

REQUEST FOR PROPOSAL FOR Jones County Conservation Facilities Master Planning Services for Central Park

Jones County Conservation (JCC) seeks proposals for planning and design services for completion of a physical master plan for Central Park, located at 12515 Central Park Road, Center Junction IA 52212.

These master plans will aid in directing future investments for these facilities.

Master plan deliverables will include:

- Site plans of proposed park improvements
- Illustrative renderings for future marketing purposes
- An opinion of probable costs for all proposed improvements
- A written narrative summarizing the improvements

This planning effort will be collaborative with JCC and will illustrate and define proposed improvements at Central Park. Consultant led public engagement processes must be incorporated within the master planning design processes.

The Consultant selected from the RFP may be engaged after competitive evaluation by a qualified committee based on the "Selection Criteria" set forth in this request. Each proposal will be reviewed by an evaluation team. Each proposal will be scored relative to other proposals on the basis of the evaluation criteria listed in this RFP. Consultants may be contacted during this process to clarify items in their proposals.

This request invites consultants to submit proposals for the accomplishment of the items of work specified below under Scope of Work and detailed further within this RFP. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request. Sealed proposals: Consultant will deliver one (1) hard copy and one digital format (flash drive) to the following address:

Jones County Conservation
12515 Central Park Road
Center Junction, IA 52212

The envelope must be clearly marked "SEALED RFP". The name of the firm and contact person must be listed on the outside of the envelope. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

Proposal Deadline: February 13th, 2023 at 12 p.m.

Proposals received after the proposal deadline will be considered late and will not be accepted. Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Request for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each Consultant may submit only one proposal. This RFP does not obligate JCC to offer a contract to any firm, nor pay any cost incurred in the preparation of proposals submitted in response to this request. All information and material submitted in this request will become property of JCC.

Questions on this RFP should be directed to Brad Mormann, Conservation Director,
brad.mormann@jonescountyiowa.gov, 563-487-3541

Scope of Services – Central Park

Background

Central Park is the largest and most popular park within JCC. It is a 297-acre recreational area that includes a 25-acre lake, located at 12515 Central Park Road, Center Junction, Iowa 52212. The park contains many recreational amenities including: The lake, boat ramp, campground, restroom/shower house, nature center, fishing access, a beach, two cabins, pavilion, picnic shelters, hiking trails, and woodland and prairie areas.

Master Plan

The deliverables for this master plan should recommend park features, including locations of those features, an accompanying opinion of probable costs, and recommendations for project phasing. Key projects identified throughout the master planning process will require illustrative renderings to aid in future fundraising efforts.

Possible features that may be included in the master plan recommendations are: renovated/expanded campground, new shelter(s), cabin(s), pavilion, restroom facilities, road and parking improvements, entryway, entry road, nature center, maintenance building, and recreational amenities, etc.

Procedural components that must be undertaken in the master plan development are:

- work session with JCCB to identify desired future uses of Central Park
- work session with staff
- public survey of current and prospective Central Park users,
- public open house to assess public need,
- assessment of existing uses and site suitability, as well as an assessment of existing and future utility and traffic circulation needs
- work session with JCCB and staff to review findings and consider potential recommendations
- development of recommendations
- analysis of feasibility of recommendations taking into to close account existing conditions (closely review existing topography via lidar or survey data to determine recommendation's affect on existing trees and effects on cost of project)
- public open house to review recommendations
- identification of potential funding sources
- presentation of plan to JCCB

Ultimately, the design team will develop and deliver a comprehensive planning document that includes the following:

- Site plans of proposed park improvements
- Illustrative renderings for future marketing purposes
- An opinion of probable costs for all proposed improvements
- A written narrative summarizing the improvements and the rationale for those recommendations

The intent is the completed master plan will inform future construction document deliverables for recommended project elements at a future date. The Jones County Conservation Board reserves the right to select another consultant for development of any construction documents required for implementation of the plan.

Proposal Submittal Requirements

The Consultant shall provide a detailed statement of work for the product/services addressing the Scope of Services detailed in this RFP. Proposals should follow the outline presented here and respond to each of the items listed.

- A. **Consultant name, address, and names of primary contacts.**
- B. **Identify project manager.** List the project manager's relevant experience and similar work including references.
- C. **Restatement of services required (2-page maximum).** Attach a restatement of the proposed agreement that outlines its objectives and scope as perceived. Do not repeat the Scope of Services, but elaborate on the tasks, conditions, or other specifics deemed significant and necessary to demonstrate a complete understanding of the technical and substantive issues to be addressed, including the following:
 - A statement of the Consultant's understanding of the project that demonstrates knowledge of the project requirements.
 - Proposed project approach, including timelines and description of the Consultant's technical approach to the project, including an outline of the sequence of tasks, major benchmarks and milestone dates.
 - Proposed use of County staff, as well as any equipment, materials or additional data that will be expected from the County at the onset of the project.
- D. **Proposed Staff, Qualifications and Experience (3-page maximum).** Outline personnel skills and services that distinguish the Consultant, incorporating appropriate staff profiles and a description of specific staff that will comprise the project team for this assignment. The staff profile should describe the Consultant's experience in providing services to the public sector, jobs of similar size(s) and provide applicable certifications for staff members involved in the process and address the firm's ability to prepare master plans. Statement of Qualifications should include:
 - Demonstration of staff's past master planning services/experience including a description of previous projects.
 - Description of organizational capacity (and any relevant sub-consulting staff) to complete all necessary planning service.
 - Qualifications and experience of staff anticipated to be assigned work for this project.
 - References, including contact information from previous clients of related work within the past five years.
 - Demonstration of experience in facilitating stakeholder or engaging public input into the planning process.
- E. **Description of similar projects designed and constructed by the firm (5-page maximum).** Project summaries should emphasize their relevance to the proposed project. As attachments, samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work may be included. This does not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or other material irrelevant to the proposed agreement.
- F. **Plan Development Milestones and Timeline.** The development of this master plan shall be complete by August 15, 2023. The proposal shall contain key milestones to meet the completion deadline.
 - Evidence of ability to work effectively within tight time constraints.
 - Provide the earliest date available to assume these duties.
- G. **Estimated cost of the services to be provided under this proposal (2-page maximum).** A proposed fee structure based upon the plan of work proposed by the Consultant. List proposed services to be sub-contracted, if any, identifying anticipated subcontractors and anticipated costs for these services.
- H. **References.** Provide three client references including name of firm, contract administrator, business address and telephone number. Proposers will be rated on quality of work, ability to meet schedules/deadlines while staying within budget, communication/cooperation with client.
- I. **Proposed Methodology to Complete Scope of Work (4-page maximum).**

Submittal Process and Details

All proposals must be submitted as described herein. Exceptions or extensions to established deadlines will not be granted.

Estimated Timeline

- Release RFP – January 18, 2023
- Proposals Due – February 13, 2023
- Consultant Selection – week of February 13, 2023
- Contract approval – March 13, 2023
- Effective start of contract – March 15, 2023

The above dates are subject to change at the discretion of JCC. Selected Consultants submitting proposals may be invited to give an oral presentation explaining their proposal. If necessary, interviews will be conducted for the top two or three Consultants. JCC reserves the right to accept or reject any and all responses, in part or in whole, and to accept responses, which in its sole discretion and opinion appear to be responsive, responsible, and in the best interests of the project. JCC further reserves the right to waive any formalities or informalities or to amend the schedule as necessary. The selected Consultant may not subcontract any of the work specified in this RFP without prior written consent of JCC.

Consultant Selection Procedures

A selection committee will analyze and evaluate all properly submitted proposals in response to this request. The selection committee using the “Evaluation Criteria” listed in this RFP will rank all Consultants. Top scoring Consultants will be chosen for further evaluation, which may include interviews and presentations with those firms. Each proposal will be evaluated based on the Evaluation Criteria listed below. Proposals will be ranked in order of the highest numerical score first. As many of the top ranked Consultants as deemed necessary may be included within the negotiating list.

Evaluation Criteria

1. Experience with related project examples.
2. Consultant’s understanding and approach to the project.
3. Availability and capability of staff. Pertinent experience and qualifications of the project team.
4. Technical and financial resources.
5. Ability to complete the project in a timely manner and within budget.
6. Integrity and compliance with public engagement.
7. Location of office. Preference may be given to those Consultants located close to Jones County

Work Product and Deliverables

The Consultant will prepare and deliver a professionally designed final master planning document, including renderings, cost opinion and a written narrative.

Insurance –

The Consultant shall take out and maintain during service to the County under a contract such public liability and property damage insurance as shall protect the Consultant, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by the Consultant or its subcontractor, or by anyone directly or indirectly employed by either of them.

All insurance policies shall be issued by responsible companies who are acceptable to the County. The Consultant shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the County. The Consultant shall indemnify and hold the County harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the

Consultant to provide accurate and/or complete data and information to the County as outlined and required by the terms and conditions of its contract with the County. The Consultant shall name Jones County and Jones County Conservation as additional insured on the consultant's automobile and commercial general liability insurance with a minimum coverage of \$1,000,000.00.



Habitats Central Park

Jones County, IA

Prepared for Jones County Conservation
January 17, 2023



0 580 1,160 Feet

This map does not represent a survey. No liability is assumed for the accuracy of the data delineated herein, either expressed or implied by Jones County or its employees. This map is compiled from official records, including plats, surveys, recorded deeds, and contracts, and only contains information required for local government purposes. See the recorded documents for more detailed legal information.

This map was produced from data maintained in the Jones County Geographic Information System. For further information regarding maps, data sources or the availability of GIS products and services, please contact the Jones County GIS Department at: (319) 462-5303 or gis@jonescountyiowa.gov

Legend

 Park Boundary

2020 Aerial