



# City of Milton

P.O. Box 909

**MILTON, FL 32572**

Phone: (850) 983-5417

Fax: (850) 983-5415

TO: Interested Parties

FROM: Lori McCafferty, Purchasing Agent

RE: ***“Request for Qualifications - Professional Services - Development of a Master Plan for Carpenter’s Park [RFQ #2017-02-005]”***

DATE: February 28, 2017

---

The City of Milton, under the provisions of Section 287.055, Florida Statutes, requests qualifications from professional firms for preparation of a **“Master Plan for Carpenter’s Park”** for the City of Milton. The city is seeking a firm to work closely with the City and the general public to develop a Master Plan for the city-owned park known as Carpenter’s Park, located at the corner of Broad Street and Munson Hwy.

Information on the bid is available on the City of Milton’s webpage at [www.MiltonFl.org](http://www.MiltonFl.org). Bid links are located on the Purchasing Department page.

The deadline for submitting your proposal is **Thursday, April 13, 2017 at 2:00 p.m., CST, at City Hall, 6738 Dixon Street, Milton, Florida**. Proposals received after the designated time will not be accepted.

The selected firm will be expected to perform the services in accordance with the Scope of Work and the requirements of the solicitation. Questions should be submitted in writing and directed to Lori McCafferty at [lori.mccafferty@ci.milton.fl.us](mailto:lori.mccafferty@ci.milton.fl.us).

If necessary, an addendum to the bid with questions and answers will be made available on [www.floridabidsystem.com](http://www.floridabidsystem.com) AND [www.vendorregistry.com](http://www.vendorregistry.com) All proposers are responsible for checking for any addenda that may be issued, and to obtain such addenda.

*Lori McCafferty*

Purchasing Agent

***PART 1. INSTRUCTIONS FOR SUBMITTING PROPOSAL***

- I. Proposals must be received by: **April 13, 2017 @ 2:00 p.m.**
  
- II. Sealed Proposals can be mailed or delivered to:  
**City of Milton, Purchasing Dept.  
C/O Lori McCafferty, Purchasing Agent  
6738 Dixon Street  
P.O. Box 909  
Milton, FL 32572**
  
- III. Submittal must be sealed and marked:

***“Proposal for Development of a Master Plan for Carpenter’s Park”***

***Proposers must submit one (1) original and five (5) hard copies and one (1) electronic copy of the proposal. Faxed or emailed proposals are not acceptable***

IV. Proposal must contain a fully executed Public Entity Crime Form pursuant to FS 287.133(3) (A), and a Non-Collusion Affidavit which are located on the City’s website at [www.Miltonfl.org](http://www.Miltonfl.org) at the bottom of the “Purchasing Page.”

V. Interested Parties shall submit all required forms and information simultaneously with proposal, which forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to ***April 13, 2017 at 2:00 p.m.*** These items apply to and become a part of the terms and conditions of the qualification package submitted. Any exceptions must be in writing.

Notice is hereby given that the City of Milton will receive proposals from interested parties until **April 13, 2017 @ 2:00 p.m.** at its offices located at City Hall, Milton, Florida. Any Proposal received thereafter will not be considered. The name of the bidders/firms shall be announced at the bid opening. Proposals will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified herein.

Bid award will be made to the best bidder, but the City reserves the right to reject any or all bids. The firm to whom award is made will be notified at the earliest possible date. The City of Milton reserves the right to reject the proposal of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the proposal of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General’s list of ineligible contractors. Interpretations of the proposal, clarification of proposal specifications and requirements or changes to the RFP which have a material effect will be documented and communicated to bidders only by written addenda posted at [www.floridabidsystem.com](http://www.floridabidsystem.com) AND [www.vendorregistry.com](http://www.vendorregistry.com).

***The successful proposer*** will be required to submit additional forms, including, but not limited to: Drug Free Workplace and Conflict of Interest Forms and must provide proof of professional liability, workers compensation and automobile insurance in the amount of \$1M, with the City named as additional insured.

***“Request for Qualifications - Professional Services - Development of a Master Plan for Carpenter’s Park  
[RFQ #2017-02-005]***

---

All qualifications submitted shall be subject to acceptance or rejection and the City of Milton specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the proposal process, and award the bid in part or in any manner deemed to be in the best interest of the City.

The undersigned understands that any conditions stated above, clarifications made to the above, or information other than that requested should be stated in writing, on a separate sheet.

\_\_\_\_\_  
**Print or Type Name of Individual,  
Partner or Corporation**

\_\_\_\_\_  
**Print or Type name of Company**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**E-Mail**

\_\_\_\_\_  
**Company phone number**

***(This document should be filled out by proposer and included in submitted documents)***

**[Remainder of page left blank]**



## **PART 2. PURPOSE, SCOPE OF WORK AND QUALIFICATIONS**

**CITY OF MILTON, FLORIDA  
Request for Qualifications (RFQ)  
For Professional Services  
Carpenter’s Park Master Plan**

### **A. General Information:**

The City of Milton is seeking a qualified firm or team of firms to work closely with the City, the general public, and stakeholders on a Master Plan for the City-owned Carpenter’s Park. The desired outcome is the development of a “showcase park” second to none in the area. Carpenter’s Park is a 9-acre waterfront park adjacent Quinn Bayou on the Blackwater River, a residential neighborhood, and near City’s Historic Central Business District. The Park is located at the intersection of Munson Hwy. and Broad Street. It is a beloved public green space and waterfront resource. The park lies in close proximity to the City’s Marina and is within a recently created Community Redevelopment Area.

### **B. Project Background & Purpose:**

The park was created over a number of decades and has evolved into one of the most utilized park spaces found in the area. The properties that constitute Carpenter’s Park are owned by the City of Milton. While many significant improvement projects have been carried out in the park in recent years many features, amenities, surfaces, and structures are in need of replacement, upgrade, or other improvement. Due to the park size, number of different user groups, types of infrastructure, and cost for addressing the needs in total the City is looking to comprehensively plan for the future. In particular, the City is looking to determine the park uses desired by the public for the future and to develop a strategy for meeting the breadth of needs in the park in keeping with the uses desired. Operational costs and administrative costs are funded through the City’s annual budget. Today, the Park has a diverse array of amenities. A map showing the various park areas and structures is incorporated herein.

The City’s Riverfront Master Plan document was completed and adopted in 2013 and it emphasized the creation of public gathering places, access to the waterfront, and adoption of policies to promote a walkable and bicycle friendly community with Carpenter’s Park serving as the anchor of the riverfront area of the community to the North.

### **C. Description of Current Uses: Passive Public Waterfront Park, Gathering Place & Venue)**

Today’s Carpenter’s Park is a hub of activity resulting from various uses. While the Park has many distinctive features, structures, and amenities, the combination of these assets promote various uses by a large cross section of the community. A summary of the informal and formal uses are described below.

For the general public, the park serves as a large waterfront greenspace accessible to all, during all seasons. This use is defined by the open lawn spaces, seating areas, water structure, tree canopy, and picnic areas. The park setting and amenities support impromptu uses as such as fishing, unorganized sports and other activities consistent with an outdoor public park in an urban/suburban setting.

The Park is used by members of the public as a gathering place for events and other uses, which are expressly permitted by the City. Examples of these uses include: picnics; public events in the designated Public Areas (shown) where constitutionally protected expressions of free speech are held; boat launches; and classes.

**D. Resources:**

- a) A map showing the various park areas and structures is incorporated herein.
- b) The City’s Riverfront Master Plan document is provided as part of the bid package.

**PART 3. SCOPE OF WORK & QUALIFICATIONS:**

The following outline is a list of anticipated scope items for the final contract and does not represent a final scope of work. This outline is not necessarily all inclusive and, in the proposal process, Firms will be encouraged to include any tasks or alternatives and services deemed necessary to satisfactorily complete the project.

Firms are encouraged to bring both industry expertise and creative ideas tested elsewhere and tailored to Milton to help the community design the project approach that best suits the City and Carpenter’s Park.

**1) Existing Conditions and Uses:**

1a. Create a Park-wide Existing Conditions Plan\*, which identifies, all structures, facilities, parking and vehicular access ways; seawall riprap materials; water, sewer, irrigation, and electrical utilities; irrigation and drainage infrastructure; paths and path materials; signage; all park furniture and amenities; trees, landscape, and flower beds; and edges and edge materials.

1b. Create an Existing Uses Plan\* of all existing uses (informal and formal, organized and unorganized) throughout the park including a narrative description of the uses.

1c. Create a Facilities Assessment Report which provides an assessment of critical infrastructure needs in the Park focusing on utilities; structures; and other major Park elements. Identify pedestrian circulation, layout, and other civil site issues that should be addressed as part of the overall planning process.

***\*Note: While these are important aspects of the planning process, emphasis should be given to future park planning and programming.***

**2) Public Participation**

2a. in close coordination with the City, conceive a structure and schedule of public participation activities including social media, interviews, survey, public input meetings and/or charrettes for the purpose of identifying and assessing current uses as well as determining desired uses, features, and amenities.

2b. The public input program will ensure the involvement of the residents and general public, elected and appointed officials, and various other Park stakeholders at all project stages. Public

Participation components shall be part of both Existing Conditions work (above) as well as creation of a Master Plan (below).

### **3) Master Plan for Uses and Facilities**

3a. Create a Park Master Plan of Uses which shows the overall final program of uses and the capital needs associated with implementing the Master Plan. The Plan will address the allocation among competing uses of spaces within the Park. Creativity is encouraged. Unique design elements sought.

3b. Create a Facilities Master Plan that will be used to implement the Master Plan. This will include a list of needed improvements, opinions of cost for each improvement; and a phased approach for implementation. The elements found in the plan should to a great degree be derived from the public participation process.

3c. In addition, the City is seeking information on anticipated Capital Needs and the cost of additional maintenance activities for the full-time and part-time staff working in the park. The following is a partial list of traditional activities that currently are in need of upgrades or improvements and should be analyzed as a part of the project:

- a) Utilities - Upgrade of water & electric utilities (new electrical panel & service)
- b) Sidewalks
- c) Restroom Reconstruction
- d) Roof work on existing pavilions
- e) Picnic Area upgrades
- f) Lightening Systems
- g) Shoreline Protection
- h) Playground Equipment

3d. The city also seeks an analysis of the potential for the park to support a splash pad, the method of associated water treatment and the one time and ongoing costs of the facility. All the work should be aimed at attaining our goal to develop a “showcase park” second to none in the area and developed with an awareness of fiscal constraints.

Additionally, it is hoped that the RFQ process will allow us to:

- Identify a private partner to help craft a creative, realistic, integrated vision and an implementation plan for a first phase of coordinated park and private development.
- Determine with further exploration if it would be feasible to rehabilitate any of the existing structures.
- Determine what package of “destination park” components are feasible and their location.

### **4) Required Contents of the Statement of Qualifications (SOQ)**

Please note the following in preparing submittals to this RFQ:

- a. SOQ components should appear in the order they are requested below, and be easily navigable via a series of tabbed and labeled sections.

***“Request for Qualifications - Professional Services - Development of a Master Plan for Carpenter’s Park  
[RFQ #2017-02-005]***

---

- b. One original submittal, five (5) copies and one electronic copy of the SOQ are required; the original should be single-sided and clipped together to facilitate document reproduction if necessary. A digital version shall also be submitted.
- c. Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension, twice letter size (11 x 17 inches). It is acceptable to produce the submittal on both sides of the paper in the bound documents.

**Required contents:**

1. Cover letter: Provide a cover letter (up to two pages), which clearly identifies the project manager, briefly explains relevant past work, and includes a statement of project understanding.

2. Firm Experience (for each firm in the team, if applicable): Describe relevant experience of the firm or firms. This information shall be summarized in a matrix format in each of the following primary areas of focus:

- a. site specific master planning in similar settings;
- b. waterfront parks;
- c. preservation and cultural resource planning;
- d. landscape planning;
- e. water recreation areas planning;
- f. Facilities planning.

3. Project Team: List each member of the proposed Project Team along with their:

- a) Team Member Name and Firm affiliation
- b) Area of specialty
- c) Specific involvement/role in projects used as references
- d) Office location
- e) Total years of experience
- f) Years with current firm.

*Note: One member of the Project Team must be identified as the Project Manager. Resumes (up to two pages per team member) shall also be included.*

4. Past Projects and References: Provide information, including narrative and depictions, of relevant past projects (up to five). Clearly indicate the role the proposed team members played in each project. The project descriptions shall be current and limited to a maximum of one full page per project, along with client references and up-to-date contact information (name, title, organization, phone, cell and email). Firms are encouraged to include one sample work product from a similar engagement.

5. Additional Information:

- Public Entity Crime Form, Non Collusion Affidavit should be located under this section.
- Executed “Instructions for Submittal” located on pages 2 & 3
- Other Appendices can be included to supply other relevant information not specifically called for above. Please limit to no more than an additional five (5) pages.

**PART 4. PROCESS, SCHEDULE AND SELECTION OF RANKING OF QUALIFICATIONS.**

1) **Each Summary of Qualifications will be reviewed and ranked according to the following criteria:**

- a. Responsiveness to Submission Requirements Up to 30 points
- b. Firm experience & relevance of past work Up to 25 points
- c. Overall Project Team experience Up to 25 points
- d. Project Manager Experience up to 18 points
- e. Certified Minority Firm up to 2 points

2) **Selection and Contract:**

Upon review of all responsive SOQs using the criteria outlined above, the City may select up to three (3) firms to submit proposals and interview. Upon completion of the interviews (if required), the City anticipates negotiating a final Scope of Services and fee with the highest ranking firm.



**RFQ – MASTER PLAN FOR CARPENTER’S PARK (2017)  
EVALUATION CRITERIA/FACTORS:**

<b>CRITERIA</b>	<b>POINTS AVAILABLE</b>
Responsiveness to submission requirements	30
Firm Experience & relevance of prior work	25
Overall Project Team experience	25
Project Manager Experience.	18
Certified Minority Firm. (Yes =2 pts. / No = 0 pts.)	2
<b>TOTAL =</b>	<b>100</b>

C:\Users\lmcafferty\Desktop\FILES C DESKTOP\Purchasing\BIDS RFP'S AND RFQ'S\Carpenters Park MASTER Plan 2017\RFP Carpenters Park Master Plan FINAL 2017.docx