



TERRELL PARK BOARD

6:00 PM, WEDNESDAY, APRIL 20, 2016

SPECIAL MEETING

SERVICE CENTER
400 INDUSTRIAL BLVD.
TERRELL, TEXAS

Mary Mccoy
Chairman

Diane Cockrill
Member

Alicia Spears
Member

Christy Gail
Member

Tim Royle
Member

Katie Osinde
Member

Mayrani Velazquez
Member

1. CALL TO ORDER
2. UPDATE ON PARK MASTER PLAN
3. DISCUSS PARKS 2017 FISCAL YEAR BUDGET
4. DISCUSS T.I.S.D. PROPOSED MULTI-PURPOSE FACILITY
5. UPDATE ON YOUTH RECREATION MANAGER
6. UPDATE ON SECURITY AND VANDALISM
7. HEAR REMARKS FROM VISITORS
8. ITEMS FOR FUTURE MEETINGS
9. NEXT REGULAR MEETING DATE – MAY 18, 2016
10. CONSIDER MOTION TO ADJOURN

I HEREBY CERTIFY THAT THIS NOTICE WAS POSTED ON THE BULLETIN BOARD AT TERRELL CITY HALL, 201 E. NASH ST., TERRELL, TEXAS, ON TUESDAY, APRIL 12, 2016 AT 4:00 P.M.


JOHN POWELL, GALE CITY SECRETARY





City of Terrell
Department of Public Services
400 Industrial Boulevard, Terrell, Texas
(972) 551-6614
www.cityofterrell.org

REQUEST FOR QUALIFICATIONS (RFQ)

Date: April 15, 2016
To: Open Invitation to Professional Planning Consultants
From: Department of Public Services
Re: Professional Parks Planning Services for the Ben Gill Park System Master Plan

I. GENERAL INFORMATION & SCHEDULE

The City of Terrell is seeking Request for Qualifications from qualified, experienced professional parks planning consultants to assist the City of Terrell Department of Public Services in the creation of a Ben Gill Park Master Plan. Questions concerning this RFQ must be made via email per the schedule outlined below. Any details or responses related to this project will be posted at: www.cityofterrell.org/bids.htm.

Issue date: Friday, April 15, 2016 at 2:00 PM
Questions due: Tuesday, May 3, 2016 at 2:00 PM
Proposals due: Wednesday, May 18, 2016 at 2:00 PM

Inquiries/submissions to: Glenn Caldwell, Director of Public Services
Department of Public Services
400 Industrial Boulevard, Terrell, Texas 75160
gcaldwell@cityofterrell.org
(972) 551-6614

II. PROJECT DESCRIPTION

The purpose of the Ben Gill Park Master Plan is to provide the City of Terrell with a planning document, which identifies long term vision for expansion and improvements, rehabilitation and upgrade of existing facility, the needs for maintaining and improving open spaces and natural resources;

The Ben Gill Park Master Plan will guide the City of Terrell. Managing the facility; improving the grounds; meeting the needs of the Cities growing population with a premier Park resource; potential cost implications for various projects; prioritization of capital projects and operational improvements.

Ben Gill is the only Community Park in Terrell. Its strategic central location and role in youth and ISD sports make it a wonderful beloved resource for our Citizens. In addition, the Park is home to a stand of oak trees that create a one of a kind natural resource in Terrell. The Park is home to numerous events, including the Terrell Heritage Jubilee.

In Summary the consultant responses should highlight the consultants proven ability to bring the appropriate combination of care for the existing historic resource and creativity for enhancing the elite status of the Park.

III. PROJECT SCOPE, SCHEDULE & COST

Project Scope

The selected consultant will provide the City with professional services to realize the successful creation of a vibrant and innovative Ben Gill Parks Master Plan. This includes, but is not limited to, the following elements:

- Development of a Master Plan for parks and open spaces that meets Texas Parks and wildlife criteria
- A prioritized list of improvements for existing parks and an implementation plan, with associated budgets
- Establish future park expansion opportunities with associated costs for development
- Recreation needs analysis
- Manage public engagement processes
- Analyze demographic trends
- Perform independent, statistically valid surveys
- Coordinate all sub-contractors
- Develop inventories and assessment of existing amenities
- Prepare comprehensive maps
- Prepare visual rendering of key improvements

The project will require significant public involvement to develop, articulate and visualize future scenarios for the parks master plan, and develop a consensus around priorities and objectives. A wide range of community/participation methods may be utilized in addition to traditional public meetings.

Schedule

The City anticipates the selection of the consultant early in 2016 and the completion of all related parks master planning work within one year from the kick-off meeting date, once determined.

IV. PROCESS OVERVIEW, SUBMITTAL CONTENTS, & REQUIREMENTS

Process Overview

This process begins with the receipt of qualification submittals in response to the RFQ outlined herein. Qualifications will be evaluated and invitations will be made to 3-6 of the top-ranked consultants. They will prepare a full proposal in the form of Request for Proposals (RFP) followed by participation in an interview process. Consultants not selected in the initial RFQ will be notified by email. Once the RFP/Interview process is complete, the City will identify its top candidate and enter into a contract agreement.

Submittal Contents

Qualified consultants must demonstrate a history of successful parks master planning experience that incorporates innovative and sustainable strategies. Proposals will be evaluated based on the expertise of the consultant team and overall experience of the team with emphasis on parks, recreation, open space, and facilities.

Submittals should be limited to 14 pages (including Attachment A) and contain:

A. Cover Letter

B. Attachment A (provided by RFQ): Signed by a representative of the lead consultant team attesting that all terms, conditions and procedures outlines in this RFQ are understood and have been followed.

C. Project Understanding Statement: A statement describing the applicant's understanding of the project and the special skills and innovative thinking that the team would bring to the table.

D. Project Approach: A narrative of the consultant's approach to completing the master plan.

E. Proposed Project Team Members: A description of the applicant's organizational composition, disciplines, and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.

F. Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Include graphic representation. Links to similar or relevant projects are encouraged.

G. List of References: Provide a minimum of three client references with which the applicant has provided similar planning /design services within the last five years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.

H. Preliminary Cost Proposal: Consider the total cost of services to complete the scope of work as described.

I. Additional Information: Provide other information relevant to indicate the applicant's abilities to successfully complete a parks master plan of this nature.

Requirements

Additional requirements are as follows:

- Proposers are solely responsible for ensuring that proposals arrive on time.
- Each consultant must send a hard copy of their submittal by mail to the following:
ATTN: Glenn Caldwell, Director of Public Services
Department of Public Services
201 East Nash Street
Terrell, Texas 75160
- Additional detail beyond the contents described above WILL NOT be considered.
- Faxed proposals WILL NOT be accepted.
- Late replies WILL NOT be considered.

V. EVALUATION CRITERIA & ANTICIPATED SCHEDULE

Evaluation Criteria

Submittals will be evaluated by the City Staff using the following criteria as a measure of the applicant's ability to successfully complete the project scope of work. Consultants will be scored up to a maximum of 100 points based on the following:

1. Demonstrated ability to master plan an elite park revitalization/expansion (15 points)
2. Recent experience in projects comparable to the proposed project and references documenting same (15 points)
3. Professional background and caliber of key personnel (15 points)
4. Depth of Skills related to parks master planning and public engagement (10 points)
5. Quality, Clarity, & Completeness of Submittal Package (10 points)
6. Ability to Meet Budget/Value (10 points)
7. Ability to Meet the Schedule required to complete plan and deliverables (10 points)
8. Approach and understanding of the work as demonstrated by the firms, proposed general scope of work (15 points)

VI. TERMS & CONDITIONS

Communications

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFQ process via email to gcaidwell@cityofterrell.org. Questions must be received via email on **Tuesday, May 3, 2016 at 2:00 PM**. Any questions received after this date and time will not be considered or answered.

Terms and Conditions

Costs of preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent. The City of Terrell reserves the right to accept or reject any or all Statement(s) of Qualifications, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFQ will become the property of the City upon delivery. This solicitation in no way obligates the City of Terrell to award a contract.

Equal Opportunity: The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Terrell is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is part of this RFQ and must be included as part of the final submittal (see Attachment A).

ATTACHMENT A

Understanding of RFQ Procedure, Terms and Conditions

This page to be returned with qualifications submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFQ and have complied fully with the general terms and conditions outlined in the RFQ.

Consultant Team: _____

Representative's Printed Name: _____

Representative's Signature: _____

Date: _____

Youth Recreation Manager

The City of Terrell a progressive diverse municipality under the City Council/Manager form of government (the current City Manager has served the citizens of Terrell since August 2008) is seeking qualified candidates with exemplary skills to join our team as the Youth Recreational Manager. The Youth Recreation Manager is a mid-level management position that will report to the Director of Public Services.

The successful candidate shall be responsible for the coordination and management of the City of Terrell youth recreation and swimming pool programs.

The successful candidate must possess a Bachelor's Degree in Kinesiology or related fie with coursework in coaching, parks and recreation and physical education desirable. Five (5) years of increasingly responsible experience in youth recreation and physical education programs plus two (2) years of supervisory or lead responsibility. Salary beginning at \$55,000.00 DOQ.

Position is open until filled. Applications/resumes will be reviewed biweekly beginning January 4, 2016.

Apply City of Terrell, Human Resources Department, 201 East Nash Street, Terrell, Texas 75160 or download an application.

Applicants can download an application at

<http://www.cityofterrell.org/pdf/employment-app.pdf>

Submit application/resume to City of Terrell Human Resources Department, 201 East Nash Street, Terrell, Texas 75160 or email: hrs@cityofterrell.org

EOE/AA Employer.

POSTED: DECEMBER 15, 2015

