



Release Date: March 11, 2020

Due Date: May 1, 2020 by 5pm

The City of Westworth Village, Texas invites proposals from professionally qualified planning/design consultants and/or similar professionally qualified consultants to design parks/recreational areas and produce an implementation plan, utilizing citizens expressed preferences and their own professional opinions, for the following city green spaces:

1. Green space behind city hall
2. Kaster Korner
3. Airfield Falls

DELIVERY INSTRUCTIONS

Ten hard copies and one electronic copy of the proposal must be mailed, or hand delivered to the delivery address listed below no later than the deadline. All proposals must be sealed in an opaque envelope and clearly marked "2020 City Park Designs." The official clock for submissions is located at City Hall (address listed below). Vendors accept all risks of late delivery of mailed proposals regardless of fault. Proposals received by the City after the posted deadline will not be considered for selection. Faxed or emailed proposals will be rejected.

RFP Delivery Address:

City of Westworth Village
Re: 2020 City Park Designs
311 Burton Hill Road
Westworth Village, TX 76114
ATTN: Brandy Barrett, City Secretary

BACKGROUND

The City of Westworth Village was incorporated in 1941 and operates as a Type A General Law City under the Texas Local Government Code. The City Council is comprised of a Mayor and 5 council members, elected at large by the citizens of Westworth Village. The Council is supported by several advisory boards, committees and commissions. The Council appoints a full-time City Administrator.

The City has a population of 3,000, located in western Tarrant County. Westworth Village is uniquely diverse with a developing business district along State Highway 183, established and newly built residential areas, municipal golf course, private country club and golf course, apartment living, and shared boundaries with the Naval Air Station Joint Reserve Base. We are a short 10-minute drive from downtown Fort Worth and strategically connected to the TRWD trails. We have a strong financial foundation and have properly planned for future growth, including recently receiving a \$2M grant for the development of a trails system, and several new housing developments are under construction. The city employee approximately 55 full time positions providing a full range of municipal services.

About Kaster Korner, the green space behind City Hall, and Airfield Falls:

Kaster Korner is a residential pocket park located on land donated by a citizen. It is home to two large pillars, which were relocated from the entrance to Will Roger's dairy, with historical significance to the area. The park was previously managed by the garden club, who sold memorial bricks to provide for its upkeep. It is named in honor of the first city secretary.

The green space behind city hall is highlighted with large trees and is a designated Trinity Trailhead. It features one picnic table on an improved surface, donated by a local eagle scout's service project. This area has immediate access to the police department lobby restrooms and ample parking via the city hall parking lot.

Airfield Falls is a magnificent Trinity Trailhead entrance that winds back to Westworth Village's waterfall. The trail includes a butterfly garden and natural plants. At the waterfall, there are several benches and a large wooded and green space.

OBJECTIVE OF THIS PROJECT

The objective of this project is to perform a comprehensive design and implementation plan for each of the three green space areas:

1. Kaster Korner
2. Green space behind city hall
3. Airfield Falls.

The overall goal is to:

- Provide a detailed plan to guide the future development and/or renovation of each green space, inclusive of capital and operational costs.
- Deliver a coordinated, cohesive plan that is consistent with the City's vision and is in line with current design standards and specifications.

SCOPE OF WORK

(This preliminary scope of work is presented as a reference. The selected consultant will work with the City to develop the final scope of work.)

Respondents are requested to provide a statement of qualifications that addresses the items identified in the scope of services. This project will include inventory/review of existing facilities and amenities in the park, a review of the parks and recreation system to understand the relation of this park to the overall park/trail system, community needs and preferences, the development of a prioritized plan, and funding/financial options for the development of the plan.

The plan should:

1. Assess each space individually.
2. Utilize information provided by citizens on the citywide survey and town hall meetings, which will be provided via weblink at: <http://www.cityofwestworth.com/bids>
3. Address the following elements in addition to any other pertinent topics:
 - a. Community needs and desires
 - b. Development of site plans for each location
 - c. Identification of existing utilities as well as future installation of utilities in order to serve the park sites with cost estimates
 - d. Cost estimates for each element, including operational and maintenance costs
 - e. Outside funding source options

MINIMUM PROPOSAL REQUIREMENTS

1. **Executive Summary:** Summarize your proposal and include your firm's contact information.
2. **Methodology:** Explain how your firm would approach the process, including estimated timelines, and how you would involve citizens and work together with the Mayor and City Council towards the final project. Include key milestones, deliverables, and meetings with the City during the recruitment.
3. **Fees:** The city will negotiate fees with the selected consultant for the services identified in the RFP. If negotiations with the chosen consultant fail for any reason, the next highest rated consultant will be contacted.
4. **Qualifications:** Identify the individual you propose to assign as project manager and all members of the project team. Include a resume and/or statement of qualifications for each member.

5. **Experience:** Please provide specific examples of a minimum of 3 recent parks/recreation area projects, preferably in cities of similar size as Westworth Village. Include jurisdiction contact information and the total cost (i.e. fees plus all other billables or reimbursable expenses) of each project.
6. **References:** Include a list of references, with contact information, of at least 4 clients who can verify your ability to provide the scope of services requested. References from Mayors in cities of similar size who have recently completed similar projects are strongly preferred.
7. **Learned Project Improvements/Errors:** Include a list of projects that once implemented contained either a hazard or created an opportunity for future project improvement. List the location of the project and a contact for each. (Examples: wrong base materials used, incorrect drainage, unforeseen site hazard)
8. **Contract Sample:** Please include an example of your standard contract/agreement.
9. **Guarantees:** Please include an explanation of any guarantees.

The proposal should not exceed 30 pages (15 double-sided sheets of paper). The front cover, back cover, and work and contract samples may be in addition to the 30-page limit. All costs for developing proposals in response to this RFP are the obligation of the firm/consultant and are not chargeable to the City.

Interviews: After the written proposals are received and initially evaluated, the City may require one or more of the respondents to provide an oral presentation as a supplement to their response. Any respondents required to interview should be prepared to discuss and substantiate any area of their proposal. The city is under no obligation to grant interviews to any respondent receiving a copy of this RFP and/or submitting a written response.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Staff expertise and overall qualifications of personnel assigned to the work.	15
Thoroughness and understanding of the tasks to be completed. Overall content quality and responsiveness to RFP requirements.	25
References, background, and experience with similar projects.	30
Cost	30
Total	100

SCHEDULE

The following is an outline of the selection procedure and a *tentative* time schedule:

EVENT	DATE
Release RFP	March 13, 2020
Questions due	April 3, 2020
Deadline for submission of proposals	May 1, 2020 by 5:00pm
Proposal evaluation complete	June 9, 2020
City interviews short-listed vendors*	Optional if needed TBD

*The City reserves the right to select a firm from submitted proposals alone.

DISCRETION AND LIABILITY WAIVER

The City of Westworth Village reserves the right obtain supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria listed above. The City reserves the right to reject any quote for good cause or upon finding that it is in the public interest to do so. The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

CONTACTS

All communication concerning this RFP should be directed in writing to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding on the City.

Brandy Barrett

City Secretary

City of Westworth Village, 311 Burton Hill Road, Westworth Village, TX 76114

Phone: (817) 710-2526

Email: bbarrett@cityofwestworth.com

Questions regarding this RFP must be received by the date listed in the "Schedule" section of this RFP. Answers to questions received by this date will be posted on the City's website under <http://www.cityofwestworth.com/bids>