



**REQUEST FOR PROPOSALS
PARKS STRATEGY**

**Parks & Recreation Department
Issued: August 22, 2018**

REQUEST FOR PROPOSALS
Parks & Recreation Department
City of Corning, New York

Parks Strategy

Background:

The City of Corning, population 11,183, is a regional urban center providing employment, services, and housing options for residents and visitors. The City includes 3.2 square miles within a narrow valley along the Chemung River.

The City's governing body is the City Council composed of an elected Mayor and eight Councilmen. In 1996, the City amended its Charter to adopt the Council-Manager Plan. The City Manager is the Chief Executive Officer.

The City is requesting the submittal of proposals from qualified consulting firms to prepare a comprehensive strategy which clearly articulates recommendations and means to enhance the City's park lands, facilities and features over the next 10 to 15 years. (Note: The City is not seeking recommendations for its recreation programs). The strategy must coincide with New York State's goals for funding applications through the Consolidated Funding Application Process, State Assistance to Municipalities (SAM) grants, and other State financial support.

The City has an extensive park system, some with historic features. The City's parks with approximate acreage as follows:

<u>PARK</u>	<u>APPROXIMATE ACREAGE</u>
Denison	32.00
Stewart	12.50
McKinney	7.80
Houghton	1.90
Canfield	3.10
Hillvue & William	29.13
Achsinessink Memorial	0.10

In addition, the City is interested in the successful consultant providing general visioning for Civic Center Plaza (including the ice rink), swimming pools, and the extension of walking/hiking/biking trails into neighboring municipalities. (Note: The City is not seeking detailed plans for these features at this time.)

The City is currently working with the New York State Department of Environmental Conservation to investigate soil contaminants in some of the City's parks. Developing an approach to make park improvements which recognizes these conditions will be an important part of the final parks strategy.

Attached in Appendix A is a list of park facilities and features which may be useful for interested firms in estimating the size of this project. Interested firms may also want to reference the Parks Strategy Committee's materials on the City's website at www.CityofCorning.com. This site contains historical information as well as existing plans.

Priorities:

The City places high emphasis on the following priorities:

1. The City's parks and facilities should meet the needs of current and future demographic populations.
2. The City strives to emphasize ADA accessibility.
3. The City wants to coordinate facility uses with the Corning- Painted Post School District in an effort to avoid duplication of effort between parks and school facilities.
4. Given limited local resources, there is a desire to reduce operational, maintenance and energy costs while adhering to principles of environmental sustainability.
5. Facilities and features should include general design guidelines to ensure a more aesthetic appearance.
6. The City has a long history of historic preservation and the parks should not be an exception.
7. The City desires to increase connectivity with neighboring communities using bike/walking paths and a river trail.

Parks Improvement Committee and City Staff:

Although, the consultant is hired and reports to the Parks and Recreation Department, the primary function of the consultant is to assist the City Manager and Recreation Director with providing specialized staff support to the Parks Improvement Committee which exceeds our current capacity. The Committee's charge is as follows:

Develop a City-wide Parks Strategy prioritizing facility improvements, reconciling competing uses, protecting historic aspects, and providing general design guidelines for new features.

The City anticipates the consultant will design and implement a highly collaborative and public process which results in the consultant preparing a parks strategy that the Committee recommends to the City Council for approval. The successful firm will build ample time into the planning process to build organization and community consensus for the strategy. To this end, the City has professional staff who are willing to assist with facilitating public

meetings to reduce the cost of the strategy and some consultant visits. Interested firms may factor into their proposals approximately forty (40) hours of City staff time inclusive of meeting preparation, actual public meeting time, and summary briefing memos. Additional time may be available upon consultation with the City Manager and negotiation of the final scope of work from the successful firm.

Funding Sources:

The City anticipates this project will not exceed \$50,000. Payment will be made from the City's General Fund and is not reliant on grant funding. Although cost is a factor, it is not the overriding priority in determining the selection of a qualified firm.

Scope of Work:

The selected proposer will be required to address the following Scope of Work:

1. Review and analyze community demographic trends.
2. Inventory and evaluate the City's parks land, facilities and features including historic assets. Early in the process, the strategy needs to outline land deed restrictions for each park in order to identify any limitations.
3. Preparation and presentation of the Parks Strategy including goals, objectives, specific projects, new features, short and long-range actions, and potential funding sources. The strategy must provide sufficient detail to allow the City Staff to develop an implementation matrix.
4. Provide basic design guidelines for park features which are compatible with the historic features found in some parks and the surrounding neighborhoods in others.

Deliverables:

The selected firm will be required to provide the following deliverables:

Provide the Director of Recreation with monthly activity and progress reports linked to the scope of work, deliverables, and the agreed upon schedule.

Provide and present a draft strategy in both hard and electronic form as per the agreed upon schedule.

Provide and present a final strategy in both hard and electronic form as per the agreed upon schedule. The final presentation shall be made before a joint meeting of the Parks Improvement Committee and City Council to reduce consultant travel costs.

The final strategy must be in Microsoft Word format to allow the City Staff, the Committee and City Council the ability to make edits before adoption.

All work products produced by the firm shall be the property of the City of Corning for its use without any limitations.

Methods and Means:

The proposer is required to present their methods and means to address the scope of work. The proposer is invited to present alternatives to the scope of work provided such alternatives will address the City's project goals and enhance the final product.

Time Line:

The City anticipates selecting a firm and issuing a notice to proceed within 60 days of the closing date. The selected consultant should be prepared to complete the project within 12 months from the date of an executed purchase agreement.

Payment:

Payment will be via a City purchase agreement for professional services. Invoices should be made at the 25%, 50%, 75% and 100% completion marks. All invoices must be submitted by the 15th day of the month to be paid during the 1st week of next month.

Subcontractors:

The proposer is required to identify any subcontractors to be utilized. The proposer should present the subcontractor's qualifications and expertise as related to the Scope of Work. The proposer should also state the estimated percentage of work to be provided by each subcontractor.

Insurance Coverages:

The following kinds and amounts of insurance shall be procured upon selection and maintained throughout the duration of services.

1. Worker's Compensation Insurance in the amounts required by law to provide protection for employees of the firm in the event of job-related injuries.
2. Commercial General Liability Insurance having a combined single limit of \$1,000,000 for bodily injury and property damage resulting from any one accident.
3. Automobile Liability Insurance having a limit of \$1,000,000 for bodily and property damage resulting from any one accident.
4. Professional Liability or Errors and Omissions Insurance having limits of \$500,000 per claim and \$1,000,000 aggregate liability.

For items 1-4, the City must be named an additional insured with such coverage to be primary and

non-contributory. The selected firm shall provide the City with current Certificates of Insurance showing the required limits and terms. The Certificates shall also provide for thirty (30) days written notice by the insurance company prior to cancellation or material change in policy coverage.

Terms of Award:

The City of Corning reserves the right to reject any or all proposals, and the City reserves the right to negotiate the scope of services, costs or other terms and conditions with any individual/firm submitting a proposal.

Submitting Proposals:

Proposals must contain:

Section I: A detailed statement of qualifications demonstrating ability and capacity to complete the scope of work. The proposer should identify specific staff to be assigned to the project, their respective responsibilities and qualifications.

Section II: Presentation of the proposed methods and means to complete scope of work.

Section III: A proposed project schedule providing sufficient on-site time for interaction with City representatives, stakeholders, and residents.

Section IV: Presentation of at least three similar projects completed by the proposer within the last five years, including contact information for each client to serve as professional references.

Section V: A cost proposal which includes a chart showing the hourly rate of each team member. The total proposed budget shall be stated as a lump sum not to exceed amount and be supported by stated hourly rates/cost allocated for the respective scope of work component or deliverable.

Eight (8) hard and one disk copy of the proposal must be received by the Director of Recreation on or before 12:00 PM, September 19, 2018. Fax and electronic submissions will not be accepted. All proposals must be submitted to:

Alex Hamilton
Director
Parks & Recreation Department
500 Nasser Civic Center Plaza
Corning, New York, 14830

Questions regarding this Request for Proposals must be submitted in writing to Mr. Hamilton at least fourteen (14) days before the submission deadline.

Consultant Selection:

Upon receipt of proposals, the Parks Improvement Committee and City staff will review and score each submittal. The City may request additional information from proposers. Proposers should also be available for interviews and site visits at the invitation of the City. Any such interviews and on-site visits will be at the proposer's expense. The City may consider web-based teleconferencing for interviews to reduce costs.

Rating and selection of the consultant will be based on the following criteria:

1. Qualifications of assigned staff and proposer's experience with similar projects. (30%)
2. Proposed methods and means. (30%)
3. Project schedule. (20%)
4. Cost proposal. (20%)

Purchase Agreement:

The City will execute a purchase agreement for professional services with the selected individual or firm.

Contact Information:

Alex Hamilton
Director
Parks & Recreation Department
City of Corning
500 Nasser Civic Center Plaza
Corning, NY 14830

Tel: 607-962-0340 ext. 1132
Fax: 607-962-0578

APPENDIX A

Types of Facilities:

2 Swimming Pools	14 Sets of Horseshoe Pits
1 Ice Rink	1 Sand Volleyball Court
9 Pavilions	6 Tennis Courts
1 Gazebo	5 Basketball Courts
1 Pergola	1 Disc Golf Course
7 Storage Buildings	1 Fitness Trail
3 Restroom Facilities	1 Skate Park
1 Walking Trail & Paths	1 Denison Park Pond

Playground Equipment:

8	Composite Climbers
10	Other Types of Climbers
4	Standalone Slides
8	Swing Sets
3	Tire Swings
1	Spring Animal
1	Handicap Accessible Swing Set