



WILDWOOD®

February 26, 2019

MEMORANDUM

To: Planning and Parks Committee Members

From: Department of Planning and Parks

Re: **Draft of Request for Proposals (RFP) for Town Center Public Space Area (Ward Eight)**

Cc: The Honorable James R. Bowlin, Mayor
Administration and Public Works Committee Members
Economic Development Committee Members
Steve Cross, Co-Interim City Administrator
John A. Young, City Attorney
Rick Brown, P.E. and P.T.O.E., Director of Public Works
Kathy Arnett, Assistant Director of Planning and Parks
Gary Crews, Superintendent of Parks and Recreation

Attached to this Memorandum is the draft version of the proposed Request for Proposals (RFP) for the six (6) acre parcel of ground that was acquired by the City in 2018. This draft document reflects the discussion points from the Committee Members' discussion that was held at its last meeting in January, which identified three (3) major tasks for the selected firm. These tasks are described therein.

At tonight's meeting, the Department of Planning and Parks will provide an overview of this draft document and seek input from the Committee Members upon it. Thereafter, that input will be incorporated into the draft document and then provided to City Council for the same type of review and comment. With that input, the draft document would then be ready to be issued to the consultant community for responses. Once the responses are received, all of them will be reviewed by the Department of Planning and Parks against defined criteria from the Request for Proposals (RFP), and comments and input from this Committee.

If any of the Committee Members should have any questions or comments regarding this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. A presentation is planned on this matter at tonight's meeting. Thank you for the opportunity to present this information to the Committee on this important matter.



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REQUEST FOR PROPOSALS - DRAFT

CITY OF WILDWOOD, MISSOURI
DEPARTMENT OF PLANNING AND PARKS

February 26, 2019

VILLAGE GREEN ASSESSMENT AND PLANNING AND DESIGN PROCESS

(Property Addresses – 16904 and 16916 Crestview Drive/Locator Numbers – 23V220013 and 23V220123)

Summary:

The City of Wildwood, Missouri is soliciting proposals from qualified and capable park planning and design firms having experience and backgrounds in the development of such public facilities and related improvements to conduct a multiple-faceted program relative to this newly-acquired park site. This program would begin with a thorough assessment of the environmental characteristics associated with the site (**Major Task #1**) and then be followed by a public engagement process to obtain opinions, ideas, and input from residents of this community on what they would like to be included in this park facility (**Major Task #2**). Thereafter, the selected firm would interpret that information for the purposes of developing a preliminary design for the property (**Major Task #3**). The selected firm must possess direct and extensive prior park planning and design experience , along with being able to develop a process for the solicitation of public participation and input in this regard. Design fundamentals associated with the use of the land and construction of selected improvements upon it is key as well. Submittals are welcome from companies competent and capable of meeting the requirements of this Request for Proposals (RFP).

Issue Date: March 19, 2019

Submittal Deadline: April 3, 2019 – 5:00 p.m. CST (close of business)

Contact Information: Joe Vujnich, Director
Department of Planning and Parks
City of Wildwood, Missouri
16860 Main Street
Wildwood, Missouri 63040
Telephone: (636) 458-0440
E-Mail: joe@cityofwildwood.com

Background Information:

The City of Wildwood, Missouri has purchased a six (6) acre tract of land in its Town Center Area, which is planned to be its future park location. This property is currently vacant, but has a mix of physical characteristics associated with it. These characteristics include certain slopes that exceed fifteen (15) percent, large mature tree stands, areas of invasive species, and poorly-drained soils. The City of Wildwood, Missouri is seeking qualified design firms to provide an assessment of the property for future use for a range

of park facilities, including buildings and structures, multiple-use trails, parade grounds, and other similar improvements. The firm must have experience in engineering standards and requirements for these types of facilities. This planning and design effort must include an extensive component for the solicitation of public input in determining the appropriate facilities and recreational areas desired by residents, along with need-based considerations, given other facilities and programs in the area and their costs.

Desired Qualifications

As directed by the City, the selected firm shall carry out all activities required to plan and design a comprehensive environmental assessment of the property, along with a public input process to obtain input from residents of Wildwood about the development of its first Village Green type facility. Once this input is gained, the firm will be asked to provide a preliminary design of the park based upon this information, along with acknowledging the site's topographic and other physical characteristics, including the surrounding development pattern. This information will then be presented to the Planning and Parks Committee of City Council for consideration and direction.

➤ Tasks will include, but are not limited to, the following:

1. The performance of a desktop review of existing information relating to the property and the short, medium, and long-term goals of the City in regards to its park and recreation programs and how this facility can assist in achieving as many of them as possible, if properly planned and designed (Action Plan 2018).
2. The assessment of the site from the perspective of its physical characteristics and other assets, including the surrounding land use and development patterns.
3. The provision of a report on Tasks #1 and #2 to the City of Wildwood categorizing this information and providing observations relating to them for use in the development of a public engagement plan.
4. The development of a public engagement plan for the park for review and approval by the City. This plan must include at least one (1) public forum where key pad polling is utilized to provide up-to-the-minute information to the City, its consultant, and participants.
5. The administration of at least two (2) public input forums (type to be determined) utilizing City-approved materials, processes, and activities.
6. The provision of a report, in a form acceptable to the Department of Planning and Parks, that provides a logical representation of the public input processes and the information provided therein for review, discussion and presentation. The selected consultant will be expected to provide public presentations of these findings.
7. The creation of a preliminary design for the park, based upon a number of factors and characteristics, including the physical environment, public input, and direction from the Planning and Parks Committee of City Council. The selected consultant must provide a least two (2) public presentations relating to this preliminary design.

➤ Requirements of Selected Firm:

1. Provide a proposal in accordance with this Request for Proposals (RFP) that meets all of its stated requirements.
2. Develop a reasonable timeline for the completion of the contract, along with a defensible budget for this effort.

3. Meet established timelines for products and deliverables, as set forth in the approved contract between it and the City of Wildwood.
4. Engage necessary sub-consultants to complete the defined tasks, as set forth herein, and/or within the contract between the consultant and the City of Wildwood.
5. Report any issues or inconsistencies that are discovered, as the project is undertaken and completed to the Department of Planning and Parks for resolution.
6. Provide periodic updates on the status of the contract and related costs to ensure overruns are minimized.
7. Engage other governmental and review agencies, when needed, in the development of the preliminary design for the facility.
8. Act professionally and courteously toward all participants in this process.
9. Supply the necessary items to provide public presentations to the selected groups, including handouts, reports, and other similar items.

The selected firm must possess direct and extensive prior experience, and be qualified, in soliciting public participation and input, along with design fundamentals for the use of land and construction of selected improvements upon it, for park facilities and the recreation programming in association with them. In some instances, the City will request the selected firm collaborate with other firms or professions, including, but not limited to, landscape architects, civil engineers, park designers and professionals, and Code officials with the City of Wildwood, St. Louis County, and the State of Missouri.

Instructions for Preparing Statements of Qualifications

➤ General Provisions

Any contract awarded as a result of this Request for Proposals (RFP) will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin. Prospective firms shall assure the City that they will comply with the Americans with Disability Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines pursuant to the ADA (42 U.S.C. 12101 et seq.).

➤ Submission of Qualifications

Provide three (3) copies suitable for photocopying of submittals, or an equivalent quantity of information on a flash drive. Submittals should contain the following information:

1. One (1) page letter of interest, which should minimally include a brief description of the firm's qualifications, the primary contact for this project, and clearly identify the professional services the firm can provide in this regard.
2. Profiles of firm, including the number of employees, location, and relevant experience working on similar projects in the last two (2) years.
3. Describe the firm's experience with local governments or other public agencies in the completion of similar projects.
4. Project descriptions for three (3) projects performed by the firm within the last two (2) years. Provide name of client (include contact information), description of services provided, key personnel, year the project was completed, and estimated and final costs.

5. Disclose any material agreements, relationships, or employment your firm or team members have with any other projects that may create a conflict of interest or the appearance thereof.

Selection Process and Criteria

➤ Process and Criteria

The City's Planning and Parks Committee will evaluate all responses to this Request for Proposals (RFP). From this review, the Committee will select a firm considered qualified for this type of work/project.

The Committee may contact any or all respondents to clarify submitted information. Firms will be notified in writing, whether or not they have been selected for this project.

Upon identification of a project, the City will contact the selected firm. The basis for evaluating firms shall include: 1.) the ability to undertake projects, references, demonstrated experience, and overall competence in services to be provided by the firm; 2.) experience of key personnel and staffing capability; 3.) workload and record meeting deadlines; 4.) the nature, quality, and relevance of recently completed projects of a like type; and (5.) the willingness to meet all City, County, and State requirements for this type of work.

➤ Important Considerations

The City reserves the right, at its sole discretion, to act on the following: 1.) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so; 2.) waive minor informalities of the submittal process; 3.) cancel, revise, or extend solicitation; 4.) request additional information, which the City deems necessary; and 5.) extract, combine, or delete elements of individual submittals of qualifications and to negotiate jointly or separately with individual firms with respect to any or all elements of the request.

The Request for Proposals (RFP) does not oblige the City to pay any costs incurred by any respondent in the submission of statements of proposals or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this Request for Proposals. The City will give preference to local firms, when other considerations are equal.

➤ Responses Due

March 19, 2019. All proposals delivered after the due date and time will not be considered and returned to the applicant.

Please submit (3) sealed copies of your proposal, by hand delivery, first-class mail, or e-mail, by **5:00 p.m. CST (close of business day), on March 19, 2019,** to:

City of Wildwood, Missouri
Department of Planning and Parks
16860 Main Street
Wildwood, Missouri 63040
Attn: Kathy Arnett
E-Mail: kathy@cityofwildwood.com

Questions or Clarifications

Questions may be directed to: Joe Vujnich, Director of Planning and Parks, (636) 458-0440 or via e-mail at joe@cityofwildwood.com. Answers to questions received in a timely fashion will be distributed to all known recipients of this Request for Proposals (RFP).