



Issue Date: February 1, 2019

Solicitation Title: Parks and Recreation Master Plan

PURPOSE

The City of Sandpoint is seeking proposals from qualified consultant firms to provide professional services to develop a 20-year Parks and Recreation Master Plan (Master Plan). The Master Plan will provide an inclusive framework for: 1) orderly and consistent planning; 2) acquisition; 3) development; and 4) administration of the parks and recreation resources, programs and City of Sandpoint facilities.

The planning process undertaken shall develop a comprehensive vision for the City of Sandpoint parks system as a whole; individual parks; open space areas; trails; recreation facilities; amenities and programs. It will consider plans for infrastructure (space and facility need), services and programs that serve both a recreation and active transportation purpose. It will also include a twenty-year optimization plan with strategies, financial forecast and schedule through 2040.

Located on the shores of the largest lake in Idaho—Lake Pend Oreille – and in the Idaho Panhandle approximately 60 miles south of Canada, the City of Sandpoint (pop. 8,390) is the county seat of Bonner County (pop. 43,560). Sandpoint is adjacent to the Cities of Dover, Ponderay and Kootenai and has recently been designated by the U.S. Census as the 7th fastest growing micropolitan area in the U.S. Census modeling has determined that the City of Sandpoint is currently experiencing a 5% growth in population. Immediate surrounding cities and Bonner County are also experience a 3 – 4% growth in population.

Sandpoint is connected through two highways, three rail lines, the County-owned Sandpoint Airport and the only Amtrak station in the State of Idaho. It is surrounded by world class recreational opportunities such as Schweitzer Mountain Ski Resort and Lake Pend Oreille. This small city is where some of the most innovative companies in the state of Idaho are based. Host to thriving industries like aerospace, biomedical, software development, food production and manufacturing, Sandpoint is a perfect storm of innovation and productivity.

The City owns and manages outdoor recreational opportunities for residents and the broader population of Bonner County, as the county seat, and tourists visiting the area. Park space and facilities have always been and continue to be a high priority for the residents of Sandpoint. In all, Sandpoint, a city encompassing 4.8 square miles, has approximately 130.21 acres of parks within city limits and the Area of City Impact with individual park sizes ranging from the Sand Creek Landing at 0.069 acres to City Beach at over 22 acres. In addition, the City Water Fund owns approximately 3,920 acres in the Little Sand Creek Watershed which offers recreational biking and hiking trails and is connected to a broader network of trails running through Schweitzer Mountain Ski Resort. The City's Sewer Fund also currently owns 32.2 acres on Baldy Mountain Road which was purchased as a site for a potential wastewater treatment facility. This property is under a short-term lease with the Eureka Institute which has developed a disc golf course at the site.

The Final Master Plan shall be based on the following:

1. Vision and Value Proposition Creation
2. Resources and Core Competencies Assessment
3. Political and Community Engagement
4. Financial Forecasting

The Master Plan will be incorporated into the next Comprehensive Plan Update in 2020 and future Citywide 20-year Capital Improvement Plans to be completed in 2020.

PLANNING PHASES

It is envisioned that the Master Plan will occur in four phases. It will begin with an initial review of the City's current Parks and Recreation Master Plan (developed in 2010 and updated annually to include budgeted activities through 2017). A copy of this plan is available online at <http://www.sandpointidaho.gov/home/showdocument?id=8219>. An initial review of the community and broader regional context and associated resource inventory shall also be completed. Master planning will occur at a system-wide level looking at broad-based needs, preferences and priorities across the Parks and Recreation system as a whole. Once this is completed, the next phase will look at site planning at specific parks and/or facilities. This will include City Beach, War Memorial Field, the Travers and Great Northern Sports Complex and the City-owned watershed. This plan will address the parks and recreation opportunities in the watershed and be performed in conjunction with an overall watershed master plan. Finally, a comprehensive system-wide operational/maintenance and funding plan will be developed with site-specific details incorporated.



SCOPE OF WORK/DELIVERABLES

The consultant firm shall develop a work plan the addresses the planning phases identified above, but at a minimum provides and delivers:

Task 1 Scope of Work Public Process

- Identify, describe and implement a comprehensive strategy and methodology for citizen involvement in the Master Plan development process.
- Assure residents, user groups, associations and other stakeholders that they are provided an opportunity to participate in the development of the plan.
- Conduct at least three (3) public community meetings and a minimum of two (2) focus groups (participants to be determined) and individual stakeholder interviews.
- A minimum of two (2) meetings with the citizen’s advisory committee to provide progress reports.
- Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats.
- Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process is achieved.
- Provide written records and summaries of the results of all public process and communication strategies.
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making for the citizen advisory committee and City Council.
- Provide methods to hear from as many people as possible, including users and non-users of the services and facilities.

Task 2 Statistically-Valid Survey

- Provide a broad-based statistically-valid community needs assessment survey(s) to identify community needs and issues with recreation and park programs and facilities. There may be one or multiple surveys used as a baseline to determine needs, desires and cost structures. The City is a licensed user of Open Town Hall which is an online platform that should be one or perhaps other modalities used.

Task 3 Visioning Strategies Development Workshop

- Review existing Parks and Recreation mission and vision statements and update as needed to reflect the 2018 City of Sandpoint Strategic Plan's mission, vision and core values as well as National Recreation and Parks Association standards.

Task 4 Demographics and Trends

- Review and interpret demographic trends and characteristics of the City of Sandpoint and surrounding areas.

Task 5 Existing and Future Facilities & Staffing – Analysis for Level of Service

- Compile an inventory and assessment of the existing parks, trails, open space, staffing, and facilities. The assessment will include a comparative analysis to communities of similar size and density and using nationally accepted standards. The analysis should consider not only the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort and convenience. Evaluation criteria should be based on the expressed values of the community. The analysis will also include identification of best possible providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.

Task 6 Rank and Prioritize Demand and Opportunities

- Develop a set of prioritized recommendations for maintenance and renovation of parks, trails and recreation facilities.

Task 7 Analysis of Programs and Services

- Provide an assessment and analysis of the Parks and Recreation Division's current level of recreation programs, services and maintenance in relation to present and future goals, objectives and directives.
- Provide a user fee analysis for facilities, programs and services.
- Provide an analysis of the best possible providers for programs and services and identify and discern any unnecessary duplication of services through public and private program providers.
- Provide recommendations for minimizing duplications or enhancing possibilities for collaborative partnerships where appropriate.

Task 8 Progress Reporting

- The consultant, Parks & Recreation Director and City Administrator shall hold progress meetings as often as necessary, but in no case less than once per month until the final plan is approved by the City Council for the purpose of progress reporting. The consultant shall supply the City with an electronic copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the City at least three (3) working days before each progress meeting. The Parks & Recreation Director shall schedule the meetings, as necessary, at key times during the development of the Parks and Recreation Master Plan.

Task 9 Strategic Action Plan

- Collect and analyze demographic information for the community.
- Collect and analyze information on participation, needs, desires, operations, programming and land use trends and make level of service recommendations.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate.
- Develop recommendations for operations, staffing, maintenance, programming and funding needs.
- Provide a clear plan for development of programming direction based on standards and demand analysis.
- Develop a definitive program for development of existing park land, recreation facilities, open space, trails and parks maintenance and administration of facilities for the future.
- Provide a maintenance and operation analysis.
- Identify opportunities for available funding and acquisition alternatives.
- Develop an action plan which includes strategies, priorities and analysis of budget support and funding mechanisms for the short-, mid- and long-term for the park system, open space, trails and recreation programs and services.

Task 10 Development of Final Plans and Supporting Materials

- The Parks and Recreation Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the Parks and Recreation Division’s future.
- A summary of existing conditions, inventories, staffing and level of service analysis.
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences
- A strategic action plan
- Complete site plans will be developed for City Beach, War Memorial Field surface, sports complex and recreation in the watershed.

ELIGIBILITY

The City is seeking a consultant firm that:

- has proven economic forecasting for park and recreation facilities, including system-wide analysis.
- Proven experience with community engagement using a wide variety of modalities; and
- Proven experience developing system wide master plans

INSTRUCTIONS FOR PROPOSAL

Proposals shall include all of the following; failure to address all requirements may result in the Proposal being deemed non-responsive.

1. Project approach, content and timeline. A letter of submission shall include the name, address and telephone number of the person(s) who is authorized to legally represent the firm. A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables and client meetings to be provided. A proposed timeline for preparation and implementation of the Parks and Recreation Master Plan and its components.
2. Past project experience and client references. Background on the firm and its experience in preparing parks and recreation master plans for public agencies. Of particular interest are engagements involving communities with characteristics similar to the City of Sandpoint.
3. Qualifications and demonstrated competencies, specifically Municipal Parks, Recreation and Open Space Master and Strategic Planning. Identification of the personnel to be assigned to this engagement including a resume of related experience. At least five (5) public agency references for projects of a similar nature to this project and a description of the projects to minimally include client, location, contact person, contact information, and a brief description of the project.
4. Staffing, capacity, availability and work in progress.

5. Project fee structure and cost estimate. Provide in a separate sealed envelope the project cost for services (Task 1 – 10) in an itemized work format. The project cost for services shall be a “not-to-exceed cost for services.”

Proposals must be submitted:

Tuesday, February 26, 2019 at 3:00 p.m. local time
City of Sandpoint
Attn: City Clerk
1123 Lake Street
Sandpoint, ID 83864

Any proposal received after the specified time and date will not be considered.

PRELIMINARY PROJECT SCHEDULE

Contract award will be expected in March 2019. The Master Plan process associated with this proposal will commence on or about April 15, 2019.

EVALUATION AND AWARD CRITERIA

Proposals will be evaluated by a Study Selection Committee assigned by the Mayor.

The Study Selection Committee will review the proposals and prepare an interview list. Interviews will be held with one or more consultants deemed professionally qualified, responsible and suitable on the basis of the initial response.

The Study Selection Committee will rank consultants in order of preference using the evaluation criteria below.

1. Project approach, content and timeline. (30%)
2. Past project experience and client references. (20%)
3. Qualifications and demonstrated competencies, specifically Municipal Parks, Recreation and Open Space Master and Strategic Planning (30%)
4. Staffing, capacity, availability and work in progress. (10%)
5. Project fee structure and cost estimate. (10%)

The City will enter into negotiations with an offeror based on the Study Selection Committee’s recommendations and final approval of the City Council. Negotiations will be conducted with the offeror ranked first. If a contract which is satisfactory and

advantageous to the City can be negotiated at a price considered fair and reasonable, the award will be made to that offeror. Otherwise, negotiations with the offeror ranked first will be formally terminated and negotiations conducted with the offeror ranked second, and so on until a contract can be negotiated at a fair and reasonable price. The City reserves the right to reject any and all proposals submitted.

If you have any questions regarding the Request for Proposal, submit no later than Friday, February 22, 2018 at 5:00 PM, to:

Mr. Kim Woodruff
Parks and Recreation Director
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