



REQUEST FOR PROPOSALS

SUBMITTAL INSTRUCTIONS

**COMPREHENSIVE MASTER PLAN – SERVICES FOR
PREPARATION OF PLAN**

For

**Williams County Board of County Park
Commissioners**

WILLISTON, NORTH DAKOTA

January 2021



The Williams County Board of County Park Commissioners (“Park Board”) submits this Request for Proposals (“RFP”) seeking bids for services related to the preparation of a Comprehensive Master Plan for the Park Board for all County Parks. Specifications are attached hereto and are considered part of the RFP.

Bids must be submitted to and received by Jeremy Ludlum, Parks Director, to Williams County Parks, 206 East Broadway, P.O. Box 2047, Williston, ND 58802-2047 by 4PM (CDT) on Thursday, January 28, 2021. No email or faxed submissions will be allowed or considered. Bids submitted by email, fax, or in unsealed envelopes will be disqualified.

Bids submitted and received by the deadline will be discussed and a bid will be accepted and awarded at the regular meeting of the Park Board on Tuesday, February 16, 2021 beginning at 9:30 am, unless the Park Board rejects all RFPs. Bids will not be publicly opened or read during the Park Board meeting, but will be opened by the Parks Director before the meeting, at a time and location subject to the Parks Director’s discretion, and evaluated for completeness, accuracy, detail, price, and compliance with the RFP.

The Park Board reserves the right to accept or reject any or all bids.

Should you have any question regarding this RFP, please contact Jeremy Ludlum at 701-580-1628 or jeremyl@co.williams.nd.us.

Sincerely,

Jeremy Ludlum
Director
Williams County Parks



**The Park Board Request for Proposals for RFP-L-2:
Comprehensive Master Plan**

The Park Board reserves the right to reject any and all bids for any reason. One (1) original and one (1) digital copy of the bid must be submitted and received at one of the following addresses by 4PM (CDT) on Thursday, January 28, 2021:

Mailing Address: Williams County Park Board
P.O. Box 2047
Williston, ND 58802
Attn: Jeremy Ludlum, Parks Director

Hand or Special Delivery: Williams County Park Board
206 East Broadway
Williston, ND 58801
Attn: Jeremy Ludlum, Parks Director

All bids must be submitted in a sealed envelope. On the outside bottom left-hand corner of the sealed bid envelope, please state the following:

[Name, Address, Email of Bidder]
"RFP-L-2"
"Comprehensive Master Plan"
"SEALED ENVELOPE"

All bids will be discussed at the regular meeting of the Park Board on Tuesday, February 16, 2021 beginning at 9:30 am. The bid will be awarded by the Park Board at that meeting unless the Park Board, in its sole discretion, rejects all bids.

Section One General Information

Purpose of the Request for Proposals

The Park Board is soliciting bids for the preparation of a Comprehensive Master Plan. The Comprehensive Master Plan is to assess the Park Board's needs and prioritization of the following:

- Establish an effective community engagement plan to successfully engage stakeholders in the planning process to build consensus and support for effective development and implementation of the plan.
- Develop a "living" document which reflects the outcomes of the planning process and provides clear direction to develop the provided plan.
- Develop a Park Board Mission Statement and Vision reflective of the local community values and meant to provide a strategic guide for implementation.
- Identify existing needs, recreation trends and opportunities.
- Include a potential land acquisition for a Winter Recreation Area in the planning process.
- Identify recommendations for programming and development at each of the parks, including the potential winter recreation area.
- Create an Action Plan which includes strategies, priorities and budget support and funding mechanisms for the short term (one to two years), mid-term (three to five years) and long term (five to ten years), which were developed during the previous stage in the process. The Action Plan must be phased with prioritized recommendations and a capital projects prioritization process/ranking system for future strategic investments and level-of-service/reoccurring capital needs.

Information about the Park Board

The Park Board provides camping and recreation opportunities to residents of Williams County as well as guests from outside the county. Currently, the Park Board manages 5 campgrounds, with various amenities, and one neighborhood park:

Blacktail Dam Campground
Epping/SpringBrook Campground
Kota Ray Campground
Little Egypt Campground
McGregor Campground
Lookout Park

Park Board's Right to Reject

This RFP does not commit the Park Board to select a bidder or award the bid or a contract to any bidder. The Park Board reserves the right to accept or reject any bid for any reason.

Financial Limit

The Bidder shall include an itemized listing of the services included in the proposal not to exceed \$80,000.

Schedule of Events

Issue RFP: January 8, 2021

Due Date for Submission of Bids: 4pm (CDT) January 28, 2021

Park Board Meeting for Awarding Bid: 9:30am (CDT) February 16, 2021

Anticipated Project Start: March 2021

Draft Plan Complete: September 2021

Final Plan Approval: November 2021

Qualification of Bidders

Bidders must include in bids the bidder's qualifications and experience in the preparation of recreational or park plans or systems. Bidder must indicate if bidder will expect to engage any subcontractors or consultants in the performance of the Scope of Work if awarded the bid. Bidder must identify professional liability insurance coverage limits. Bidder must estimate the staff requirements and level of effort to complete the Scope of Work, including completion of a proposed Comprehensive Master Plan and final report. An estimated timeline must be included in the bid.

Contents of Bid

All bids and all information included in the bid must be submitted and placed in a sealed envelope and must be submitted in writing on the Comprehensive Master Plan Bid Certification Form, completed and signed by the bidder, along with these RFP Submittal Instructions initialed at the bottom right-hand corner of each page by the bidder.

Section Two RFP Requirements

Project Scope of Services

Through a collaborative effort between the successful bidder, the Park Board, Park Board stakeholders, and the residents of Williams County, the Comprehensive Master Plan will integrate a system-wide plan that will guide the Park Board for the next 10 years. Elements of the Comprehensive Master Plan must include:

Needs Assessment

- Community Surveys (Does not need to be statistically valid)
- Public Meetings
- Focus Groups
- Stakeholder Interviews
- Trends Summary
- Demographic Summary

Asset Inventory

- Asset Inventory
- Level of Service Analysis
- Asset Benchmarking
- Resource Maps
- Analytical perspectives

Management and Operation Analysis

- Develop Mission Statement and Vision
- Budget Analysis
- Program/Service Inventory

Action Plan

- Recommendations
- Concept development plan for all parks
- Capital Improvement Plan

Public Meeting Attendance

- Attend two Park Board meetings in person and attend remainder of monthly Park Board meetings virtually until completion of Master Plan

Proposal Requirements

All proposals should include the following information:

- Cover letter or letter of submission with name, address, telephone number and email address of a person legally authorized to represent the firm.
- Background on the firm and its experience in preparing comprehensive master plans for public agencies.
- A narrative that details the firm's project approach, methodology, deliverables, and identification of meetings.
- Identifications of project lead and key personnel assigned to the project with resumes of related experience

- Previous examples of projects with similar score and qualifications
- Project schedule with timeline.
- Total project cost with a breakdown of cost for related project tasks and meetings.
- Total project cost shall be a 'not to exceed cost for services'

Final Report Presentation

The successful bidder must submit a final proposed Comprehensive Master Plan, along with a final report which summarizes the Comprehensive Master Plan, and which includes a clear demonstration that the successful bidder has fulfilled all of the elements of the Scope of Work and the executed contract between the Park Board and the successful bidder. The Comprehensive Master Plan and final report must include written goals, plans, objectives and policy statements that articulate a clear vision and "road map" for the Park Board's future.

The proposed Comprehensive Master Plan and the final report must be in an easy-to-understand format with charts, graphs, maps and other data as needed to support the proposed plan and final report and its presentation to the Park Board and other appropriate audiences. The proposed Comprehensive Master Plan and final report must be submitted as follows:

- A color version of the final proposed Comprehensive Master Plan document consisting of eight (8) printed and bound color copies, one (1) printed and unbound color copy, and a pdf color electronic copy.

Compliance with RFP Requirements

By submission of a bid, the bidder agrees to be bound by the requirements set forth in this RFP. The Park Board, at its sole discretion, may disqualify a bid from consideration if the Park Board determines a bid is nonresponsive and/ or non-compliant, in whole or in part, with the requirements set forth in this RFP.

Binding Effect of Bid

Each bidder agrees to and shall be bound by the information and documentation provided with the bid, including prices quoted for Services/Scope of Work.

Signature, Certification of Bidder

Each bidder, by submitting a bid, certifies to both (a) the completeness, veracity, and accuracy of the information provided in the bid and (b) the authority of the individual whose signature appears on the bid to bind the bidder to the terms and conditions set forth in this RFP and the information in the bid. Bids submitted without the required signature shall be disqualified.

Risk of Loss, Damage, Delay

Bidder acknowledges and agrees to release and hold harmless the Park Board and Williams County and all of their employees, agents, officials, and representatives, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the bid or failure to deliver the bid to the Parks Director or Park Board.

Ownership of Bids

All bids become the physical property of the Park Board upon receipt.

Use, Disclosure of Information.

Bidders acknowledge that the Park Board is subject to the North Dakota Open Records Law. Bids marked "confidential", in whole or in part, will be disqualified by the Parks Director and will not be considered by the Park Board. . By submitting a bid, the bidder specifically assumes any and all risks and liabilities associated with the information contained in the bid and the release of that information contained in the bid by the Parks Director or the Park Board for the purposes of this RFP or any other, related or unrelated, purpose.

Cost of Participation

The Park Board specifically disclaims responsibility and/or liability for any and all cost, expenses, or claims related to or arising out of the bidder's participation in this RFP process, including but not limited to costs incurred as a result of preparing, copying, or shipping the bid and the information relevant to the bid.

Title VI

The Park Board, in accordance with provisions of Title VI of the Civil Rights Act of 1963 (78 stat. 252, 42 U.S.C. 2000d to 2000d-f) and the regulations, hereby notifies all bidders that it will affirmatively ensure that no person will, in the receipt, evaluation, consideration, acceptance, rejection, or award of any bid or contract entered into pursuant to this RFP, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, including sex, age, disability, low-income, or limited English proficiency (LEP) discrimination.

Section Three RFP Procedures

Request Clarification

The Park Board or the Park Director reserves the right to request clarification of any information contained in a bid.

Questions by Bidders

Questions about this RFP must be submitted by email solely to the Parks Director in a timely manner to allow for a reply to reach the bidder before the bid submission. The response, if any, shall be given by email only. NO oral responses shall be binding. The question, any written Director's response, and addenda, if any, related to the RFP will, at the Park Director's discretion if deemed substantive to this RFP, be distributed to all bidders who have provided an email contact to the Parks Director. If the Parks Director determines a question has been sufficiently answered in the RFP, the inquiring bidder will be referred to the relevant section of the RFP. Questions may be emailed to the Parks Director at jeremyl@co.williams.nd.us

Evaluation of Bids

The Park Board will review bids in accordance with the procedure and criteria set forth in this RFP. Bids that are (i) incomplete, (ii) not properly certified and signed, (iii) not in the required format, or (iv) otherwise non-compliant, in whole or in part, with any of the requirements set forth in this RFP may be disqualified at the sole discretion of and by the Park Director or the Park Board. Bidder must meet all applicable local, state, or federal rules and regulations governing this bid or RFP. The Park Board reserves the right to waive any minor deviations from the sealed bid procedure and/or required bid submissions when it is determined that such waiver is beneficial to or in the best interests of the Park Board

Section Four

Evaluation, Selection, Award

Discussions with Bidders

The Park Board may conduct discussions and/or negotiations with any bidder that appears to be eligible for award ("Eligible Bidder") pursuant to the selection criteria set forth in this RFP. In conducting discussions and/or negotiations, the Park Board will not disclose information derived from bids submitted by competing bidders, except required by law.

Evaluation of Bids

The Park Board and Park Director will evaluate all bids. Submission of a bid indicates the bidder's acceptance of the evaluation process set forth in this RFP and the bidder's acknowledgement that any evaluation, consideration, or selection of any bid will be at the Park Director and the Park Board's sole discretion.

Selection of Bidder and Award of Bid

The successful bidder will be the bidder whose bid, as presented in response to this RFP and as determined by the Park Board, is the most advantageous to the Park Board. Bidders acknowledge that the Park Board is not bound to accept the lowest-priced bid.

Comprehensive Master Plan Bid Certification Form

Parks RFP-L-2

****This form can be duplicated, but must be completed and included in the bid****

By submitting this bid, the Undersigned acknowledges and certifies:

1. That bidder agrees to and has complied with all terms and conditions of the RFP Submittal Instructions and specifications, and all other information provided by the Parks Director or the Park Board;
2. That she/he is an authorized agent of the bidder submitting this bid; and
3. The bidder submitting this bid has never defaulted on any Municipal, State, or Federal contract

Company Name:

Signature:

Printed Name:

Address:

Telephone Number

Email:

Total Price for requested Services/Scope of Work:
