Request for Qualifications (RFQ)
Master Park and Community Resources Plan

Contact Information
Responses to this RFQ and written questions should be directed to:

Barbara Bliss
Community Resources Manager
315 E. 9th Street, Stillwater, OK 74074
(405) 533-8509
Barbara.bliss@stillwater.org

All responses are to be submitted electronically either by email or hyperlink. Responses are due by March 15, 2021, 5:00 CST.

Questions regarding this solicitation must be submitted in writing to the email address above. The City will not respond to telephone requests for information. Questions and answers will be posted on the project webpage:

Project Summary and Purpose
The City of Stillwater, Oklahoma invites the submission of qualifications to complete a Master Park and Community Resources Plan. This will be the first Master Plan developed for the Community Resources department. The most qualified candidate will do research on Stillwater and identify current issues. It is expected that the selected firm will assist with the development of project goals and scope of project. Goals of the project include but are not limited to:

- Evaluation of existing services, facilities, parkland, trail and open spaces.
- Identify unmet current and future needs in the community and recommendations to meet those needs.
- Engage large sampling of community through public meetings and citizen surveys.
- Prioritize budgeting for department to manage assets effectively.
- Identify funding needs and viable, practical funding strategies.
- Reduce redundancy.
- Develop an implementation plan with timelines specific to understanding the capabilities and resources available to Stillwater.
- Identify new potential and review current partnerships.

**Stillwater**

Stillwater is located in north central Oklahoma, 20 miles east of I-35, one hour from Oklahoma City and Tulsa and one and a half hours from Wichita, Kansas. It is a vibrant city of approximately 50,000 residents, and the regional shopping, dining and recreational hub. Numerous community events and activities are hosted annually, including festivals, concerts, cultural exhibits, musical performances, athletic events, and marathons.

Stillwater is also home to Oklahoma State University (OSU), a comprehensive public university with an enrollment of 25,000 students. Everyone in Stillwater is proud of OSU and the color orange is incorporated into store signage, advertisements, and clothing throughout the town. Stillwater’s population virtually doubles for every OSU home football game, with America’s largest homecoming celebration being its biggest weekend. OSU also has opened the McKnight Center, a state-of-the-art performing arts venue that will solidify Stillwater’s standing as one of the cultural centers of the state.

**Stillwater Proximity**
Parks and Facilities Overview

Stillwater manages 21 parks located throughout the community including an outdoor municipal pool built in 1973 and two splash pads that provide summer water activities. The city also maintains 2 disc golf courses and 8 tennis courts. City facilities include the Armory Recreation Center which houses office space and a gymnasium, the Senior Center that provides opportunities for individuals over 50 years of age, and the Community Center, a multi-use building with a theater for concerts and a gymnasium renovated for special events. Community Center meeting rooms are available for private rental and for City staff training sessions. The current Community Resources staffing consists of 7 full time and 7 part time employees. Public Works employees maintain the parks and City facilities.

The city has numerous partnerships to enhance the quality of life. Partnerships include but are not limited to Stillwater Area Sports Association, Prairie Arts Center, and Lakeside Golf Course. The city owned Lake McMurtry Natural Resouce and Recreation Area is 10 miles outside of Stillwater and managed by the Friends of Lake McMurtry. Camping, swimming and fishing are offered and the lake features hiking/biking/running trails as well as 2 disc golf courses and kayak and Stand-up Paddleboard rentals.
Boomer Lake Park

Boomer Lake Park, featuring 251 acre Boomer Lake, is Stillwater’s premier park. Boomer Lake Park offers miles of paved walking and biking trails, a splash pad, playgrounds, fishing, kayaking and boating. Boomer Lake Park is the site for many special events including the Boomer Blast Fourth of July Fireworks show and private parties/reunions.
Timeline

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Deadline for Written Questions</td>
<td>March 8, 2021; 5:00pm CST</td>
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<tr>
<td>Qualifications Due</td>
<td>March 15, 2021; 5:00pm CST</td>
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<td>Evaluation of Qualifications</td>
<td>April 1, 2021</td>
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<td>Interview of Selected Firms</td>
<td>April 12-16, 2021</td>
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<td>Final Selection and Negotiation</td>
<td>April 23, 2021</td>
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<td>City Council Consideration</td>
<td>May 3, 2021</td>
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Response Components Required

The most qualified consultant will provide a response that demonstrates outstanding capabilities as follows:

- Provide exceptional service. Exceptional service means that the City, its officers and employees are treated as valued clients at all times.
- Describe the approach and experience relevant to each of the items listed under project summary and purpose. Describe any additional services that are recommended but not listed in this RFQ.
- Identify an implementable and practical financial plan and its components including grants, bond issues etc.
- Demonstrate success in developing and implementing plans that are actively used by clients.
References:
The following references are required:
- Resumes for the leadership of firm as well as key staff to be assigned to project and their current workload.
- Provide contact information for at least 3 past clients for which similar work has been completed in the past 3 years.
- Provide contact information for all clients in the past 10 years for which similar work has been performed.

Selection Process:
- Staff will complete an initial evaluation of the qualifications (see “Evaluation Criteria”).
- Top ranked firms may be invited for an in-person interview and presentations.
- Proposals may be requested from the top ranked firms.
- A company will be selected based on staff’s evaluation. A detailed scope of services, project schedule, fee schedule and contract terms will be negotiated with the selected company.
- In the event that a satisfactory contract cannot be negotiated with the selected company, the City reserves the right to negotiate with any of the other responding firms, modify or cancel the project, or take any other action deemed to be in the best interests of the City.
- The Stillwater City Council must authorize a contract before a notice to proceed will be issued.

Evaluation Criteria:
- Qualifications
- Staff Experience
- References
- Work product examples

DEADLINE FOR SUBMITTAL: March 15, 2021; 5:00PM CST