**City of Socorro**

**Parks Master Plan**

**Request for Proposals RFP 15-004**

The City of Socorro, Texas (“the City”) is soliciting bids for development of a Parks Master Plan. The closing date for submission is Monday July 6, at 4:30 p.m. The bids will be opened publicly and read aloud on Tuesday July 7, at 2:00 p.m. at the City Administration Building in Socorro, Texas, 124 S. Horizon Blvd., Socorro, Texas, 79927.

All submittals must be clearly marked on the lower right hand side corner with your company name and return address on the envelope with the following: SEALED BID-RFP FOR PARKS MASTER PLAN- ATTN: OLIVIA NAVARRO/ASSISTANT CITY CLERK, 124 S. Horizon Blvd., Socorro, Texas 79927

Any proposal received after 4:30 p.m. on the date specified will be unopened. All bids shall be firm offers for a period of thirty days and prices shall be guaranteed for one year from the bid opening. Detailed bid requirements are available at the office of the City Clerk at 124 S. Horizon Blvd, Socorro, Texas 79927

The City of Socorro reserves the right to waive irregularities and to reject all bids.

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**SCOPE OF SERVICES**

Consultant will create a Parks Master Plan (the Plan) for the City. The Plan must conform to requirements in the Texas Parks and Wildlife Department Local Grant Program Park, Recreation, and Open Space.

The Consultant will furnish all required labor, materials, supplies and travel required in connection with the project. The City expects the project staff to include individuals with expertise in the fields of community organizing, planning, project management, parks, grants and public administration.

The Plan will be based on needs assessment and community outreach and it will reflect the needs and interests identified by the community, the City, potential grant contract provisions and other key partners. The community outreach and public input process will be integral to the park planning. It is essential that the diverse make-up of the community is represented fairly in this process, including those that speak English as a second language and others that may find it difficult to engage in standard outreach methods including persons with disabilties.

The Plan Master must meet the following minimum requirements:

**I. INTRODUCTION**

This section should discuss the unit of government for which the plan is created. lnclude socio-economic data; demographics on ethnicity, age, and income; current and projected population figures and their source; growth or non-growth patterns; and the City’s role in providing parks and recreation opportunities.

**II. INVENTORY OF AREAS AND FACILITIES**

Assess what parks, recreation and open space areas and facilities are currently within the City.

Include school and private recreational facilities that are open to the public. Inventory data shall be broken out by park, include a summary table for all parks and facilities.

**III. NEEDS ASSESSMENT AND IDENTIFICATION**

The following three approaches should be employed in determining the City’s parks and recreation needs: (1) demand-based, (2) standard-based, and (3) resource-based.

**IV. PLAN IMPLEMENTATION AND PRIORITIZATION OF NEEDS**

Provide a recreational element-based priority list of needs ranked in order from highest to lowest priority and state when the needs will be met.

**V. GOALS AND OBJECTIVES**

Identify the City’s recreation and service goals and follow with specific objectives for each goal and state the time period of the plan.

Plan must include maps, surveys, charts, plates, graphics, and photographs which help explain and support the planning process and conclusions.

**PROPOSAL SUBMISSION REQUIREMENTS**

Consultants are expected to demonstrate an understanding of the services requested and the ability and experience necessary to perform the proposed tasks. All copies of the proposal must include the following information:

1. Firm name, owner(s), address, telephone number, facsimile number, e- mail address and name of responsible person for inquiries, notifications and contract negotiation.
2. Description of firm size, history and other pertinent information including identification of key personnel, consultants and subcontractors who will participate if a contract is awarded by the City.
3. Biography or resume of each principal, project personnel, subcontractors and consultants who will participate if a contract is offered by the City.
4. Description of the consultant’s experience in creating/updating comprehensive plans or similar activities.
5. Timeline of completion
6. Description of how the consultant will deliver the services requested. Describe with narrative and graphics, a general project approach that would be employed to complete this project. Describe the tasks necessary to accomplish the scope of services requested in this RFP. Identify the order in which the tasks will be accomplished and estimated time associated with each task. Provide an estimated time line for completing the project, including dates for major milestones, deliverables, presentations, public input sessions, and completion.
7. Any additional information or description of resources and experience which in the opinion of the consultant may support the consultant’s qualifications.
8. Cost (Response to this section should be provided in a separate sealed envelope)

**REVIEW CRITERIA**

The City will use the following criteria to evaluate each submission:

1. Understanding of project, community, current trends in planning and applicable governing laws.
2. Available resources, experience of staff and ability to perform work.
3. Firms qualifications.
4. Project personnel expertise.
5. Proximity of main or satellite office to the City of Socorro.
6. Ability to meet the provided project timeline.
7. HUB, Minority Owned Business, or Section 3 business

**REVIEW PROCEDURE**

1. The original proposal and 4 copies, and a digital copy, submitted by the deadline will be reviewed and ranked by a committee that will include but is not limited to the following individuals: City Manager, Director of Planning, Parks and Recreation Director and the Parks Supervisor.
2. Based on the outcome of the initial review by the committee, a firm may be selected or a group of finalists may be selected to make a personal presentation to the Committee.
3. The City of Socorro will not reimburse any costs associated with the preparation of the Comprehensive Plan Proposal.
4. The City will negotiate a detailed scope of services and a professional services agreement with the final candidate. It is expected that the final candidate will review the existing comprehensive plan and related studies as part of their preparation for submitting a proposal for detailed scope of services. This review should be sufficient to allow the final candidate, in consultation with City staff, to develop an appropriate scope of services for each area of study to be included in the plan. The candidate firms understand the City of Socorro will not reimburse any costs associated with the review of the existing Comprehensive Plan and related studies performed prior to the final approval by the City Council of a professional services agreement.
5. Contract will not be awarded based on lowest-bid. The City will consider all review criteria items to determine best-qualified firm/individual.

This RFP does not commit the City of Socorro to award a contract or to pay any costs incurred as a result of preparing such a response. If a satisfactory agreement cannot be reached with the final candidate, the City reserves the right to negotiate with the firm submitting the next best proposal.