



WILDWOOD

August 20, 2019

MEMORANDUM

To: Planning and Parks Committee Members

From: Department of Planning and Parks

Re: **Responses to Request for Proposals (RFP) for Town Center Public Space Area – Village Green (Ward Eight)**

Cc: The Honorable James R. Bowlin, Mayor
Administration and Public Works Committee Members
Economic Development Committee Members
Sam Anselm, 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

Background >>>

Earlier this year, at the direction of this Committee, the Department issued a **Request for Proposals (RFP)** for the six (6) acre parcel of ground, just west of City Hall, that was acquired by the City in 2018. This RFP sought qualified planning and design firms to submit their credentials and outline how they would create a plan for this public green space. Responding firms were to outline their approach for accomplishing the three (3) major tasks created by the Committee. The major tasks are:

1. Assessment of environmental characteristics;
2. Public engagement process; and
3. Creation of preliminary design.

At the deadline for submittal on July 12th, five (5) responses had been received from the following firms:

4. Human Nature, Inc.
5. Planning Design Studio
6. Powers Bowersox Associates, Inc.
7. SWT Design
8. TERRA Engineering, Ltd.

Proposals >>>

In reviewing the proposals submitted, the Department has created the following matrix of the main components of each:

Responses to Town Center Public Space Designer	
Task #1 – Assessment of environmental characteristics	
Human Nature	Complete in-depth site inventory and analysis will be conducted using field work and documentation/mapping. Process includes kick-off meeting, vision statement, goals and objectives outline, review and collection of existing data and plans, and creation of a contextual analysis. Phase One Environmental Assessment recommended.
Planning Design Studio	Gather, review, and analyze the site’s characteristics and City goals through existing property information, various terms of recreation program goals, and existing programming.
Powers Bowersox	Task #1 methodology not provided.
SWT Design	Will conduct thorough site assessment to document site features and infrastructure, both above and below the surface. Utilize Intuition & Logic for civil and environmental evaluation. Geotechnical optional.
TERRA Engineering	Provide thorough assessment of environmental characteristics through a 5-step process, including: 1. Review of existing City information and Parks Action Plan; 2. Onsite analysis 3. Review of City’s event schedule; 4. Review goals for space; and 5. Complete report provided.
Task #2 – Public engagement	
Human Nature	Public engagement process to be developed and will include 2 public workshops, comparison to Parks Action Plan, presentation of image boards and conceptual ideas.
Planning Design Studio	Public engagement process to include data collection and analysis, keypad polling, 2 public forums, internet based information, and other announcement locations.
Powers Bowersox	Task #2 methodology not provided.
SWT Design	Use a variety of methods, some traditional and some innovative, to create a public participation process that is inclusive, transparent, informational, and fun. Create an iterative engagement process providing consistent community outreach and feedback loops.
TERRA Engineering	Engage public in creative hands-on process through a 6-step process, including: 1. Preparation of a creative and interactive public engagement plan; 2. Host public forum #1; 3. Host public forum #2; 4. Compare public feedback, with goals of Action Plan; 5. Report provided; and 6. Present report to City and public.
Task #3 – Preliminary design	
Human Nature	Synthesize input from Tasks 1 and 2 and develop a final Master Plan, following review and input.
Planning Design Studio	Provide report that includes cost estimates, preliminary plans, and a phasing and implementation guide.
Powers Bowersox	Task #3 methodology not provided.

SWT Design	Offer a design that is beautiful, sustainable, and financially practical.
TERRA Engineering	Develop preliminary design plans that address the needs of the City and community through an 11-step process, including: 1. Prepare 2 design options based on Tasks 1 and 2; 2. Prepare cost projection; 3. Initial review with staff; 4. Revise based upon staff comments; 5. Prepare color rendering; 6. Refine cost projections; 7. Conduct public presentation; 8. Review public input; 9. Modify plans; 10. Present again to public; and 11. Create final plan.
Partner Firm	
Human Nature	Civil Design, Inc. (Civil Engineering) and Davey Resource Group (Natural Resources, Ecology and Restoration)
Planning Design Studio	Oates Associates and SCI Engineering
Powers Bowersox	DLANDstudio Architecture + Landscape Architecture; John C. Guenther Architect; and Civil Design, Inc. (Civil Engineering)
SWT Design	Intuition & Logic (Civil Engineering)
TERRA Engineering	In-house Civil Engineer

Next Steps >>>

Department staff has closely reviewed the five (5) submittals and would like the Committee’s consensus on three (3) of the firms, so it can schedule interviews and further discuss their methodologies and visions. The interviews would be scheduled with staff and all available Committee Members. Based upon the responses, and the quality of work on similar projects, Department staff is recommending interviews be scheduled with Human Nature, Powers Bowersox, and SWT Design. Once the Committee Members gain consensus on the two (2) or three (3) firms to be interviewed, Department staff will arrange the schedule.

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.



WILDWOOD

REQUEST FOR PROPOSALS

CITY OF WILDWOOD, MISSOURI
DEPARTMENT OF PLANNING AND PARKS

June 10, 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 public green space 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 public green space. 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 public green space, with the selected firm to compare this feedback to the Parks Action Plan 2018's goals and recommendations, as finally adopted (**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: June 10, 2019

Submittal Deadline: July 12, 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 public green space 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 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 public green space, 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 public green space 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 public green space, 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.
8. The review of the City's 2018 and 2019 park and recreation event schedules to allow the firm a full understanding of potential users and uses of this public green space.

➤ 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

July 12, 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 July 12, 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).