

**TOWN OF VICTOR, ONTARIO COUNTY, NEW YORK  
REQUEST FOR PROPOSALS  
FOR PROFESSIONAL PARKS AND RECREATION  
MASTER PLANNING SERVICES**

The Town Board of the Town of Victor, Ontario County, of New York is soliciting sealed proposals from qualified firms having experience in providing services in Parks and Recreation Master Plan Design and Development as outlined in the SCOPE OF SERVICES section of this request.

**1. Objective**

The Town of Victor, a municipality in the State of New York, is seeking proposals from qualified professional firms having experience in providing parks and recreation master planning services to the Town.

The population of the Town of Victor have grown by approximately 43% over the past 10 years, exceeding 14,000 in the 2010 census, with continued evolving growth averaging 1.75% per year in new occupancy rates. The commercial business community has also grown to over 700 businesses located in this area, which includes world-wide headquarters for several corporations. The Town of Victor's Department of Parks and Recreation has over four-hundred acres of dedicated town and village parkland, maintains two historic cemeteries, a recreation center, more than sixty miles of multi-use trails and operates over three-hundred and fifty annual recreation programs and special events.

**2. Scope of Services**

The Town is seeking a consultant team to perform the following services:

- Seek public input from residents and stakeholder groups regarding their wants, needs, and desires in the area of parks and recreation services and long-range facility improvements; and
- Review existing conditions and available local recreation opportunities and deliver an analysis of these areas based on the wants, needs and desires of residents and stakeholder groups; and
- Aid the Department of Parks and Recreation Staff and the Parks and Recreation Citizens' Advisory Committee in planning, designing and developing proposed recreation and park facility and programmatic improvements and amenities for its' recreation facilities, parks, and trails system; and
- Develop an Action Plan and Capital Improvement Plan with anticipated costs for proposed recreation and park facility and programmatic improvements; and
- Perform all such duties as are customarily performed by one undertaking the above-described services.

### **3. Compensation**

The Town desires to enter into a professional services agreement. Unless otherwise agreed for a specific project, compensation for services rendered will be based on time and material in accordance with the submitted hourly fee schedule. The hourly fee schedule shall include multiple staff classifications. The Town may request a fixed fee or a not-to-exceed fee for the project, subject to any conditions and exceptions agreed to by the parties.

The selected consulting firm will be reimbursed by the Town on a monthly or quarterly basis. All requests for payment are to be submitted to the Director of Parks and Recreation for his review and will also be subject to review by the Director of Finance and Town Board of the Town of Victor prior to payment.

### **4. Terms of Agreement**

It is intended that this agreement will be for a duration of one year, but may have a one (1) year extension. We anticipate issuing a Notice to Proceed in December, 2017 with the goal for plan adoption by the Town and Village Boards of November, 2018. The agreement for Parks and Recreation Master Planning Services may be terminated by either party by thirty (30) days written notice. The agreement will provide for annual review of compensation and evaluation of performance. The agreement is non-exclusive and allows the Town to obtain Parks and Recreation Master Planning Services from other providers if, for any given project, it determines such services to be necessary.

### **5. Professional Liability Insurance**

The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than \$2,000,000 per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Consultant or any of its subcontractors as a part of its performance of Parks and Recreation Master Planning Services. The Consultant shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Consultant agrees to indemnify and hold harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

## **6. Experience and Qualifications**

Expertise of the firm shall be demonstrated by proof of past contract successes providing similar services as described in Section 2. The proposals will be evaluated on knowledge, experience, and successes of these similar services.

Your proposal must contain the following information:

- A single page cover letter transmitting your Expression of Interest.
- No more than five single-sided pages of text addressing the following:
  - Understanding of Work to be done and Firm's Approach
  - Experience with Similar Projects
  - Proposed Staff assigned to the Project, their job title and hourly billing rate for each employee;
  - List of Relevant References from Previously Completed Projects
  - Logistics and Familiarity with the Town and Village of Victor

Note: Text shall be limited to font size 10 or larger with single line spacing.

- An organizational chart of the proposed project team including sub-consultants;
- A one or two page brief which visually demonstrates your firm's experience with and knowledge of similar kinds of projects / work.

## **7. Conflicts of Interest**

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include, but not limited to, other work being done by your firm with others doing business in the Town of Victor.

## **8. Proposal Submission Information**

Proposals are DUE by Friday, November 17, 2017 at 4:30 p.m.

One (1) original & ten (10) copies

### **Submit to:**

Tina Kolaczyk, Department of Human Resources  
Town of Victor  
Victor Town Hall

85 East Main St.  
Victor, NY 14564

Clearly mark the submittal with the title of this RFP and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

### **9. Selection Process**

The Town of Victor will select the most highly qualified consulting firm according to the following criteria:

- a) Understanding of the work to be done / project approach.
- b) Experience with similar work / projects.
- c) Quality of proposed staff.
- d) Logistics and familiarity with the project area.
- e) Price.

All submitted proposals will be reviewed and evaluated by the Director of Parks and Recreation, the Parks and Recreation Citizens' Advisory Committee, and the Town Board. The Town may interview select candidates in order to determine the firm which will provide the best services for the Town of Victor. The Town reserves the right to negotiate agreement terms with the selected respondent prior to entering into a formal agreement. All firms who respond to the RFP will be notified of the results.

### **10. Rejection of Proposals**

The Town reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Town that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFP.