

Town of Florence



REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

Parks and Recreation Comprehensive Plan

**Town of Florence
Community Services**

**Town of Florence
778 North Main Street
P.O. Box 2670
Florence, AZ 85132
(520) 868-7589**

Any questions regarding this project should be directed to the Town of Florence Project Manager: Bryan Hughes, at 520-868-7582 or bryan.hughes@florenceaz.gov.

**Release Date
August 20, 2018**

Public Notice

Town of Florence

INVITATIONS FOR PROFESSIONAL SERVICES

Request for Qualifications

The Town of Florence hereby solicits submittals to hire a Consultant Team to prepare the Town's Parks and Recreation Comprehensive Plan.

To secure a complete copy of the Request for Qualifications (RFQ) package, please call (520) 868-7589, pick up the RFQ package at 778 North Main Street, Florence, AZ or visit the Town of Florence website at www.florenceaz.gov. Mail or hand deliver your completed submittals to Lisa Garcia, Town Clerk, Office of the Town Clerk, Town of Florence, 775 N. Main Street, P.O. Box 2670, Florence, AZ 85132.

Persons with disabilities may request a reasonable accommodation, by contacting the 504/ADA Coordinator for the Town of Florence at (520)-868-7574 or (520)-868-7502 (TDD). Please make all requests as early as possible to allow time to arrange the accommodation.

A Pre-Submittal Meeting will be held on Thursday, September 6, 2018 at 2:00 p.m. at the Town of Florence Library and Community Center, 778 N. Main Street. Any questions regarding this project should be directed to the Project Manager: Bryan Hughes, Community Services Director, at 520-868-7582 or bryan.hughes@florenceaz.gov. The deadline for questions is Friday, September 7, 2018 at 4:00 p.m.

The Town of Florence must receive submittals no later than 2:00 p.m. Mountain Standard Time on Friday, September 14, 2018. Faxed or electronically sent submittals will **not** be accepted. Failure of the proposer to complete all the bid documents may result in rejection of the submittal. All submittals should be identified as **“Qualifications -Town of Florence Parks and Recreation Comprehensive Plan.”**

The Town of Florence is an Affirmative Action/Equal Opportunity Employer.

Request for Qualifications Parks and Recreation Comprehensive Plan

The Town of Florence is seeking a highly qualified Consultant Team to prepare a Parks and Recreation Comprehensive Plan. The Parks and Recreation Comprehensive Plan is a critical tool that helps guide the Community Services Department. The Department's current Parks, Trails and Open Space Master Plan was adopted in 2008.

BACKGROUND

The Town of Florence was founded in 1866 and is the fifth oldest town in the state. Florence is a rural community situated in the central portion of Pinal County, Arizona, approximately 45 minutes away from the Phoenix and Tucson metropolitan areas. Florence has been the county seat since its incorporation in 1875.

Florence has a Council - Manager local government structure. The Community Services Department will manage the proposed project. The Town's Parks and Recreation Advisory Board five (5) members and Town Council Seven (7) members, including Mayor, will serve as the recommending and approving bodies, respectively.

The projected regional growth trend places Florence directly in the path of development over flowing from the East Valley of Maricopa County. The impending build-out of the Chandler, Gilbert and other East Valley cities and the affordability of housing in Pinal County and Florence are just a few of the factors contributing to the Town's growth. By 2025 the Office of Economic Opportunity projects that the Town of Florence will be home to at least 33,000 residents.

Some basic data about Florence is provided below:

- Incorporated Area: Approximately 62.7 square miles and growing
- Municipal Planning Area: Approximately 196 square miles
- Elevation: 1,500 feet above sea level
- Population: Approximately 25,779 with 15,000 in group quarters
- Infrastructure:
 - Water: Town of Florence and Johnson Utilities
 - Sewer: Town of Florence and Johnson Utilities
 - Streets: Town of Florence and ADOT
 - Electric: BIA, ED2, APS and SRP
 - Sanitation: Town of Florence
 - Gas: Southwest Gas
 - Cable/phone: Cox Communications, Airbeam Communications and CenturyLink
 - Police and Fire: Town of Florence

CONTRIBUTING STUDIES AND PLANS

- Florence Transportation Plan
- North-South Corridor Study
- Bicycle, Pedestrian, and Trails Active Transportation Plan
- Parks, Trails and Open Space Plan
- Safe Routes to School
- North End Framework Vision Plan
- Florence Historic District
- The Town Council Strategic Plan 2017-2022
- Territorial Square Zoning District
- Pinal County Open Space and Trails Master Plan
- Pinal County CAP Recreation Trail Master Plan

PROJECT DESCRIPTION

The Town of Florence has an existing Parks, Trails and Open Space Master Plan that was adopted by the Town Council in 2008. The Town has undergone significant changes in the last ten (10) years and it is necessary to develop a Parks and Recreation Comprehensive Plan that encompasses all the details of the growing town and department. The plan will be integrated into an updated General Plan that builds upon the approved 2020 General Plan.

PROJECT BUDGET

The maximum budget available to complete the Town of Florence Parks and Recreation Comprehensive Plan Update is to be determined. It is expected that the project will be funded from the Town's 2018/2019 and 2019/2020 fiscal budgets.

CONSULTANT TEAM

The selected Consultant Team will be required to provide professional expertise on all matters pertaining to the essentials of the Parks and Recreation Comprehensive Plan. Given the nature of the required essentials and the goals of the Town, the selected firm shall include following specialties, at minimum, as part of the Consultant Team:

- Landscape Architect
- Civil Engineer
- GIS Technician
- Management consultant specializing recreation programming, cost recovery analysis, resource management, facility site design, operations, funding options and
- Public process/meeting facilitator

A single team member may fulfill more than one of the above specializations.

SCOPE OF WORK

The following task highlight the minimum primary tasks anticipated for this project. The actual order of the tasks might vary for the selected Consultant Team. Some task may be completed concurrently. The Town of Florence reserves the right to change and/or amend this scope of work.

Task 1: Work Plan

The consultant will meet with Town staff and provide a work plan and finalize the scope of work within ten (10) business days from the issuance of the Notice to Proceed.

Task 2: Project Management

Assist the Town in defining optimal utilization of the project resources that include:

- a. Discuss the project's goals, and consultant team and town staff responsibilities
- b. Review project schedule and process
- c. Provide the Town with a list of data needed by the consultant team and review available town documents
- d. Project communications shall include the following:
 - i. The consultant and the Town's project manager shall conduct progress meetings as often as necessary, no less than once per month, until the final plan is adopted by Town Council. These meetings may be a combination of conference calls and/or in-person as deemed appropriate between Town staff and the Contractor.
 - ii. The consultant shall supply the project managers with at least one (1) electronic and two (2) hard copies of all completed or partially completed reports, studies, forecasts, maps or plans at least three (3) working days before each progress meeting.
 - iii. The Project Manager shall work with Town staff to schedule advisory committee meetings and other meetings, as necessary, at key times during the Master Plan Update process.

Task 3: Existing Parks, Facilities and Background Information Provided by the Town

The Town will provide copies of all existing studies, plans, programs and other data. Examples of other available documents not previously listed for review are listed below:

- a. Department organizational structure and service levels
- b. Intergovernmental Agreements related to park and facility use and maintenance
- c. Department Fee Philosophy and Pricing Policy

Task 4: Community Profile and Trends Analysis

Based on demographic information obtained from Town staff and other sources, analyze the Pinal County and Phoenix Metro Region demographics, identify the trends that may impact or affect park and recreation needs and demands for the next ten (10) years. This profile should reference the needs relative to the general community and specific user groups, locations, and geographic areas.

The trends analysis may include demographic changes, lifestyle and employment practices, complementary park and recreation providers, and other technological advancements to enhance strategic thinking processes within the department's Comprehensive Plan.

Identify system(s)/resources to keep abreast of local, regional, state, national and world-wide societal trends to keep the department dynamic in serving our constituencies.

Task 5: Community Involvement

The Town of Florence values citizen involvement and input for decision-making. Town staff realizes and understands the importance of keeping citizens involved and making Town projects the citizens' projects. This plan will rely heavily on the input of citizens through open house meetings, citizen surveys, and generally keeping citizens informed by the distribution of information about projects in press releases and website updates.

The consultant will develop and utilize innovative and cost-effective methods to generate and maximize public participation in the development of the updated Parks and Recreation Comprehensive Plan. In addition, the consultant will work with the Parks and Recreation Advisory Board along with public officials and agencies, interested individuals, and parties representing a wide range of parks and recreation user groups.

The following meetings and reports are suggested as the minimum requirements to complete the updated Parks and Recreation Comprehensive Plan. Some of the meetings can be combined and other methods to solicit community input can be considered to minimize the cost associated and must be approved by the Community Services Director.

- a. One (1) orientation/strategic planning meeting with Town staff and the Parks and Recreation Advisory Board to set mission statement, establish core values, identify outcomes, develop measurable goals/outputs, and review the work plan/process, timeline and details of the comprehensive plan progress.
- b. A minimum of four (4) meetings and/or presentations with Town staff and the Parks and Recreation Advisory Board at key points during the process.
- c. A minimum of one (1) meeting with Florence Youth Commission participants. *(Town staff to conduct and provide notes to the Contractor Team)*
- d. A minimum of one (1) meeting with local trail user groups. *(Town staff to*

conduct and provide notes to the Contractor Team)

- e. Three (3) community meetings to provide broad-based community input.
- f. A minimum of one (1) joint meeting with Parks and Recreation Advisory Board and Florence Little League and other youth sports organizations.
- g. A minimum of one (1) joint meeting with Parks and Recreation Advisory Board and Florence Unified School District.
- h. One (1) public hearing with the Parks and Recreation Advisory Board prior to the request for Town Council adoption.
- i. One (1) public hearing with the Town of Florence Planning Commission.
- j. Minimum of one (1) formal Council Workshop meeting prior to adoption of the updated Parks and Recreation Comprehensive Plan.

Note: The Town shall be responsible for the arrangement, notice, and any other coordination needs associated with the above meeting schedule. The consultant shall review with the Town project manager(s) all prepared information for the public meeting at least five (5) business days prior to the scheduled meetings.

Task 6: Community Needs Assessment

Identify the needs of the community in order to provide services appropriate to those needs. Data collection should identify needs and priorities and take into account cultural, economic, and physical conditions that make up the community.

- a. Determine citizen interest, needs, and customer satisfaction for the parks system, open space, trails, recreation facilities, and recreation programs and services.
- b. Assess apparent overlaps or gaps between town programs/services and those offered by other providers that provide similar services to the community.
- c. Conduct interviews with key Town staff and leadership, Parks and Recreation Advisory Board members, and other community leaders identified by staff and the Parks and Recreation Advisory Board.
- d. Assess data and comments collected from internal sources, staff, organization leadership, community stakeholders and the community at large.
- e. Conduct a statistically valid Citizen Needs Assessment Survey of residents' attitudes and opinions regarding park and recreation services they desire and whether they are being fulfilled. The survey will assist in developing a needs index that determines priorities for development of services within the community. The survey may include areas such as:
 - i. Park and recreation needs, desires and use patterns
 - ii. Quality and condition of parks, park facilities, and recreation programs and their aesthetics
 - iii. Accessibility to facilities and parks

- iv. Current and future land use capacity to address the needs and desires of the community
- v. Funding mechanisms and willingness/desire to pay

Task 7: Community Inventory and Benchmarking

Establish a Community-Wide Inventory Report to benchmark and compare Town of Florence parks and recreation resources to cities known for best practices that have similar size, composition and demographics; as well as other comparable cities within the region (Apache Junction, Casa Grande, Coolidge, Queen Creek, Maricopa, to name a few).

Information should include, but not be limited to size of facilities and parks, location, types of facilities, including playground, senior, youth, and adult sport facilities, community centers, passive recreation areas, open space, bike and pedestrian trail systems, ADA compliance, and landscaping and maintenance programs.

- a. Town standards, community demand, and the National Recreation and Parks Association (NRPA) guidelines for parks, recreation, and open space can be used as evaluation tools. Determine if the own standards are appropriate as compared to current and local park and recreation trends, and anticipated community needs.
- b. Identify opportunities and deficiencies, and create an inter-related park, trail and open space planning element within the updated plan.

Task 8: Financial Analysis

Review and provide recommendations for updating the Department's current fee philosophy and pricing model.

Identify probable operating, maintenance and capital costs and recommendations for potential funding sources and mechanisms. The information provided below is related to the Department's capital and operating funding;

Capital Improvements

The Town of Florence has a Capital Improvement Project (CIP) budget that is evaluated annually and includes estimated funding for park renovations or additions to its inventory.

Operations and Maintenance

Operating funding for park and recreation capital improvement projects are allocated through the General Fund. When a new park or facility project is proposed, operating funds are identified, and funding is submitted through the supplemental request process. Operating funds allocated for park and facility maintenance may include supplies and contractual services, utilities, staffing, building maintenance, equipment maintenance, insurance, electrical service,

vehicle maintenance, landscape maintenance, water and refuse services. Provide recommendations for individual park maintenance improvement strategies intended to reduce annual expenditure.

Task 9: Organizational Analysis

Evaluate the organizational structure of the department. Provide recommendations regarding staffing levels and organizational relationships.

Task 10: Prioritize Parks and Recreational Facility Needs

Prioritize parks and recreational facility needs related to the improvement and development of existing and future parks, trails, and open space, land use, and recreation facilities in coordination with the Town of Florence Community Services Department and the Town of Florence Parks and Recreation Comprehensive Plan.

Task 11: Trail Design Guidelines

Review the existing Town guidelines and the department's Open Space and Trails Plan for trail design. Provide recommendations that address trail design guidelines that can be used for construction drawings internally and externally to create a consistent and fully connected trails system. Specific guidelines are needed for, but not limited to, signage plan, road crossings (both below and at grade), wash trail corridors, major arterial and local street multiuse corridors, trail head location and design, trail width, acceptable plant palette, slopes, trail location along streets (e.g. north side of road), etc.

Task 12: Comprehensive Plan Products/Elements

The following information shall be reflected and included in the updated Parks and Recreation Comprehensive Plan:

- a. Specific and prioritized recommendations for services that will best enhance livability and economic vitality. Recommendations to achieve and maintain future balance in programs, fees and charges, and equitable distribution of open space and recreation resources and facilities.
- b. Based on a realistic assessment of capital and operational costs, recommendations for proven aggressive and sustainable strategies to secure funding to implement the Plan.
- c. Identification of opportunities for town/school partnerships and town/business partnerships in regard to programs, land and facility improvements and future development.
- d. Recommendations will be linked specifically to the public input and the Citizen Needs Assessment Survey results, so they are unique to Florence. They will reflect overall vision, and detailed specific response to community desires regarding: programs, services, open space, parks, and facilities.

- e. Organizational recommendations that assist the Department to sustain proposed program initiatives, as well as respond to Town organization leadership, staff, and public feedback on current practices, policies, and organizational structure.
- f. Development of level of service, standards and recommended best practices for the parks and recreation services, open space and trails, parks, and facilities provided to the community.
- g. Develop strategic outlines of specific action items, priorities, sequences, capital improvements to implement each year for the first five (5) years of the Plan. Tasks for the remaining five (5) years will include general description and timing of estimated capital and operating costs. Strategy and timelines will be driven by the program structure derived from citizen desires and preferences and shall, at a minimum, address the following:
 - i. Programs and Services - Descriptions of the essential programs and services the Parks and Recreation Department offers and should offer in the next ten (10) years.
 - ii. Capital Improvement Plan – A year-to-year prioritized schedule of capital improvements, for incorporation into a short term (2020-2024), and long term (2025-2029) Capital Improvement Program (CIP) necessary to meet the proposed standards, fulfill community needs identified in the planning process, including potential funding sources and strategies for raising necessary funds.
 - Renovation of existing parks and recreation facilities and potential new capital improvement projects will include estimated capital costs and operation and maintenance costs.
 - The development of the capital plan should be based on market analysis, cost benefit analysis, revenue opportunities, site analysis, and neighborhood and community impact
 - iii. Land Acquisition, Development, and Improvements - descriptions of type, size, and character of land and facilities needed to meet program and open space needs identified by the community and staff, including geographic distribution and standards for development.
 - iv. Pricing Plan Update - User fee structure and appropriate levels of tax subsidy for proposed essential services, based on the assessment of current practices, organizational financial needs, citizen preferences, priorities and comparisons to benchmark communities.

Task 13: Project Completion

The Consultant Team will work with the Town to ensure the project is completed per the approved scope of work. All outstanding items will be resolved.

The consultant will provide a formal presentation of the draft Parks and Recreation Comprehensive Plan and final Parks and Recreation Comprehensive Plan to the Parks and Recreation Advisory Board and Town Council.

The Parks and Recreation Comprehensive Plan will require the favorable recommendation of the Parks and Recreation Advisory Board and adoption by the Town Council.

DELIVERABLES

The submittal shall include provisions for transmitting all draft work, drawings, exhibits, plans, maps and other related works as part of the contract. Final completed copies shall be provided in paper, professionally bound form/document and electronically in a format to be determined. Full size color exhibits (“24x36”) of the primary Parks and Recreation Comprehensive Plan exhibits as determined by the Town’s Project Manager will be required during the process and at the end of the project.

At the completion of the project the Town will require the receipt of the following:

- Working Paper #1 – Summary of Existing Conditions and Trends Analysis
- Working Paper #2 – Summary of Community Needs Assessment and Inventory/Benchmarking Analysis
- Five (5) copies Draft Parks and Recreation Comprehensive Plan book, including color exhibits within the book
- Five (5) bound copies of the Final Town Council adopted Parks and Recreation Comprehensive Plan book, including color exhibits within the book
- Twenty-five (25) color executive summaries of the Parks and Recreation Comprehensive Plan
- One USB flash drive that includes an electronic copy of the entire Final Town Council adopted 2030 Parks and Recreation Comprehensive Plan book, including color exhibits within the book, GIS maps, and the Parks and Recreation Comprehensive Plan executive summary
- Four (4) each mounted 24”x36” copies of the primary Parks and Recreation Comprehensive Plan color exhibits

SCHEDULE

The following tentative schedule of major milestones is anticipated for this project:

- Submittals are due to the Town on Friday, September 14, 2018 at 2:00 p.m.
- Top selected candidates will be interviewed during the week of October 1, 2018.
- Staff selected firm’s contract and terms will be presented to the Town Council for action no later than November 2018.

- Town selected Consultant Team to begin project no later than Monday, October 8, 2018. Immediate task will be to begin visioning and research, including meetings with Town staff and other applicable parties.
- Entire project expected to be completed within nine (9) months of Notice to Proceed. Consultant Team will prepare a reasonably accomplishable schedule to address all anticipated project steps, meetings, public process and hearings.

TOWN STAFF PARTICIPATION

The Town envisions that the Consultant Team will be responsible for most of the tasks during the planning process. Tasks for which the Town Project Manger will be responsible include:

- Assistance/direction with the collection of pertinent secondary source information
- Reviewing all draft technical reports and maps prior to their reproduction and distribution
- Scheduling appropriate locations for public involvement events
- Scheduling meeting times between the Consultant Team and Town Staff
- Distribution of information throughout the community
- Provision of review comment on all reports, maps and other materials presented
- Coordination of all comments from Parks and Recreation Comprehensive Plan Advisory Committee on the reports and maps submitted and
- Provision of periodic briefings to Town Council and the Parks and Recreation Advisory Board

The Consultant Team may request additional involvement by the Town's Project Manager, but must identify the responsibility, timing and duration of the involvement in their submittal.

FORMAT/SUBMITTAL REQUIREMENTS

The organization of the RFQ submittal should be as brief as possible while addressing the requested components adequately. After evaluation by the Town of Florence Selection Committee, as will be formed by the Town's Project Manager, the three (3) (minimum) most qualified firms will be invited for an interview/presentation with the Selection Committee.

Submittal

One (1) original and five (5) copies of the submittal must be mailed/delivered no later than the date, time and location identified below. Submittals are limited to 8.5"x11" pages of one sided text (minimum 12pt. size text) or graphics. An 11"x17" format may be used for graphics. An appendix of resumes for proposed Team participants shall be

included. Cost related to the development of all submittals shall not be the responsibility of the Town. The Town of Florence will make no reimbursement for submittal expenses.

Cover Letter (Maximum of 2 pages)

List the names of all main Consultant Team members and all relevant information. The cover letter shall also identify the individual from the prime firm that has the authority to negotiate and contractually bind the selected Consultant Team.

Firm and Team Members Roles (Maximum of 8 pages)

Provide a brief description of the submitting Consultant Team members for the project. Identify and provide resumes for personnel who will serve in key positions for this project. Include specific experience related to this submittal for each person on similar or related projects.

Scope of Work (Maximum of 15 pages)

Include your specific scope of work using the information provided in the RFQ.

Critical Path Schedule (Maximum of 2 - 8 ½' x 17' fold-out)

A proposed date of completion and time line/critical path leading to a timely conclusion of individually specified tasks shall be included

Insurance

The firm or prime Consultant shall indicate that they maintain commercial general, vehicle, and workers compensation insurance liability coverage of at least \$1 million for each type. If awarded a contract, the Town must be named as "Additional Insured." Insurance coverage shall be identified in the cover letter.

References (Maximum of 1 page)

A list of at least three (3) references commenting on the Team/Firm's professional capabilities. Name, phone number and email address of individuals who may be contracted by the Selection Committee must be included.

Work Examples (Maximum of 6 pages)

At least three (3) referenced examples of recently completed projects of a similar scope to this project shall be included with the submittal.

Additional Information (Maximum of 10 pages)

Additional information pertinent to this project may be attached as deemed necessary by the Consultant Team. Any information will be treated as a supplement to the submittal but will not necessarily be used as part of the Town's evaluation process.

SELECTION CRITERIA

- The ability of the Consultant Team to approach the project in a unique manner that will comply with applicable requirements, but set this project apart from the typical approach and content: **30 points**
- The perceived quality of the Consultant Team assembled for the project and record of performance with similar projects: **15 points**
- The ability of the Consultant Team to complete the scope of work in an accurate and timely manner as determined through the RFQ submittal and subsequent interview: **20 points**
- One or more interviews/presentations: **20 points**
- Overall responsiveness to this RFQ: **15 points**

Following interviews, the Town will negotiate a contract with the Consultant Team deemed most qualified. Should contract terms not be satisfactorily reached, the Town reserves the right to begin negotiations with the next best qualified Consultant Team.

COMPENSATION AND INVOICE REQUIREMENTS

Progress payments will be made upon submittal of a monthly invoice, following satisfactory review of progress by the Town's Project Manager. Mail invoices to Bryan Hughes, Town of Florence, P.O. Box 2670, Florence, AZ 85132. Monthly billings shall include a spreadsheet listing the number of staff hours and hours expended on each task. Ten (10) percent of the Consultant's monthly billing will be withheld pending official acceptance of the final product by the Town of Florence. The invoice must contain the project name.

SUBMITTAL DEADLINE

Please transmit one (1) original and five (5) copies of the submittal on or before Friday, September 14, 2018 at 2:00 p.m. Mountain Standard Time to:

Lisa Garcia, Town Clerk
Office of the Town Clerk
P.O. Box 2670
775 North Main Street
Florence, Arizona 85132

All submittals must be identified as "**Qualifications – Town of Florence Parks and Recreation Comprehensive Plan.**" Submittals may not be faxed nor electronically

transmitted to the Town. Submittals must be received by the Town by the prescribed time to receive consideration.

RESERVATION RIGHTS

The Town of Florence reserves the right to reject or accept any and all submittals received. The Town of Florence reserves the sole right to evaluate the submittals received, waive any irregularity, evaluate and select any preferred firm/Team, and or reject any and all submittals. The Town may contact the identified Project Manager from each Consulting Firm/Team during its review of submittals for additional clarification/information. The Town of Florence also reserves the right to hold any or all submittals for a period of forty-five days (45) after the date of award.

The proposer is entirely responsible for all costs associated with the preparation of their submittal. The Town will not reimburse the selected firm/Team for any work performed relative to the scope of work prior to the execution of a contract and a notice to proceed letter is received by the selected firm/Team. Any questions regarding this project should be directed to the Project Manager: Bryan Hughes, Community Services Director, at 520-868-7582 or bryan.hughes@florenceaz.gov.

The Town of Florence is an Affirmative Action/Equal Opportunity Employer. Persons with disabilities requesting reasonable accommodations may contact the Town of Florence ADA Coordinator at (520) 868-7574 or (520) 868-7502 (TDD) at least seventy-two (72) hours in advance.

PROTEST PROCEDURE

Protests shall be submitted in writing to: Town Manager, Florence Town Hall, 775 N. Main Street, P.O. Box 2670, Florence, Arizona 85132, phone (520) 868-7500 or (520) 868-7502 (TDD Relay) within seventy-two (72) hours of notification award. Protests must contain at a minimum, the name, address, and telephone number of the protester; the signature of the protester or its representative and evidence of the authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within five (5) business days of receipt, and after consultation with legal counsel, the town will respond to the protest.

Town of Florence



Supplemental #1 **Site-Specific Master Plans**

**Town of Florence
Community Services**

**Town of Florence
778 North Main Street
P.O. Box 2670
Florence, AZ 85132
(520) 868-7589**

Any questions regarding this project should be directed to the Town of Florence Project Manager: Bryan Hughes, at 520-868-7582 or bryan.hughes@florenceaz.gov.

**Release Date
August 20, 2018**

PROJECT DESCRIPTION

The Town of Florence has three (3) existing parks that are being considered for improvements or redevelopment to meet the current and future needs of the community. The Town is seeking proposals to develop Site-Specific Master Plan(s) for each of the parks, along with an Opinion of Probable Costs. The plan(s) will be integrated into Parks and Recreation Comprehensive Plan.

1. HERITAGE PARK

Heritage Park, a 25-acre active park located on Main Street and 1st Street, with amenities including ball fields for softball and baseball, basketball courts, volleyball courts, horseshoe pits, and a skate park. There are five covered picnic ramadas for small group gatherings and ample open space. The Town is considering adding 1-½ acres adjacent to the park for use as a maintenance yard.

2. MAIN STREET PARK

Main Street Park, a 1-½ acre passive pocket park located on Main Street and 22nd Street, provides ample shade, seating, picnic opportunities and open space for small group gatherings. The park is leased from Pinal County, who leases the park and adjacent maintenance yard from Arizona Department of Transportation (ADOT). Permanent acquisition, or long-term lease, is desired by the Town.

3. LITTLE LEAGUE PARK

Little League Park, a 2-acre active park between 6th Street and 8th Street and east of Pinal Street, provides the community with a baseball field and a dog park. This park site is east of the Senior Center and vital to the downtown community. The ballpark includes a concession/restroom building, dugouts, maintenance facility and seating at the dog park.

PROJECT BUDGET

The maximum budget available to complete the Site-Specific Master Plan(s) is to be determined. It is expected that the plan(s) will be funded from the Town's 2018/2019 fiscal budget.

SCOPE OF WORK

The following task highlight the minimum primary tasks anticipated for the plan(s). The actual order of the tasks might vary for the selected Consultant Team. Some task may be completed concurrently. The Town of Florence reserves the right to change and/or amend this scope of work.

Task 1: Kick-Off Meeting

The consultant will meet with Town staff and provide a work plan and finalize the scope of work within ten (10) business days from the issuance of the Notice to Proceed.

Task 2: Data Collection and Review

Task 3: Boundary and Topographic Survey

Task 4: Develop Base Plans

Task 5: Community Involvement

The Town of Florence values citizen involvement and input for decision-making. Town staff realizes and understands the importance of keeping citizens involved and making town projects the citizens' projects. The plan(s) will rely heavily on the input of citizens through open house meetings, citizen surveys, and generally keeping citizens informed by the distribution of information about projects in press releases and website updates.

The consultant will develop and utilize innovative and cost-effective methods to generate and maximize public participation in the development of the Site-Specific Master Plan(s). In addition, the consultant will work with the Parks and Recreation Advisory Board along with public officials and agencies, interested individuals, and parties representing a wide range of parks and recreation user groups.

The following meetings and reports are suggested as the minimum requirements to complete the Site-Specific Master Plan(s). Some of the meetings can be combined and other methods to solicit community input can be considered to minimize the cost associated and must be approved by the Community Services Director.

- a. One (1) orientation/strategic planning meeting with Town staff and the Parks and Recreation Advisory Board to review the work plan/process, timeline and details of the Site-Specific Master Plan progress.
- b. A minimum of one (1) meeting and/or presentation with Town staff and the Parks and Recreation Advisory Board at key points during the process.
- c. A minimum of one (1) meeting with Florence Youth Commission participants. *(Town staff to conduct and provide notes to the Contractor Team)*
- d. Three (3) community meetings to provide broad-based community input.
- e. One (1) public hearing with the Parks and Recreation Advisory Board prior to the request for Town Council adoption.
- f. Minimum of one (1) formal Council Workshop meeting prior to adoption of the updated Parks and Recreation Comprehensive Plan.

Note: The Town shall be responsible for the arrangement, notice, and any other coordination needs associated with the above meeting schedule. The consultant shall review with the Town project manager(s) all prepared information for the public meeting at least five (5) business days prior to the scheduled meetings.

Task 6: Develop Preliminary Master Plan Concepts

Task 7: Prepare Conceptual Park Character Sketches

Task 8: Prepare Technical Memo Summarizing the results of Community Meetings

Task 9: Develop Final Master Plan

Task 10: Develop Estimate of Probable Construction Costs

Task 11: Project Completion

The Consultant Team will work with the Town to ensure the project is completed per the approved scope of work. All outstanding items will be resolved.

The consultant will provide a formal presentation of the draft Site-Specific Master Plan(s) and final Site-Specific Master Plan(s) to the Parks and Recreation Advisory Board and Town Council.

The Site-Specific Master Plan(s) will require the favorable recommendation of the Parks and Recreation Advisory Board and adoption by the Town Council.

DELIVERABLES

The submittal shall include provisions for transmitting all draft work, drawings, exhibits, plans, maps and other related works as part of the contract. Final completed copies shall be provided in paper and electronically in a format to be determined. Full size color exhibits ("30x40") of the Site-Specific Master Plan(s) exhibits as determined by the Town's Project Manager will be required during the process and at the end of the project.

At the completion of the project the Town will require the receipt of the following:

- Project Schedule
- Memorandum Summarizing Data Collected
- Results of Survey - Boundary/Topography
- Site Base Plans in AutoCAD 2017 format
- Meeting Notice/Newsletters
- Facilities Survey Form
- Technical Memorandums
- One (1) each mounted 30" x 40" color rendered Site-Specific Master Plan Concepts (draft)
- One (1) each mounted 30" x 40" color rendered Site-Specific Master Plan (final)
- Six (6) 11" x 17" color rendered sketches
- Estimate of Probable Construction Costs
- Executive Summary (8.5" x 11") of the Planning Process

- One (1) USB flash drive that includes an electronic copy of the Site-Specific Master Plan(s), including color exhibits, GIS maps, and the Site-Specific Master Plan(s) executive summary(ies);

TOWN STAFF PARTICIPATION

The Town envisions that the Consultant Team will be responsible for most of the tasks during the planning process. Tasks for which the Town Project Manger will be responsible include:

- Assistance/direction with the collection of pertinent secondary source information
- Reviewing all draft technical reports and maps prior to their reproduction and distribution
- Scheduling appropriate locations for public involvement events
- Scheduling meeting times between the Consultant Team and Town Staff
- Distribution of information throughout the community
- Provision of review comment on all reports, maps and other materials presented
- Coordination of all comments from Site-Specific Master Plan(s) on the reports and maps submitted and
- Provision of periodic briefings to Town Council and the Parks and Recreation Advisory Board

The Consultant Team may request additional involvement by the Town's Project Manager, but must identify the responsibility, timing and duration of the involvement in their submittal.

FORMAT/SUBMITTAL REQUIREMENTS

The organization of the Site-Specific Master Plan(s) submittal should be as brief as possible while addressing the requested components adequately.

Submittal

One (1) original and five (5) copies of the submittal must be mailed/delivered with the Parks and Recreation Comprehensive Plan submittal. Submittals are limited to 8.5"x11" pages of one sided text (minimum 12pt. size text) or graphics. An 11"x17" format may be used for graphics. Cost related to the development of all submittals shall not be the responsibility of the Town. The Town of Florence will make no reimbursement for submittal expenses.

Scope of Work (Maximum of 3 pages)

Include your specific scope of work using the information provided.

Critical Path Schedule (Maximum of 2 - 8 ½' x 17' fold-out)

A proposed date of completion and time line/critical path leading to a timely conclusion of individually specified tasks shall be included

Work Examples (Maximum of 2 pages)

At least three (3) referenced examples of recently completed projects of a similar scope to this project shall be included with the submittal.

Additional Information (Maximum of 1 pages)

Additional information pertinent to this project may be attached as deemed necessary by the Consultant Team. Any information will be treated as a supplement to the submittal but will not necessarily be used as part of the Town's evaluation process.