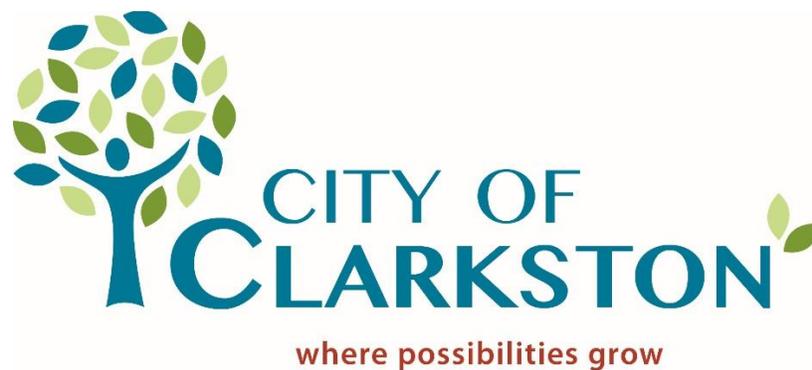


City of Clarkston, Georgia
REQUEST FOR PROPOSALS

Seeking a Parks and Recreation Planning Consultant to Develop a
Master Plan of Parks Connected By Sidewalks, Trails and Bike
Facilities Following the South Fork of Peachtree Creek



Clarkston, Georgia,

July 30, 2018

RFP's Due: August 24, 2018, 4:00 P.M. Local Time

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Introduction:

The City of Clarkston is seeking proposals from Professional Parks and Recreation Planning Consultants to prepare a master plan that will create a comprehensive connected “green necklace” of parks and trails along the South Fork of Peachtree Creek that provide access to Friendship Forest Wildlife Sanctuary. Friendship Forest is a 15.7 acre park and wildlife sanctuary providing wetland protection; currently being renovated to provide passive recreational and educational opportunities- see attached park and proposed trail location map.

The budget for preparation of the Clarkston Parks and Trail Master Plan is \$27,500.

Friendship Forest Wildlife Sanctuary information can be found online at:

Proposals:

All proposals shall be received by the City of Clarkston no later than August 24, 2018; 4:00 P.M. Local Time.

Proposals shall be delivered to:

City of Clarkston
ATTN: Keith Barker, City Manager
1055 Rowland Street
Clarkston, Georgia 30021

Please submit three (3) hard copies and an electronic copy of the complete RFP. All questions regarding this RFP shall be submitted in writing (via mail or e-mail) to Keith Barker at the above address or to Kbarker@cityofclarkston.com. All updates and amendments to this RFP as well as any changes to the proposed schedule will be posted on the City of Clarkston website, www.clarkstonga.gov. Notification of these postings will be e-mailed to prospective Parks and Recreation Planning firms who request the RFP package and provide an e-mail address to the City.

Background:

As part of the 10-Minute Walk Campaign, the City of Clarkston was recently selected to receive \$40,000 in grant funding from the National Recreation and Park Association (NRPA). The grant funding will be used to support city planning efforts that help increase access to high-quality parks within a 10-minute walk.

Clarkston is one of 12 cities selected to receive this grant funding. Currently 71% of our residents live within a 10-minute walk of a park. The city is seeking to increase that percentage by exploring the feasibility of providing a system of trails along Peachtree Creek that will expand and connect existing greenspace.

Approximately 74% of Clarkston residents reside in multi-family housing. Many of those residents do not have convenient access to parks or greenspace. A specific goal of this planning effort will be to increase the equitable access to parks and greenspace for all residents of the Clarkston community.

Schedule of Events:

- The schedule for the RFP process is as follows:
- Issue Request for Proposals: July 30th, 2018
- Deadline for Questions: August 16th, 2018; 4:00 PM
- City Issuance of Addendum and/or Response to Questions (posted on city web site): August 20th, 2018; 4:00 PM
- Proposals Due: August 24th, 2018 by 4:00 P.M.
- Review and Select Interviewees: Week of August 27th, 2018
- Conduct Interviews: Week of August 27th
- Contract Award: September 4, 2018

Technical Specifications:

1. General

The City of Clarkston is soliciting proposals from Parks and Recreation Planning Consultants to prepare a master plan that will create a comprehensive connected “green necklace” of parks and trails along the

South Fork of Peachtree Creek. The selected planning consultant will enter into a contract with the City to conduct a study and develop the master plan; to be completed no later than November 16, 2018.

2. Master Plan Specifications

At a minimum, the Master Plan will include these key components:

- Create a conceptual green network plan that proposes opportunities to improve access and usage of parks/greenspace and greater connectivity among neighborhoods, multi-family dwellings and local parks, trails and open spaces
- Discussion of barriers for accessibility to the Wildlife Sanctuary given the nature of the demographics and how this can be overcome
- Devise and design a unified trails plan specifically that follows the South Fork of Peachtree Creek which provides connectivity to Friendship Forest Wildlife Sanctuary
- Identify opportunities for expanding utilization of open space on vacant and distressed, or currently undeveloped lands
- Identify ownership of properties identified in the Trails Master Plan and research feasibility of acquisition and constructability. Provide “probable estimate of costs” for the “city preferred” trail network. Two schematic trail opportunities to be presented to the city for review and approval of the preferred alignment.
- Conduct two (2) open house and/or public meetings to gather input from public/user groups of Park and Greenspace facilities in City of Clarkston - with particular focus on abutting and underserved residents. Given the unique demographics of the community, the City will provide all required translation/interpretation services

- Develop implementation matrix of priority project phases, estimated costs, maintenance plan and associated maintenance costs, and responsibilities
- Create an action plan which achieves the recommendations, maximizes limited financial resources and staff, identifies partnership opportunities, and positions the City for available implementation funding from public and private resources

3. Required Information for Proposal

- Include a Project Understanding which details your understanding of the proposed project as described in your proposed Scope of Work. Discuss and explain the methodology proposed to achieve the required goals of this project
- Provide a detailed Scope of Work including project schedule for completion of the Master Plan
- Provide a detailed Public Participation Plan as part of the proposed scope of work regarding your proposed public outreach efforts (e.g., surveys on website, social media efforts, public input meetings) associated with the public input process including efforts to connect with diverse populations within the abutting neighborhood with limited English speaking abilities
- Provide a detailed breakdown of all Master Plan project costs
- Provide name and qualifications of all personnel expected to work on the project, including those of any sub-consultant
- Provide minimum of three municipal references to include contact name and number, where you have completed similar Parks and Recreation Planning projects with emphasis on projects with a diverse culture, demographic and social elements.
- If applicable, please identify any past or current litigation that you or your firm is involved with and the outcome

4. City of Clarkston Obligations in support of the Master Plan

- Once RFPs are received the City of Clarkston's Project team will review the proposals and determine which consultants to interview. Upon the City of Clarkston's selection of a Parks and Recreation Planning consultant, the City will assist the consultant, where applicable, and oversee the study and Master Plan development.

5. Evaluation Criteria

The City of Clarkston will evaluate the proposals based on, at a minimum, the following criteria (in order of importance):

- a. Experience of Consultant in similar projects
- b. Completeness of Proposal
- c. Project Approach and proposed Scope of Work
- d. Total Project Cost
- e. Technical Aspects of the Proposal
- f. Unique Approaches to Project Implementation

Summary:

The City of Clarkston reserves the right to waive any technicalities and to select the proposal which it deems, at its sole discretion, best suited for the intended purpose and which best serves the interest of the City of Clarkston.

All work to be undertaken as part of this project must be undertaken in accordance with all local, state, and federal regulations and requirements. The City of Clarkston hereby notifies all interested parties that it will affirmatively assure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, color, or national origin on consideration for an award. The City will require a minimum of 12% MBE/DBE participation.

RFP respondents who chose to participate in this RFP process will receive no compensation in the preparation of the proposal
No pre-proposal meeting anticipated for this project.

All questions shall be directed to Keith Barker via email;

kbarker@cityofclarkston.com. The deadline to submit questions is August 16th, 2018; 4:00 PM.

The proposal (fee and technical submittal) shall be submitted in a sealed envelope. The exterior of the envelope shall be addressed as follows:

Master Plan of Parks Connected By Sidewalks, Trails and Bike
Facilities Following the South Fork of Peachtree Creek
ATTN: Keith Barker, City Manager

Submission Date and Time: August 24th, 2018 by 4:00 P.M.

LATE SUBMISSIONS WILL NOT BE ACCEPTED