



CITY OF KENMORE REQUEST FOR PROPOSALS (RFP)

RFP Number: 24-C3092

RFP Title: Update to the Kenmore Parks, Recreation and Open Space (PROS) Plan, PROS Element of the Comprehensive Plan, Capital Facilities Element of the Comprehensive Plan, and Park Impact Fee Study

Date Issued: Friday, December 6, 2024

Submittals Due: **Friday, January 3, 2025, 5:00 PM**

Submittals shall be delivered electronically no later than 5:00 PM on Friday, January 3, 2025. Proposals shall be marked and referenced as "RFP No. 24-C3092, Kenmore Parks, Recreation and Open Space (PROS) Plan & PROS Element Update."

Proposals submitted after the deadline date and time will not be accepted. Only proposals submitted electronically will be accepted. Proposers should request confirmation that the proposal has been received.

Questions deadline: December 20, 2024, 5:00 PM to bids@kenmorea.gov

Submittal Address:

Electronic only: bids@kenmorewa.gov

Publication Dates: Seattle Times and Seattle Daily Journal of Commerce
Friday, December 6, 2024
Friday, December 13, 2024

SECTION 1 – GENERAL INFORMATION

NOTICE:

Notice is hereby given that the City of Kenmore, Washington (the City) seeks Proposals in response to this Request for Proposals (RFP) No. 24-C3092. A proposal submitted in response to this RFP must be filed with the City electronically by 5:00 PM on Friday, January 3, 2025. The City encourages submittals from a team of parks, land use, and capital planning professionals (hereafter referred to as “team”) that demonstrate a commitment to equal employment opportunity.

PURPOSE:

The City of Kenmore invites proposals from teams to update the Parks, Recreation, and Open Space (PROS) Plan, PROS Element of the Comprehensive Plan, Capital Facilities Element of the Comprehensive Plan and update the Park Impact Fee Rate Study.

Key components of the PROS Plan include:

- **Community Engagement:** Extensive public input to identify priorities and preferences including community surveys.
- **Needs Assessment:** A thorough analysis of current park and recreation resources and future demands.
- **Strategic Planning:** Development of a 20-year vision and detailed implementation strategies, including alignment with the DEIA Strategic Plan.
- **Financial Sustainability:** Identification of funding sources and long-term financial planning.

Key components of the PROS Element of the Comprehensive Plan include amendments to the following:

- **Background & Existing Conditions:** Updating the background and existing conditions section, including level of service, and other information consistent with the findings of the new PROS plan.
- **Goals, Policies & Objectives:** Updating the goals, policies and objectives consistent with findings of the new PROS plan and community engagement.
- **Implementation Strategies:** Updating implementation strategies and benchmark measures consistent with findings of the new PROS plan.

Key components of the Capital Facilities Element of the Comprehensive Plan include:

- **Update CIP Projects:** Updating the 20-year list of short, mid and long-range Park Capital Improvement Projects (acquisition, development, repair/replacement) including cost estimates.
- **Financial Strategies:** Identifying potential financial strategies for completing park capital projects, particularly for those identifies as short-term projects.

Key components of the Park Impact Fee (PIF) Rate Study include:

- **WA Laws:** Overview of Washington laws and methodology alternatives
- **Policies:** Develop policy framework
- **Technical Analysis:** Develop technical analysis, including levels of service
- **Fees:** Updating the fees based on technical analysis
- **PIF:** Documentation and presentation of PIF.

DURATION OF SERVICES:

The term of the Contract will be from approximately February 2025 to March 2026. An ordinance that updates the Comprehensive Plan Elements (PROS Element, Capital Facilities Element) must be adopted by the Kenmore City Council early December 2025. The PROS plan must be adopted by Resolution by the City Council and be approved by the State of Washington Recreation and Conservation office prior to February 24, 2026. The Park Impact Fee Rate Study must be approved by the City Council prior to March 31, 2026. The Contract resulting from this RFP shall remain in effect until completion and final payment of the services described in the Contract, unless amended or terminated in accordance with the City's contractual policies.

RFP SCHEDULE:

(These dates are estimates and subject to change by the City)

Event	Date
RFP Release	December 6, 2024
Deadline to Submit Questions	December 20, 2024, 5:00 PM
Submittals Due	January 3, 2025, 5:00 PM
Submittal Evaluation Complete and Finalists Selected	January 10, 2025
Finalist Interviews (in-person or online)	January 21 – 23, 2025
Selection and Notification	January 24, 2025
Contract scope development	January 27, 2024 – February 7, 2024
City Council authorize contract execution	February 2024
Execute contract	February 2024

BACKGROUND INFORMATION AND BUDGET:

City Background

Kenmore, home to just under 25,000 residents, incorporated August 31, 1998. The city is approximately 6.15 square miles in area and has 13 parks in the city's park system totaling over 146 acres, including almost 4 miles of multi-purpose trails. The City does not provide recreation programming but offers park facilities and then partners and contracts with other organizations and providers to provide programs and activities. Other park and recreational providers within the city limits include St. Edward State Park, Northshore School District, and a variety of private operators such fitness gyms, churches, clubs, and other organizations.

Project Budget

The estimated budget for the entire project scope is **not to exceed \$120,000**. Budget is inclusive of all deliverables, including draft/final PROS Plan & PROS Element, Capital Facilities Element and Park Impact Fee rate study, all public engagement activities, all presentations to the Planning Commission & City Council, surveys, internal staff meetings, general project management, and other general project expenses.

SCOPE OF SERVICES:

The City will evaluate proposals and select a team to perform the scope of work as outlined below. The team will be selected based on its ability to efficiently (in terms of budget, time, and resources) and effectively perform the services requested as detailed below:

General Objectives

1. Create and implement a comprehensive community outreach plan for the PROS Plan update, prioritizing the engagement of underserved and underrepresented communities.
2. Develop a prioritized funding strategy for acquisition, development and maintenance/repair projects.
3. Develop a land acquisition and funding strategy that identifies specific acquisition opportunities for future open space or active parks.
4. Complete a comprehensive condition assessment of park assets, including sports, fields, sport courts, picnic shelters, outdoor restrooms, playgrounds, etc.
5. Develop and prioritize capital projects for the next 6 years (acquisition, development, repair/maintenance), including detailed cost estimates and also develop cost estimates for mid and long-range parks projects.
6. Formulate a PROS Plan that is strategically aligned with the City's guiding documents, including the Kenmore Comprehensive Plan, DEIA Strategic Plan, Climate Action Plan, and other pertinent plans.

Background Review

1. Review and assess the Kenmore Comprehensive Plan, DEIA Strategic Plan, Climate Action Plan, and other relevant plans to identify opportunities and challenges for parks and recreation.
2. Conduct a thorough SWOT analysis of the Kenmore parks system and operations to identify strengths, weaknesses, opportunities, and threats.
3. Evaluate a feasible level of service that aligns with the preferences and needs of Kenmore residents as gathered through public engagement processes and aligns with available resources including staffing.
4. Explore various funding mechanisms, including voter-approved levies, grants, partnerships, and fee-based services, to support the development, operation, and maintenance of the parks and recreation system.

Public Engagement and Outreach

1. Conduct a statistically valid survey to capture public opinions on Kenmore parks and recreation events, services, and facilities. The survey should identify gaps and assess the community's needs and desires for parks, open space and recreation services.
2. Formulate a comprehensive and creative public outreach strategy to ensure all residents are reached, including Kenmore's underrepresented, underserved and non-English speaking communities.
3. The engagement plan must also include necessary meetings with staff, the Planning Commission and City Council to work through the legislative process up to adoption of final deliverables.

Comprehensive Needs Assessment, Gap Analysis and Implementation Strategy

1. Conduct a needs assessment and gap analysis of parks, open space, and recreation programs and facilities.
2. Develop a demographic profile of current and potential park users.
3. Design and administer a statistically valid community survey to gather input on resident preferences, needs, and desired park and open space facilities and recreation activities.
4. Identify potential partnerships with local organizations, schools, and businesses to leverage resources and expand program offerings.
5. Analyze regional, national, and global trends in recreation and leisure activities to identify emerging opportunities and challenges.
6. Explore diverse funding mechanisms, including grants, fees, sponsorships, and public-private partnerships, to support the implementation of the plan.
7. Identify the necessary resources to support the implementation of the plan.
8. Identify opportunities/resources needed to develop a park stewardship program and the role of volunteers to support such a program.
9. Develop a monitoring and evaluation framework to track progress and measure the plan implementation.

Future Funding Strategy

1. Formulate a funding strategy with a prioritized list of projects and programs Created a prioritized list including costs of project and programs in three categories: short-term 1-6 years medium-term 7-12 years and long-term 12 years+.

Comprehensive Land Acquisition Strategy and Implementation Plan

1. Develop a strategic framework including opportunities for partnerships with other agencies and organizations for acquiring open space to further enhance, protect and preserve the natural environment and habitats.
2. Develop a funding strategy including opportunities for partnerships with other agencies and organizations for acquiring land for active parks.
3. Based on existing park assets and potential development of new park assets develop a strategic funding plan for ongoing maintenance, and future renovation/replacement needs.

4. Identify current and future funding mechanisms, including grants, bonds, and public-private partnerships, to support land acquisition efforts.

Outdoor Asset Condition Assessments

1. Perform an assessment of major outdoor recreation assets.
2. Evaluate and rate the condition of park amenities, including playgrounds, outdoor restrooms, sport courts, shelters, and grass/dirt sports fields.

Development of Final Documents

1. A Parks, Recreation, and Open Space (PROS) Plan that is aligned with the Kenmore Comprehensive Plan, DEIA Plan, Climate Action Plan, and other relevant plans.
2. A PROS Element of the Comprehensive Plan including updated background information, goals, policies, objectives, implementation strategies and benchmark measurements.
3. A Parks Capital Facilities Plan that outlines the costs, potential funding sources for implementing the plan's recommendations for short-term, mid-term and long-term acquisition, development and maintenance/replacement projects
4. A Park Impact Fee (PIF) Rate Study.

Upon authorization by the City Council, the City Manager will execute a contract with the team which will include the terms for providing these services.

SUBMITTAL REQUIREMENTS:

Responses to this RFP must include the following:

Letter of interest: Introduce the team and demonstrate the team's understanding of the nature of the proposal.

Personnel: Identify individuals and include brief resumes listing qualifications, including experience with producing similar items listed in the scope of services above, of key personnel who would be assigned to this project and describe the anticipated roles of team members in the project. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person, as well as the team member(s) who will be the primary authors and contributor during the project. Provide a chart showing the organizational structure of the project team, including any additional sub-consultants. The qualifications of each member of the team are important criteria in the selection process.

The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.

Experience: Briefly discuss the team's experience from 2-4 relevant projects (not exceeding 4), including client and project information, the firm's responsibility on the

project, the challenges presented by the project, and the results or tangible efforts that have followed completion of the project.

Approach to Project: Discuss how the team would approach Kenmore's project, given your experience and the scope as presented. Identify key tasks, who will be responsible for completing them, and what is needed from the client or other sources to ensure successful completion. Include timeline expectations that reflect the team's experience in what is practical and feasible.

Estimated Effort and Proposed Budget: Estimate the team's effort by team member and demonstrate how the desired work can be completed in the timeline presented in this RFP. Provide a statement that clearly conveys the ability of proposed project personnel to complete the project in view of the firm's current workload. Provide a detailed budget breakdown, including project costs and billable rates for each component and team personnel assigned on the project.

Client References: Please provide three references from those who are familiar with your team's ability to undertake and complete comparable projects. Include contact names, titles, and contact information.

Required Number of Submittals: 1 electronic copy (.pdf)

All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Records Act (Chap. 42.56 RCW) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or are otherwise privileged. Qualifications submitted under the RFP process shall be considered public records and with limited exceptions will be subject to disclosure under state law.

Page Limit: The RFP response shall not exceed 20 pages (8.5" x 11"), not including cover letter and resumes.

EVALUATION PROCEDURES:

Submittals will be evaluated by City of Kenmore staff, who will consider the completeness of a team's submittal and how well the team qualifications and proposal (scope, budget and timeline) meet the needs of the City as outlined in this RFP. After a review of the submittals, City staff may at their discretion schedule interviews with one or more teams. The selected team will be chosen no later than January 24, 2025, whereafter a contract will be scoped and then recommended for authorization by the City Council at a meeting in February 2025.

Evaluation Criteria: Submittals will be evaluated based upon the responsiveness of the submittal to this RFP. Evaluations will be based on criteria outlined herein, which may be weighted by the City in any manner it deems appropriate. Interviews with selected

teams may be in person or, if outside the region, through the online Zoom/Teams platform. All submittals will be evaluated using the same criteria and weighting.

Evaluations of the proposal will be based on the criteria listed below:

- Team's experience with comparable projects of this type and scope.
- Demonstrated team experience of PROS Plan Updates, PROS Comprehensive Plan Element Updates, and Parks Capital Facilities Plan updates.
- Demonstrated team experience completing a park impact fee study.
- Project Manager/Team Lead's overall experience managing projects and processes of this type.
- Production team's overall experience and ability to produce accurate and easy to understand documents and graphics.
- Project team experience completing creative community engagement methods and experience developing and completing statistically valid community surveys that will be effective in reaching out to community-based organizations and disadvantaged groups in the Kenmore community.
- Availability to immediately begin work and work within tight deadlines.
- Ability to complete work within the proposed budget.
- Past performance and references.

QUESTIONS:

Questions regarding this project may be directed to the Kenmore City Clerk's Office via e-mail at bids@kenmorewa.gov. Please place "RFP No. 24-C3092 Kenmore Parks, Recreation and Open Space (PROS) Plan & PROS Element Update" in the subject line. The deadline for questions is 5:00 PM, December 20, 2024. Responses will be posted to the City's website by 3:00 PM, December 24, 2024. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

All questions and answers will be posted on the City's website at www.kenmorewa.gov/requestsforproposals

It is the responsibility of individual agencies to check the website for any amendments or Q&As related to this RFP.

EXISTING PLANS AND DOCUMENTS:

2020 PROS Plan

To review the 2020 PROS Plan Update, see [Parks, Recreation, and Open Space Plan](#). See [Parks, Recreation, and Open Space Plan](#).

2020 PROS Element (Comp Plan)

See [Comprehensive Plan](#), click on Parks, Recreation, and Open Space element tab.

2024 Capital Facilities Element

See [Comprehensive Plan, click on Capital Facilities Element tab.](#)

2020 Park Impact Fee Rate Study

See Appendix E of [Parks, Recreation, and Open Space Plan.](#)

SECTION 2 - CODE OF CONDUCT POLICY - COMPETITIVE SOLICITATIONS

DEFINITIONS:

Solicitations: method of acquiring goods, services, and construction for public use in which offers are made to the City between two or more sources. Typical documents used by the City are titled: Invitation to Bid, Invitation to Quote, Request for Proposals, Request for Qualifications, Request for Information, or any other method of obtaining competitive offers.

Blackout Period: The period between the time a solicitation is issued by the City and the time the City awards the contract.

Lobbying: The attempt to persuade or influence any City employees, officials, or representatives responsible for reviewing, evaluating, ranking, or awarding the work or contract for goods or services for or against any solicitation; provided, however, that lobbying shall not include the submission of required materials in direct response to the solicitation according to the instructions to respondents in such solicitation.

CONDUCT OF PARTICIPANTS: After the issuance of any solicitation, all bidders, proposers, contractors, agencies, or individuals acting on their behalf are hereby prohibited from lobbying any City employee, official, or representative at any time during the blackout period.

SANCTIONS: The City may reject the submittal of any bidder, proposer, contractor, and/or team who violates the policy set forth herein.

REJECTION OF SUBMITTALS: The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by agencies in the preparation and submission of their proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

RFP ADDENDUMS: The City reserves the right to change the RFP schedule or issue addendums to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. In the event that it becomes necessary to revise any part of this RFP, the City will issue the addenda on the City's website (www.kenmorewa.gov/requestsforproposals).

It is the agencies' responsibility to confirm whether any addenda have been issued.

QUALIFICATION MODIFICATION & CLARIFICATIONS: The City reserves the right to request that any team clarify its submittal or to supply any additional material deemed necessary to assist in the evaluation of the submittal.

Modification of a submittal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed, and submitted in the same form and manner as the original submittal.

EXCEPTIONS: If a team takes exception to any term or condition set forth in this RFP and/or any of its Exhibits and Attachments (including Insurance Requirements), said exceptions must be clearly identified in the response to this RFP. Exceptions or deviations to any of the terms and conditions must not be added to the proposal pages but must be submitted in a separate document accompanying team's proposal and identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award processes. The City shall be the sole determiner of the acceptability of any exception.

QUALIFICATION SIGNATURES: An authorized representative must sign submittals, with the team's address, telephone, and email information provided. Unsigned submittals may not be considered.

CONTRACT AWARD: The City reserves the right to make an award without further discussion of the submittals. The team selected as the apparently successful team will be expected to enter into a contract with the City. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

The City reserves the right to award multiple contracts to multiple agencies for this scope of service if it is in the best interest of the City or use a contract different from the sample City contract.

SECTION 3 - TERMS & CONDITIONS

EQUAL OPPORTUNITY EMPLOYMENT: The successful team(s) must comply with the City of Kenmore equal opportunity requirements. The City of Kenmore is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation.

TITLE VI: It is the City of Kenmore's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

INSURANCE REQUIREMENTS: The selected team(s) shall maintain insurance that is sufficient to protect the team's business against all applicable risks, as set forth in the City's Standard contract (available upon request).

INDEMNIFICATION: The selected team will be required to indemnify the City in the manner identified in the City's Standard contract (available upon request).

BUSINESS REGISTRATION AND TAXATION: If applicable, the team(s) awarded the contract will be subject to City of Kenmore Business Registration and Business Taxation as presented in the Kenmore City Code.

NON-ENDORSEMENT: As a result of the selection of a team to supply products and/or services to the City, team agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the City.

NON-COLLUSION: Submittal and signature of a proposal swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the team has not induced or solicited others to submit a sham offer, or to refrain from proposing.

COMPLIANCE WITH LAWS AND REGULATIONS: In addition to nondiscrimination and affirmative action compliance requirements previously listed, the team(s) ultimately awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

OWNERSHIP OF DOCUMENTS: Any reports, studies, conclusions, and summaries prepared by the team and submitted to the City shall become the property of the City.

CONFIDENTIALITY OF INFORMATION: All information and data furnished to the team by the City, and all other documents to which the team's employees have access during the term of the Contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

FEDERAL DEBARMENT: The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov). Any team currently debarred or suspended by the Federal government or having an "active exclusion" will be automatically disqualified.