

**Town of Gardnerville, Nevada
Request for Qualifications (RFQ)
Parks and Open Space Master Plan**

The Town of Gardnerville, Nevada (“Town”) is soliciting Statements of Qualifications (SOQ) from a qualified consulting firm to provide a parks and open space master plan.

All qualified firms that are interested in providing these services to the Town are invited to submit their proposals. All proposals must comply with the requirements specified in this RFQ.

Background

The Town currently operates four public parks; Heritage, Gardner, Arbor Gardens, and Carrick Lane. The Town has also invested significantly in open space which will be used for a future multi use path (Martin Slough Trail) to connect the Towns of Minden and Gardnerville. These parks are consistent with the designation of “mini parks” in the Douglas County 2011 Master Plan. The parks currently are used for passive recreation.

Douglas County operates two neighborhood parks, as defined by the 2011 Master Plan, within the Town limits. Lampe Park and Stodick Park offer active recreation in the form of ball fields, playground equipment, tennis courts, a skate park, and trails. There are other neighborhood parks within Douglas County including Aspen Park in the Gardnerville Ranchos and James Lee Park in Indian Hills. Douglas County also owns two indoor community centers; one within the Gardnerville Town boundaries and the other on Kahle Drive in the Lake Tahoe Basin. The Town of Minden offers recreation in both Minden Park and Ironwood Park. The Douglas County School District offers some parks amenities at Carson Valley Middle School and Minden and Gardnerville Elementary Schools. The Douglas County Fairgrounds which are located east of the Town’s boundaries should also be considered in the overall assessment of facilities.

The Douglas County Master Plan may be viewed on the Douglas County Nevada Community Development Department’s Website:

<http://douglascountynv.hosted.civiclive.com/cms/One.aspx?portalId=12493103&pageId=12596528>

A copy of the current Douglas County Parks Master Plan which was completed in 1996 can be found on the Town’s Website at:

<https://gardnerville-nv.pi.bypronto.com/2/wp-content/uploads/sites/2/2019/08/Douglas-County-Parks-and-Recreation-Master-Plan.pdf>

Project Goals:

- Optimize the Town’s existing parks resources and assets.
- Evaluate park amenities within Douglas County and determine gaps which may be fulfilled, as appropriate, in the Town’s Parks.
- Review proposed development to determine any master plan buildout deficiencies.

- Receive public input and gain consensus on the future condition of the Town's Parks and Open Space.
- Provide cost estimates for all proposed improvements.

Scope of Work

A detailed Scope of Work is to be developed by the selected Consultant. The Town anticipates the detailed scope of work to include at a minimum:

- Task One – Review and assess past planning efforts and community demographics:
 1. 2011 Douglas County Master Plan
 2. Current Douglas County Parks Master Plan
 3. 2018 Plan for Prosperity
 4. Virginia Ranch Specific Plan – proposed 1,020 residences with three additional Town Parks.
- Task Two – Inventory and Conditions Report:
 1. Park Type and Purpose
 - a. Gardner Park (passive) .75 Acres
 - b. Arbor Gardens (passive) 1.11 Acres
 - c. Carrick Lane (passive, but dog park suggested) 3.67 Acres
 - d. Heritage Park (community events, bocce ball, community gardens, labyrinth) 5.53 Acres
 2. Martin Slough Trail (multi modal trail, fishing ponds) 30.49 Acres
- Task Three – Gap Analysis/Needs Assessment

The Consultant will produce a needs assessment that examines both deficiencies in the existing parks as well as the need for additional parks and amenities. This will examine current trends in desired amenities as well as amenities consistent with the Douglas County demographics. This task will include recommendations for system wide improvements, including acquiring new park space above the proposed future dedications. This assessment shall also examine the need for additional trail heads or paring along the Town owned open space. Each improvement should contain a cost estimate.

- Task Four – Public Input

Public engagement is necessary to evaluate and re-affirm the community vision for the Town's Parks. It is anticipated there will be a minimum of four public meetings:

1. An initial public meeting with the Gardnerville Town Board. This meeting will be to provide input into the history of the Town's Parks and the Board's vision for the future of the Town's parks.

2. A public meeting where residents of the Town will provide input to the consultant for recommendations or perceived deficiencies they wish to see addressed.
 3. A presentation to the Town Board of the draft plan and to receive public input on the final plan.
 4. Presentation of the final plan.
- Task Five – Prepare Final Document

Final document should be in a reader-friendly format with an emphasis on maps, charts, photos, and graphics and tables to convey information rather than lengthy text.

It is not anticipated that these tasks will be completed in sequence, but rather several tasks will be worked on congruently.

Statement of Qualifications Evaluation Criteria

Each proposal will be evaluated according to the following criteria:

A. General Information (10 Points)

Provide a general description of the company and/or team that is proposing to provide the services including identifying subconsultants. Provide an organizational chart showing key personnel. Identify the following:

- 1) Office location
- 2) Length of time with the firm for key personnel
- 3) Applicable professional registrations

B. Experience and qualification of the firm/team and key personnel. (40 points)

- 1) Provide a list with all the parks master plans or similar projects on which the project team has prepared for local government within last five years. Three of the most applicable projects should be highlighted. For each highlighted project, please include the following information:
 - a. Name of the jurisdiction for which the master plan was prepared.
 - b. Date the report was accepted by the governing board or department.
 - c. Public outreach.
 - d. Role of each key team member on said project.
 - e. References including phone number and email of jurisdiction's representative.
 - f. Approximate dates services were provided.

C. Understanding of the project and approach to performing the required services. (30 points)

Discuss the major issues your team has identified on this project and how your firm/team intends to address those issues. Identify technical innovations that may be incorporated

and /or innovative approaches that will be used in executing the work. Also, discuss the particular expertise your firm/team offers and how you propose to use that experience to benefit Town of Gardnerville and to add value to the project.

- D. Experience of the Project Manager and the current workload and ability of the project team to start immediately. (20 Points)

Provide the work experience of the Project Manager with developing Parks Master Plans. Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, and their availability to take on this additional workload.

The Project Team members' resumes may be included in an appendix to supplement the information requested above. Resumes included in the appendix do not count towards the total proposal page count.

Note that the Consultants' cost to complete the proposed Scope of Work cannot be included with the proposal package. Proposals that include the Consultants cost to complete the work will be disqualified.

Interaction With Town of Gardnerville Staff

No presubmittal meeting will be held. Questions must be submitted in writing to Erik Nilssen, P.E., Town Manager either by email ehnilssen@douglasnv.us or USPS 1407 US Highway 395 N Gardnerville, NV 89410. All questions must be submitted by 5:00 PM on Monday, September 16, 2019. The questions will be compiled by Town of Gardnerville Staff and written responses to all questions will be posed with the RFQ not later than 5:00 PM on Monday September 23, 2019. Duplicate or similar questions received may be combined in order to have one response. Questions posed to Town Staff on the phone or in person shall not receive a response.

Submittal Requirements

The proposal shall include a one-page cover letter, plus a maximum of **8 pages** to address the evaluation criteria (excluding resumes but including an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the proposal. **Please provide 5 (five) hard bound and one electronic (in a single .pdf document saved on an optical disc or USB flash drive) copies of the proposal by 12:00 PM Friday, October 4, 2019.**

Delivered or hand-carried submittals must be delivered to the Gardnerville Administrative Office. On the submittal package, please display: Firm name and Town of Gardnerville Parks and Open Space Master Plan

All submittals should be sent or delivered to:

Town of Gardnerville
Erik Nilssen, P.E., Town Manager
1407 US 395 N
Gardnerville, NV 89410

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the Town files.

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Receipt of submittal after the specified cut-off date and time
- Receipt of the number of copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal in correct location

Adherence to the maximum page criterion is critical; each page side (maximum 8 ½" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of page. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

Terms and Conditions

The Town of Gardnerville reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. The Town does not intend, and is under no obligation, to pay any costs incurred by any respondent to prepare and submit a Proposal. This solicitation does not obligate the Town to accept or contract for any expressed or implied services. Furthermore, the Town reserves the right to award the contract to the next most qualified Consultant if the selected Consultant is unable to negotiate or execute a contract within thirty (30) days after consultant selection.

The Town of Gardnerville shall not be held responsible for any oral instructions. Any changes to this RFP will be in the form of an addendum, which shall be furnished to all registered RFP holders. To register as an RFP holder please email the Town Manager at the address below and request to be included on the list.

All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification from direct or indirect contract for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

A copy of the Town's Boilerplate Contract for Professional Services is provided on the Town's Website under the Bid Opportunities Tab. Any firm submitting a SOQ shall familiarize themselves with the boilerplate contract. It is anticipated the selected firm will enter into the contract with the Town with only minor revisions to the boilerplate contract.

Questions pertaining to the selection process or contract issues should be directed to Erik Nilssen, P.E., Town Manager at 775-782-7134 or E-Mail ehnilssen@douglasnv.us