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REQUEST FOR PROPOSAL

City of Sammamish 2018 Parks, Recreation and Open Space Plan Update

City of Sammamish Parks and Recreation Department
Sammamish, Washington

INVITATION

The City of Sammamish is soliciting qualification submittals to provide consultant services for an update to the City's Parks, Recreation and Open Space Plan for 2018 - 2023. Firms should have collective experience that includes expertise parks, trails, open space and recreation facility and program planning, policy development, parks capital planning and robust community engagement.

CITY OVERVIEW

The City of Sammamish is located between Redmond and Issaquah, adjacent to the eastern shores of Lake Sammamish. Incorporated in August 1999, with the annexation of the Klahanie area on January 1, 2016, the City's population increased by 11,000 people and two square miles for a total population of 59,060 and a land area of 23.5 square miles.

Sammamish is served by three school districts and several private schools and is rapidly urbanizing. The City is widely recognized as a highly desirable place to live with its excellent schools, beautiful environment, parks, and proximity to high-paying job centers.

PROJECT BACKGROUND

The city's first Parks, Recreation and Open Space (PRO) Plan, adopted in May of 2012 and is available at: <http://www.sammamish.us/parks-recreation/studies/park-recreation-open-space-plan/current-plan/>. This plan contains a community profile; parks, athletic fields and recreation facilities inventory and level of service; recreation, cultural arts, volunteer and partnerships program inventory and needs analysis; and implementation strategies. These elements are in need of an update to reflect community changes since adoption. In addition, this plan update needs to expand on and incorporate non-motorized transportation facilities including trails outside the city's rights-of-way recreational trails.

Since the plan's adoption, the city has experienced annexation and rapid growth resulting in significant increase in population and new facilities including parks, trails, open space and the Community and Aquatics Center as well as beginning construction of the City's Town Center. The plan update is needed to assess community needs and account for changes in policies, to ensure consistency with recent citywide plan updates, to address new development and annexations, to reflect the community's priorities for parks, open space, and recreation facilities and programs. The updated plan will also provide essential information to help guide the City's parks capital improvement program.

The city recently started a Land Acquisition Strategy Plan and Implementation Policy project also managed through the Parks and Recreation Department. This project includes work that is closely related

to the PRO Plan update including an inventory of publicly and privately owned parks, open space and recreation facilities and conducting a statistically valid survey identifying the community's priorities in regards to parkland and recreation facilities. The survey is tentatively scheduled for distribution in February 2017 and it is desirable to conduct one survey that meets the needs of both planning projects.

ANTICIPATED SCOPE OF WORK

Prior to commencing work, the consultant team will become familiar with the 2012 PRO Plan. All tasks will incorporate the relevant projections for population, traffic, land use, etc. for the year 2035 as described in the City's 2015 Comprehensive Plan including the Town Center and annexation of Potential Annexation Areas. It is anticipated that the scope of work for the update will include the following.

1. **Project Management:** The selected consultant will be expected to provide project management services in close consultation with the City's project manager, including coordination of sub-consultants, ensuring the project remains on schedule and within budget.
2. **Community Profile:** Update a local and regional look at Sammamish including demographic profile as well as natural regional characteristics of the city of watershed, hydrology, forests and critical areas.
3. **Inventory:** The consultant will evaluate and update existing inventory data and propose a methodology to complete any necessary additional inventory work for parks, open space, trails and athletic and recreation facilities, including other publicly and privately-owned community facilities. GIS capabilities will be required.
4. **Trails:** This includes an updated inventory and evaluation of existing trails within parks, linkages between community destinations and connections to regional trails and planning for future trail corridors of these systems. This incorporates trail corridors within and adjacent to the city limits and urban growth boundary. Some data is available in GIS format through a recent inventory of known public trails outside of right-of-way and parks.
5. **Parks and facilities level of service:** Update primary facility level of service based on capital valuation per capita last updated in November of 2015. In addition, develop a secondary level of service considering geographic distribution and facility access founded in public process, stakeholders, advisory groups, City Commissions and Council input.
6. **Recreation and Cultural Arts level of service:** The consultant will update the inventory and analysis of current level of service standard for the city's recreation and cultural arts programs.
7. **Updated goals and policies:** Update the goals and policies in the 2012 plan in consideration of new policy guidance since adoption as well as community, Commissions and City Council input. Consider relevant policy and standards changes including but not limited, to Puget Sound Regional Council (PSRC); Mountain to Sound Greenway Trust Strategic Plan, King County Open Space Plan; City Comprehensive Plan; City Town Center and Town Center Infrastructure Plan; City Trails, Bikeways and Paths Master Plan; City Transportation Plan (starting early 2017); and City Urban Forestry Management Plan (starting mid-2017) to determine needed updates to maintain consistency and relevancy.
8. **Coordination with neighboring jurisdiction plans:** Consider cooperative and partnership opportunities with, and appropriate connections to existing and planned facilities in neighboring jurisdictions (e.g. Issaquah, Redmond, King County, etc.)
9. **Capital Plan:** Update the 6-year Parks and Recreation Capital Improvement Plan adopted in 2016, including development of a long-range prioritized capital project list. This CIP should

incorporate acquisitions prioritized as a result of the Land Acquisition Strategy Plan slated for adoption in July 2017.

10. **Implementation Strategy:** The consulting firm will include provision of an implementation strategy of the PRO plan including recommendations, pros and cons and financing options.
11. **Public involvement:** The consultant team will develop a robust public involvement plan and facilitate public meetings to solicit community and stakeholder input. The plan will include a variety of tools and methods to ensure ample opportunity for the public to be informed and involved possibly including social media, Virtual Town Hall, open houses, focus groups, booths at City-sponsored events, in addition to Parks and Recreation, Arts and Planning Commissions and City Council support and presentations are expected. The consultant team will also track, organize and provide information necessary for City staff to respond to public comments.
12. **State Environmental Policy Act (SEPA):** Consultant to complete a draft and final environmental checklist for the proposed plan.
13. **Draft and final plans:** It is anticipated that several drafts of the plan will be completed prior to the final plan. Plan sections may be developed and reviewed as interim steps to development of the full plan. Staff comments will be incorporated prior to review by the public and the Parks and Recreation, Arts and Planning Commissions. Public input will be solicited and incorporated throughout the planning process. After consideration by the Commissions, recommendations will be incorporated for review by the City Council. Revisions directed by the City Council will be incorporated for plan adoption. The selected consultant will be expected to participate in multiple meetings of the Parks and Recreation, Arts and Planning Commissions, public open houses and other community outreach events, as well as City Council meetings for presentations and consideration of the plan.

A presentation to the City Council on November 1, 2016 related to the anticipated scope and schedule provides additional information. This presentation video is available on the city's website video library <http://www.sammamish.us/government/city-council/city-council-meeting-videos/> and can be found at approximately 2 hours 12 minutes.

PROJECT BUDGET

Upon selection of a qualified consultant, scope and fee shall be negotiated.

SUBMITTAL CONTENTS

Please provide the following in the Proposal Package:

- **Cover Letter/Statement of Interest:** Describe your interest in assisting the City in updating the Parks, Recreation and Open Space Plan and commitment to provide the services described in the scope of work.
- **Project Team:** Provide a brief description of the individuals on the consultant team including their relevant experience and qualifications. Additionally, please provide information demonstrating the organizational structure of your team, who will be the principal project manager throughout the process, reporting relationships between team members and the physical location of the offices from which the work will be performed. The team may consist of multiple firms with focused areas of expertise.

- **Project Experience:** Please provide the following information for no more than (3) three relevant projects with similar scope and size that have been managed by the proposed project manager:
 - Description of project, location and current status
 - Project results and challenges
 - Description of professional services provide by the consultant team
 - Project initial budget and final cost and end date (if applicable)
 - References (name, title, address, phone number and email)
- **Project Approach:** Project approach to preparing the Parks, Recreation and Open Space Plan update, including public participation methodology and techniques, which are of significant importance to this project and a timeline which identifies major proposed tasks and products that results in plan adoption by end of February, 2018.
- **Disclosure of Conflict of Interest:** Disclose any potential conflict of interest due to any other clients, contracts, or property interests in regards to private development of any property within the City of Sammamish.

Costs for Development of Submittals: All costs for developing submittals in response to this RFP are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the Project Manager listed on this RFP. Submittals cannot be withdrawn after the published close date.

SELECTION PROCESS

The consultant must have demonstrated experience in development of Parks, Recreation and Open Space plans and planning in a rapidly urbanizing area. In addition, the project team must have demonstrated expertise in successfully developing and managing the public participation process, GIS capabilities, planning level site analysis and an understanding of property constraints and development regulations.

Staff will review the qualification packages received, based on the evaluation criteria established below, to arrive at a shortlist for an interview. The City may choose to contact officials from other jurisdictions regarding the consultant and their prior work experience and their ability to successfully complete the scope of services.

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria as determined by the City's selection committee. The Director of the Parks and Recreation Department of the City of Sammamish, will submit a final recommendation to the City Manager and the City Council for approval. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services.

EVALUATION CRITERIA

- Qualifications of key personnel and the project team
- Demonstrated ability to effectively coordinate and manage multiple aspects of a plan to meet project schedules and budget
- Successful past performance managing public process and communications
- Project approach
- Technical capability (GIS, graphics, documentation production)

- Overall quality of content and responsiveness to RFQ requirements

The City of Sammamish reserves the right to reject any or all qualification packages received, and to waive any irregularities or information in the evaluation process. The final selection is the sole decision of the City of Sammamish, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

PROPOSED TIMELINE

- Deadline for questions: November 22, 2016
- City response to questions: November 28, 2016 (posted on City website)
- **RFP proposal due: December 5, 2016 at 2pm**
- Notify short listed firms: December 9, 2016
- Interview short listed firms: December 15, 2016
- Contract awarded by City Council: January 2017
- Project kick-off: Early February 2017
- Plan adoption: End of February 2018

SUBMITTAL FORMAT, LOCATION AND DEADLINE

In an effort to promote waste reduction and resource conservation, submittals shall not contain plastic bindings, plastic and/or laminated pages. Please avoid superfluous use of paper such as separate title sheets or chapter dividers. Limit submittals to 10 sheets of two-sided, 8 ½" x 11" pages in length (or folded to that dimension), not including resumes and cover letter.

Please submit five (5) hard copies of your team's qualification package as well as a pdf copy uploaded onto a CD or USB drive. Sealed submittals, plainly marked "**City of Sammamish 2018 Parks, Recreation and Open Space Plan Update**" on the outside of the mailing envelope, addressed to the **City of Sammamish, 801 228th Avenue SE, Sammamish, WA 98075**, will be accepted until **2:00 pm on December 5, 2016**. Qualification submittals may also be hand delivered to the main desk on the first floor of City Hall by the required date and time. Submittals delivered after the posted deadline will not be considered for selection. **No faxed or emailed submittals will be accepted.**

It is the obligation and responsibility of the Consultant to learn of addendums, responses, or notices issued by the City relative to this RFP. These will be posted on the City website <http://www.sammamish.us/parks-recreation/studies/park-recreation-open-space-plan/> by the date shown on the Proposed Timeline above.

ADDITIONAL INFORMATION

Inquiries should be submitted, via email only, at any time prior to the question deadline identified in the Proposed Timeline to Kyle Endelman, Parks Deputy Director at kendelman@sammamish.us. Any email communications will be considered unofficial and non-binding on the City.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by calling 425-295-0500.