

CITY OF PINOLE
REQUEST FOR PROPOSALS (RFP)
PARK MASTER PLAN



Proposal Submission Deadline
Friday June 3, 2022, 3 p.m.

I. Introduction

The City of Pinole is a diverse community of approximately 20,000 residents situated in West Contra Costa County on the east side of San Francisco Bay. Pinole has a lovely natural setting and is noted for its architectural heritage.

The City of Pinole is issuing this request for proposals (RFP) to solicit proposals from qualified consultants to develop a Park Master Plan.

II. Scope of Work

The City currently envisions that the consulting firm's scope of work would include the following:

Conduct Background Research and Assess Existing Conditions

- Review relevant background documents, such as the City of Pinole General Plan, Three Corridors Specific Plan, Capital Improvement Plan, and 2007 Park Master Plan
- Create inventory and assessment of all City park, trail, and open space facilities, structures, and amenities in a format that can be imported into ArcGIS and the City's asset management software system (Beehive) (including courts, playgrounds, dog parks, benches, trees, trash receptacles, water fountains, equipment storage, restrooms, bleachers, pools)
- Assess and analyze current facility usage policies and fees.
- Assess and analyze current staffing levels and budget; identify gaps.

Identify Gaps in Existing Conditions

- Future demographics, service preferences, and service level needs
- Identify gaps in the trail system
- Identify ADA compliance issues
- Identify constraints to sites and system Code compliance

Identify Options for Improvements

- Future service levels
- Identify tree planting opportunities and associated maintenance
- Identify locations for establishing community garden and associated maintenance
- Health outcomes
- Develop policy and identify the responsible party for installation, repair, or replacement of fencing and trees around city owned parks, open space, and facilities that are adjacent to private properties.
- Develop policy and identify responsible party for maintenance of alternative access roads for emergency vehicles.
- Develop policy for addressing illegal dumping at city parks, open spaces, and city facilities and identify responsible party for responding to various scenarios.

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- Analysis of sustainability opportunities
- Assessment of swimming pools and decks – existing conditions, deficiencies, and proposed improvements for rehabilitation to the pools and respective equipment

Maintenance Services Analysis

- Develop an asset management framework to provide detailed information to facilitate data-drive decision making that maximizes the efficient use of the City’s resources over the life of an asset.
- Review current staffing levels (park maintenance and rental management)
- Recommend service levels for each class of assets and identify associated costs of maintenance, repair, rehabilitation and/or replacement costs of each asset.
- Integrate recommended maintenance schedules into the City’s asset management software (Beehive).
- Identify improvements and associated planning level cost estimates. These improvements will be incorporated into the CIP.
- Evaluate opportunities to increase sustainability practices such as reducing turf, energy and water consumption, waste, etc.
- Recommendations should reflect short-term and long-term maintenance needs as well as risk management considerations.
- Consider current state of facilities as well as projected usage and other impacts, formulate a realistic projection for necessary maintenance, repair, and enhancement and the budget and staffing required to execute this.

Funding levels

- An analysis of funding levels needed for maintenance and improvements to the park and recreation system.
- Create a framework for prioritizing the financial resources required to sustain current and desired assets at the appropriate service levels.
- Assess funding sources such as Development Impact Fees, taxes (including Measure S and Measure C), Community Facilities District funding, and other sources of funds to determine fiscal limitations and potential for additional funding sources.
- Identify additional rental opportunities to increase revenue utilizing current parks and facilities or new spaces.

Internal Assessment and Project Administration

- Provide the City of Pinole with a presentation on the approach to the planning process and provide quarterly progress reports.
- Co-present approach to the park master plan along with City of Pinole staff to City Council and provide quarterly progress reports.
- Participate in progress meetings with City staff as often as necessary, but not less than once per month until the final plan is approved.

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- Supply City staff with at least one (1) copy of all completed or partially completed products as deemed necessary by City staff at least three (3) working days before each progress meeting. City staff shall schedule the meetings, as necessary, at key times during the development of the park master plan.

Community Engagement

- Identify, describe, and implement a comprehensive strategy and methodology for community involvement in this park master plan development process.

Implementation

- Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-, mid- and long-term for the park system, green space, trails and recreation programs and services. The action plan should prioritize strategies by their level of impact on social, health and environmental outcomes.
- Prioritize recommendations for needs regarding land acquisition, and the development of parks, trails, green space, and recreation facilities.
- Prioritize recommendations for maintenance, renovation and operations of parks, trails, and recreation facilities.
- Recommend collaborative partnerships and other solutions to minimize duplications or enhance opportunities for collaborative partnerships.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated park and green space with acreages and parameters defined as appropriate.
- Develop recommendations for operations, staffing, maintenance, programming, and funding needs.
- Provide a clear plan for development of programming based on demand analysis.
- Development of Final Plans and Supporting Materials
- The park master plan must include written goals, objectives, policy statements, a financial and action plan that articulate a clear vision and “roadmap” and model for the Community Services Department future.
- A summary of existing conditions, inventories and system-wide metrics, distribution metrics, and population demographics and outcome metrics.
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences.
- Monthly meetings with City staff and Community Services Commission for required adoption of the park master plan.

III. Submittal Requirements

Proposals must meet the following requirements in order to be considered responsive to this RFP.

Proposals shall include the following information:

- Firm name, key point of contact, and contact information;
- Firm’s qualifications to perform the scope of work;
- Staffing plan, including principal-in-charge and project manager, and any subconsultants that the firm proposes to engage, including their specific role;
- Scope of work including key deliverables and timeline;
- Proposed fee to complete the scope of work;
- List of three organizations, with contact information, to serve as references, for which the firm has completed a similar scope of work within the last four years;
- Description of any existing or potential conflicts of interest that may arise from the firm’s work on this project and description of any instances in which the firm’s work on a contract with a public agency has been terminated by the agency within the past four years; and
- Statement by the firm that it has reviewed the City’s Standard Consulting Services Agreement (attached) and is willing to execute an agreement with those terms.

Firms shall submit their proposal as an attachment to an email with the subject line “Park Master Plan proposal” sent to mpicazo@ci.pinole.ca.us no later than Friday, June 3, 2022, 3 p.m.

IV. Proposal Evaluation and Consultant Selection

The City will evaluate firms on the basis of the proposal and reference checks. Upon the City’s review of proposals, the City may invite firms for interviews.

V. Miscellaneous Provisions

Please direct questions regarding this RFP to Maria Picazo, Recreation Manager, mpicazo@ci.pinole.ca.us.

VI. Attachments

Attachment A – City of Pinole Standard Consulting Services Agreement