

Request for Qualifications 01-22

City of Kaufman, Texas

City Lakes Park Improvements and future Kings Fort Park Master Plans

A. Invitation -

The City of Kaufman desires to prepare master plans for two park properties. One is the 232.2-acre City Lakes Park located in the northeast part of Kaufman off of highway 34. The other is the 19-acre future park to be named King's Fort Park located in the southern sector of the City adjacent to a single-family development and about 3 miles from the City Limits.

B. Project Background -

The Kaufman City Council has placed a high priority on developing our parks system. The City currently has ample acreage to provide outdoor recreation opportunities to our residents. The vision for City Lakes Park is to make it a regional draw. The City was recently awarded a TPWD Grant for the expansion and development of additional amenities at this existing park. Kings Fort Park is currently raw land and will need a complete master plan that is development ready. The City anticipates applying for a grant for this property as well.

Ultimately, the City seeks a knowledgeable park consultant that can provide the details needed to develop and construct the above mentioned park projects.

The City will provide base mapping for the park sites for use by the consultant. The City also has an existing concept plan for City Lakes Park.

C. Scope of Services – Park Master Plans

1. Assessment Phase

a. Base Mapping

- 1) Obtain all available records of public utilities within the rights-of-way fronting the project sites.
- 2) Prepare a base map of the site.
- 3) Overlay the project boundary limits.

b. Site Analysis - Perform an analysis of the sites, noting such elements as:

- historical use of the site,
- topographic features,
- access to the overall site,
- surrounding land use,
- wind and sun orientation as it impacts park facilities,
- existing utilities in the area,
- soils based upon the Kaufman County Soil Type Mapping,
- Surface drainage routing,
- slopes,
- vegetation,
- zoning setbacks,
- floodplain locations,
- visual impact of the proposed development.

c. Site Analysis Summary Map - The result of this phase will be a Site Analysis Summary Map with text and an Opportunities and Constraints Map.

2. Program Development Phase

- a. **Review of Previous Meeting Summaries** – Review the documentation of the previous City-wide Parks and Recreation Master Plan meetings to identify the needs for park facilities in this portion of the City and City-wide.
- b. **Master Plan Advisory Committee** –The City of Kaufman staff, Parks and Recreation Board and City Council will work with the Consultant throughout the process. The groups will assist in establishing the program, evaluating alternative concepts, reviewing draft plans, and establishing priorities.
- c. **Program** – Based upon the recommendations, prepare a prioritized list of facilities and associated characteristics for the expanded park. These will include a listing and evaluation of all of the potential functions and activities that are desired to be included at the park.

3. Alternative Concept Plans

- a. Prepare up to two Alternative Concept Plans showing the location and configuration of the facilities as prioritized during the Program Development Phase.
- b. List the negative and positive aspects of each alternative Concept Plan.
- c. Present the Alternative Concept Plans to the staff and Parks & Recreation Advisory Board for their review and comments.

4. Preliminary Master Plan

- a. Prepare one Preliminary Master Plan for each park that builds upon the preferred Alternative Concept Plan and further refines the specific site features. The plan will illustrate improvement locations, field layouts, parking configurations, conceptual trail locations, and facility features.
- b. Prepare a Preliminary Opinion of Probable Project Costs.
- c. Prepare a series of display boards to illustrate the plan and proposed potential features with a series of sketches and photographs.
- d. Present the Preliminary Master Plan to the Advisory Committee and then to the City Council.

5. Final Master Plan

- a. Prepare a minimum 30-inch by 40-inch color rendered Master Plan of the facility illustrating facility locations and interrelationships, auto and pedestrian circulation patterns, facility configurations, design features, etc.
- b. Provide Master Plan Opinion of Probable Project Cost.
- c. Illustrate recommended stages or phases of construction.
- d. Prepare a series of graphics to illustrate the proposed features, such as the shelters, trails, and building styles using sketches and/or photographs.
- e. Present the Final Master Plan to the Advisory Committee, Parks & Recreation Advisory Board, City Council.

6. Deliverables – The Consultant will provide:

- a. Draft Report for staff review.
- b. Final Master Plan Report with an Executive Summary.
- c. Three digital copies of the Final Master Plan. One will be a pdf file suitable for printing, and another one will be a pdf file for the web or for emailing.

E. Submittal Format -

The qualifications shall be relevant and concise. To facilitate the evaluation process, the following information is requested:

1. A brief description of the prime firm including the name of the business and/or office locations, length of time in business, names of principals and their professional registrations, and a list of professional services provided by the firm.
2. A list of any subconsultants that may be utilized for this project and information regarding their experience on similar projects.
3. Project Team - list those individuals who will work on this project and describe their roles. Provide text to demonstrate their qualifications on similar projects.
4. Relevant Project Experience - provide brief descriptions and graphic examples of Parks Master Plans prepared by the prime and subconsultant firms that relate directly to this project. Limit projects to those prepared by current staff members.
5. Project Approach - indicate the Scope of Services that you propose for this project. Clearly define the deliverables that will be included in the proposed Scope of Services.
6. Schedule - propose a schedule for the completion of the Master Plan and design services.
7. References – Provide a list of references for similar park master plans your firm has performed. Include the project name, contact name, title, address, email address and phone number.
8. Submit three (3) printed copies of your submittal.

F. Submission Deadline – Submittals are due to Kaufman City Secretary, Jessie Hanks by 2:00pm on June 3, 2022.

G. Selection and Award -

A selection committee of City of Kaufman Staff will review the submittals and a recommendation will be made to the City Council. The Evaluation Criteria will be based upon the firms' qualifications, experience, Scope of Services that are proposed, fit for Kaufman and cost.

H. Contact - questions may be directed to:

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