

REQUESTS FOR PROPOSAL and QUALIFICATIONS TO UPDATE THE PARKS AND RECREATION PLAN

The City of De Soto, KS is seeking a written proposal and qualifications from consultants to update the Parks and Recreation Plan. De Soto has recently benefited from Johnson County opening Lexington Lake Park, has four parks and has an aquatics center and community building as part of City Hall. It is the City's goal to have a **recreational** driven plan that investigates whether the existing facilities can match current and future resident desires, and identifies future park facility needs. This park plan will ultimately be incorporated into the Comprehensive Plan, which is being updated this year in conjunction with the Parks & Recreation Plan.

The contract will be awarded with a predetermined amount of funds available. The final scope of work is not to exceed \$30,000 including expenses. The project is expected to commence in March 2018 with completion by fall 2018. The selected consultant will be responsible for writing the update as directed by City staff in tandem with the scope of services proposal included with the proposal. The 2006 park plan can be found on the De Soto web site at the following.

<http://www.desotoks.us/assets/2006-park-plan---de-soto%2c-ks.pdf>

Proposal Requirements

The proposals should include the following elements:

1. Identify the name of the project as PARK and REC PLAN UPDATE – City of De Soto, KS. Include the name of the firm, official address, contact person, voice telephone and email address.
2. Description of the firm's history, size and professional capabilities to undertake the project in a timely manner, including sub-consultants. Include individuals resumes that will be involved in the project.
3. Outline the experience of the firm regarding relevant similar projects.
4. Proposed method of organizing and executing the work for the project, including critical dates.
5. At least 3 examples of recent similar work performed including reference contact names, addresses and phone numbers.
6. A preliminary scope of services based upon fee available. Additional items can be included but must be noted as additional cost. Please include a fee for each separate task in your proposal.

Qualified consultants are required to submit one (1) electronic and three (3) paper copies of the material described in the RFP Scope of Work section.

Please remit Proposals to: City of De Soto 32905 W 84th Street, De Soto, KS 66018. **Proposals must be received no later than 4:00 p.m. on February 15, 2018.** Proposals will be reviewed and the consultant whose proposals most appropriately meets the City's needs will be recommended to the City Council. Upon selection, the City will enter into negotiations with the selected firm to execute an agreement for professional services, during which a more detailed scope of services and fee proposal will be established. Interviews maybe requested if needed for a final determination. The City of De Soto reserves the right to reject any and all proposals.

Sincerely,

Brad Weisenburger, Planning and Capital Projects Director

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