



**City of Rosenberg, Texas
Parks and Recreation Master Plan Update
Request for Qualifications (RFQ No. 2019-25)
Due at 2:00 P.M., C.S.T., Wednesday, February 13, 2019**

Commodity Code: 918-32 and 918-90

1. Overview of the City of Rosenberg

The City of Rosenberg is located in central Fort Bend County, approximately fifteen (15) miles southwest of Houston's City limits on the Interstate 69 (formerly U.S. 59) and U.S. 90A corridors. The City had a total population of 30,618 per the 2010 U.S. Census, an increase of twenty-seven percent (27%) from 2000, and has since grown to an estimated 39,600 as of January 2019. In addition to the population within the City limits, there are several active municipal utility districts (MUDs) in the extraterritorial jurisdiction (ETJ) with a significant population the City provides services to such as utilities and fire protection.

Considering the growth of Fort Bend County, which more than doubled in population from 354,452 to 758,287 residents between 2000 and 2017, and the build-out of the I-69 corridor through the City limits, Rosenberg is poised for future growth and development.

2. Parks and Recreation Master Plan Update Background

The City of Rosenberg's current Parks and Recreation Master Plan was prepared in 2007. Large parts of the plan's recommendations have been implemented including:

- Creation of Seabourne Creek Regional Sports Complex (SCRSC) Phase 1 and 2
- Restroom building replacement in Becerra (Community), Brazos, Garcia, Sunset and Travis Parks
- Disc Golf Courses in Brazos and Seabourne Creek Nature (SCNP) Parks
- Boundless Playground in SCRSC
- Playground upgrades in Becerra (Community), Brazos, Garcia, Harwood, Sunset and Travis Parks
- Decomposed Granite Gravel (DCG) trails in Brazos, Garcia, SCRSC, Sunset and Travis Parks
- Acquisition of property adjacent to Becerra (Community) Park
- Acquisition of twenty (20) acres of property along Dry Creek (currently zone 8)

3. General Description of Project

The Parks and Recreation Master Plan is the primary document for planning for the City of Rosenberg's Parks and Recreation Department's future growth and development; it is the foundation for the development of park property in the City and its ETJ. It is intended to provide a snapshot of the City's park system at the current time; to identify its vision for the future; and to propose actions the City can take within reason to achieve that vision.

To complete this project, the City wishes to retain the services of a qualified consultant that demonstrates an understanding of current best practices in Parks and Recreation planning. The successful consultant will have the ability to effectively and efficiently gather input from key stakeholders and the general public, translate their input into a clear and concise vision for the community, and make creative recommendations for the implementation of

the vision. Understanding of the history and character of the community will be critical to the completion and adoption of the plan and to its successful implementation.

The Parks and Recreation Master Plan update is expected to minimally include the following elements:

- Demographics
 - Historical growth and population change
 - Current population estimate
 - Demographic profile
 - Future population projections
- Facility Standards
 - National Standards
 - Evaluation of current park system
- Needs Assessment
 - Future park development and design
 - Evaluation of park service areas
 - Equipment needs
 - Recommendations for Parkland Dedication Fund zones
- Implementation
 - Recommendations for implementation of park and equipment needs
 - Prioritization program
 - Recommendations for funding and partnership opportunities

4. RFQ Content Requirements

The following components will be required of all consultants responding to this RFQ. Respondents may include additional information as they deem appropriate.

- Cover page, including the following:
 - RFQ title and number
 - Name and contact information
 - Date
- Table of contents
- Transmittal letter
- Firm information
 - Background information including history and staff
 - Awards and recognition
 - General philosophies and approaches to urban planning
- Experience and qualifications of key personnel
 - Biographies and resumes of firm principals and staff members proposed for this specific project
 - Specific details that address the description of the project and required elements as detailed above in section 3
 - Statement of availability of all key staff
- Relevant Experience
 - 2-3 relevant work samples for similar cities
 - References (names and contact information)
 - Status of implementation of the above
- Subcontractors
 - Identify subcontractors (if applicable), including profile and qualifications pertaining to this project

- Project Statement: brief statement of project understanding; proposed approach/methodology; and list of anticipated, specific tasks and considerations for completion of project (maximum of 2 pages in length). Details of the following should be included:
 - How you will incorporate and add to existing planning efforts in the City of Rosenberg
 - How the plan will be tailored to meet the City's needs
 - Efforts you will make to ensure feasibility of plan implementation

- How the consultant is uniquely qualified for the specific project
- Project Schedule
 - Proposed timeline for completion of the project, including start date, milestones and projected completion date
 - Assumptions/expectations of City staff's responsibilities and deadlines, if applicable, should be noted.
- Statement of Legal Standing, including any pending controversies and/or legal disputes. If none exist, that should be noted.
- A size limit of 30 pages, not including work samples, is suggested.

5. RFQ Submission Requirements and Deadline

Seven (7) copies of the Qualifications, plus one (1) electronic copy, shall be submitted. Submittals received later than the deadline will not be considered. No information submitted by facsimile or electronic mail will be accepted unless otherwise requested by the City during the qualifications review process. Submittal will be valid for ninety (90) days from date of submission deadline. Deadline for submittal of response to RFQ: **2:00 P.M., C.S.T., Friday, February 13, 2019**

City of Rosenberg
Attn: Alan Phillips, Purchasing Agent
2110 4th Street
Rosenberg, Texas 77471
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6. Pricing

Submittals shall not include proposal fees, pricing or other compensation. Such information will be solicited from firms qualified by City as part of negotiations on an agreement for services. The proposal should, however, include various components of fees, general conditions and at what point in the process fees are assessed to the Owner.

7. Contact Person

Questions regarding this RFQ should be directed, in written form only, to the following person:

Travis Tanner, AICP
Executive Director of Community Development
2220 4th St., Rosenberg, TX 77471
ttanner@rosenbergtx.gov

8. Interview

Consultants may be requested to be available for an interview with City staff in Rosenberg as part of the final selection process. The lead members of the proposed consulting team will be expected to attend any interviews scheduled with the City.

9. Review Process and Evaluation Factors

The City will review all submittals that meet the minimum requirements and will select what it believes are the top two (2) to three (3) submittals for further review. Consultants submitting responses to this RFQ will be evaluated on factors including, but not limited to, the following:

- Experience and qualifications of key personnel
- Relevant experience with preparation of plans for similar cities
- Qualifications of subcontractors
- Project understanding
- Project approach/methodology
- Project schedule
- Response to RFQ/questions

- Statement of legal standing
- References
- Any other information requested by the City

City staff may request additional information from any or all consultants during the review process. The City will evaluate the submittals, interview the top rated consultants at its discretion, may enter into direct negotiation with any respondent, and subsequently will make a recommendation to the City Council for award to the consultant determined to be the most qualified, with a cost believed to be reasonable for the services provided.

10. Award of the Contract

It is anticipated that as a result of this RFQ and subsequent evaluation and negotiation, the City of Rosenberg and the selected firm will enter into a professional services contract for the provision of services and deliverables described herein.

11. Limitation

The City of Rosenberg reserves the right to accept or reject any or all proposals as a result of this request for proposal or to cancel, in part or in its entirety, this RFQ if found in the best interest of the City. This RFQ does not commit the City to award a contract, pay costs incurred for the preparation of the response documents, or any subsequent costs associated with the provision of additional information or presentation, or to procure or contract for services or goods. All submittals become the property of the City of Rosenberg and will be open to public inspection.

12. Insurance

The City requires the Respondent to carry the following insurance coverage, name the City as an additional insurer, and to keep the coverage in force until the obligations have been fully performed and accepted by the Owner. Certificate of Insurance evidencing the existence of all such coverage(s) must be delivered to the City at the time of contract execution.

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| • Workers' Compensation | Statutory |
| • Employer's Liability | \$1,000,000 each occurrence |
| • Comprehensive General Liability | \$1,000,000 in the aggregate |
| • Professional Liability | \$1,000,000 minimum with terms and conditions acceptable to owner. |
| • Errors & Omission | \$1,000,000 in the aggregate |
| • Comprehensive Auto Liability (any auto) | \$1,000,000 each occurrence |
| • Bodily Injury | \$1,000,000 each person |
| • Property Damage | \$1,000,000 each occurrence |
| • Owner's and Contractor's Protective | \$1,000,000 |

Company and/or Consultant shall provide the City a full and complete copy of any insurance policy promptly upon request by the City, and without charge to the City.

The City shall be named as an additional insured on all policies.

13. Special Instructions

Respondents shall restrict all contact and questions regarding this RFQ and selection process to the individuals named herein. The City reserves the right to change or cancel, in part or in its entirety, this RFQ including but not limited to: submittal date and submittal requirements. If the City cancels or revises the RFQ, addendum will be posted on the City's website at www.rosenbergtx.gov and the State of Texas Electronic State Business Daily site at www.txsmartbuy/sp.

14. Assignment

The potential agreement with the Respondent resulting from this RFQ is a personal service contract for the service of firm and firm's interest in such agreement, duties thereunder and/or fees due thereunder may not be assigned or delegated to a third party. The benefits and burdens of this agreement are, however, assignable by the City.

15. Governing Law and Venue

This RFQ and any subsequent RFQ, and resulting agreement or purchase order, shall be construed and governed by the laws of the State of Texas and no lawsuit shall be prosecuted on contract except in a court of competent jurisdiction located in Fort Bend County, Texas.

16. Proposer's Certification

I (We) certify that I (we) are authorized by the Company or Companies proposed to offer this (these) proposals:

Company Submitting Proposal

Authorized Signature and Title

Date