

# Request for Qualifications



Kirksville, Missouri

Comprehensive Parks and Recreation Master Plan

Respond by:

December 2, 2021

# Request for Qualifications

## INTRODUCTION

The City of Kirksville, Missouri is requesting qualifications from Landscape Architectural, Architectural, and other specialized design professional consultants for the development of a Comprehensive Parks and Recreation Master Plan.

## OVERVIEW

The citizens of Kirksville approved a ½ cent parks sales tax in April, 2017 to fund park improvements and the construction of a new aquatic center. The sales tax has a 15 year sunset, and will expire in 2032. With construction of the new aquatic center now complete, the City intends to use remaining funds from the sales tax to make additional parks improvements utilizing community input to ensure equitable distribution of amenities and services, while also preparing for future park development and capital improvements.

The Kirksville Parks and Recreation Department manages the recently completed Kirksville Aquatic Center which includes an outdoor water park, indoor pool, staff offices and a meeting room, as well as nine parks, hiking and biking trails, the on-water recreation of two lakes, and cemetery maintenance. The City of Kirksville's Comprehensive Master Plan was updated in 2020 and individual park master plans are reviewed annually and updated as needed by the City Council and the Lakes, Parks and Recreation Commission. All current plans are available on the City's website.

The City uses resources wisely to serve our residents and visitors to our parks system. We have a strong vision of our future and would like to utilize a comprehensive parks and recreation master plan to further explore potential upgrades, improvements, and future expansions through the next 10-15 years. Previous parks and recreation master plans developed by current and previous City staff, led by the Lakes, Parks and Recreation Commission and the City Council, may be used as a starting point, and the City's Comprehensive Plan should be consulted as a guide for future park development.

All interested parties shall provide a statement of interest and qualifications, along with all other requested information to the City of Kirksville, MO no later than 3:00 p.m. on Thursday, December 2, 2021.

## SUBMITTAL REQUIREMENTS

1. Project understanding statement;
2. Name, firm address, email address, and phone number of the team's primary contact;
3. Firm history and background;
4. List of each sub-consultant proposed for this project, if any;
5. Resumes of firm members to be assigned to the project, including their anticipated role on the project, and their relevant experience including a list of projects;
6. Description of methods proposed to gather appropriate community input;
7. A list and description of projects similar in nature completed in the last seven years. Include specific services provided. Provide the City a reference for each project including name, title, phone number and email address;
8. Timeline to complete all deliverables;
9. Description of the firm or team's innovative approach for the creation of a comprehensive parks and recreation plan specifically for Kirksville.

## PROJECT SCOPE

Complete a parks and recreation inventory that identifies and fully describes all available assets and amenities regarding indoor, outdoor parks, recreation, and open space opportunities assessing the condition of all. Present detailed data and discuss findings with the City. Provide an evaluation of the condition and usability of existing property, facilities, and equipment. Evaluation to include both natural and built amenities. This evaluation should also include graphic documentation and basic mapping showing locations of parks, trails, shelters and other major amenities in the parks system.

Obtain community input from citizens, stakeholders, individual park users, and focus groups using at a minimum face-to-face, community events, and surveys to determine current and future wants and needs that will establish a threshold of standards and expectations for community parks and recreation facilities and services. Determining a minimal level of service that should be attained to meet community needs.

Based upon current offerings to the citizens and input obtained from stakeholders, evaluate the need for expansion of existing facilities and/or acquisition of new properties. Estimate future improvement costs and develop a timeline and strategies for implementation of those improvements. Evaluate existing funding sources to determine financial capacity, including an assessment of fees, taxes, and other resources; providing said to include resource opportunities.

Using data gathered, include a review of park lands, and amenities in relation to the entire community, identifying underserved areas. Evaluate the location, connectivity, and condition of the City's Kirksville Active Mobility Plan (KAMP) hiking/biking/sidewalk/trail

system plan. Provide recommendations on naming conventions, signage, wayfinding, and overall parks and recreation branding.

Utilizing the assessment of existing operations, current offerings, community input, and financial evaluation determine suitable staffing levels to meet operational needs for current expansion to be achieved.

Based on all data gathered, develop a community wide Vision and Mission Statements from which high-level conceptual master plans will be developed for the entire City of Kirksville parks and recreation system to include increased and optimal use of the system, and an expansion of program offerings that could be incorporated.

## DELIVERABLES

Draft report including all plans for review and approval:

- Community Engagement raw data to include survey and materials, results and findings obtained from all public outreach
- Needs Assessment Report
- Individual Parks Analysis
- Financial Analysis
- Program and Staffing Needs Analysis
- Preliminary Vision and Mission Statements
- Parks and Facility Maintenance Review

Final Report will include:

- All plans/materials from the Draft Report
- Final Vision and Mission Statements for Parks and Recreation
- Final Conceptual Master Plans
- Equitable Distribution Analysis and Recommendations
- Program Development and Staffing Recommendations
- Parks and Facilities Maintenance Plan
- Community access analysis with future park location and development recommendations
- Naming Convention/Branding Plan
- Prioritized ten-year parks improvement plan with preliminary cost estimates and project funding recommendations
- Conceptual biking/hiking/sidewalk improvement plan

No less than five (5) copies of the Plan, as well as an electronic version in a format that would allow for updates.

All deliverables shall conform to the City of Kirksville's Style Guide.

## SELECTION PROCESS

The selection of the firm for this project will be accomplished through the following process by the City of Kirksville.

1. Statements of Interest and Qualifications will be evaluated by a committee comprised of members of the Lakes, Parks and Recreation Commission, and City Staff. The following criteria may be used to evaluate responses:
  - a. The specialized experience and technical competence, including that of partners and associates, based upon successfully completed similar projects – previous parks and recreation planning experience required;
  - b. The capacity and capability of the firm to perform the tasks requested, as well as any specialized services, within the time limitations established for completion of the project;
  - c. Past record of performance with respect to quality of submission, design, appearance, utility, experience working with public agencies, and the ability to meet time schedules;
  - d. Degree of creativity and innovation demonstrated with respect to community outreach as indicated in the Scope of Work;
  - e. Quality of references from past customers.
2. During the evaluation process, proposal evaluators reserve the right, where it may serve the City of Kirksville's best interest, to request additional information or clarifications from potential firms.
3. After the initial review process, a select number of firms may be asked to make a presentation as part of the final evaluation process.
4. The City will negotiate a contract with the firm selected as the most highly qualified to arrive at a mutually acceptable (fair and reasonable) contract price. If the City of Kirksville is unable to reach such an agreement, negotiations will cease and negotiations will begin with the firm chosen as the next most qualified provider and so on until an agreement is reached.

By submitting a statement of interest and qualifications in response to this RFQ, respondents accept the evaluation process and acknowledge that the determination of "best qualified" firm may require subjective judgements by the City of Kirksville.

It is anticipated that the selection of a firm will be completed on January 3, 2022. The City of Kirksville will notify in writing those firms not selected. Any and all costs incurred for the preparation of a proposal in response to this RFQ shall be the sole responsibility of the firm submitting the proposal. The City of Kirksville reserves the right to accept or reject any proposal or any part thereof or any combination of proposals and to waive any or all formalities.

This RFQ does not constitute an offer by the City of Kirksville. By issuing this RFQ and receiving proposals in response, the City is under no obligation to accept any proposal

resulting from this RFQ. The City reserves the unilateral right to reject any or all proposals and to negotiate changes to proposals with any respondent. However, the City intends to use this RFQ and the process herein described as the preferred method of soliciting and evaluating responses and of negotiating with short-listed respondents. The City of Kirksville also reserves the right to select any proposal that best meets its needs.

The City of Kirksville does not discriminate in its decisions on the basis of age, ancestry, color, disability, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or on any other basis that would be in violation of any applicable federal, state, or local law. Furthermore, the City of Kirksville will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This is an equal opportunity event.

## TENTATIVE SCHEDULE

Issue Request for Qualifications – November 9, 2021

Receive Qualification Statements – 5:00pm Thursday December 2, 2021

Complete Review of Qualification Statements – December 9, 2021

Interview Short-List Candidates – December 14 - 21, 2021

City Council Review of Selected Firm and Contract – January 3, 2022

## PROPOSAL FORMAT AND DUE DATE

Open format is acceptable, but please be succinct and follow the format outline in the Submission Requirements. To be considered, seven (7) hard copies and one digital copy of the Statement of Interest and Qualifications must be received by the City Clerk at 201 S. Franklin Street, Kirksville, MO 63501 by 5:00 p.m. on December 2, 2021. Any documents received after the designated time listed above shall be refused and returned unopened. Proposals are to be sealed and on the face of the envelope clearly labeled “COMPREHENSIVE PARKS AND RECREATION MASTER PLAN – CITY OF KIRKSVILLE”. Facsimile and electronic mail transmittals will not be accepted.

## POINT OF CONTACT

Any questions, clarifications, or requests for general information should be directed to:

Rodney Sadler  
Parks and Recreation Director  
Kirksville Parks and Recreation Department  
[rsadler@kirksvillecity.com](mailto:rsadler@kirksvillecity.com)  
660.627.1485