

CITY OF BRIDGEPORT



REQUEST FOR STATEMENTS OF QUALIFICATIONS

FOR

**COMPREHENSIVE DESIGN AND PLANNING SERVICES
TO UPDATE PARKS & RECREATION MASTER PLAN**

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DESIGN AND PLANNING SERVICES TO UPDATE PARKS & RECREATION MASTER
PLAN

The City of Bridgeport, Texas, is in Wise County and approximately 45 miles northwest of downtown Fort Worth. Bridgeport has a land area of 7.92 square miles and had a population in 2019 of 6,653 people. Hwy 114 and Hwy 380 intersect in town.

The City of Bridgeport currently has five (5) public park areas. They are Harwood Park, Payne Park, Lawdwin Ballfields, The Falls, and Endeavor Bridgeport Adventure Park.

- Harwood Park is an 8.3 acre park that includes the Bridgeport Swimming Pool, two (2) playgrounds, open space, a pavilion, a walking trail, and a 6-hole disc golf course.
- Payne Park is a 1.3 acre park that has a playground, a skate park, and open space.
- Lawdwin Ballfields is a 13 acre ballfield complex consisting of two (2) baseball fields, one (1) softball field, and two (2) soccer fields.
- The Falls is a .65 acre park located on the West Fork Trinity River and FM 2123 and has river access for fishing and kayak entry.
- Endeavor Bridgeport Adventure Park is a 600 acre park that has an off-road park (Northwest OHV Park) and non-motorized hiking & biking trails.

I. PURPOSE OF REQUEST

The City of Bridgeport, Texas, (hereinafter referred to as City) is seeking written statements of qualifications for comprehensive design and planning services to update the 2009 Parks & Recreation Master Plan.

II. EXPERIENCE

Preference will be given to landscape/architectural/engineering firms having demonstrated experience in the design of projects with similar scope and complexity. Resumes shall be submitted for all members of the Project Design Team. A specific Project Manager and backup shall be named with a list of active projects for each, as well as the landscape/architectural, design, civil, electrical, mechanical, and structural engineers proposed as part of the Project Design Team.

III. SCOPE OF SERVICES

Responding consultants are requested to provide a statement of qualifications that address the items identified in the scope of services. This project will include inventory/review of existing facilities and amenities in the parks and recreation system, the community needs and preferences, the development of a prioritized plan, and funding/financial options for the development of the plan.

A. INITIAL SITE EVALUATION AND CONSULTATION – This task consists of all services necessary related to the initial concept and includes:

- a. Kick-off Conference. The consultant shall meet with Bridgeport Parks & Recreation staff and other stake holders to detail the project’s concept, program and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes.
- b. The selected firm will provide current site and topographical survey of each park.

B. SITE REVIEW AND ANALYSIS – The selected firm will review the existing parks including:

- a. Coordinate an onsite review with City Staff Representatives.
- b. Document site plan, along with narrative and site photos, the opportunities and constraints of each site.
- c. Document the adjacent land uses and ownership of parcels along with potential connectivity.
- d. Document current park use areas, access points and parking.
- e. The current inventory of the Bridgeport Parks and Recreation system.
- f. Analyze the existing condition of the facilities, such as infrastructure and infrastructure capacity (water, sewage, gas and electric). This assessment shall include, but is not limited to: a structural and ADA analysis of the parks.
- g. Analyze the location of park elements (bathrooms, playground, pavilions, fields, concession facility, etc.) to identify if this is the most efficient use of space.
- h. Identify areas throughout town for potential new park land.

C. PLAN DEVELOPMENT

- a. The Plan should address the following elements in addition to any other pertinent topics:
 - i. Address the community needs of outdoor recreation programming.
 - ii. Assess park amenities proposed in 2009 Master Plan and determine if needs still exist.
 - iii. Development of a site plan(s) for the parks with new renovations and remaining areas where parks and other types of recreational facilities should be preserved and/or newly developed, inclusive of parking.
 - iv. Identify existing utilities and any future installation of utilities in order to serve park site(s) with cost estimates.
 - vi. Cost estimates for new or renovated amenities, including operational cost and revenue projections. Funding sources (Bridgeport CIP, bonds, grant funding, 3rd party naming/sponsorships) should be reviewed as part of a funding plans.

D. PROJECT TEAM, MEETING, AND SUBMITTAL SUMMARY

- a. Project team members will include:
 - i. The Selected Firm
 - ii. Bridgeport Parks and Recreation Department Employees
 - iii. Other designated stakeholders
- b. Meetings requiring the Consultant’s participation will likely include, but may not be limited to, the following:
 - i. Kick-off Meeting

- ii. Bridgeport Parks Staff Meetings
- iii. Parks and Recreation Board (generally First Wednesday of the month)
- iv. Public Meeting(s). Plan for at least one public meeting. Plan for three meetings for Bridgeport City Council presentation of the draft and final plan.
 - The first meeting will be held once the site review and analysis has been prepared to engage the public, create awareness of the master plan and obtain initial feedback regarding each park.
 - The second meeting will be held after the Preliminary Master Plan concepts are prepared. The public and City Council will be able to review the preliminary concepts and provide feedback.
 - The third meeting will be held after the preliminary concepts are refined into one draft Master Plan. The Design Team will also identify project phasing opportunities as needed. The public and City Council will be able to review Draft Master Plan and provide feedback.
 - The fourth meeting will be held after final revisions are made to the Final Master Plan and presented to City Council for adoption.

E. PRELIMINARY MASTER PLAN CONCEPTS - After the first public meeting, the Selected Firm will prepare up to three concept plans for each site, representing options to include elements identified in Client and public input. Plans, renderings, precedent imagery, and preliminary cost estimates will be provided. These preliminary concepts will be reviewed with the Project Team and modified per the discussion.

F. REFINE MASTER PLAN CONCEPT - Based upon all of the gathered input, site analysis, community engagement, agency interviews, etc., the Project Team will refine the options into one conceptual plan for each site.

G. DRAFT MASTER PLAN - The Selected Firm will develop one draft master plan for each Park. This concept will be presented to the Project Team for review and then to the public during the third public meeting. The Draft Plan will include:

- a. An existing conditions and analysis plan.
- b. Renderings, sketches and/or precedent imagery.
- c. A preliminary cost estimate and proposed phasing plan, if appropriate.

H. FINAL MASTER PLAN - The Selected Firm will prepare the Final Master Plan. This concept will be presented to the Project Team for review, and then to the public during the fourth and final public meeting. The Final Plan will consist of the following:

- a. Ten (10), bound, full-color, hard copy of the Master Plan document.
- b. A high-resolution, print-ready, fully bookmarked digital version of the final product, including any appendices, maps or other attachments in PDF format.
- c. A lower resolution version of the same document suitable for placement on the City's website.

IV. STATEMENT OF QUALIFICATIONS

The following information is to be included in proposals and statements of qualifications:

- General Information
 - Name, address, website, and phone number of the firm.

- History and background of the firm.
 - Names and titles of the officers of the firm who are directly responsible for engineering services.
 - Names, titles, and resumes of the individuals the firm will assign to the projects.
 - A description of any other services and/or expertise of the firm that would be beneficial to the City in completing the projects.
 - In the event of multiple firm involvement, describe the role of each firm, and which firm will become the prime consultant
 - Specific information on the insurance coverage (professional liability, general commercial liability, and Worker’s Compensation), and whether any claims are pending.
- References
 - References from other municipalities for which similar services have been provided for comparable projects.
 - Proposed Contract
 - Copy of the Services Agreement proposed by your firm.

V. SUBMISSION DEADLINE AND INSTRUCTIONS

Copies (2) paper copies & one (1) Digital copy (thumb drive, CD, etc.) of the proposal and statement of qualifications must be submitted in a sealed envelope and clearly marked: “Comprehensive Design and Planning Services to Update Parks & Recreation Master Plan”. All proposals must be received by 2:00 p.m. on Tuesday, February 2nd, 2021. Requests for extensions of this time and date will not be granted. Firms mailing their proposals shall allow for normal mail time to ensure receipt of their proposals by the Parks and Recreation Director prior to the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received after the acceptance date will not be considered. Proposals will be publicly accepted and logged in at the time and date specified herein.

Proposals must include full firm name and address and be signed by an official of the firm with the authority to bind the firm in a contract. Failure to manually sign the proposal may disqualify it.

All proposals/statements of qualifications and/or inquiries should be submitted to:

Attn: Chris Heasley
 Parks & Recreation Director
 City of Bridgeport
 900 Thompson Street
 Bridgeport, Texas 76426
 940.683.3482

VI. SELECTION PROCESS

The anticipated selection process and corresponding timetable are as follows:

February 2 nd , 2021	Receive and Open Proposals/Statements of Qualifications (2:00pm deadline)
February 3 rd – 5 th , 2021	Review and Evaluate Proposals/ Statements of Qualifications
February 10 th – 12 th , 2021	Interviews with Firms Submitting Proposals
February 22 nd , 2021	Recommendation to City Council of Most Qualified Firm
February 23 rd , 2021	Notification to Firm Selected as Most Qualified and Initiation of Contract Negotiations
March 8 th , 2021	Approval of Professional Services Contract by City Council

VII. TERMS AND CONDITIONS

- The City of Bridgeport reserves the right to reject any or all proposals and statements of qualifications or to award the contract to the next most qualified firm in the event a contract is not executed with the firm selected as the most qualified within thirty (30) days after such selection. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City of Bridgeport, and shall contain, at a minimum, applicable provisions of this solicitation.
- The City of Bridgeport reserves the right to request clarification of information submitted and to request additional information of one or more respondents.
- The City of Bridgeport shall have the right, with or without cause, to terminate any agreement or contract resulting from the acceptance of a proposal by specifying the date of termination in a written notice to the firm at least thirty (30) days before the termination date. In such event, the firm shall be entitled to just and equitable compensation for any work completed in a satisfactory manner.

- Proposals and statements of qualifications will be subject to disclosure to the extent required by the Texas Open Records Act.
- During the performance of the contract, the successful firm shall agree not to discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.
- Firms submitting proposals and statements of qualifications are required by Texas Local Government Code, Chapter 176, to file a conflict of interest questionnaire (FORM CIQ), which is available online at www.ethics.state.tx.us
- The form must be filed with the City Secretary no later than seven days after the date the firm begins contract discussions or negotiations with the City, or submits an application, responds to a request for proposals or bids, correspondence, or other writing related to a potential agreement with the City. Firms must also file an updated questionnaire no later than September 1 of each year they begin such contract discussions or negotiations with the City and within seven (7) days after the date of an event that would make a filed questionnaire incomplete or inaccurate.

We, the undersigned, have read all the requirements set forth in this request for proposals/statements of qualifications, including specifications, instructions, conditions, and pertinent information regarding the proposed scope of services and applicable terms and conditions.

FIRM NAME: _____

ADDRESS: _____

_____ **ZIP** _____

TELEPHONE: _____

Authorized Signature

Please Print or Type Authorized Signature

Title

Date

**THE CITY OF BRIDGEPORT IS EXEMPT FROM ALL SALES TAX
THIS PROPOSAL MUST BE TYPED OR FILLED OUT IN INK**