

# **CITY OF HAMILTON, MONTANA**

## **REQUEST FOR PROPOSALS**

### **PARK PLANNING**

#### **Background**

The City of Hamilton, Montana has been awarded a federal Community Development Block Grant (CDBG) by the Montana Department of Commerce for planning purposes to be completed by August 2010.

The City of Hamilton is soliciting proposals for park planning services and to assist the City in administration of this project in compliance with all applicable requirements of the Montana CDBG program as described in the current edition of the Montana CDBG Program Grant Administration Manual. Payment terms will be negotiated with the selected offeror.

The planning services will result in the preparation of Master Plans for Legion and River Parks. Legion Park is a small urban park located across the street from the City Hall in downtown Hamilton. River Park is approximately thirty acres in size located along the Bitterroot River in the City of Hamilton. The present developed area of River Park comprises about three acres. Both parks are very visible and are used extensively by members of the community.

#### **Park Planning Services**

The park planning services to be provided will include:

1. Development of a public involvement plan for the purpose of engaging the public in the park planning process for Legion and River Parks. The public involvement plan, at a minimum, should address the following elements.
  - A. The City and consultant shall develop a complete list of stake holders and invite the public to participate in a working group, and develop a schedule.

- B. The consultant will facilitate Working Group Meetings and Public Meetings, to include the Working Group, to collect input and present proposed planning, design and management strategies.
  - C. The consultant will meet with City Park Committee/Board Representatives 2-4 times throughout the process.
2. Prepare site analyses of the two parks identifying critical site characteristics such as topography, floodplain locations, vegetation, access and other existing conditions.
  3. Preparation of a Preliminary Master Plan incorporating the results of the site analyses and the perceived needs identified by the public and the Working Group. The Preliminary Master Plan will also need to incorporate a Vegetation Management Plan as well as recommendations for park improvements, facilities or management practices.
  4. Preparation of Final Park Master Plans including the following items at a minimum.
    - A. A Final Vegetation Management Plan and Site Design Plan.
    - B. Develop documents to a level that they can be implemented by the City in the future.
    - C. Provide estimates of costs and phasing recommendations to implement the Legion and River Parks Master Plan.
    - D. Final Deliverable Products
      1. Site Design Master Plan; illustrative, scaled plan and written or illustrated documentation to describe appropriate details to guide future implementation.
      2. Vegetation Management Plan; written document, may include diagrammatic map.
      3. Cost estimates and recommended phasing plans for implementation of the plans.
  5. Presentation of the Plans to the City Council and the public.

The Services will not include the disbursement or accounting of funds distributed by the City of Hamilton Financial Officer, legal advice, fiscal audits, or assistance with activities not related to the project.

Responses shall include:

1. the legal name, address, and telephone number of each firm working on the project;
2. the principals of the firm(s) and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to the project;
4. a description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, and name of local official knowledgeable regarding the firm's performance. Include at least three references;
5. a description of the firm's current work activities, how these would be coordinated with the project;
6. the proposed work plan and schedule for activities to be performed; and,
7. the estimated cost of providing the required consulting services.

The budget for this project is approximately \$40,000.

Respondents will be evaluated according to the following factors:

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|---|---------|
| A. The qualifications of the professional personnel to be assigned to the project | _____ % |
| B. The consultant's capability to meet time and project budget requirements       | _____ % |
| C. Location   | _____ % |
| D. Present and projected workloads  | _____ % |
| E. Related experience on similar projects   | _____ % |
| F. Recent and current work for the entity issuing the RFP                         | _____ % |

The selection of finalists to be interviewed will be based on an evaluation of the written responses and interviews by the City of Hamilton. The award will be made to the most qualified respondent whose proposal is deemed most advantageous to the City of Hamilton, all factors considered. Unsuccessful offerors will be notified in writing as soon as possible.

The selected consultant shall prepare a management plan and contract for review and approval by the City of Hamilton and the Montana Department of Commerce.

Questions and responses should be directed to Trish Harrison in the City of Hamilton Office of Community Development (406-363-3316). All proposals must be received by the City of Hamilton not later than 5:00 p.m. on March 31, 2010. Please provide the City with seven (7) copies of the proposal.

This solicitation is being offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the City of Hamilton reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.