



REQUEST FOR QUALIFICATIONS (RFQ)

Parks and Recreation Master Plan

Qualification Submittal Date:

2:00 p.m., Friday, October 15, 2021

City of Vandalia Parks and Recreation Department

333 James E. Bohanan Drive

Vandalia, OH 45377

Project Manager:

Steve Clark, Director Parks and Recreation

sclark@vandaliaohio.org

937-415-2336

Project Description

The City of Vandalia, Ohio is committed to providing high quality park and recreation facilities and programs that serve the local community. The City is seeking a qualified consulting firm to provide professional services to prepare a Parks and Recreation Master Plan.

The firm that is selected will develop a comprehensive Parks and Recreation Master Plan that will guide the Department for the future development, management and operations of the City's parks system. This consultant will coordinate public input, focus groups with community stakeholders, other engagement strategies, and provide a statistically valid survey (i.e., online and mail out mixed method) and corresponding report of community opinions and needs; examine existing programs; analyze data collected by City staff in a comprehensive inventory; forecast program development needs; review and recommend policies and standards; create a clear set of goals and implementation strategies; provide project oversight and document preparation.

The plan should explore best practices in the field, identify new trends and opportunities, engage relevant stakeholders, and make direct recommendations to ensure an appropriate balance of community programs, facilities and amenities now and into the future.

The Parks and Recreation Master Plan will require the approval of city management and the Parks and Recreation Advisory Board; as well as, adoption by the Vandalia City Council. Following adoption, the Park and Recreation Master Plan will be used in conjunction with the 2020 Vision Vandalia Comprehensive Plan.

The City seeks to contract the best firm and will select a consultant based on what the Selection Committee determines to be the best value – not necessarily the lowest estimated proposal. Vandalia projects the total budget for this Parks and Recreation Master Plan to be a maximum of \$100,000.

Introduction/Background

Vandalia, Ohio is situated in in Montgomery County at the interchange of Interstate 70 and Interstate 75. The City is adjacent to the Dayton International Airport - approximately 10 miles north of the urban core. The City of Vandalia, Ohio is a complex municipal corporation serving a residential population of 15,000 across 12.39 square miles. The City seeks to be a top-tier suburb through top-tier services and amenities. The organization retains a robust Aa2 bond rating, annual all funds budget of approximately \$46 million, and workforce of 140 full-time and 200 part-time employees. The City of Vandalia operates under a Charter, which employs the council-manager form of

government. The City's primary revenue source is derived from a 2% income tax and the town enjoys a diverse economic base.

The mission of the Vandalia Parks and Recreation Department is to enhance the lives of our citizens and community by providing quality and diverse facilities, programs and services. The Parks and Recreation Master Plan will be used as part of the City's strategy for becoming a CAPRA Accredited parks system in the coming years.

The department is responsible for park maintenance and development, recreation and cultural programs, recreation center operations, senior center operations, golf course operations as well as facility maintenance. Twenty-two (22) full time employees and over 200 part-time and seasonal employees are responsible for the operation and maintenance of the Parks and Recreation Department.

The Parks Division maintains over 180 acres of land in 11 park locations, 8 tennis courts, 8 pickleball courts, 13 baseball/softball diamonds, 12 soccer fields, 4 volleyball courts, 3 basketball courts, 11 play structures, 1 gazebo, over 4 miles of leisure pathways and the maintenance of 1 cemetery. Parks include – Vandalia Sports Complex, Victory Park, Robinette Park, Helke Park, Seger Park, Jeffers Park, Vandalia Art Park, Copperfield, Brown School Woods, Ashbury Farms, and Warner Park. The division also maintains approximately 100 acres of parking lots, buildings and downtown trees along National Road.

Since its opening in April, 2001, the Vandalia Recreation Center has become the central headquarters of the Vandalia Parks and Recreation Department and the center of fitness and fun for thousands in the Vandalia area. The \$10 million, 60,000 square foot state of the art recreation center includes a leisure pool with water features and slides, gymnasium, fitness area, climbing wall, walking/running track, indoor playground, child care room, group fitness room, conference room, locker rooms and a special events room.

The Facilities Maintenance Division provides maintenance service to all City facilities including the Municipal Building, Justice Center, Fire Station I & II, Senior Center, Cassel Hills Pool, Cassel Hills Golf Course Clubhouse, Park Maintenance Building and Recreation Center.

The Vandalia Parks and Recreation Department oversees several youth sport programs during the course of each year. Recreational baseball/softball, soccer and flag football programs are operated by the department. Over 1,500 youth participate in these activities with play taking place at the Vandalia Sports Complex. The department also offers a variety of adult sport programs including softball and volleyball.

The Golf Division is responsible for the operation and maintenance of the 18-hole Cassel Hills Golf Course and Clubhouse. The challenging par 71 course runs through Taylorsville Reserve and has two distinct nine-hole settings. Maintenance Staff maintains the entire

course including tee boxes, fairways, greens, bunkers and landscape areas. Operations staff runs the daily administration of memberships, greens fees, cart fees, pro shop and food service.

The Vandalia Senior Center, located at 21 Tionda Drive, is open to individuals 55 years old or older and their spouses. Senior Center activities include travel, social programs, sports and fitness, creative arts, health and wellness, continuing education, special interest and support services. The center has a membership base of over 700 people. Cassel Hills Swimming Pool, located at 1061 Taylorsview Drive, provides the perfect place for safe, summertime fun in the sun. The facility features a heated, 250,000 gallon, z-shaped pool, with shallow end and diving well, including two 1-meter diving boards. In addition, a zero-depth, seashell-shaped feature pool has geyser jets and water toys for children under 48 inches tall.

The City is issuing this RFQ in accordance with applicable laws that allows an agreement with a private entity that demonstrates and has proven experience and knowledge in parks and recreation planning, project management, and effective public involvement processes that will work closely with City staff in the preparation of the plan.

The City reserves the right to terminate this process or to cancel or modify this solicitation process at any time. In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse the costs incurred in preparation of this RFQ or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the RFQ submittals. The RFQ submittals will become the property of the City and shall be subject to applicable public records laws.

Estimated Selection and Project Schedule

Issuance of RFQ	September 24, 2001
RFQ Statement of Qualifications Due	October 15, 2021 by 2:00 pm
Interviews/Presentations (remote or in person)	October 28, 2021
Selection of Preferred Consultant	November 2, 2021
Approval of Professional Service Agreement	November 15, 2021
Start of Master Planning Process	December, 2021

Method of Solicitation

Notice will be published in the Daily Court Reporter and released on the City of Vandalia website (www.vandaliaohio.org).

Selection Process

The selection of a qualified firm under this RFQ will be based on the City's determination that the selected firm is qualified to prepare a Parks and Recreation Master Plan which best meets the needs of the City. The City reserves the right to accept or to reject any or all respondent proposals based on the City's sole determination of its own best interests and needs.

RFQ Clarification – Respondents shall provide any questions concerning this RFQ via email to Steve Clark, Parks and Recreation Director, at sclark@vandaliaohio.org at least 5 days before the submission deadline established herein. Answers to such questions will be communicated to all respondents at least 3 business days prior to the response deadline noted herein. All questions and answers will be distributed using the e-mail address each proposer provides.

A Selection Committee will be composed of the City Manager, Parks & Recreation Director, Recreation Superintendent, and City Planner. The Selection Committee will review the Statements of Qualifications and will recommend a firm to be selected to City Council for consideration to negotiate and enter into a contract for a Parks and Recreation Master Plan.

Directions for Submission

Respondents shall submit one (1) electronic copy of RFQ Statement of Qualifications in PDF format to sclark@vandaliaohio.org prior to 2:00 pm on October 15, 2021. In addition to the electronic RFQ submittal, up to four optional hard copies may be mailed to:

Director Steve Clark
Vandalia Parks & Recreation
333 James E. Bohanan Dr.
Vandalia, OH 45377

All contacts and communication regarding the RFQ should be with the Director of Parks and Recreation only. Respondents contacting other City Staff or Officials may be disqualified for doing so.

Scope of Services

Scope of the work shall include the following:

1. Coordination with City – A key factor in the selection of a consultant will be the level of engagement of local staff. City staff will work to provide consultant with data, insight and other information regarding local operations. Consultant will coordinate with an appointed project leader and project team consisting of City staff in all phases of the project to build upon the **Vision Vandalia Comprehensive Plan**, according to the Project Approach and Understanding of the Project that will be submitted by the consultant. Below is a link to the Vision Vandalia Comprehensive Plan <https://vandaliaohio.org/DocumentCenter/View/105/2020-Comprehensive-Plan-PDF>
2. Facilitate the public input process. Identify, describe and implement a comprehensive strategy and methodology for citizen involvement in this Master Plan development process. Assure the residents, user groups, associations, and other stakeholders that they are provided an opportunity to participate in the development of this plan. Build credibility regarding the master planning process through public and stakeholder engagement. Conduct public community meetings, focus groups and individual stakeholder interviews. Schedule and conduct meetings with the Parks and Recreation Advisory Board 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 communications strategies. Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making for the department. Provide methods to hear from as many people as possible, including users and non-users of the services and facilities.
3. Progress reporting - The consultant shall hold remote progress meetings as often as necessary, but in no case less than once every two weeks until the final plan is approved by the City for the purpose of progress reporting. The consultant shall supply the City with electronic copies 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 consultant shall schedule the

meetings, as necessary, at key times during the development of the Master Plan.

4. Demographic trends - Review and interpret demographic trends and characteristics of Vandalia using current information from the U.S. Census data and other national, regional and local sources.
5. Statistically valid survey - Provide a city-wide statistically valid community needs assessment survey (i.e., mixed methodology including postal mailing) with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities.
6. Analysis of Level of Service of existing and future facilities – City staff will compile an inventory and assessment of the existing facilities, parks, trails, and open space. City staff will also produce maps of selected amenities, services and programs. The Consultant will use this inventory and data to analyze level of service and potential needs. The analysis should consider capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, convenience, and an analysis of charges for services. Each amenity should be evaluated regarding its service value from both a resident and a visitor perspective. The analysis should include identification of gaps where service may be weak as well as recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.
7. Analysis of programs and services – Work with Parks and Recreation Department staff to assess and analyze current level of recreation programs, services and maintenance in relation to present and future community goals, objectives and directives. Provide an inventory of community recreation providers and an analysis and recommendations of the best possible providers for programs and services. Identify any unnecessary duplication of services and enhancement possibilities for collaborative partnerships where appropriate. Methodology for analysis should be provided.
8. Grounds Maintenance Management Assessment – For parks and grounds maintained by the Parks and Recreation Department, consultant will coordinate with City staff to prepare a plan that will organize routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment management.

9. Capital Improvement Plan – The consultant will develop a 10-year prioritized capital improvement plan based on the findings in this plan.
10. Strategic Plan - The Strategic Plan should support the priorities and initiatives of the entire organization and should execute the objectives of the Parks and Recreation Master Plan. Among others priorities, the plan should:
 - a. Collect and analyze information on participation, needs, desires, operations, programming and land use trends and make Level of Service recommendations.
 - b. Identify areas of service shortfalls and projected impact of future trends; Identify opportunities for available funding and acquisition alternatives.
 - c. Develop analysis, priorities and strategies of budget support and funding mechanisms for the short-term, mid-term and long-term for the park system, open space, trails, recreation programs, facilities and services.
 - d. Articulate how success will be measured through key performance indicators and service metrics.
 - e. Provide a clear plan for development of programming direction based on standards and demand analysis; Prepare an organization description and review staffing plan based on future needs.
 - f. 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.
 - g. Rank and prioritize demand and opportunities - Prioritize recommendations for needs regarding land acquisition, development of parks, trails, open space, recreation facilities and programs for the future with a timeline.
11. Development of final Master Plan and supporting materials - The Master Plan must include written descriptions, goals, objectives, statements, findings, plans and conclusions that articulate a clear vision, direction and model for the Parks and Recreation Department's future. The Master Plan must also include a summary of existing conditions, inventories and Level of Service analysis. Developed and accurate charts, graphs, maps, conceptual designs and other data as needed to support the plan and its presentation to the appropriate audiences. A color version of the final comprehensive Parks and Recreation Master Plan in a high-resolution PDF,

all original electronic source documents and images, and 25 spiral-bound high-resolution colored hard copies of the final plan.

Submittal Requirements:

The ideal firm shall have experience performing master and strategic planning as detailed in the Scope of Services. It is very important that submittals be clear, concise and prepared in the recommended format so they can be evaluated in an objective manner by the Selection Committee. Each section in the submittal may be tabbed for easy reference. The submittal should provide the Selection Review Committee with an understanding of the firm's ability to undertake and complete the proposed project in a thorough and timely manner.

These guidelines are intended ensure consistency in format and content of submittals that are prepared by consulting firms. In addition to other required submittals in this RFQ, the submittal should contain the following information in the order listed.

1. Summary Statement – Provide a brief statement that summarizes the qualifications of the consultant in relation to the unique and general requirements of this project. (1 page maximum)
2. Proposed Project Team Organization and Qualifications – Provide a chart that identifies the roles of each of the key individuals involved in each phase of the project and the geographical location where the work will be performed. Provide resumes for all key individuals on the proposed project team outlining qualifications, education and specific experience and expertise related to parks and recreation planning and design. List current work commitments to other projects or activities in sufficient detail to indicate that individuals assigned to the proposed project will be able to meet time commitments. Personnel indicated as assigned to the project must be actively engaged in completion of the tasks. Any change of personnel after the RFQ is submitted or after award of the contract must be approved by the Vandalia Parks and Recreation Director before the change is made to assure consistent expertise throughout the term of the project or any signed contract may be deemed in breach. (3 pages maximum)
3. Proposed Project Team Performance on Past Projects – Provide information on at least three (3) parks and recreation master plan projects that demonstrate the consultant's ability to accomplish a project involving communities that have characteristics similar to the City of Vandalia. For each project identified, provide the following information: Community, Agency, Project Description, Cost, Date Completed, Special Elements, Team Members' involvement and References for each project listed, including name, address, telephone and email addresses. (10 pages maximum)

4. Team Roles and Responsibilities – Provide a description of the roles and responsibilities of the consultant’s Project Team members and how the Team will work together to achieve the objectives of the project. Explain internal policies and procedures related to work quality control. Describe experience with appointed and elected officials, citizens, special focus groups and facilitating public information gathering meetings. List and describe any conflicts of interest. (2 pages maximum)
5. Proposed Project Schedule –Provide a schedule that includes individual phases as applicable. The proposed project schedule shall list important dates, times and locations of meetings and submittals. Identify internal methods that will be used for project schedule control. (1 page maximum)
6. Proposed Project Approach/Project Understanding – Outline the tasks, any special approaches and the plan for completion. This should include a narrative that presents the services the firm would provide detailing the methodology, deliverables and client meetings to be provided. Innovation and alternatives to the scope proposed here are welcome. (3 pages maximum)
7. Local Knowledge – Describe your knowledge of the local area and criteria that needs to be considered in the Master Plan. Provide examples of your experience in the area. (1 page maximum)
8. Include graphs, charts photos, resumes and conceptual renderings at your discretion within the submittal page requirements.

The City will evaluate all RFQ submittals and will select the firm deemed most qualified and may enter a contract for Parks and Recreation Master Planning. In making the determination, the City may schedule one-on-one interviews with the firms, if deemed necessary.

The City reserves the right to request further documentation or information and to discuss an RFQ submittal for any purpose to answer questions or to provide clarification.

The City reserves the right to reject all RFQ submittals and to conduct studies or other investigations, as necessary, to evaluate the RFQ submittal and complete interviews with the firms as part of the evaluation phase.

RFQ submittals may not be changed, amended, or modified after such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.

Disposition of Submittals

Submittals become the property of the City of Vandalia, are subject to applicable laws pertaining to public records, and are disposed of according to City's records retention policies.

Non-Discrimination and Equal Opportunity

Proposer agrees to comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement; and (j) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement.

Conclusion

This request for qualifications does not commit the City of Vandalia to award a contract, to pay any costs incurred in the preparation of proposals to this request or to procure contract services. The City of Vandalia reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source or to cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the City of Vandalia.

Supplemental Links

- Vision Vandalia Comprehensive Plan

<https://vandaliaohio.org/DocumentCenter/View/105/2020-Comprehensive-Plan-PDF>

- Parks & Recreation Strategic Plan – 2014

<https://vandaliaohio.org/DocumentCenter/View/5547/2020-Vision-Strategic-Plan-PDF?bidId>

- Cassel Hills Swimming Pool Facility Needs Assessment – Wright State MPA Capstone Project

<https://www.vandaliaohio.org/DocumentCenter/View/6879/Cassel-Hills-Swimming-Pool-Report-Final-Report>