon, Washington
Request for Proposals
Preparation of Comprehensive Park, Open Space and Recreation Plan

1. Background

The City of White is a community of about 2,500 people located in the Columbia River Gorge. The city amended its Comprehensive Plan in 2016 to include a parks and recreation element. The city now desires to adopt a separate Comprehensive Park, Open Space and Recreation Plan that would then be referenced in the city's Comprehensive Plan. The city is currently working on an update to its Comprehensive Plan. The City of White Salmon does **not** plan under the State of Washington Growth Management Act.

Currently, the city has five parks: Rheingarten Park, Fireman's Park, Pioneer Cemetery Park, Gaddis Park, and Spoke Bike Park. In addition, there is a "Loop Trail" that traverses through the City of White Salmon along State Route 141. The City previously operated a public swimming pool which has now been closed. White Salmon Valley Pool Metropolitan Park District was created in 2018 and will be constructing a new pool.

Some of the desires of the City and community are to renovate the public restrooms at Rheingarten Park, improve or replace the playground equipment at Rheingarten Park, develop a splash pad at Rheingarten Park, develop a "natural" playground, develop a low-density rustic park along the Columbia River, and to improve the "Loop Trail" by moving the trail off of the immediate shoulder of State Route 141 to unused Washington State Department of Transportation right-of-way (in the vicinity of State Route 141) and new easements through private property. As the city has experienced growth, the city has also heard of a desire to increase green/open space and to provide for future parks.

2. Request for Proposals

The City of White Salmon is seeking a consultant or team of consultants to develop a Comprehensive Park Plan. Firms should have collective experience that includes expertise in parks, trails and open space.

The City is seeking a consultant or team of consultants who can:

- Create and management a comprehensive public participation process in consultant with City staff.
- Inventory existing City owned parks, open spaces and park facilities. The inventory is also to include other regional public and private facilities that may be used to meet adopted level of services.
- Complete a needs assessment of the community parks, trails and open spaces. Provide concise, realistic needs assessments with probably costs.
- Assist in evaluating and determining level of service (LOS) standards for parks and facilities.
- Develop a useful, readable planning document that will guide the City in strategically managing the city of White Salmon's park system for the next five years.

3. Methodology

This project will be guided by a project team made up of city staff and a member of the city council. The team will provide input to the selected consulting team throughout the planning process.

The following is a preliminary scope of work that may be modified during contract negotiations with the selected consultant. The preliminary scope of work is intended to outline and describe the range of major tasks anticipated for the project but is not intended to be complete. The project will consist of the following tasks:

A. Needs Assessment and Public Involvement

- Review of previous planning efforts, city historical information and previous citizen opinion surveys.
- Consider the profile of the community and demographic trends.
- Provide a community involvement effort which could include focus groups, meeting with key stakeholders, community-wide public meetings/open houses, surveys, etc.
- Assessment of alternative public and private park and recreation service providers to provide understanding of market opportunities and potential for new facilities and services provide to other per RCW 36.70A.070(8)(c).
- Research of trends and statistics related to lifestyles to help guide recreation and health/wellness programming and facility development.

B. Inventory

- Update inventory of parks and facilities using existing mapping, staff interviews, and on-site visits to verify amenities and assess the condition of facilities and surrounding areas.

C. Assessment of Analysis

- Review and assessment of relevant plans.
- Analysis of level of service that is both feasible and aligns with the desires of citizens as expressed through the public involvement process.
- Exploration of finance and funding mechanism to support development and sustainability of the system

D. Recommendations: Goals, Objections, and Action Plan

- Identification and categorization of recommendations into themes with goals, objectives, and an action plan for implementation.
- Development of an action plan for capital improvements including cost, funding source potentials, and timeframe to support the implementation of each improvements and of the plan.
- Prepare draft and final reports, including relevant text, graphics, maps, etc. in electronic format for final adoption and distribution.

4. Compliance with State Guidelines

The City of White Salmon Comprehensive Park Plan shall comply with Manual 2 “Planning Polices and Guidelines” as provided by the State of Washington Recreation and Conservation Funding Board (RCO).

5. Tentative Schedule

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

February 26, 2020	Release of Request for Proposals
March 18, 2020	RFP Submittal Deadline (4:00 p.m. PST)
Week of March 23, 2020	Interviews with Consultants (if necessary)
April 1, 2020	Award of Contract
April 2, 2020	Project Start
July 31, 2020	Project Completion

6. Submission Requirements

All submittals must be in conformance with the requirements set forth in this Request for Proposals. Submittals shall be in 8-1/2” x 11” format and shall not exceed twenty (20) pages, including cover letter. As a minimum the following information shall be submitted:

- An organization chart and biographies for the project team, including all sub-consultants.
- A statement of the percentage of time your proposed key resources will have available to devote to the project.
- Identified of critical work elements and how the consulting team will address those issues.
- A discussion of the team’s approach to the project and plan to produce the required documents.
- A proposed schedule for completing the work, including intermediate project stages leading to a final project in enough detail to allow an assessment of the firm’s ability to provide the resources necessary ot meet the schedule.
- References from similar projects. Provide the contact name and number of the owner, of if not available, a contact name and number of the current most knowledgeable person associated with the project.

7. Submittals

A. Preferred

Qualifications titled “Consulting Services for City of White Salmon – Comprehensive Park Plan should be submitted as an email attachment in PDF format to janb@ci.white-salmonl.wa.us with subject line “Consulting Services for City of White Salmon – Comprehensive Park Plan”

Or

One (1) unbound original (no staples, no spiral binding, no comb binding, etc.) and USB flash drive in PDF format mailed or delivered to (with envelope marked “Comprehensive Park Plan.”):

City of White Salmon
 Attention: Jan Brending, Clerk Treasurer
 100 N. Main
 PO Box 2139
 White Salmon WA 98672

Note: Unbound originals with USB flash drive must be delivered by 4:00 p.m. PST on Wednesday, March 18. Electronic formats shall not be compressed files.

B. Contact

For additional information concerning this Request for Proposals, please contact via email:

Jan Brending
Clerk Treasurer
Email: janb@ci.white-salmon.wa.us

Absolutely no communication shall occur regarding this Request for Proposals, including requests for information, or speculation between consultants or any of their individual members and City elected officials or employees other than those named above. Failure to comply with this provision may result in a proposal being removed from consideration. Any cost incurred by the consultant in preparation, transmittal, or presentation of any information or material submitted in response to the RFP shall be borne solely by the consultant.

C. Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

D. Submittal Disposition

All material submitted in response to this Request for Proposals shall become the property of the City upon delivery to the City and will not be returned.

E. Project Contract

The consultant will be required to the City of White Salmon Professional Services Agreement and accept all language contained within. Any consultant that has significant reservations using this agreement should not submit a proposal for this project.

F. Consultant Selection Criteria

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this Request for Proposals
- Understanding of the project and scope of work
- Ability to meet the project schedule within budget
- Expertise of key personnel
- Response of references from past similar projects

G. Final Selection Procedures

After review of the submittals by the City's Selection Committee, the City may at its discretion schedule interviews with one or more firms.

H. Negotiations/Scope of Work Development

The top-ranked firm will be asked to submit their prospective scope of work, schedule and fee proposal.

If, after negotiation and consideration, the City is unable to reach an acceptable agreement with the top-ranked firm, the City will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via new request for proposals.

I. Final Selection

Once an agreement is reached with a preferred firm, the city will provide a professional services agreement for signature and full execution. A Notice to Proceed will be issued to formally begin work.