



**Item:** Park and Recreation Master Plan  
**From:** Park and Recreation Administration  
**Initiated By:** Joseph Petrella, Director  
**Presented By:** Joseph Petrella, Director  
**Action Requested:** Award contract for Professional Services to PROS Consulting. O.F. 1694.

**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (award/reject) the contract for professional services in the amount of \$89,970 to PROS Consulting for the Park and Recreation Master Plan, and authorize the City Manager to execute the contract documents.”

2. Mayor Winters requests a second to the motion, Commission discussion, public comment, and calls for the vote.

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**Staff Recommendation:** Staff recommends the City Commission award the contract for professional services in the amount of \$89,970 to PROS Consulting Inc.

**Summary:**

The City of Great Falls has a strong commitment to provide high quality parks and recreation facilities and programs for citizens of the community. The consultant will collect and analyze data to develop a clear set of goals, policies and standards for the City’ park system, open space, trails, recreation facilities and program development for the next five years. The consultant will work closely with citizens, City staff, Park and Recreation Advisory Board, Planning Advisory Board and the City Commission.

The Park and Recreation Master Plan will become an element of the current City of Great Falls Growth Policy and will require approval of the Park and Recreation Advisory Board, Planning Advisory Board and the City Commission.

**Background:**

Significant Impacts

The Park and Recreation Master Plan will become an element of the current City of Great Falls Growth Policy and create a clear set of objectives that will provide direction for the Park and Recreation Advisory Board, Planning Advisory Board, the City Commission and Park and

Recreation Department staff for development and enhancement of the City's parks and recreation system for a short-term, mid-term and long term range.

#### Citizen Participation

The Consulting Team will utilize a robust public input process to solicit community input on how the park system, open space, trails, recreation facilities, and programs meet the needs of residents into the future. There will be two (2) focus group meetings and key leadership interviews with the Park and Recreation Advisory Board and other key leaders (up to 10) to be held over a two day period. In addition, six (6) focus group meetings will be completed to gain public feedback on use, preferences, and agency strengths, weaknesses, opportunities and threats. There will be three (3) public forums: two (2) initial public forums to introduce the project and project goals, gain input for the community's vision and core values for the parks and recreation system, and one (1) as a final briefing and input opportunity on the draft plan. There will also be an electronic survey and community needs assessment statistically-valid-survey distributed to the public.

#### Workload Impacts

The consultant will work closely with the general public, City staff, Park and Recreation Advisory Board, Planning Advisory Board and the City Commission to develop the Park and Recreation Master Plan.

#### Purpose

To develop a Park and Recreation Master Plan that will create a clear set of objectives that will provide direction for the Park and Recreation Advisory Board, Planning Advisory Board, the City Commission and Park and Recreation Department staff for development and enhancement of the City's parks and recreation system for a short-term, mid-term and long term range.

#### Project Work Scope

See Attachment B

#### Evaluation and Selection Process

Four (4) proposals were received on September 18, 2015. With the bids ranging between \$79,999 and \$90,000. A committee of five (5) city staff members reviewed the proposals based on specific criteria and concurred that PROS Consulting Inc. submitted the best proposal.

#### Conclusion

City staff recommends awarding the contract to PROS Consulting Inc. in the amount of \$89,970.

#### **Fiscal Impact:**

The total cost of the project will be \$89,970. Of this amount, \$80,000 for this project has been budgeted for FY 15/16 in the Park and Recreation Trust. The additional \$9,970 for this project will be funded through the Peoples Park and Recreation Foundation.

#### **Alternatives:**

Not award a contract to PROS Consultants, Inc. to create a Park and Recreation Master Plan.

**Concurrences:** Representatives from the City Attorney Office, City Manager Office, Planning Department and Park and Recreation staff concur with the awarding of the contract.

**Attachments/Exhibits:**  
Professional Service Contract  
Attachment B: Scope of Work

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made and entered into by and between the **CITY OF GREAT FALLS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 5021, Great Falls, Montana 59403-5021, hereinafter referred to as “City,” and PROS Consulting, Inc., 201 South Capital Avenue, Suite 505, Indianapolis, Indiana 46225, hereinafter referred to as “Consultant.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

**1. Purpose:** City agrees to hire Consultant as an independent contractor to perform for City services described in the Scope of Services attached hereto as Exhibit “A” and by this reference made a part hereof.

**2. Term of Agreement:** This Agreement is effective upon the date of its execution through August 31, 2016. Both parties reserve the right to cancel this Agreement by providing a written thirty (30) day notice to the other party. The parties may extend this agreement in writing prior to its termination.

**3. Scope of Work:** Consultant will perform the work and provide the services in accordance with the requirements of the Scope of Services.

**4. Payment:** City agrees to pay Consultant Eighty Nine Thousand Nine Hundred Seventy Dollars (\$89,970.) for services performed pursuant to the Scope of Services. Any alteration or deviation from the described work that involves extra costs will be performed by Consultant after written request by the City, and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

**5. Independent Contractor Status:** The parties agree that Consultant is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Consultant is not subject to the terms and provisions of the City’s personnel policies handbook and may not be considered a City employee for workers’ compensation or any other purpose. Consultant is not authorized to represent the City or otherwise bind the City in any dealings between Consultant and any third parties.

Consultant shall comply with the applicable requirements of the Workers’ Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Consultant shall maintain workers’ compensation coverage for all members and employees of Consultant’s business, except for those members who are exempted by law.

Consultant shall furnish the City with copies showing one of the following: (1) a binder for workers’ compensation coverage by an insurer licensed and authorized to provide workers’ compensation insurance in the State of Montana; or (2) proof of exemption from workers’ compensation granted by law for independent contractors.

6. **Indemnification:** To the fullest extent permitted by law, Consultant shall fully indemnify, defend, and save City, its agents, representatives, employees, and officers harmless from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from or related to Consultant’s performance of this Agreement and Consultant’s work on the Project or work of any subcontractor or supplier to Consultant.

7. **Insurance:** Consultant shall purchase and maintain insurance coverage as set forth below. The insurance policy must name the City, (including its elected or appointed officers, officials, employees, or volunteers), as an additional insured and be written on a “primary—noncontributory basis.” Consultant will provide the City with applicable additional insured endorsement documentation. Each coverage shall be obtained from an insurance company that is duly licensed and authorized to transact insurance business and write insurance within the state of Montana, with a minimum of “A.M. Best Rating” of A-, VI, as will protect the Consultant, the various acts of subcontractors, the City and its officers, employees, agents, and representatives from claims for bodily injury and/or property damage which may arise from operations and completed operations under this Agreement. All insurance coverage shall remain in effect throughout the life of this Agreement and for a minimum of one (1) year following the date of expiration of Consultant’s warranties. All insurance policies must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to Consultant, City, and all other additional insureds to whom a certificate of insurance has been issued. All insurance documentation shall be in a form acceptable to the City.

**Insurance Coverage at least in the following amounts is required:**

1.	Commercial General Liability (bodily injury and property damage)	\$1,000,000 per occurrence \$2,000,000 aggregate
2.	Products and Completed Operations	\$2,000,000
3.	Automobile Liability	\$1,000,000 combined single limit
4.	Workers’ Compensation	Not less than statutory limits
5.	Employers’ Liability	\$1,000,000
6.	Professional Liability (E&O) (only if applicable)	\$1,000,000 per occurrence \$2,000,000 aggregate

Consultant may provide applicable excess or umbrella coverage to supplement Consultant’s existing insurance coverage, if Consultant’s existing policy limits do not satisfy the coverage requirements as set forth above.

8. **Professional Service:** Consultant agrees that all services and work performed hereunder will be accomplished in a professional manner.

9. **Compliance with Laws:** Consultant agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA. As applicable, Consultant agrees to purchase a City safety inspection certificate or special business license.

10. **Nondiscrimination:** Consultant agrees that all hiring by Consultant of persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or other class protected by state and/or federal law.

11. **Default and Termination:** If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

12. **Modification and Assignability:** This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Consultant may not subcontract or assign Consultant's rights, including the right to compensation or duties arising hereunder, without the prior written consent of City. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.

13. **Ownership and Publication of Materials:** All reports, information, data, and other materials prepared by the Consultant pursuant to this Agreement are the property of the City. The City has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Consultant for the specific purpose intended will be at the City's sole risk and without liability or legal exposure to the Consultant. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the City.

14. **Liaison:** City's designated liaison with Consultant is Joseph Petrella, Park and Recreation Director and Consultant's designated liaison with City is Leon Younger, President.

15. **Applicability:** This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

**16. Binding:** This Agreement and all of the covenants hereof shall inure to the benefit and be binding upon the City of Great Falls and the Contractor respectively and their partners, successors, assigns and legal representatives. Neither the City nor the Contractor shall have the right to assign, transfer or sublet their interest or obligations hereunder without written consent of the other party.

**17. Amendments:** Any amendment or modification of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of the Agreement.

**IN WITNESS WHEREOF,** Consultant and City have caused this Agreement to be executed and intend to be legally bound thereby as of the date set forth below.

**CITY OF GREAT FALLS, MONTANA**

**CONSULTANT**

By \_\_\_\_\_  
Gregory T. Doyon, City Manager

By \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

ATTEST:

(Seal of the City)

\_\_\_\_\_  
Lisa Kunz, City Clerk

\* APPROVED AS TO FORM:

By \_\_\_\_\_  
Sara R. Sexe, City Attorney

\* By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.



# Attachment B

## Scope of Work

### Project Scope of Work

The PROS Consulting Team proposes a comprehensive planning approach to address the requirements of the *Park and Recreation Master Plan* and will deliver a living and working document that provides guidance for both short-term and long-term goals in a financially sustainable and achievable manner. Following is a detailed approach to develop the master plan related to implementing specific action items.

### Task 1 - Project Management, Progress Reporting & Data Review

**A. Kick-off Meeting & Project Management** - A virtual kick-off meeting should be attended by the key City staff and Consulting Team members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the Consulting Team. Detailed steps of this task include:

- Confirmation – The project goals, objectives, scope, and schedule will be confirmed.
- Outcome Expectations – Discuss expectations of the completed project.
- Communications – Confirmation on lines of communication, points of contact, level of involvement by Department staff and local leaders, and other related project management details. Also, protocols and procedures for scheduling meetings should be agreed to.
- Data Collection – The Consulting Team will collect, log, and review key data and information to facilitate a thorough understanding of the project background.
- Progress Reporting – The Consulting Team and City staff will hold progress meetings as often as necessary, but in no case less than once per month until the final plan is approved by the City Commission for the purpose of progress reporting. The Consulting Team will supply the Project Manager with a least one (1) copy of all completed or partially completed reports, studies, forecasts, maps or plans deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager will schedule meeting, as necessary, at key times during the development of the Master Plan.
- Posting on Website – The Consulting Team will utilize the City's website for review of progress by key stakeholders and the public.

- Prepare database of stakeholders – The Consulting Team will work with the Department who will gather contact information from a variety of sources within the Department. This information will be used in the key leadership/focus group interview portion of the *Park and Recreation Master Plan*.
- B. Data Collection and Review** – The Consulting Team will assemble and review available documentation from the City files, existing planning documents, as well as existing site or facility master plans.

**Meetings:** City staff review meeting of scope and schedule. The Consulting Team and the assigned City's Project Manager will hold progress meetings via conference call as often as necessary, but no less than once per month until the final plan is approved by the City Commission for the purpose of progress reporting. Lastly, the Consulting Team will meet with the Project Manager at important milestone dates during the master planning process, which will be finalized at the kick-off meeting with specific dates outlined.

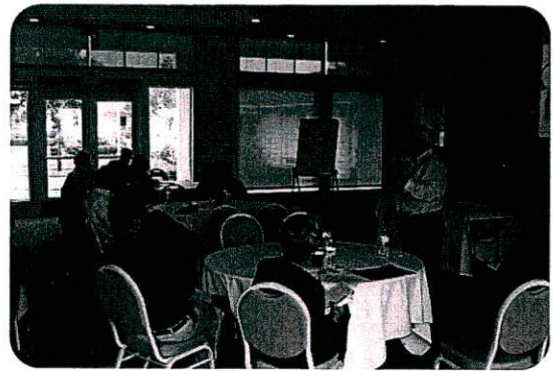
**Deliverables:** Finalized scope of work, work schedule with target completion dates, and identification of relevant stakeholders and focus groups. Staff input report and a summary report assessment of existing planning documents.

## Task 2 - Public Engagement Process

The Consulting Team will utilize a **robust** public input process to solicit community input on how the park system, open space, trails, recreation facilities, and programs meet the needs of residents into the future. This task is an integral part of the Park and Recreation Master Planning process. A wide range of community/participation methods may be utilized with traditional public meetings. Specific tasks include:

- A. Key Leadership/Focus Group Interviews** – The Consulting Team will perform focus groups and key leadership interviews the community to evaluate their vision for parks and recreation in the community. Two (2) focus group meetings and key leadership interviews with the Park and Recreation Advisory Board and other key leaders (up to 10) will be held over a two-day period. Also, six (6) focus group meetings will be completed to gain public feedback on use, preferences, and any agency strengths, weaknesses, opportunities and threats. During these interviews/focus groups, the Consulting Team will gain an understanding of the community values, as well as determine the priority for recreation facilities and programming, parks, trails and open space development needs of the City of Great Falls. The following list of potential interviewees will be used to select the final list in conjunction with the City:

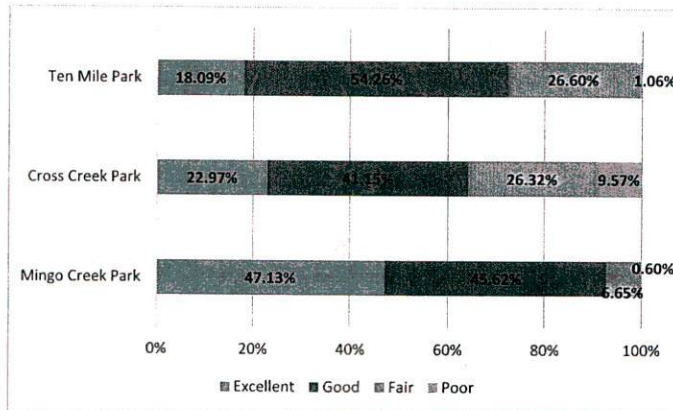
- Elected Officials
- Key Business Leaders
- City Administration
- Park and Recreation Advisory Board
- Key Partners/Philanthropic Organizations
- Users and non-users of the parks and recreation system
- Seniors
- Youth sports groups
- Great Falls Trails Working Group
- School District (Teachers, Parents & Children)
- Colleges & Universities (University of Great Falls, Great Falls College MSU & Park University)
- Nonprofit Groups such as Recreational Trails Inc., Get Fit Great Falls, Boys & Girl Scouts, etc.
- Great Falls Chamber of Commerce
- Downtown Great Falls Association
- Great Falls Development Authority
- Great Falls Home Builders Association & Great Falls Relators Association
- Malmstrom Airforce Base



**B. Public Forums/Workshops** – Public forums will serve to present information and gather feedback from citizens at large. It is important to have initial meetings early in the process and follow-up meetings during the final plan development process. It will be important to get maximum media exposure to inform citizens of the purpose and importance of the meetings and clearly note time and locations. We propose to conduct a total of three (3) public forums: two (2) initial public forums to introduce the project and project goals, gain input for the community’s vision and core values for the parks and recreation system, and one (1) as a final briefing and input opportunity on the draft plan. These meetings would be informal in nature offering the public an opportunity to participate in the planning process and to provide feedback on the proposed options. The purpose for these meetings will be to ensure opportunities for the general public to discuss their priorities and perceptions surrounding the parks and recreation system. The forums will also afford the opportunity to subtly educate the public on the opportunities, benefits, and constraints of the parks and recreation system.

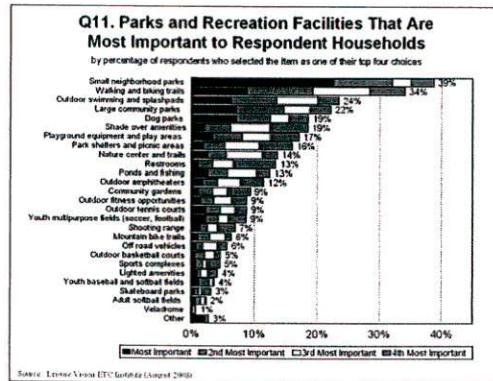
Keypad polling technology, which uses remote controls with a radio frequency that transmits results to a laptop computer, may be used during these meetings. Meeting participants can anonymously vote on or rank various options and the group results are immediately recorded and displayed on the computer screen. The Consultant Team has utilized this technique with great success for a number of projects to gain insights from communities about what they value most about various aspects of the community.

**C. Electronic Survey** – Also, the Consulting Team will create an online survey administered through [www.surveymonkey.com](http://www.surveymonkey.com). This survey will be promoted through the City’s website and promotional mediums to maximize outreach and response rates. These surveys will provide quantitative data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for park amenities, specific programs, facility components, usage, and pricing strategies.



**D. Community Needs Assessment Statistically-Valid Survey** – The Consulting Team will perform a random, scientifically valid community-wide household to quantify knowledge, need, unmet need, priorities and support for system improvements including facility, programming, and parks needs of City of Great Falls.

The Consulting Team will administer a statistically valid random sampling Needs Assessment Survey of household surveys in Great Falls. The survey will be administered by phone or by a combination of a mail/phone survey and will have a minimum sample size of 375 completed surveys at a 95% level of confidence and a confidence interval of +/- 5%. Prior to the survey being administered, it will be reviewed by both staff and the Park and Recreation Advisory Board.



**Meetings:** Great Falls staff review of community meetings agenda. Six focus group meetings, up to ten community stakeholder meetings, and three Community Public Forum Meetings to gather public input. Two (2) focus group meetings with the Park and Recreation Advisory Board. Staff review and finalization of the statistically-valid survey.

**Deliverables:** The Consulting Team will act as professional facilitators to gather information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats. Well organized and directed activities, techniques, and formats will be provided to ensure that a positive, open and proactive public participation

process is achieved. Written community meeting report for each meeting will be provided. Conduct Community survey draft for review and survey results and analysis report.

### **Task 3 - Demographic and Recreation Trends Analysis**

**A. Demographic & Recreation Trends Analysis** – The Consulting Team will utilize the City’s projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in the City and the region, and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Equity Mapping and Service Area Analysis

The demographic analysis will be based on US 2010 Census information, 2015 updated projections, and 5 (2020) and 10 (2025) year projections. The following demographic characteristics will be included:

- Population density
- Age Distribution
- Households
- Gender
- Ethnicity
- Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team utilizes the Sports & Fitness Industry Association’s (SFIA) 2015 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.



**Meetings:** None

**Deliverables:** A Demographic & Recreational Trends Analysis Report.

### Task 4 - Existing and Future Facilities Analysis

**A. Parks and Facilities Inventory and Assessment** – The Consulting Team will provide an electronic form for staff to use in completing acreage and facility inventory of park property and facility/amenity inventory. A park and facility tour will be performed with parks and recreation staff, Operations and Maintenance staff, and Programming staff to confirm and modify any additional information to the inventory form, as well as perform a Supply Analysis to identify existing and potential parks and recreation resources, and facilities provided across the community. During this tour, general observation of park and recreation facilities will include:

- Photographs along with text to illustrate key environmental and physical features
- General state and condition
- Accessibility, comfort and convenience
- Compatibility with neighborhoods
- Compatibility of amenities offered through the City
- Aesthetics/Design
- Safety/security
- Public Access
- Connectivity to the surrounding neighborhoods through non-motorized travel
- Program capacity and compatibility with users
- Partnership opportunities
- Revenue generation opportunities
- Inventory existing miles of trails locations and destinations

The findings from this review will be documented in a prepared data collection form. Analysis will be performed from this review, and incorporated into an *Assessment Summary Report*. The analysis will consider any overlaps or gaps in the system and who should be providing what service in order to minimize duplication and establish stakeholders and possible future partnerships.

**Carmel • Clay Parks & Recreation** Parks and Recreation Comprehensive Master Plan Park Assessment

Location: 3301 Hazel Dell Parkway  
Size: 43 Acres  
Classification: Community Park

Category / Asset	Condition
Overall Condition	Good
Overall Overall Area Along White River	Good
Open Turf Area	Excellent
Parking Area	Good
Public Toilet	Good
Lighting	Fair

**STRENGTHS**



- Hazel Landing Park is a 40-acre scenic park along the White River featuring picnic, observation, scenic overlook and well as picnic tables in a large open space area.
- Pathways around the parking area and around trails are located along the White River.
- Paved parking area was in good condition and well landscaped.

**OPPORTUNITIES**

- Update signage along Hazel Dell Parkway in coordination with City's installation of a new roundabout at 3300 Street, so it is very difficult to see the entrance.
- Create grant entry to use annually with new entrance installed per Master Plan.

**PHOTOGRAPH CAPTIONED:**

- Installation of an 18-hole disc golf course (2016).

*Photos on this page (left to right) show scenic area with picnic tables, parking lot area and background view from across street of Hazel Dell.*

**PROS CONSULTING**



# Request for Proposals: Parks, Recreation, Facilities & Trails Master Plan

**B. Park Classifications and Level of Service Standards** – The Consulting Team will work with the City to review and confirm, modify or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the Consulting Team’s national experience and comparison with peer/survey agencies. These standards will be adapted based on the needs and expectations of the City of Great Falls.

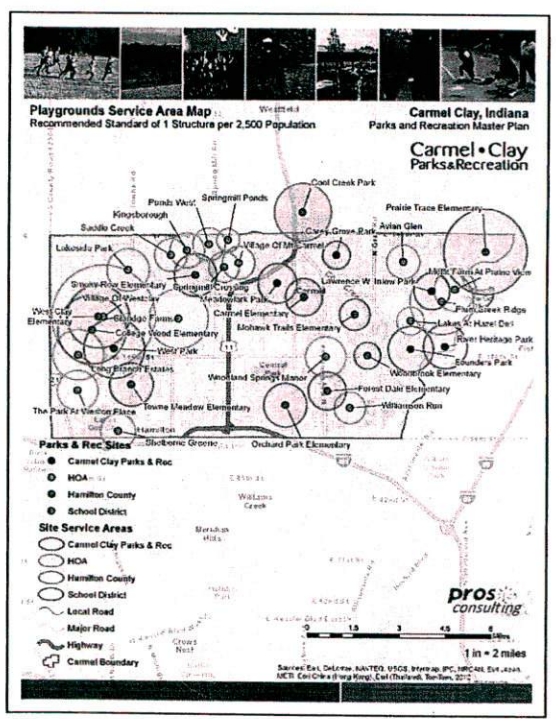
PARKS:	2012 Inventory - Developed Facilities							2012 Facility Standards				2017 Facility Standards				
	CCPR Inventory	City/CRC	School District	Dad's Club	HOA	County Parks	Total Inventory	Current Service Level based upon population		Recommended Service Levels: Revised for Local Service Area		Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed	Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed	
Local Parks (1-10 acres)	28.25	-	-	-	-	-	28.25	0.33	1,000	0.00	1,000	Meets Standard	-	Meets Standard	-	
Community Parks (11-100 acres)	168.37	-	-	-	-	63.00	231.37	2.68	1,000	3.00	1,000	Need Exists	28	Need Exists	55	
Signature Parks (100+ acres)	279.22	-	-	-	-	125.00	404.22	4.68	1,000	4.00	1,000	Meets Standard	-	Meets Standard	-	
Undeveloped Parks	13.38	141.20	-	-	-	-	154.58	1.79	1,000	1.00	1,000	Meets Standard	-	Meets Standard	-	
Greenways	51.83	-	-	-	-	-	51.83	0.60	1,000	2.00	1,000	Need Exists	121	Need Exists	139	
<b>Total Park Acres</b>	<b>541.05</b>	<b>141.20</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>188.00</b>	<b>870.25</b>	<b>10.07</b>	<b>1,000</b>	<b>10.00</b>	<b>1,000</b>	<b>Meets Standard</b>	<b>-</b>	<b>Need Exists</b>	<b>83</b>	
<b>OUTDOOR AMENITIES:</b>																
Playgrounds	6.00	-	11.00	-	25.00	2.00	44.00	1.00	1,965	1.00	2,500	Meets Standard	-	Meets Standard	-	
Spray Pads	2.00	-	-	-	-	-	2.00	1.00	43,220	1.00	20,000	Need Exists	2	Need Exists	3	
Picnic Areas/Shelters	14.00	-	-	-	14.00	-	28.00	1.00	3,087	1.00	4,000	Meets Standard	-	Meets Standard	-	
Soccer Field	-	-	23.00	1.00	3.00	27.00	1.00	3,201	1.00	4,000	Meets Standard	-	Meets Standard	-		
Ballfields	-	-	12.00	11.00	5.00	4.00	32.00	1.00	2,701	1.00	4,000	Meets Standard	-	Meets Standard	-	
Multi-Purpose Fields	2.00	-	3.00	14.00	-	-	19.00	1.00	4,549	1.00	4,000	Need Exists	3	Need Exists	5	
Basketball Courts	2.00	-	8.00	-	12.00	-	22.00	1.00	3,929	1.00	5,000	Meets Standard	-	Meets Standard	-	
Tennis Courts	-	-	37.00	-	50.00	-	87.00	1.00	994	1.00	3,000	Meets Standard	-	Meets Standard	-	
Multi-Use Trails (Miles)	16.00	-	-	-	-	-	16.00	0.19	1,000	0.40	1,000	Need Exists	19	Need Exists	22	
Amphitheater	1.00	1.00	-	-	-	1.00	3.00	1.00	28,813	1.00	50,000	Meets Standard	-	Meets Standard	-	
Skate Park	1.00	-	-	-	-	-	1.00	1.00	85,439	1.00	40,000	Need Exists	1	Need Exists	1	
Volleyball Pit	2.00	-	-	-	14.00	-	16.00	1.00	5,402	1.00	20,000	Meets Standard	-	Meets Standard	-	
Outdoor Aquatic Center (Square Feet)	48,183.50	-	-	-	-	-	48,183.50	0.56	person	0.50	person	Meets Standard	-	Meets Standard	-	
Nonon Community Center (Square Feet)	146,225.00	-	-	-	-	-	146,225.00	1.69	person	1.50	person	Meets Standard	-	Meets Standard	-	

2012 Estimated Population	86,439
2017 Estimated Population	95,303

Notes:  
County inventory includes inventory only found in Carmel Clay Parks and Recreation jurisdiction  
Population based on Clay Township's limits  
The 37 tennis courts are part of an Inter-local Agreement establish with school district for public use

**C. Geographical Analysis through Mapping** – The Consulting Team will work with the City to determine appropriate GIS mapping. The Consulting Team can utilize GIS to perform a geographical mapping to identify service area analysis for specific facilities and programs. This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. A service area is defined as a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Using the facility standards and service areas provided by Consulting Team for each park and major facility type (amenity), a series of maps by each park classification and major amenities will be prepared. Major parks and facilities to be mapped could include:

- Neighborhood Parks
- Community Parks
- Soccer Fields
- Football Fields



- Baseball Fields
- Softball Fields
- Basketball Courts
- Tennis Courts
- Trails
- Playgrounds
- Picnic Pavilions
- Aquatics/ Pools
- Recreation/Community Centers

This mapping identifies gaps and overlaps in service area. It is assumed that the City will provide base GIS information including inventory and general location of park sites and amenities. The Consulting Team will provide maps in digital format (Adobe Acrobat PDF format) and hard copy.

**Meetings:** Review of staff provided inventory and condition information. Tour of existing Parks and Recreation Department facilities/properties. Park classification and level of service standards review discussion. Also, meeting on appropriate mapping method if desired.

**Deliverables:** Parks and Recreation Department Facility Analysis / Assessment Report.

### Task 5 - Rank and Prioritize Demand and Opportunities

**A. Prioritized Facility and Program Priority Rankings** – The Consulting Team will synthesize the findings from the community input, survey results, standards, demographics and trends analysis, park and facility assessment, recreation services assessment and the service area mapping into a quantified facility and program priority ranking. This priority listing will be compared against gaps or surplus in recreation services, parks, facilities and amenities. This will list and prioritize facility, infrastructure, amenities, and program needs for the parks and recreation system and **provide guidance** for the Capital Improvement Plan. The analysis will include probable future parks, recreation facilities, open spaces and trail needs based on community input, as well as state and national user figures and trends. Also, a set of prioritized recommendations for maintenance and renovation of parks, trails and recreation facilities will be developed. The Team will conduct a work session with staff to review the findings and make revisions as necessary.

Shawnee County Facility/Amenity Needs Assessment	Overall Ranking
Walking, hiking and biking trails	1
Small neighborhood parks	2
Indoor fitness/exercise facilities	3
Large community parks	4
Natural areas/wildlife habitats	5
Indoor running/walking track	6
Picnic areas and shelters	7
Outdoor swimming pools/water parks	8
Indoor swimming pools/leisure pools	9
Playground equipment	10
Boating and fishing areas	11
Golf courses	12
Off-leash dog park	13
Indoor theater	14
Indoor sports fields (baseball, soccer, etc)	15
Indoor basketball/volleyball courts	16
Youth baseball/softball fields	17
Historic homes/grounds	18
Youth soccer fields	19
Outdoor basketball courts	20
Adult baseball/softball fields	21
Skate parks	22
Outdoor tennis courts	23
Outdoor sand volleyball courts	24
Adult soccer fields	25

**B. Capital Improvement Plan** – The culmination of all analysis will result in a prioritized plan providing guidelines to the City for investing and developing parks, facilities, and open space. This capital improvement plan will reflect community needs identified in the staff, board and stakeholder meetings, the public input process, household survey, demographics, prioritized facility and program needs analysis, and physical analysis. The capital improvement plan will focus on two key areas:

- Existing Park System Needs and Service Shortfalls
- New Park, Recreation Facilities and Open Space Needs and Project Trends

The plan will take into account environmental stewardship in developing options and cost estimates. The plan will present budgetary capital costs, priorities, and funding strategies including partnership and revenue generation opportunities for capital and operational funding for a short-term, mid-term, and long-term.

The plan will also categorize the City' of Great Falls' park and recreation system into various levels of assets and provide standards for new and redevelopment within the system. These standards, which will be based on the level of service analysis and community input, will help Great Falls organize and plan for what types and where

services and amenities should be provided. Beyond the functionality of the categories the standards will also include some design guidelines and recommendations for the aesthetical look of the system that will bring a consistency to the overall park and recreation system.

The Citizens of Great Falls are passionate about their park and recreation system, for example the neighbors in the Skyline area recently worked together to raise funds to incorporate a new playground at Skyline Park. If the updated master plan had been in place prior to these efforts the neighbors may had additional avenues to find funding and would have had a long term plan for the park that they could easily follow and implement in conjunction with the Park & Recreation Department.

The Capital improvement / Action Plan will also provide information on how the park and recreation system can be integrated into the City's existing network in terms of transportation, utilities and storm water management. There are a variety of parks throughout Great Falls that serve a dual purpose of functioning as part of the storm water collection system and as recreational opportunities.

**Meetings:** Rank and prioritize demand and opportunities and provide a Capital Improvement Plan. Final report with a rank and prioritization of needs; gap analysis between recognized standards and current inventory; and a gap analysis between recognized community desires and current inventory.

**Deliverables:** Capital Improvement Plan based on priority rankings.

## **Task 6 - Analysis of Programs and Services**

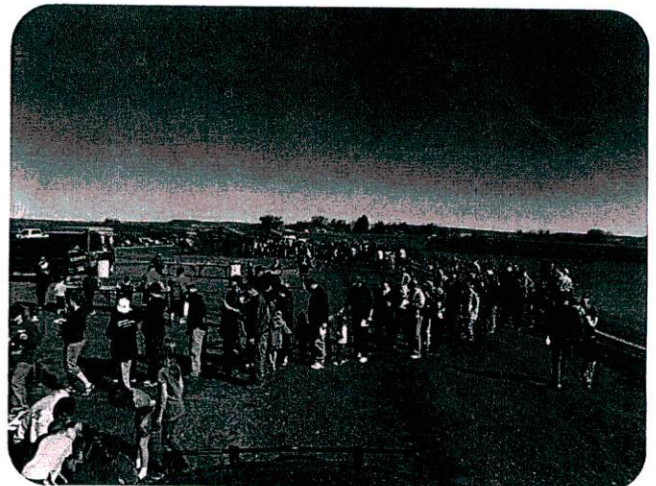
**A. Recreation Program Assessment** – Recreation programs and special events are the backbone of park and recreation agencies. This assessment will review how well the City aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- User fee analysis for facilities and programs/services
- Review of program development process
- Backstage support, or service systems and agency support needed to deliver excellent service

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants.

**Meetings:** Initial meeting with Recreation staff to provide information regarding current program offerings. Follow up after review after initial site visit and review to present findings and recommendations.

**Deliverables:** Programs and Services Assessment Report.





## Task 7 - Implementation & Master Plan Development

The *Park and Recreation Master Plan* will be framed and prepared through a series of workshops with staff. The overall vision and mission statements will be affirmed or modified, and direction for the City will be established along with individual action strategies that were identified from all the research work completed. Key recommendations and tactics that support each action strategy to its fullest outcome will be outlined in a strategy matrix with priorities, timelines, measurement, and teams within the City or external partners to focus on. Specific tasks include:

- A. Funding and Revenue Strategies** – Funding strategies will be developed based in part to our review and analysis of the facilities as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the Master Plan based on the community values. The funding strategies to be evaluated for recommendations will include at a minimum:
- Fees and charges options and recommendations
  - Endowments/Non-profits opportunities for supporting operational and capital costs
  - Sponsorships to support programs, events, and facilities
  - Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
  - Dedicated funding sources to support land acquisition and capital improvements
  - Development agreements to support park acquisition, open space and park and facility development
  - Earned Income options to support operational costs
  - Land or facility leases to support operational and capital costs
  - Identify grant opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timelines
- B. Develop Vision, Mission and Goals/Objectives** – The supporting vision and mission statements will be affirmed or developed with senior staff in a work session. Following this effort, goals/objectives and policies will be established and prioritized. A status briefing will be presented to gain input and consensus on direction.
- C. Strategic Action Plan Development** – Upon consensus of all technical work, the remaining action plan will be completed with supporting strategies, actions, responsibilities, and priorities/timelines and cost estimates. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. This will be reviewed with senior staff in a half-day workshop. The Consulting Team will propose a prioritization schedule and methodology used on successful master plans across the United States from their work. Specifics include the identification of service shortfalls and project impact of future trends. Workable definitions and recommendations for designated park and open space with acreage and parameters defined as appropriate will be provided. Also, recommendations for operations, staffing, maintenance, programming and funding needs will be developed.
- Another aspect of the Action Plan that will be included is a program for acquisition and development of parkland, recreation facilities, open space, trail and parks maintenance. Montana Code Annotated (76-3-621) requires parkland dedication or cash in lieu in conjunction with most subdivisions. This is one way that the Park and Recreation Department can acquire additional assets or funds. There are limitations to where and how the funds from park dedication can be used according to state law. An important aspect of the action plan should establish the needs and procedures for the use of the money; this will allow the City to establish how they want to use the funds vs. what state law allows.
- D. Draft Report Preparation and Briefings**– The Consulting Team will prepare a draft Master Plan with strategies taking into account all analysis performed and consider the fiscal and operational impacts to the City. The recommendations and prioritization of needs will be reviewed and discussed with the PRAB, PAB, City Commission and senior staff on schedules to finalize proposals, projects and timelines. One (1) reproducible copy and one (1) electronic copy in Microsoft WORD format and one (1) Adobe Portable Document Format (PDF) of the Administrative Draft and Final Draft, incorporating revisions, will be provided.

- E. **Final Master Plan Presentations, Preparation, and Production** – Upon comment by all vested City staff, the PRAB, PAB, City Commission, and the community, the Consulting Team will revise the Draft Master Plan to reflect all input received. Once the draft Master Plan is approved, the Consulting Team will prepare a final summary report and present for final approval and adoption. The final plan will be prepared with a Summary Report delivered along with associated appendices (technical reports). Four (4) bound copies, one (1) electronic copy in Microsoft WORD format and one (1) Adobe Portable Document Format (PDF) of the Final Plan will be delivered, as well as ten (10) printed copies of the executive summary.

**Meetings:** Meetings with staff. A presentation to the PRAB, PAB and City Commission (one during the draft master plan and one for the adoption of the final master Plan). The Consulting Team will meet with staff for review of changes.

**Deliverables:** One (1) reproducible copy and one (1) electronic copy in Microsoft WORD format and one (1) Adobe Portable Document Format (PDF) of the Administrative Draft and Final Draft, incorporating revisions, will be provided. Power Point Presentation for PRAB, PAB and City Commission. Four (4) bound copies, one (1) electronic copy in Microsoft WORD format and one (1) Adobe Portable Document Format (PDF) of the Final Plan will be delivered, as well as ten (10) copies of the executive summary.

**City of Great Falls, Montana  
Request for Proposal No. PRMP2015  
To Develop a Park and Recreation Master Plan**

**Proposals Due: Friday, September 18, 2015, 5:00pm**

**Park and Recreation Department  
City of Great Falls  
1700 River Dr. N.  
P.O Box 5021  
Great Falls, MT 59403**

**Invitation**

The City of Great Falls is seeking proposals from qualified consulting firms to provide professional services to the City to develop a Park and Recreation Master Plan. The master plan should create a roadmap for ensuring an appropriate balance of facilities and amenities throughout the community now and into the future. The City is seeking a system-wide approach to evaluating parks and open space recreational facilities and amenities in order to develop goals, policies and guidelines with achievable strategies.

The City of Great Falls Park and Recreation Master Plan will be heavily used as a resource for future development and redevelopment of the City’s parks, open space, and recreation system over the next five years.

**Background**

The City of Great Falls is located in Cascade County, in the north-central region of Montana and is approximately 90 miles north of the state capital, Helena. Cascade County is bordered on the west by the Rocky Mountains, to the southeast by the Little Belt and Highwood Mountains, and by the Hi-line area to the north. This vicinity of Montana, with its grasslands and mesas, is often referred to as the transitional area between the Great Plains and the Rocky Mountains. Great Falls is the largest City in this 11 county region of Montana, ever increasingly serving as a regional hub for medical, retail, and transportation.

Geographically, the City of Great Falls is nestled in the confluence of the Sun and Missouri Rivers, where the “great falls of Missouri” were first chronicled in the journals of Lewis and Clark. Today the City of Great Falls is the urban center of Cascade County and the north-central region, representing 72% of the County’s population. The City of Great Falls shares many of the economic and demographic characteristics of Cascade County, yet the City’s urban characteristics create distinct differences.

Cascade County contains about 2,698 square miles while the City contains about 22 square miles. Overall, the City of Great Falls’ population density is 2,685 persons per square mile,

whereas the County's density is about 30 persons per square mile. The major employment sectors in the City are Benefis Health Care and the Great Falls Clinic, while the County's employment base tends to be more agricultural with the major exception of Malmstrom Air Force Base.

According to the 2010 U.S. Census update the City's population was 58,505 which represents 72% of Cascade County's estimated 82,000 residents. The City of Great Falls' demographic make-up is as follows:

- White 89%
- Asian 1%
- Black, African-American 1%
- Hispanic 3%
- Native American 6%

The City of Great Falls preschool and school-aged populations (newborn to 17) is 29%, college age through young adult (18-44 years) is 34%, and middle age and seniors (45-55+) compose 37%. The median household income in Great Falls is \$40,935. It is anticipated that the population in Great Falls will grow 3 to 5% by 2025.

The City of Great Falls Public School District serves the City of Great Falls by providing two (2) high schools, two (2) middle schools, and fifteen (15) elementary schools. The community also has four (4) private/parochial schools, a branch of the Montana State University and University of Great Falls.

The City of Great Falls Park and Recreation Department has 57 developed parks (comprising of 555 acres), 9 undeveloped parks (comprising of 300 acres), 300 acres of conservation land, 48 miles of recreation trails (19 miles paved, two (2) golf courses, a community recreation center, a natatorium, two (2) neighborhood pools and a water park.

### **Project Description**

The City has a strong commitment to provide high quality parks and recreation facilities and programs for citizens of the community. The consultant will collect and analyze data to develop a clear set of goals, policies and standards for the City's park system, open space, trails, recreation facilities and program development for the next five years. The consultant will work closely with City staff and the Park and Recreation Advisory Board in preparing the Park and Recreation Master Plan. The consultant will create a document for distribution to the public.

The Park and Recreation Master Plan will become an element of the current City of Great Falls Growth Policy and will require approval of the Park and Recreation Advisory Board (PRAB), the Planning Advisory Board (PAB), and the City Commission.

This process is to include developing a comprehensive inventory, an analysis of forecasted needs and implementation strategies.

### **Public Process**

- Identify, describe and implement a comprehensive strategy and methodology for citizen involvement in this Master Plan development process
- Assure the residents, user groups, associations, and other stakeholders that they are provided an opportunity to participate in the development of this plan
- Conduct community meetings, focus groups (participants to be determined) and individual stakeholder interviews
- Conduct meetings with the Park and Recreation Advisory Board to provide progress reports
- Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats
- Provide well-organized and directed activities, techniques and formats that will ensure that a positive, open and proactive public participation process is achieved
- Provide written records and summaries of the results of all public process and communications strategies
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making for the Commission
- Provide methods to hear from as many people as possible, including users and non users of the services and facilities

### **Statistically-Valid Survey**

- Provide a city-wide statistically-valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the park and recreation programs and facilities. This survey will be used as a baseline to determine needs, desires and willingness to pay for services/amenities.

### **Demographics and Trends**

- Review and interpret demographic trends and characteristics of the City of Great Falls as they affect the demand for parks and recreational activities.

### **Existing and Future Facilities-Analysis of Level of Service**

- Compile an inventory and assessment of the existing parks, trails, open space and facilities in GIS. The assessment will include a comparative analysis to communities of similar size and density regionally and using nationally accepted standards. The analysis should consider not only the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.), but also

functionality, accessibility, condition, comfort and convenience. Evaluation criteria should be based on the expressed values of the community. The analysis will also include identification of the best possible providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.

### **Rank and Prioritize Demand and Opportunities**

- Prioritize recommendations for needs regarding land acquisition, and the development of parks, trails, open space, and recreation facilities
- Develop a set of prioritized recommendations for maintenance and renovation of parks, trails and recreation facilities

### **Analysis of Programs and Services**

- Provide an assessment and analysis of the Park and Recreation Department's current level of recreation programs, services and maintenance in relation to present and future goals, objectives and directives
- Provide a user fee analysis for facilities and programs and services
- Provide an analysis of the best possible providers for programs and services and identify and discern any unnecessary duplication of services through public and private program providers
- Provide recommendations for minimizing duplications or enhancing possibilities for collaborative partnerships where appropriate

### **Progress Reporting**

- The consultant and the City's Project Manager shall hold progress meetings as often as necessary, but in no case less than once per month until the final plan is approved by the City Commission for the purpose of progress reporting. The consultant shall supply the Project Manager with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

### **Action Plan**

- Collect and analyze demographic information for the community
- Collect and analyze information on participation, needs, desires, operations, programming and land use trends and make Level of Service recommendations
- Identify area of service shortfalls and projected impact of future trends
- Provide useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate

- Show how existing and proposed parks and open space are and will be integrated with the City's transportation, utility, and storm water management systems.
- Develop recommendations for operations, staffing, maintenance, programming and funding for a comprehensive Capital Improvement Program
- Provide a clear plan for development of programming direction based on standards and demand analysis
- Develop a definitive program for acquisition and development of parkland, recreation facilities, open space, trails and parks maintenance and administration of facilities for the future, to be consistent with the State of Montana's park dedication and payment in-lieu law
- Provide a maintenance and operation analysis
- Identify opportunities for available funding and acquisition alternatives
- Develop an action plan which includes strategies, priorities and an analysis of budget support and funding mechanisms for the short term, mid-term and long term for the park system, open space, trails and recreation programs and services

### **Development of Final Plans and Supporting Materials**

- The Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and "road map" and model for the Park and Recreation Department's future
- A summary of existing conditions, inventories and Level of Service analysis
- Charts, graphs, maps and other data as needed to support the plan and its presentation
- A Financial Plan
- An Action Plan
- One (1) public meeting with the PRAB at the time of adoption of the Master Plan
- One (1) public hearing with the PAB at the time of adoption of the Master Plan
- A minimum of two (2) meeting with City Commission, one at the time of the presentation of the draft Master Plan, and one at the adoption of the final Master Plan
- A color version of the draft Master Plan document consisting of one (1) printed and bound color copy and an electronic copy in a format compatible with the City's software
- A color version of the final Master Plan document consisting of one (1) printed and bound color copy and an electronic copy in a format compatible with the City's software
- A color version of the final Executive Summary consisting of one (1) printed copy and an electronic version in a format compatible with the City's software

**Note:** The City shall be responsible for the arrangement, notice and any other costs associated with the above meeting schedule. The consultant shall review with the City's Project Manager all prepared information for the public meeting at least three (3) days prior to the scheduled meetings.

### **Items to be provided by the City of Great Falls**

- A City assigned Project Manager
- Copies of all existing studies, plans, programs, and other data including the City of Great Falls Growth Policy and access to all applicable records
- Logistical assistance with on-going community meetings

**All proposals should include the following background information:**

- A Letter of Submission shall include the name, address and telephone number of the person(s) who is authorized to legally represent the firm. Any confidential material contained in the proposal shall be clearly indicated and marked as “Confidential.”
- Background on the firm and its experience preparing Master Plans for public agencies. Of particular interest are engagements involving communities that have characteristics similar to the City of Great Falls.
- A narrative that presents the services the firm would provide.
- Identification of the personnel to be assigned to this engagement including a resume of related experience.
- A timeline for preparation and implementation of the Master Plan and its components.
- A summary of professional liability and errors and omission insurance coverage the firm maintains.
- At least five (5) public agency references for projects of a similar nature to this project and a description of the projects shall be described and minimally include client, location, contact person, contact information (telephone / e-mail address), and a brief summary description of the project.
- Provide in a separate sealed envelope the project cost for services in an itemized work format. The project cost for services shall be a “not-to-exceed cost for services.”

**Proposal Response**

The proposal response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the City. Proposing firms should submit **five (5)** copies of the proposal no later than **5:00pm on Friday, September 18, 2015**.

Submittals should be directed to:

**Joseph Petrella, Park and Recreation Director  
City of Great Falls Park and Recreation Department  
1700 River Drive North  
P.O. Box 5021  
Great Falls, MT 59403**

**Phone: (406)771-1265  
Fax: (406)761-4055**



The submittal of a proposal shall be taken as a prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the City of Great Falls to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The City of Great Falls reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the City to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposal. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the City staff and the approval of the City of Great Falls City Commission.

### **Project Budget**

A budget of \$90,000 has been established for this project.

### **Preliminary Project Schedule**

The following tentative schedule is anticipated for selection, contract negotiations and contract award. Contract award will be expected in **October 2015**. The Master Plan associated with this proposal will commence on or about **November 1, 2015**. The timeline that is projected for the preparation and completion of the City of Great Falls Park and Recreation Master Plan is **nine (9) months** from the City Commission award date. *(Note: If no needs assessment survey is required this timeline may shorten by two (2) months)*

### **General Requirement of the Selected Proposing Firm**

- Enter into a Professional Services Agreement with the City. (A copy of which is attached hereto for reference)
- Carry and maintain insurance as follows:
  1. Commercial General Liability \$1,000,000 per occurrence  
(bodily injury and property damage) \$2,000,000 aggregate
  2. Products and Completed Operations \$2,000,000
  3. Automobile Liability \$1,000,000 combined single  
limit
  4. Workers' Compensation Not less than statutory limits
  5. Employers' Liability \$1,000,000
  6. Professional Liability (E&O) \$1,000,000 per occurrence  
(only if applicable) \$2,000,000 aggregate

Consultant may provide applicable excess or umbrella coverage to supplement Consultant's existing insurance coverage, if Consultant's existing policy limits do not satisfy the coverage requirements as set forth above.

Additionally, the insurance policy must name the City, (including its elected or appointed officers, officials, employees, or volunteers), as an additional insured and be written on a “primary—noncontributory basis.” Consultant will provide the City with applicable additional insured endorsement documentation.

- Prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City
- Shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age
- Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof
- Operate as an independent contractor and will not be considered employee(s) of the City of Great Falls
- Successful consultant will be paid on actual invoices as work is completed

### **Evaluation Criteria**

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

<b>Percent</b>	<b>Component</b>
25	Project Approach
25	Project Team
20	Past Project Experience & Client References
15	Project Schedule
10	Project Fee Structure & Cost Estimates
5	Presentation of Proposal

### **Request for Proposal Add Alternate**

Please submit a separate proposal for the following items. In addition, please provide an individual price breakdown for each of the four (4) components.

The City of Great Falls, reserves the right to accept individual components, multiple components and / or reject all components.

### **Park Facilities/Recreation Program Analysis**

The purpose of this task is to provide a detailed program assessment of park facilities, recreation programs and revenue sites. This analysis is critical in determining facility, programming, and revenue strategies necessary to meet the needs of users, and sustain and preserve facilities.

**Facility Maintenance Management Plan**

The Facility Maintenance Management Plan will be for the Recreation Center, Natatorium and other built structures within the Park and Recreation Department, excluding those at the golf courses. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment management.

**Grounds Maintenance Management Plan**

Prepare the Grounds Maintenance Management Plan for the grounds maintained by the Park and Recreation Department, excluding the golf courses. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment managements.

**Departmental Fee Philosophy**

Review departmental fees and develop a departmental fee philosophy through benchmarking best practices in comparable cities, community and departmental input, etc.

## Park and Recreation Master Plan RFP Proposal Evaluation Matrix

Evaluation Criteria Breakdown	Points	Pros Consulting	GreenPlay LLC	Peaks & Plains Design	WGM Group
<b>A. Presentation of Proposal</b>	<b>5 Points</b>				
Proposal is professionally presented and meets requirements for submittal.	0-5				
<b>B. Project Approach</b>	<b>25 Points</b>				
The proposal explains a clear public process to include a comprehensive strategy and methodology for citizen involvement and assures residents, user groups, associations and other stakeholders an opportunity to participate in plan development	0-10				
The proposal includes the use of a statistically-valid community needs assessment survey with a return rate that accurately represents a sampling of the community population to identify needs and issues.	0-5				
The proposal includes a review of the City's demographics trends and characteristics as they affect the demand for park and recreation activities	0-5				
The proposal includes an inventory and assessment of existing parks, trails, open space and facilities in GIS and includes a comparative analysis to communities of similar size and density regionally utilizing nationally accepted standards	0-5				
<b>C. Project Team</b>	<b>25 Points</b>				
The proposal includes the identification of the personnel to be assigned to this engagement and includes resumes or related experience	0-10				
The project team has relevant past experience on similar projects and is able to assist with development and implementation of the public process	0-15				
<b>D. Past Project Experience &amp; Client References</b>	<b>20 Points</b>				
The proposal includes at least five (5) public agency references for projects of a similar nature to this project and a description of the projects	0-15				
Client references are clearly listed	0-5				
<b>E. Project Schedule</b>	<b>15 Points</b>				
The proposal includes a timeline for preparation and implementation of the Master Plan	0-10				
The timeline is during the specified date ranges and does not exceed a maximum of 9 months	0-5				
<b>F. Project Fee Structure &amp; Cost Estimates</b>	<b>10 Points</b>				
The proposal includes a project fee structure and cost estimate in a separate sealed envelope and does not exceed cost for services	0-10				
<b>TOTAL</b>	<b>100 Points</b>	-	-	-	-

### Additional Proposal Data

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Objective of the process is to select the most qualified consultant who provides the best proposal for the requested services and scope of work.

Peaks and Plains

Selection Committee	Pros Consulting INC.	GreenPlay LLC	Design PC	WGM Group	Notes
Joseph Petrella	100	96	43	71	
Jennifer Reichelt	98	94	72	90	
Sara Sexe	94	93	93	85	
Patty Rearden	96	91	71	77	
Craig Raymond	Did not rate	Did not rate	Did not rate	Did not rate	
Total Score	388	374	279	323	
Rank	1	2	4	3	
Service Fee	\$89,970	\$79,999	\$88,575	\$90,000	Service Fee opened after ranking and provided in a separate envelope

Discussion Points

Pros Consulting had the most detail in the plan and laid out the process and deliverables in an extremely coherent, easy to follow manner that rated above the other proposals.  
 Task 4 - Existing and Future Facilities Analysis in Pros Consulting is essential in developing plans and strategies to begin to address the deteriorating Park and Recreation System.  
 Task 5 is also well thought out in the Pros proposal and extremely necessary to develop strategies and approaches for the future.  
 Additional services included such as survey monkey  
 Utilizing local sub-contractor  
 After staff review references were called and highly recommended Pros