



MEMORANDUM

To: Interested Applicants
From: Silken Kershner, Transportation & Open Spaces Project Manager
Date: May 31, 2024
Re: Parks and Open Spaces Master Plans RFP Revisions

This memo is intended to summarize revisions to the Parks and Open Spaces Master Plans RFP as of May 31, 2024.

- Revised original due date from July 5, 2024 to July 12, 2024 due to the July 4th holiday
- Removed At-the-Ready qualifications
- Added estimated project completion timeline

Parks and Open Spaces Master Plans

Request for Proposal Consultant Services South Burlington, Vermont

Issued: May 29, 2024
Revised: May 31, 2024

Due: July 12th, 2024; 2:00PM

Contact person: Silken Kershner, Transportation and Open Spaces Project Manager at skershner@southburlingtonvt.gov or (802) 658-7962 ext 6112. All questions related to this request for proposals shall be addressed, in writing, to this individual no later than July 1st, 2024. Responses to questions will be provided within two business days maximum and will be provided to any interested parties.

I. INTRODUCTION

The City of South Burlington is requesting proposals for development of a Parks Master Plan and an Open Spaces Master Plan that summarizes the existing parks and opens spaces in South Burlington and their associated amenities and protected natural resources. The plan will also use GIS mapping to create a Gap Analysis for where parks and open spaces could be added to the existing inventory for more equitable and fair access to these spaces for all residents. These master plans should also cover the future acquisition process for new lands, as well as land management practices including invasive species management for privately conserved lands. The master plans were explicitly requested under the Recreation and Environmental Actions of the 2024 City Plan, under Actions #39 and #87.

This project will consist of the development of two separate Master Plans, the first being a Parks Master Plan, and the second being the Open Spaces Master Plan. These two concepts are connected by considering the overlap of passive recreation. The Parks Master Plan encompasses active recreation, i.e. parks, playgrounds etc., while the Open Spaces Master Plan encompasses conservation and natural resource protection, i.e. wetland conservation, preservation of habitat blocks, etc.. The middle ground between these concepts is passive recreation, i.e. natural trail areas and scenic viewsheds.

The owner of the project is the City and the sole authority for the Consultant during the project rests with the City of South Burlington City Council.

II. SCOPE OF WORK

In general, the scope of this project will consist of research, public outreach, evaluating capacity & need, defining goals, and drafting of master plans.

The outcome of the process will be:

- Identification of existing Parks and Open Spaces with defining characteristics such as ownership, access, amenities and key natural resources
- A public involvement process to ensure local input and support of future projects resulting from the Master Plans
- An assessment of current Parks and Open Spaces using geospatial programs to create a Gap Analysis
- An assessment of future Parks and/or Open Spaces, with prioritization of key parcels
- Clear, written documentation for each individual Master Plan

Task 1: Project Kickoff Meeting

Meet with City officials (Silken Kershner, Transportation and Open Spaces Project Manager & Adam Matth, Director of Recreation and Parks) to develop a clear understanding of the project goals, objectives, timelines, and deliverables.

Task 1a: Compile Base Map/Document Existing Conditions

Compile a base map using available mapping including South Burlington GIS Data, VT Digital Orthophotos, digital parcel maps for the City, and other natural resource-based GIS data available from the City, CCRPC, or the Vermont Center for Geographic Information (VCGI). Existing conditions to be noted include location and amenities of all parks, dog parks, & open spaces, including nearby the South Burlington City line in neighboring Cities and Towns, as well as conservation data (parcels, portions of parcels and mapped natural resources) for privately conserved and/or owned parcels, as well as any other items the consultant feels are appropriate. The compilation or extraction of this data should work in conjunction with the Active Transportation Plan presently being developed by the City.

Task 2: Public Outreach

Public outreach will occur during Summer and Fall of 2024. The intent is to cast a wide net for input from South Burlington residents on all topics regarding parks and open spaces, working in partnership with City Staff. The consultant will be encouraged to attend various committee meetings, City events, and stand-alone events to encourage family friendly, multi-generational and diverse input from residents. Public outreach events should be timed to maximize participation and promote meaningful interactions, and when appropriate be aligned with events programmed and/or planned by the City during this time. The City of South Burlington is currently developing an Equity Toolkit for outreach which is expected to be aligned and integrated with this process.

Task 3: Evaluating Capacity and Identifying Needs

The consultant will audit current plans, policies, and regulations to find synergetic elements as well as redundant or contradictory information such that all South Burlington Parks and Open Spaces policies are in alignment. The aim will be to extract current policy elements, goals, and objectives to aid in building a master plan.

The consultant will also create a Needs Analysis, using compiled information from the tasks above, to provide a data driven answer to, “What does our community need?” in a fair and equitable way. This Needs Analysis will be converted to a Gap Analysis, that combines the geospatial data with the public outreach to graphically show where in the City parks and open spaces should be prioritized.

Task 4: Exploring Options and Defining Goals

The consultant will aid in creating a Recreational Market Assessment which considers any land acquisition or partnerships which should be pursued, in line with the Needs Analysis and Gap Analysis from Task 3. This Recreational Market Assessment should characterize programs, facilities, and activities that align with community needs previously identified. This Recreational Market Assessment should also explore any regional recreational trends and how they may interface with South Burlington in the coming years. Case studies are encouraged to highlight various opportunities.

During this task, a phase A and phase B approach will be applied to facilitate the separate creation of a Parks Master Plan and an Open Spaces Master Plan. The Parks Master Plan will constitute phase A, with Open Spaces Master plan to follow shortly after. The goals of task 4 is to develop key actions, priorities and phasing recommendations potentially using graphics and highlighting key actions. Cost range for recommendations should be considered to provide a road map for phasing of higher priority elements.

Task 4A: Formalize Parks Master Plan Recommendations

The consultant will explore options to align park assets with community needs with the following:

- Identify new park opportunities and provide recommendations for management and operations.
- Prepare specific recommendations for each park or dog park within the City. Including standards for maintenance and quality.
- Provide recommendations for the most appropriate benchmarking metrics for parks
- Identify opportunities for public-private sector collaboration, interplay with community non-profits and educational institutions

Task 4B: Formalize Open Spaces Master Plan Recommendations

The consultant will provide recommendations to align open space recreational and conservation policies with existing and future open space acquisition with the following:

- Provide recommendation for upgrades or new linkages within trails and natural corridors.
- Evaluate current stewardship objectives and efforts and provide recommendations for improvements.
- Provide invasive species removal and/ or management plans where appropriate.
- Prepare specific recommendations for each open space within the City.

Task 5: Compile the Master Plans

The consultant will bring all of the above tasks into a comprehensive guidebook style document, with maps and other graphics to help convey the message. Using information gathered from the previous tasks and meetings with the City, the consultant will submit draft and final reports outlining the findings and recommendations of the study.

III. STANDARDS AND DELIVERABLES

- All documents should be provided in digital format. PDF format is required for the draft and final reports.
- All data, databases, reports, programs, and materials created under this project shall be transferred to the City upon completion of the project and become the joint property of the City and the State of Vermont when applicable.
- One PDF copy of both the draft and final reports shall be sent to City Staff.
- The Parks Master Plan should be completed by end of Summer 2025 and the Open Spaces Master Plan should be completed by end of Fall 2025, with all final reports, documents, maps etc. to be completed by January 2026.

IV. RESPONSE FORMAT

Responses to this RFP should consist of:

1. A cover letter expressing the firm's interest in working with the City of South Burlington including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. A composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

Please note that the proposal should be limited to a total of 10 pages.

V. CONSULTANT SELECTION

The Selection Committee is made up of a committee of three individuals selected by the City Manager. The Committee has reviewed and evaluated at least three of the Statements of Qualifications from consultants in the Qualified Roster and selected one. After selecting the firm, the Selection Committee requests a technical and cost proposal under this RFP. If negotiations are successful, the Selection Committee will make a recommendation to the City Council to award a contract.

The rates that are proposed will be in effect for the complete term of the contract.

The selection committee may elect to interview the consultant prior to final selection. The City of South Burlington reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposal will be evaluated and awarded based on the personnel presented in the Qualification Proposal. Should the awarded consultant propose any substitutions to the project personnel either at the time of the proposal or in the future, they must submit a request to the Municipality, for approval of such a change.

VI. SUBMISSION

All questions related to this request for proposal shall be addressed to the contact person indicated.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile machine transmitted proposals will be accepted.

The proposal upon submission becomes the property of the City of South Burlington. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The City of South Burlington reserves the right to reject the proposal received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the City of South Burlington. This solicitation in no way obligates the City of South Burlington to award a contract.

VII. CONTRACTING

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101; Phone: (802) 828-2363, (800) 439-8683; Vermont Relay Service – 711; Web: <https://www.vtsosonline.com/online>. The contract will not be executed until the Consultant is registered with the Secretary of State's Office.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the City.