

City of Salina
Salina Parks and Recreation | 300 W Ash, Salina KS 67402-0736

The City of Salina, Kansas is currently accepting statements of qualifications from firms interested in providing professional master planning services for the following project, at the office of the Salina Parks and Recreation Department Room 100 Salina, Kansas, until **4:00pm. (Central), Friday November 18, 2016**, at which time all qualifications statements will be publicly opened and conditionally accepted by the City for consideration:

Project: Master planning services for the Parks and Recreation Department

Copies of the complete solicitation package are on file and available for public inspection at the office of the Parks and Recreation Office, City-County Building 300 West Ash, Room 100, Salina, Kansas and from the City of Salina website (www.salina-ks.gov/bids).

No fax qualifications will be accepted. Late qualifications will be returned unopened.

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THE CITY OF SALINA, KANSAS

/s/ Shandi Wicks
CITY CLERK



REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES PARKS & RECREATION MASTER PLAN

Request for Qualifications- Parks & Recreation Master Plan

The City of Salina ("City") is interested in requesting the qualifications from consulting companies to generate a Parks and Recreation master plan. Background information and a general scope of service to be performed are included. This project for the Parks and Recreation master plan will be funded in the 2017 budget.

This plan will provide guidance for the future acquisition, development and planning of park areas, and the provision of recreational services and programming for the community.

The requested statement of qualifications shall include details of other specific and relevant projects performed by the planning team. Planning firms may also submit, as an example, a copy of a master plan that was completed by the firm for a park and recreation agency. The planning firm should submit a time line for performing the master plan components along with personnel that will be assigned to the project team.

In order for the City to determine which company is most qualified to perform the Parks and Recreation master plan, we ask that each company provide the following information.

GENERAL INFORMATION

- 1) Name, address, and phone number of consulting company.
- 2) Geographic location of company's principal office(s).
- 3) The number of years such company has completed projects which are very similar to that requested herein.
- 4) The percentage of company's time spent or volume of total annual work performed on such studies/projects.
- 5) The number of projects conducted over last ten (10) years.
- 6) Size of company's total staff and size of firm's project staff utilized for services requested.
- 7) Vitae of company's employees who would be responsible for performing technical work or project management on this project (please do not include clerical, data entry, etc.).
- 8) Any other information related to company's background, experience, etc. that company may wish to include.
- 9) Understanding of the Request: Provide a statement of the understanding of the City's request for services.



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RELATED EXPERIENCE

- 1) Provide at least three (3) examples of projects similar in scope that your company has completed in Kansas or a nearby state.

FOR EACH PROJECT PLEASE PROVIDE

- Overview and general description of project.
- Specific services provided by your company and time required to complete each service.
- Cost of project.
- Name of project customer for which your company performed work.
- Name, title and phone number of project customer representative that City may contact.

Project Scope of Salina Park & Recreation Master Plan

1. Conduct community based needs assessment surveys of the residents of Salina. The planning firm will develop a questionnaire with specific input from the staff of the Parks & Recreation Department. The planning firm will be responsible for all aspects of acquiring the information and compiling the results of the survey. Both written and online surveys will be a part of this process.
2. Evaluate existing U.S. Census information to access the demographic characteristics of the City of Salina service area. The analysis categories shall include:
 - Population Trends and Projections
 - Age and Education
 - Employment and Income
 - Housing Characteristics

The planning firm will assess how the various demographic characteristics affect the recreational habits of the residents and determine how existing park areas, programming and services could be modified to meet the needs of the community residents. Additionally please compare and contrast Salina with three other cities of equal size.



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3. Evaluate existing facilities, equipment, property, programming and department operation in correlation with the present and projected needs of the community within the next 10 years. The planning firm will evaluate each property and document findings that will be used to determine if adequate resources exist at each park and community-wide. The evaluation will include at a minimum:
 - Strengths and weaknesses
 - Natural features
 - Pedestrian and vehicular access and parking
 - Park land utilization for active and passive areas
 - Compatible usage and alternatives
 - ADA compatibility
 - Safety and security issues
 - Regional trail and open space connections; pedestrians and bicycles
 - Potential for expansion
 - Potential for consolidation of facilities; maintenance and sports complexes
4. A benchmark comparison of existing parks, facilities and programs will be conducted assessing Salina Parks and Recreation's ability to provide recreational opportunities to the existing and future residents of the community in comparison to the appropriate national standards.
5. Evaluate existing parkland dedication ordinances and fees for appropriateness and provide recommendations for changes.
6. Evaluate existing fee structures for recreational programming and facilities and provide recommendations for changes.
7. Examine the 5-year Parks & Recreation Department budget plans specifically in areas involving future capital projects of equipment, facilities, property acquisition, and staff, programming and general operation expenses.
8. Outline future revenue sources to be considered for funding of general operational and capital expenses. Discuss procedures and time frames on how revenue sources could be obtained.
9. Evaluate the existing trail map and provide suggestions for future development of routes or greenway connections.
10. Evaluate the need for future park land acquisition based on community demographics and surveys, current and proposed housing development trends, and provide a map that designates specific areas of the community to be considered if park land is to be acquired or greenway corridors utilized.
11. Evaluate existing stream corridors for beautification or improvements.



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12. Conduct a minimum of 6 community meetings to obtain input from public for development of the comprehensive plan and a minimum of 2 meetings to review recommendations based on the results of the master plan study.
13. Conduct a minimum of 6 interviews or meetings with City of Salina Commission, Mayor, City Manager, Deputy City Manager, Parks and Recreation Advisory Board and Parks and Recreation staff for the development of comprehensive plan.
14. Develop a conceptual master plan for renovation/development of existing facilities and/or identify new programs and services to meet the needs of the community residents. Plans will focus on determining the optimum use for existing facilities and will provide a community-wide focus as well as needed neighborhood level improvements.
15. Recommendations shall be based upon community profile needs, assessment survey, existing facility evaluation, input from the Parks & Recreation Department and suggestions from planning firm team members based on past experience.

DELIVERABLES

1. Draft Executive Summary 6 copies
2. Draft Report 6 copies
3. Draft Map of Parks and Facilities 24" X 36", 6 copies
4. Draft Needs Assessment Survey Report – 6 copies
5. Draft Comprehensive Plan Reports – 6 copies and 1 Thumb Drive
6. Final Executive Summary – 6 Copies
7. Final Report – 6 Copies
8. Final Map of Parks and Facilities 24" X 36", 6 Copies
9. Final Needs Assessment Survey Report – 6 Copies
10. Final Comprehensive Plan Reports – 6 Copies and 1 Thumb Drive
11. Map products in digital/GIS format to be included on Thumb Drive

Please feel free to provide any additional information that you deem to be related to the project.



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ADVERTISEMENT

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