



Request for Proposals

Parks and Recreation General Maintenance and Management Plan

City of Louisville, Parks, Recreation & Open Space Department

717 MAIN STREET, LOUISVILLE, CO 80027

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Project Number: TBD

PROPOSALS DUE: 10:00 AM, TUESDAY, NOVEMBER 22, 2021

**MANDATORY PRE-BID MEETING: 10:00 AM, THURSDAY, NOVEMBER 4,
2021**

(ZOOM MEETING)

**[HTTPS://US02WEB.ZOOM.US/J/87832383429?PWD=BWDYYUPAA2QVB2E4
NXUREEVGAEVQZZ09](https://us02web.zoom.us/j/87832383429?pwd=BWDYYUPAA2QVB2E4NXUREEVGAEVQZZ09)**

TABLE OF CONTENTS

1. Objective.....	2
2. Purpose.....	2
3. Scope	2
4. Procurement Requirements	5
5. Selection Process & Criteria	6
6. Key dates/timeline.....	7
7. Example Agreement with the City.....	8

ATTACHMENTS

1. Exhibit A – Standard City of Louisville Independent Contractor Agreement

1. OBJECTIVE

The objective of the Parks and Recreation General Maintenance and Management Plan is to maintain the quality, safety, integrity and function of our park system for the day to day enjoyment of our residents.

2. PURPOSE

The General Maintenance and Management Plan (GMMP) will ensure the day to day protection of our investment in valuable park and recreation assets. The plan will also serve as a guiding document for staff to ensure maintenance expectations are clear and reflect the City’s highest priorities.

The document will need to outline a comprehensive GMMP for all parks and recreation facilities, including athletic fields and other public lands maintained by the Parks Division such as rights of way (ROW) and the City cemetery. The GMMP will identify work items that are within the scope of the Department’s normal maintenance and operating budget. This approach will need to be based on Best Management Practices (BMP) from other park agencies throughout the country.

The work items identified in this plan should be part of the scope of the Department’s normal maintenance and operating budget, covering routine maintenance items such as performing turf cultural practices, irrigation scheduling and maintenance, athletic field maintenance, snow removal, installing annual flowers, pruning shrubs and trees, weed management, trash removal, cemetery operations, general cleaning, safety audits and repairs to playgrounds, trails, and facilities.

3. SCOPE

As envisioned, the Scope of Services shall be divided into the following components and include the items addressed in the “STEPS TO DEVELOP THE GENERAL MAINTENANCE AND MANAGEMENT PLAN” Section below.

Respondents are not limited to the components presented below and are encouraged to expand on the suggested elements and the approach they would take to develop a similar plan, incorporating the project understanding and professional judgment and experience implementing successful maintenance and management plans.

Respondents must balance the specific needs to achieve the desired results for this update with consideration of potential budget and staffing constraints that the department may face. The City is open-minded on the process that can best be applied to achieve the desired results.

STEPS TO DEVELOP THE GENERAL MAINTENANCE AND MANAGEMENT PLAN

The following is a suggested outline for developing General Maintenance and Management Plan of all park assets:

Step 1: Currently, the City has some basic data available about existing assets and a staff tracking and time-keeping system for payroll purposed, but not a maintenance activity/task tracking system. The asset inventory and data for staff time spent performing major maintenance tasks will need to be analyzed to gain an understanding of current conditions. The current staffing levels, budgetary information, and inventory are mostly up to date for current conditions. Some information is available in excel format, and some may be available in GIS format. All this data will need to be compiled to gain a situational assessment of all assets and management practices.

Engage with Parks Division staff to gather input. Staff from all segments of the Parks Division will be involved, including the following work groups: general parks operations, athletics, cemetery, irrigation, forestry and horticulture. The City has a small Parks Department, so it's anticipated that all staff will be engaged at some level. This effort should include at a minimum:

- Meeting(s) with all division staff.
- Use of a steering or advisory committee of line staff to help form recommendations with representatives from the work groups above.

Review committee of leadership team and management from all work groups.

Step 2: Staffing Assessment – review existing staff data to determine the number of current staff both for summer and winter maintenance as well as an assessment of total percent of Parks staff of total Parks operating budget.

Step 3: Development of an asset inventory of all resources and facilities for which the department is responsible. Additional data will be provided by the City of Louisville as requested and as availability allows. Determine the types and categories of Parks facilities and assets in consultation with Parks staff.

Step 4: Create a summary of performance standards and measures. The City has a program based budget with program area goals and objectives. List any current standards, frequency of tasks, estimate time required to perform task. Review existing performance standards and recommend new standards and a level of service model that are outcome based. Using the completed resource inventory information, identify and list all maintenance tasks for which the department is responsible.

- Identify and include enhanced environmental practices, including but not limited to; organic turf care practices and composting dog waste. The Department currently performs these tasks on a limited basis and will provide a full list of services and areas impacted.

Describe each task identified. Task descriptions should provide enough detail so that any staff person can understand how the task is performed, and should include the minimum level to which those tasks should be accomplished.

- Determine the frequency at which each task should be completed. Tasks should be reduced to their simplest component and task frequencies should be established at a minimum level (annual, bi-annual, quarterly, monthly, weekly, daily, etc.).
- Establish the number of labor-hours necessary to complete each task once. Although the number of labor-hours necessary to complete many tasks can be greatly affected by variables such as weather, equipment breakdowns, vandalism, etc., accurate estimates which reflect conditions as they generally exist are possible.
- Develop a quantitative standard for each task.
- Effectiveness Evaluation – determine the total labor hours available for summer and winter maintenance, the total hours required to provide desired level of services and determine the gap between funding and service levels.

Step 5-a: Equipment Inventory and Needs Assessment – Review the City’s inventory of all Parks equipment, condition and life cycle costs to determine existing equipment use and identify inefficiencies and/or gaps in equipment needs.

Step 5-b: Review all service contracts and partnership agreements in place to determine impacts to services, including what service needs are being met and at what level, and how they are impacting staffing and staff levels of work.

Step 6: Develop recommendations for implementation of an annual work plan including labor, equipment, supplies, staff structure, level of services, funding structure, cost accounting, organization design, and maintenance facility usage. Compare and evaluate potential to outsource work.

Step 7: Create Maintenance and Management Plan document to be used as guiding document and to be shared to justify needs identified. This plan will include the layout for the organization design for all operational functions for the department including park maintenance, forestry, ROWs, City cemetery, athletic field maintenance, maintenance of other natural areas, as well as supervision of operational functions.

Step 8: Provide recommendations or standards for staff to understand impacts to labor hours/maintenance costs for new amenities, so those expenses can be included in operational budgets upon completion of new projects.

4. PROCUREMENT REQUIREMENTS

RFP SUBMITTAL REQUIREMENTS

The proposals must contain all of the following information in the same sequence as presented below. Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP. Please limit length of proposal sections to the maximum pages noted.

One (1) hardcopy along with one (1) electronic copy via flash drive or other portable memory device of the following information shall be submitted. The following format is required to allow easier comparison of proposals. Additional information, in the form of brochures, etc., may be submitted as appendices. If this is a joint proposal between multiple firms, items 2 and 3 shall include the required information for all firms involved in the proposal.

1. Cover letter to include (maximum 2 pages):
 - Legal name of firm, address and telephone number
 - Year firm was established
 - Principal contact in charge of the project proposal
 - Person who would be the City's primary contact
2. Names of proposed personnel for firm and any sub-consultants, their professional qualifications for the plan, and any certifications/registrations. Please also highlight the direct experience the team has in relation to past in the field operational management.

3. Description of the firms understanding of the Parks and Recreation General Maintenance and Management Plan project (maximum 2 pages).
4. Project approach addressing the key issues and requirements necessary to complete the plan, and a proposed planning process to be conducted, the scope of services required to structure your work effort to deliver a quality product given the scope of the project required, including a project timeline (maximum 4 pages).
5. A description of how your previous experience prepares you to address the City of Louisville's Parks and Recreation General Maintenance and Management Plan.
6. Representative listing of other similar projects completed in the past five years, including (maximum 5 pages).
 - Project name
 - Location
 - Project description
 - Work performed
 - Project duration (mo/yr)
 - Contract amount
 - Client (Name, organization, address, phone number, and email address)
 - Estimated Cost

If more than one firm is involved in this proposal, specify which firm was involved in the representative project, and whether or not the firms have worked together as a team in the past.
7. List any other information that might aid in ascertaining your firm's qualifications, which was not covered previously such as awards or special recognitions.
8. In a sealed envelope, provide one copy of your 2021 Rate Schedule including rates of other sub-consultants.
9. Estimated "not to exceed" fee for the proposed services, including detailed breakdown by steps/task as found under the scope of services for each components of the project. The "not to exceed" fees shall include all costs, both direct and indirect, including any reimbursable expenses.

5. SELECTION PROCESS AND CRITERIA

Proposals should focus on the qualifications and experience of the Respondent Teams. Proposals should consist of no more than twenty (20) single-sided pages of text (not including figures, resumes, or preprinted project descriptions). They shall consist of the following and in the order given:

1. Letter of Interest

- a. Provide a letter of introduction stating the Respondent's interest and understanding of the scope of services. An authorized agent for the Respondent must sign the letter.

2. Approach

- a. Demonstrate your approach to the work and describe the three most common problems or conflicts you have experienced on work of this size and scope and how you resolved them on past projects.

3. Capabilities and Experience

- a. List the specific individual(s) assigned to this project and their roles and detailed information on their particular backgrounds and experience. To the greatest extent possible, focus on past or present experience with projects similar to the scope of services herein.

4. References

- a. Provide at a minimum three (3) client references (including contact person and phone number) for similar projects and best demonstrate your ability to complete the work successfully.

5. Fee Proposal

- a. The proposed total, not-to-exceed fee for services. Cost should be included for individual tasks in an attached table, including hourly rates for staff members.

6. Project Schedule

- a. The proposal shall contain a representative example of a Gantt chart or similar chart showing the progression of services and dates for completion, including milestones.

6. TENTATIVE SCHEDULE

The City would like this work to be complete within 3 – 4 months so that 2022 Parks maintenance operations can be adjusted to implement the new plan. While the successful Consultant will be required to prepare a project schedule, the following are tentative dates scheduled for approval of the City's agreement with selected Consultant:

Rocky Mountain E-Purchasing Posting	October 21
Daily Camera – First Publication	October 21
Daily Camera – Second Publication	October 28
Mandatory Pre-Bid Meeting (Virtual)	November 4, 10:00 AM (MST)
Last Day for Questions	November 10
Questions Answered	November 12
Proposals Due	November 22
Selection Committee- Proposal Review	November 23-25
City Council Packet Due	November 29
City Council Meeting	December 7
Notice of Award	December 8
Notice to Proceed	December 15
Project Work	December 15 – March 31
Project Completion	April 1, 2022

SUBMITTAL DEADLINE & CONTACT INFORMATION

Proposal submittals are due November 22, 2021 on or before 10:00 AM (MST). They may be mailed or hand delivered to the following address:

Address: City of Louisville Parks, Recreation and
Open Space Department
749 Main Street
Louisville, Colorado 80027
Attention: Nathan Mosley, Director

Please label the envelope as: 'City of Louisville Parks and Recreation General Maintenance and Management Plan RFP Submittal'

7. PROJECT CONTACT INFORMATION

Upon release of this RFP, all consultant communications concerning the overall RFP should be directed to the contact listed below. Unauthorized contact regarding this RFP with other city employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the city. Consultants should rely only on written statements issued by the city's representative.

Name:	Nathan Mosley, Parks, Recreation and Open Space Director
Address:	City of Louisville; Parks, Recreation and Open Space Department 749 Main Street Louisville, Colorado 80027
Telephone:	303.335.4731
E-mail:	nmosley@louisvilleco.gov

Exhibit A

The selected Respondent team will be required to enter into an agreement with the City. The City's standard independent contractor agreement is attached for reference.