



## **City of Knoxville – Parks & Recreation System Master Plan**

### **Scope Considerations Document**

#### **ABOUT THIS DOCUMENT**

The City of Knoxville, Iowa is requesting submission of proposals from all parties wishing to be considered for consulting services related to creating the City of Knoxville's Parks & Recreation System Master Plan. This document is a Request for Proposals. It differs from a Request for Bids/Quotations in that the City is inviting proposals for professional services that are most advantageous to Knoxville, in Knoxville's sole discretion. This is not a bid/quotation meeting firm specifications for the lowest price, and as such, the lowest price proposed will not guarantee an award recommendation. Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the service, of which quality, references, availability or capability, may all be overriding factors.

#### **BACKGROUND and OBJECTIVES**

The City of Knoxville is a centrally located community approximately 25 minutes Southeast of Des Moines. The City has a population of approximately 7,595 and is a full-service City providing water, sewer, police, fire, and other municipal services. The City operates under a mayor/council form of government. Home to the National Sprint Car Hall of Fame and Museum as well as the Knoxville Raceway, Knoxville attracts folks from several miles away as a place to come and enjoy these unique places and events.

As outlined in the 2021 Goal Setting document in partnership with the Iowa State Extension, the City is specifically focusing on areas such as:

1. Improved Quality of Life Amenities
2. Expanded Diversity of Housing Options
3. Progress Towards VA Complex Redevelopment
4. Improved Community Beautification
5. Increased Focus on Economic Development
6. Enhanced City Facilities and Programs

With the parks and recreation master plan being one of the key elements within the “Improved Quality of Life Amenities” area, the City sees this as a critical document to attract and retain both new and current families within the community. The City desires this parks master plan to reflect current existing conditions and provide a vision and blueprint for the next 10 years.

Additional information regarding the City and its goals for the Parks & Recreation System Master Plan is included in the attached Exhibit A-Project Summary and pertinent related planning documents are digitally linked in Exhibit B.

#### **SCOPE OF SERVICES**

The final scope of services will be the result of negotiations between the City and the successful respondent. A detailed scope of services and desired outcomes is available in the attached Exhibit A-Project Summary.

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## **RFP SUBMISSION REQUIREMENTS**

This section is provided to assist participating proposers in forming a thorough response for services outlined in this document. Proposals submitted must reflect in detail their inclusion as well as the degree to which they can be provided.

Responses to this RFP shall include the following information:

### **1. Cover Letter**

- Describe firm(s) size, structure, and type of clients served.
- Firm experience in preparing parks master plans.
- Interest in working in the Knoxville community.

### **2. Project Approach/Written Proposal**

- Describe the intended approach to accomplish the goals of the project.
- Demonstrate a clear understanding of the project and the steps necessary to provide a complete and useful master plan.
- Highlight any characteristics or capabilities that make the respondent uniquely qualified to perform the requested services.
- Any additional information believed necessary to assist the City in evaluating your proposal.

### **3. Anticipated Project Schedule (with key milestones to key scope items).**

### **4. Project Team (including a description of responsibilities) and Team Resumes**

- Provide the name of the person who will be responsible for managing the project, and other significant staff anticipated to contribute including a comprehensive statement of each such person's experience and qualifications.
- Highlight any characteristics or capabilities that make the proposer uniquely qualified to perform the services requested.

## **RFP SUBMISSION REQUIREMENTS CONTINUED**

### 5. Project Profiles

- Provide examples of at least three (3) similar projects completed with descriptions of project goals and document outcomes.

### 6. List of References (3)

- Include the organization/business, address, contact person, phone number, date of services, and type of work.

### 7. Proposed Fee Range

- Provide a proposed fee range for completing all work anticipated to be necessary to complete the project. The final scope and fee will be negotiated with the successful respondent but is expected to be consistent with the fee range submitted with this proposal.
- Identify any additional services that the City may want to consider adding to the scope of the project and a fee range associated with the additional services.

## **DIRECTIONS FOR SUBMISSION**

Proposers shall submit five (5) hard copies and an electronic PDF copy (via thumb drive) of the Request for Proposals to the City for review no later than **4:30pm** on November 23, 2021. Proposals received after the submission deadline will not be considered. Proposals should be clearly marked by the proposer and should be addressed:

Knoxville Recreation Center

2022 – City of Knoxville Parks Master Plan

Attn: Brandon Nemmers, Parks and Recreation Director

800 South Park Lane

Knoxville, IA 50138

City of Knoxville

1-641-828-0580

[www.knoxvilleia.gov](http://www.knoxvilleia.gov)

Questions regarding this document must be submitted in writing to Brandon Nemmers, Parks and Recreation Director,

at [bnemmers@knoxvilleia.gov](mailto:bnemmers@knoxvilleia.gov) by 4:30pm on November 15, 2021. Questions of a substantive nature will be answered in writing as an addendum and posted on the Knoxville website at [Knoxville, IA - Official Website | Official Website \(knoxvilleia.gov\)](#) by 4:30pm on November 19, 2021.

**TENTATIVE TIMELINE**

The following dates are provided to assist interested firms in planning participation in the project described herein.

The dates listed, however, are in no way guaranteed and are subject to change without notice.

- Issue Request for Proposals ..... November 2, 2021
- Last Date to Request Clarifications, Information, and Questions..... November 15, 2021
- Final Addendums Posted to City Website.....November 19, 2021
- Proposals Due..... November 23, 2021
- City Council Award.....December 6, 2021

Project work is anticipated to begin January 2022 with a completion by July 31, 2022

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## **SELECTION CRITERIA & PROCESS**

Knoxville will thoroughly review all proposals received and may conduct an interview process for top proposals and to further discuss services and fees. Interviews of selected consultants will be conducted by representatives of the City and the committee's recommendation will be forwarded to the City Council for final action. A proposer's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint. Knoxville reserves the right to conduct discussion or negotiation with any proposer regarding any proposal Knoxville deems competitive. Knoxville may also request best and final offers from any proposers and make an award or conduct negotiations thereafter. Knoxville reserves the right to select and recommend for award the proposal which best meets, in its sole discretion, its required needs, budget constraints, quality levels, and administrative expectations. Due to the importance of this project, Knoxville also reserves the right to reject all proposals.

Representatives of Knoxville will evaluate each proposal based on, but not limited to, the following criteria:

1. Demonstrating clearly and completely, your firm's ability to meet all RFP conditions and miscellaneous instructions as outlined herein.
2. Demonstrating the skill and experience necessary to meet Knoxville's needs.
3. Proposing services described herein with the most advantageous and prudent methodology and cost to Knoxville.
4. Providing references reflecting projects having a scope of services similar to those requested by Knoxville (include location, contact person, telephone number, length of the contract, and any other pertinent information related to this type of project).
5. Provision of a certificate of insurance by the successful proposer evidencing insurance coverage for all work and services to be performed as part of the contract award in amounts not less than the following:

**NO NEGOTIATIONS, DECISIONS OR ACTIONS SHALL BE INITIATED BY ANY FIRM OR PROPOSER AS A RESULT OF ANY VERBAL DISCUSSION WITH ANYONE, INCLUDING CITY EMPLOYEES, PRIOR TO COMPLETION OF THE RFP PROCESS.**

## **Exhibit A – PROJECT SUMMARY**

### **PARKS MASTER PLAN BACKGROUND**

1. The Parks and Recreation Director, City Manager, City Council, Parks and Recreation Commission will all be involved in the Master Plan process.
2. Seasonal Staff currently maintains the existing parks and anticipates maintaining any new projects.
3. City Staff will need full-time staff for consistency and to maintain all of the improvements that have been made over the last four years and the proposed, planned improvements.
4. Competine Trail Extension (2021), Eight Tennis Courts and Outdoor Basketball Court (2019), Young's Park (Parks Shop, Skate Park, Rope Climber, Shelter/Restroom Area (2018) are the recent completed improvements in the City.

### **PROJECT GOALS**

The Parks & Recreation System Master Plan is the primary planning document for the Parks Department and the basis for future development of the park system. The plan is intended to provide a comprehensive overview of the City parks system at present and propose goals, objectives, and policies to achieve a phased, planned future. Emphasis will be placed on evaluation and re-development of existing parklands, amenities, structures, and green spaces to meet future goals. Trail system connections will also be a primary area of interest defining areas that have potential for future implementation.



## **SCOPE OF SERVICES**

The plan shall include the following scope items as a minimum:

A. Demographic Trends –Review and interpret demographic trends and characteristics of the City and surrounding areas using information from existing City plans and other available statistical information where appropriate and apply it to parks and recreation needs.

B. Parks, Open Space, Trails, and Facilities Inventory – Perform a physical inventory update of specific existing parks, open space, trails, and facilities. At a minimum, perform a site visit to each of the park spaces listed below, to review the existing conditions and identify any future improvement needs based on the outcomes of the plan.

1. V.A. District (Park space planned out in the potential development)
2. Auld Park (Needs updated)
3. Competine Trail (Trail Extension)
4. East Village (Park development planned out in the plat)
5. Splash Pad location (Identified as a priority in the ISU Extension Goal Setting)

C. City Parks Facilities Map – Develop a Service Area map, which shows the location of existing park facilities, open spaces, and the areas served by those current facilities. Identify and prioritize underserved portions of the City. Also, provide a comprehensive trail and pathway map, showing the location of existing amenities.

D. Ball Field Study – Develop a cost-effective ball-field study to help understand local needs and potential locations for field placement at a minimum.

E. Public and Staff Input – Develop and utilize cost-effective methods to generate and maximize public participation in the development of the Parks Master Plan. Public input should be obtained to identify public perception of parks facilities and to determine various park and recreational needs. In addition,

staff input should be obtained regarding perception of the needs, concerns, and opportunities for improved services, facilities, and recreation amenities. Public input should include stakeholder groups.

F. Cost Estimate – Develop conceptual cost estimates for listed areas of improvements. Estimates shall be at a conceptual level.

G. Final Master Plan – Consultant will present the final master plan to the City Council. The Plan will serve as a guideline for prioritizing projects and fiscal planning of quality of life enhancements in the City for the next 10 years. The Parks Master Plan shall include, but not be limited to the following:

1. An identified vision statement and short and long-term goals and objectives that articulate a clear vision and model for the future of Parks in Knoxville.
2. Prioritized strategic action plan and project recommendations based upon the community goals and objectives obtained through the public input process.
3. An implementation or phasing plan to accomplish top priorities as established by the public and staff input.
4. A summary of relevant trends and regional/national standards relating to future park development projects should be included along with any potential for new or expansion of partnerships for facilities and services.
5. Charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.
6. Site-specific, conceptual plans for the update or redevelopment of the (5) park spaces listed under “B” above.

## **ADDITIONAL CONSIDERATIONS**

### *Public Engagement*

The City is seeking proposals from qualified applicants to engage the public in the process and gain valuable insight as to key areas of community interest. Currently, the City requests a minimum of (1) public engagement touchpoint with written feedback to the City. The information gained from the public engagement effort to develop the plan direction and strategies is an integral part of the planning process. The City is open to cost-effective and creative ways to engage the community. At a minimum, the City requests an online survey to be created and dispersed to the public but is also open to in-person options. The applicant shall provide a separate fee for the City to consider (1) in-person engagement with public. This will be in an addition to the online survey.

### *Rec Center Expansion and Upgrades*

The City is seeking proposals from qualified applicants to analyze the existing Rec Center to determine the needs to upgrade the existing spaces and assist to determine the needs for expansion. The applicant shall provide a separate fee for the City to consider this portion of the Master Plan as an add-on option for the study.

### **Exhibit B – Planning Documents and Supplemental Studies digital links.**

- City of Knoxville – 2021 Goal Setting  
[4779 \(knoxvilleia.gov\)](#)
  
- VA District Redevelopment Project  
[VA District Redevelopment | Knoxville, IA - Official Website \(knoxvilleia.gov\)](#)
  
- 2015 Bike Trail Master Plan  
[Knoxville-Bike-Trail-Master-Plan \(knoxvilleia.gov\)](#)
  
- Edwards Park Wetland Options  
[5020 \(knoxvilleia.gov\)](#)
  
- Final Plat East Elementary  
[Final Plat East Elementary \(knoxvilleia.gov\)](#)

## **Exhibit C – Parks Inventory List**

### **-Auld Park (10 Acres) E. Douglas/N. 2<sup>nd</sup> St.**

- Wooden Playground (1994)
- (2) Open-Air Shelters
- Enclosed Shelter
- Cement Band Stand
- Various Playground Equipment

### **-Brooks Garden (.13 acres) 121 W. Main St. (2008)**

- Flowers, trees, benches
- Pocket park

### **-Competine Trail (2 Miles) (2006/2021)**

- .89 Miles in 2005 (10' wide asphalt)
- 1 Mile + in 2021 (10' wide concrete)

### **-Dog Park (Included in the 10 acres of Auld Park) E. Douglas/N. 3<sup>rd</sup> St. (2020)**

- 360x160 fenced in off leash park with one section for small dogs and one section for large dogs (2020)
- 24x24 shade structure with drinking fountain for humans and dogs

### **-East Park (.75 acres) South Six St.**

- Undeveloped/Planned

## **Exhibit C – Parks Inventory List Continued**

### **-Edwards Parks (17.9 acres) Woodland Dr.**

-Pond and Timber

### **-Recreation Center (10 acres) 800 South Park Lane (1986/1988)**

-8 Outdoor Tennis Courts and an Outdoor Basketball Court (2019)

-Playground Equipment (2018)

-Multipurpose Fields (2011)

-Center – Indoor Pool, Cardio Room, Weight Room, Gymnasium, Racquetball Court, Circuit Room, Locker Rooms

### **-VA Grounds (Pleasant Street)**

-Undeveloped/Planned

### **-Young's Park (11 acres) 502 N. Lincoln St.**

-Skate Park, Rope Climber, Parks Shop, Shelter/Bathrooms, Miracle Playground (2018)

-Ball Fields

END OF THE DOCUMENT