

FAIRFIELD PARKS & REC RFP SUMMER 2021

Overview

The Town of Fairfield along with the Board of Education is seeking a qualified firm to provide comprehensive analysis of over 1,200+ acres of Town parks and playing fields. Inclusive of this RFP would be professional planning, community design, and public meeting facilitation services in preparation of a Town Wide Parks and Recreation 10 year Master Plan. The final plan will involve an extensive review of existing conditions, needs for routine maintenance, forecasting of current and future needs and a comprehensive, inclusive, public engagement process to guide the Parks and Recreation Department/ Board Of Education over the next ten years.

Mission

The mission of the Fairfield Parks and Recreation Department is to provide quality leisure opportunities in safe, clean and healthy facilities, and to offer comprehensive inclusive programs at a reasonable cost for residents of all ages. The Parks and Recreation Department believes that everyone deserves a great park- regardless of age, ability, ethnicity, gender, and socio-economic status. In order to administer the best quality services in the most efficient way, the department is organized into five operational divisions including: Recreation, Parks Maintenance, Waterfront/Marina, Penfield Pavilions, and Golf. The professional staff consists of twenty-two full-time employees and more than two hundred part-time seasonal employees. All matters of policy are set by a nine member Board of Parks and Recreation Commissioners and a seven member Board of Golf Commissioners. Administrative matters are handled within the Department by the Parks and Recreation Director with guidance from the First Selectwoman's Office.

Background

The Town of Fairfield's parks system is expansive; with over 1200 acres of park land including two major active parks with over 75 acres each (South Pine Creek & Lake Mohegan), thirty +/- neighborhood parks, five beaches on the Long Island Sound, a lake front property, and twenty-seven open space, passive parks. Amenities include a water spray park, thirty-one tennis courts (six lighted), five sand volleyball courts, four dedicated pickle ball courts, multiple fishing areas, four bocce courts, two outdoor basketball courts, twenty-four playscapes, an ADA compliant accessible playground, thirteen baseball diamonds, seven softball diamonds (one lighted), jogging paths, hiking trails, two golf courses, two marinas, and a skate park. The system also relies on facilities at the seventeen Board of Education properties throughout the Town.

There is an Appendix on page 12 of this RFQ Document with links to additional background information that may be helpful to Respondents in developing their submissions.

Submission Requirements

Firms shall submit one original, one electronic, and four (4) written copies of your proposal. Questions concerning this RFP must be in writing and directed only to:

Proposals must be received by **2:00 p.m. on 10 June 2021**; send sealed proposals to:

Town of Fairfield
Purchasing Authority
725 Old Post Rd
Fairfield, CT 06824

ADDENDA / REQUESTS FOR INFORMATION (RFI)

Addenda concerning important information and/or modifications to specifications will be posted on the Fairfield Purchasing Department website at <https://fairfieldct.org/bids>

- It is each Bidder's sole responsibility to monitor the above website for all updated information.
- Addenda will not be mailed, e-mailed or faxed out.
- Written requests for information will not be accepted after **12:00pm on Wednesday, 2nd June, 2021**.
- Verbal requests for information via phone or other means will not be accepted.
- Failure to comply with these conditions will result in the bidder waiving the right to dispute bid specifications and conditions, no exceptions.

Questions concerning this bid must be submitted in writing and directed only to:

Corinne Dyer, Senior Buyer

cdyer@fairfieldct.org

Response will be in the form of an addendum that will be posted approximately 3rd June, 2021 to the Town of Fairfield website, which is www.fairfieldct.org. It is the responsibility of each bidder to retrieve addenda from the website. Any contact about this bid between a Bidder and any other Municipal official and/or department manager and/or Municipal employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above.

Objective

The purpose of this request for qualifications is to develop a Parks and Recreation Master Plan document through a comprehensive evaluation and public planning process in order to guide the Department over the next ten years of planning. The process will be multi-tiered including internal analysis, site analysis, engaging stakeholders and the public. The process will set the stage for the future of Parks and Recreation in the Town of Fairfield and culminate in a document to guide leadership in its decision making.

Specific outcomes include:

- Gain a better understanding of community needs
- Identify gaps of service, programming, and facilities not currently being met
- Identify future trends and bench marking through the National Recreation and Parks Association and other standards
- Create multiple park designs for future development and capture associated costs
- Address plans for deferred maintenance
- Define future Capital Improvement Projects as well as staffing/equipment needs to meet recreation and park objectives
- Guidance in the prioritization of projects
- Identify needs for current maintenance needs
- Identify risk verses benefit for natural turf field verses synthetic turf

Project Scope

The selected firm will be responsible for the following:

- Review, Research and Build upon established Town departments' documents including but not limited to the Plan of Conservation and Development, past Park Master Plans, Site Plans, Policies and Operational manuals, division strategic plans and the Town website/documents.
- Engage in a Comprehensive Systematic Community Engagement Process that includes public meetings, neighborhood focus groups, online and face-to-face surveys, stakeholder interviews and other outreach methods to ensure the citizens of Fairfield have ample opportunity to be heard and a part of the planning process.
- Conduct an In-Depth Site Analysis of all Town parks and recreational spaces and facilities. Define deficiencies in existing facilities and make recommendations for repair, replacement, expansion or removal; and to bring the facilities up to current recreation, state, and federal standards. Include costs of developing/improving parks, fields and recreational facilities.
- Conduct a High Level Overview of Board of Education facilities in relation to other Town parks and recreational spaces. Establish recommendations for field coordination and other efficiencies.
- Complete Inventory of Existing Town Park Assets benchmarked against National Recreation and Parks Association standards accompanied by recommendations for future integration, location and design.

- Produce a Phased Plan for ADA Compliant Upgrades to reduce and eliminate accessibility barriers at all existing recreation facilities, parks and amenities that are not ADA compliant. Include costs of upgrades.
- Conduct a Review of Town Open Space and Properties that could meet future recreational and park needs of the Town.
- Identify and recommend Programming and Maintenance Plans to better serve existing parks and recreation programs and facilities as well as anticipate future needs.
- Identify Sustainable Plans/Green Initiatives as part of the plan to help improve energy efficiencies and environmental friendly approaches.
- Provide recommendations for Aggressive and Sustainable Funding Sources that could support the department's capital and operational needs.
- Assist the department and Board of Parks and Recreation Commissioners with Goal Setting and Project Prioritization for the next ten years
- Assist with applying for all state and federal grants available to assist with cost of upgrading of parks and play scape equipment.

Deliverables

- Town wide Parks and Recreation Master Plan Document: Create a phased project plan for the Parks and Recreation Master Plan development, current state assessment for the Town, community visioning/priorities, and initial options.
- Comprehensive master plan presentation to be delivered by the firm to the Board of Parks and Recreation Commissioners and Town Council and other boards/commissions as appropriate/required by the Director.
- Perform analysis of the public input, categorizing the feedback and organizing it so there is line of sight to the plan goals and actions.
- Refine options/alternatives, perform analysis of such refined options, and communication of results.
- Finalize Master Plan; Goal identification and Action plan development, and plan finalization and communication, including expected timeframes with assigned responsibility.

Phased Plan and Scope of Work

Phase 1 – Parks and Recreation Master Plan Development (Within 2 months)

- Initial planning and project design
- Identification of the data and information needed to evaluate The Town of Fairfield's Parks and Recreations current state as well as the data needed to proceed with the new Plan.

Phase 2 – Parks and Recreation Master Plan and Refinement (Within 5 months)

- Create and refine initial planning options
- Begin the first round of community input and analysis via surveys, focus groups, or other approaches designed to ensure robust community input
- Refine the input from the public through surveys, focus group, or other approaches to ensure robust community input
- Supplemental analysis of options
- Town Management briefings: Please assume at least 3 meetings in your proposed fee. However, if in your opinion to accomplish our objective you would suggest more meetings, please do not be limited by 3.
- Community briefings. Please assume at least 2 meetings in your proposed fee. However, if in your opinion to accomplish our objective you would suggest more meeting please do not be limited by 2.

- Finalize direction using refined options and feedback from briefings

Phase 3 – Parks and Recreation Master Plan Finalization and Approval (Within 8 months)

- Development of Goals, Objectives, Implementation strategies, Benchmarks, Milestones, and Action plans and related steps for implementation
- Evaluation of priority, sequencing, and timeframe
- Creation of Key Performance Indicators (KPIs) and success criteria for actions
- Town Management briefings: Please assume at least 2 meetings in your proposed fee. However, if in your opinion to accomplish our objective you would suggest more meeting please do not be limited by 2.
- Community briefing: Please assume at least 2 meetings in your proposed fee. However, if in your opinion to accomplish our objective you would suggest more meeting please do not be limited by 2.
- Parks and Recreation Master Plan finalization and presentation to Town Management.

Phase 4 – Parks and Recreation Master Plan Updates and Implementation (Within 10 to 12 months)

- Suggested approach and timing parameters for updates
- Suggested approach and timing parameters for monitoring

Timing

The general objective of this project is to have the completed Master Plan finished in 10-12 months. Sooner completion is desirable, if achievable. General timing for each phase is provided above for each phase. Please provide rationale and suggested modifications to the general timing outlined.

Submission Information Required

This section of the RFP establishes certain standards of experience and financial capabilities that the Town for a Respondent to be deemed qualified. Proposals that do not meet the prescribed standards will be considered by the Town to be non-responsive. The Town, at its sole discretion, will decide if a Respondent meets the standards. Each Respondent must answer the questions honestly and completely; the following section describes the submission requirements:

- Provide an executive summary – maximum three (3) pages, single spaced – that includes the full name, tax identification number and main office address of the primary Respondent. Include annual reports, 10k, balance sheets and any other information detailing the financial stability and organizational ability of the Respondent. Respondent must have been in business for a minimum of three (3) years.
- Provide the business history of the primary Respondent. Include any changes in the Respondent's status as the result of merger, acquisition, spin-off, reorganization or other change in business organizational status. Identify when the Respondent was organized and, if a corporation, where incorporated and number of years engaged in providing full service contract operations under that name. Provide a comprehensive description of Respondent's corporate ownership and/or operating name.
- State whether any selectman or other officer, employee, or person who is payable in whole or in part from the Town currently has any direct or indirect personal interest in the Respondent. If so, describe the circumstances.
- State whether the Respondent or any of its employees or officers has been named as a defendant in any litigation brought as a result of any contract operations for operations and maintenance. If so, name the owner and describe the circumstances, including the outcome of the litigation.
- State whether the Respondent has ever been terminated, fired, or replaced on a project other than those contracts that have been terminated due to completion. If so, name the owner and describe the circumstances.
- The primary Respondent must demonstrate the capability to successfully analyze, design, inspect and provide related services with the emphasis on recreation master planning. Describe Respondent's experience and provide documentation on expertise.

- G. Include resumes and project lists of the key personnel who are proposed to work on this project.
- H. Identify any subcontractors, if any, who will perform work on this project. The Town retains the right to reject any and all proposed subcontractors. This provision applies through the term of the contract.
- I. State your relevant prior experience, including a list of all clients served during the past five years, complete with names, addresses and telephone numbers of contact persons for each. Provide the client name, contact, address, and phone number of at least one municipal project that Respondent has designed, if available.
- J. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the feasibility study within the available time.
- K. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
- L. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
- M. Include a fee schedule, estimated hours, hourly rates per discipline / function, and a maximum cost.

Selection Process

Selection of firm(s) will be the responsibility of a committee consisting of Town designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel on similar projects
- b. The firm's understanding of and approach to the project.
- c. The firm's knowledge of requirements involving renovations to existing parks and recreational facilities.
- d. The firm's ability to effectively coordinate public participation and market such efforts on behalf of the Town.
- e. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with the Project Team.
- f. The firm's schedule, including milestones showing public involvement in the process.
- g. The firm's ability to perform the work in a timely manner.
- h. Clarity, organization, and effective presentation of submittal.
- i. Review of references listed.
- j. Proposed fee schedule

The evaluation team may short-list Respondents for interview in order to clarify qualifications and verify its evaluation. Additional services or significant changes to the submittals during the interview will not be entertained.

In addition to the data and documentation submitted in response to this process, the Town reserves the right to make an on-site inspection and evaluation of any facility at which the firm has provided similar services. If the Town chooses to exercise this right, the Respondent shall provide a representative, with or without notice, to accompany the Town or its delegated representatives on any on-site inspection. The inspection may not be limited to one facility. All costs for transportation and subsistence to inspect any facilities incurred by Town personnel shall be borne by the Town.

Negotiations with Respondents

The responsibility for the final selection rests solely with the Town; the Town may commence negotiations with the Responder who scores highest during the selection process, or at its sole option may cancel the process at any time. During this negotiation phase, the Town may discuss any cost, charge or service. The Town shall not be liable to any firm for any costs associated with responding to the Request for Qualifications and Proposals, and the firm's participation in any interview, or for any costs associated with negotiations.