

**PARKS, RECREATION & CULTURAL SERVICES MEMORANDUM
#19-2022**

DATE: Sept. 12, 2022

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *Hmg*

FROM: Amanda J. Peterson, Director of Parks, Recreation & Culture *ajp*
Jesse Mestrovic, Parks & Recreation Project Manager

SUBJECT: CR-130 – Parks & Recreation Long Range Plan

PURPOSE

To consider CR-130, a resolution approving a contract with Moore Iacofano Goltsman, Inc. (MIG) in the amount of \$139,970 to complete a Parks & Recreation Long Range Plan.

BACKGROUND

Per Ordinance No. 1622, series of 2012, the City's Parks & Recreation Master Plan is required to be reviewed on an annual basis and updated no less than every five years "to achieve an equitable balance, within reason, of parks, programs and facilities within the city."

The City's first comprehensive Parks & Recreation Master Plan was completed in 1986, followed by the adoption of a 10-year implementation plan in 1987. That initial implementation plan contemplated a wide variety of parks improvements, acquisitions and the sale of surplus properties. Many of these recommendations have come to fruition over the last 35 years, including the development of Northwest Open Space as an athletic complex, the acquisition of Croke Reservoir, an "overhaul" of Webster Lake, replacement of the parks maintenance facility and the protection of nature areas. Even in 1986, an expansion of the recreation center was of interest to the community. Some of the ideas were not pursued or weren't determined to be appropriate for the community, including the recommendation to develop the Stonehocker property as an athletic complex with lighted ballfields and the construction of a lake on the property, or the sale of Jaycee Park. Some of the more general goals, such as the replacement of existing facilities or the beautification of "various" areas, continue to be relevant today.

All updates to that original plan have been made in-house, and subsequently approved by the Parks & Recreation Advisory Board and City Council. The most recent update of the plan was conducted in 2017. All of the capital improvement projects identified in the 2017 update have now been completed or are in progress; the most significant being the development of a new recreation center, senior center and theatre.

The community has grown and evolved since that initial plan was developed in 1986. From a 30% growth in population to a 10-year decrease in median age, community members – and their recreation needs, desires and expectations – have likely changed. The development of an updated Parks & Recreation Master Plan or Long Range Plan includes an inventory of park property, a community needs assessment (including significant public engagement), development of maintenance standards based on industry benchmarks, an evaluation of gaps in programming or access to parks through an equity lens, and an implementation plan.

A Request for Proposal (RFP) to complete this work was issued in June. Three responses were submitted on July 1, 2022. Proposals were reviewed based on the criteria outlined in the RFP; follow-up interviews were also conducted. Through this process MIG, Inc. was identified as the most highly qualified firm to complete the scope of work outlined in the RFP.

BUDGET/TIME IMPLICATIONS

Funding in the amount of \$140,000 is available for this project in the 2022 Budget. The plan would take approximately 12 months to complete.

	Amount
General Fund	\$140,000
MIG Contract	(\$139,970)
Budget Remaining	\$30

STAFF RECOMMENDATION

Attached is CR-130, a resolution that, if approved, would authorize the Mayor to execute a contract between the City and MIG, Inc. for the completion of the Parks & Recreation Long Range Plan in an amount not to exceed \$139,970. Staff recommends approval of CR-130.

STAFF REFERENCE

If Council members have any questions, please contact Amanda Peterson, Director of Parks, Recreation & Culture, at apeterson@northglenn.org or 303.450.8950.

CR-130 – Parks & Recreation Long Range Plan
Professional Services Agreement

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-130
Series of 2022

Series of 2022

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND MOORE IACOFANO GOLTSMAN, INC. FOR THE PARKS AND RECREATION LONG RANGE PLAN PROJECT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO THAT:

Section 1. The Professional Services Agreement between the City of Northglenn and Moore Iacofano Goltsman, Inc., attached hereto, in an amount not to exceed \$139,970.00, for the Parks and Recreation Long Range Plan Project is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED, at Northglenn, Colorado, this _____ day of _____, 2022.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this _____ day of _____ 20____, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and Moore Iacofano Goltsman, Inc. (hereinafter referred to as "Consultant").

RECITALS:

- A. The City requires professional services.
- B. Consultant has held itself out to the City as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the City, professional consulting services for the Project.

I. SCOPE OF SERVICES

Consultant shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from **Exhibit A** which is attached hereto and incorporated herein by this reference.

II. THE CITY'S OBLIGATIONS/CONFIDENTIALITY

The City shall provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Consultant shall be returned to the City. Consultant is authorized by the City to retain copies of such data and materials at Consultant's expense.

III. OWNERSHIP OF WORK PRODUCT

The City acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the City upon completion of the work.

IV. COMPENSATION

A. In consideration for the completion of the services specified herein by Consultant, the City shall pay Consultant an amount not to exceed one hundred thirty-nine thousand nine hundred seventy dollars (\$139,970). Payment shall be made in accordance with the schedule of charges in **Exhibit B** which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the City.

1. All invoices, including Consultant's verified payment request, shall be submitted by Consultant to the City no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the

twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.

2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The City has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the City.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the City) required by this Agreement have been turned over to and approved by the City and upon receipt by the City of Consultant's certification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

V. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt from the City of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete, and Consultant shall furnish the City the specified deliverables as provided in **Exhibit A**.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the City. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

VII. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. INDEMNIFICATION

A. **INDEMNIFICATION – GENERAL:** The City cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Consultant or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Consultant, to the fullest extent permitted by law, shall defend, indemnify and hold harmless the City, its Council members, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including worker's compensation claims, in any way resulting from or arising from the services rendered by Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, under this Agreement; provided, however, that the Consultant need not indemnify or save harmless the City, its Council members, its officers, agents and employees from damages resulting from the negligence of the Council members, officials, officers, directors, agents and employees.

B. **INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE:** The Consultant shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the City, its Council members, and any of its officials, officers, directors, and employees from and against damages, liability, losses, costs and expenses, including reasonable attorneys fees, but only to the extent caused by or arising out of the negligent acts, errors or omissions of the Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, in the performance of professional services under this Agreement. The Consultant is not obligated under this subparagraph IX.B. to indemnify the City for the negligent acts of the City, its Council members, or any of its officials, officers, directors, agents and employees.

C. **INDEMNIFICATION – COSTS:** Consultant shall, to the fullest extent permitted by law, defend, investigate, handle, respond to, and provide defense for and defend against, any such liability, claims or demands at the sole expense of Consultant or, at the option of the City, agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with any such liability, claims or demands. Consultant shall, to the fullest extent permitted by law, defend and bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss or damage was caused in whole or in part by the act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees, the City shall reimburse Consultant for the portion of the judgment attributable to such act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees.

D. To the extent this Agreement is subject to C.R.S. § 13-50.5-102(8), Contractor's liability under this provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or

percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to defend, indemnify and hold harmless the City may be determined only after Contractor's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement of the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

IX. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

B. Consultant shall procure and maintain and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Worker's Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employer's Liability Insurance with minimum limits of five hundred thousand dollars (\$500,000) each incident, five hundred thousand dollars (\$500,000) disease - policy limit, and five hundred thousand dollars (\$500,000) disease - each employee.

2. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

3. Professional liability insurance with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.

C. The policy required by paragraph 2. above shall be endorsed to include the City and the City's officers, employees, and consultants as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to the policy required by paragraph 1. above shall contain any exclusion for bodily injury or property damage arising from completed operations. Consultant shall be solely responsible for any deductible losses under any policy required above.

D. The certificate of insurance provided for the City shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of the Agreement. No other form of certificate shall be used. If the City is named as an additional insured on any policy which does not allow for the automatic addition of additional insureds, the Consultant's insurance agent shall also provide a copy of all accompanying endorsements recognizing the City as an additional insured. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty

(30) days prior written notice has been given to the City. The completed certificate of insurance shall be sent to:

City of Northglenn
Attn: Kathy Kvasnicka
11701 Community Center Drive
Northglenn, Colorado 80233-8061

E. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

F. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

G. The parties hereto understand and agree that the City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars (\$350,000) per person and nine hundred ninety thousand dollars (\$990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat., §§ 24-10-101, et seq., as from time to time amended, or otherwise available to the City, its officers, or its employees.

X. NON-ASSIGNABILITY

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

XI. TERMINATION

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Consultant.

XII. CONFLICT OF INTEREST

The Consultant shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such personal or private interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

XIII. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.

XIV. INDEPENDENT CONTRACTOR

Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the City for any purposes.

XV. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

XVI. ENTIRE AGREEMENT

This Agreement and the attached **Exhibits A and B** is the entire Agreement between Consultant and the City, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

XVII. SUBJECT TO ANNUAL APPROPRIATION

Consistent with Article X, Section 20 of the Colorado Constitution, any financial obligations of the City not to be performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the City hereunder shall extend only to monies currently appropriated.

XVIII. NOTICE

Any notice or communication between Consultant and the City which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The City:	City of Northglenn 11701 Community Center Drive Northglenn, Colorado 80233-8061
Consultant:	<u>Moore Iacofano Goltsman, Inc</u> <u>518 17th Street, # 630</u> <u>Denver, CO 80202</u>

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

CITY OF NORTHGLENN, COLORADO

By: _____

ATTEST:

Meredith Leighty

Print Name

Mayor

Title Date

Johanna Small, CMC Date
City Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann Date
City Attorney

CONSULTANT:

By: Christopher J. Beynon

Christopher Beynon

Print Name

Vice President and Chief Development Officer 9.1.2022

Title Date

ATTEST:

By: Amanda Dorsey

Amanda Dorsey

Print Name

Office Manager 9.1.2022

Title Date



EXHIBIT A

PARKS & RECREATION MASTER PLAN RFP

I. INTRODUCTION

The City of Northglenn is requesting proposals from qualified firms to provide professional services to manage, facilitate and prepare the City of Northglenn's 2022 Parks and Recreation Master Plan ("Plan"). This Plan will incorporate a significant update to the City's 2017 Parks and Recreation Master Plan and the 2021 Open Space Management Plan, as well as the development of a Recreation Program Plan. It will serve as a guiding document for capital improvements and programming for the next 10-15 years. The selected firm will have proven experience and knowledge in park and recreation planning, project management and effective public engagement processes.

Ultimately, the city is seeking a plan that answers four primary questions.

1. How does the number, quality and proximity of Northglenn's parks and recreation facilities and amenities compare to local and national benchmarks?
2. To what degree do those facilities and amenities, along with the events and programs held at those facilities, meet the diverse needs of all members of the community?
3. What gaps exist in Northglenn's parks and recreation system?
4. What investment should the city anticipate making to improve or expand our parks and recreation facilities or programs in the next 10-15 years?

II. BACKGROUND

Northglenn's City Council adopted the City's first comprehensive Parks and Recreation Master Plan in 1986, followed by the adoption of the ten-year implementation plan in 1987. Per the municipal code, that Plan has been reviewed on an annual basis, and updated every five years. Although facility-specific needs assessments have been conducted throughout the years, a comprehensive parks and recreation needs assessment has not been conducted since that time.

The City of Northglenn is located in the heart of the Denver Metro Region, encompassing approximately 7.45 square miles. The bulk of the city is located within Adams County (6.45 square miles), in an urbanized setting. One square mile is located in Weld County, approximately seven miles north of the developed portion of the city.

Northglenn has a population of approximately 38,000 residents and has experienced minimal growth since the early 2000's. Development is currently underway on one of the only remaining parcels available for new residential construction, which will add 1,658 new residents and 3.4 acres of parks and open space not to be managed by the city. The median age of residents in Northglenn is 32.8, amongst the lowest in the region. The median household income is \$71,104,



which is lower than that of both Adams County and the state, though the poverty rate is also lower than both Adams County and the state.

III. SCOPE OF SERVICES

1. Establish Vision, Goals & Objectives
 - a. Develop project vision & mission statements
 - b. Update department vision & mission statements
2. Existing Conditions Assessment
 - a. Review existing relevant plans and policies
 - 2010 Comprehensive Plan
 - 2010 Open Space Management Plan
 - 2017 Civic Campus Master Plan
 - 2017 Parks and Recreation Master Plan
 - 2018 Connect Northglenn Bicycle and Pedestrian Master Plan
 - 2018 New Facility Feasibility Assessment
 - 2022 Northglenn Arts & Humanities Foundation Strategic Plan
 - 2022 Recreation User Fee Schedule
 - User Fee Policy
 - Municipal Code, Chapter 17: Parks & Recreation
 - Permitting (sound, vending, other special uses)
 - Fee Waivers & Scholarships
 - b. Compile inventory and condition assessment of all existing parks property & facilities, including:
 - Recreation Center, Senior Center & Theatre facility (opened 2021; 87,700 sf)
 - Kiwanis outdoor pool
 - Boathouse at E.B. Rains Jr. Memorial Park
 - Developed parks (20, approximately 170 acres)
 - Undeveloped parks (3, approximately 16 acres)
 - Nature Areas (3, approximately 150 acres)
 - Athletic fields
 - Trails (approximately 39 miles)
 - Waterways
 - Rights of way
 - Parks maintenance facilities
 - c. Compile inventory and assessment of all current recreation programs and events, considering, at a minimum, the following:
 - Ages
 - Interests
 - Day/Time
 - Fees



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- Diversity, Inclusivity & Social Equity
3. Develop and implement a strong public engagement strategy.
 - a. Identify, describe and implement a comprehensive strategy and methodology for community involvement in this Master Plan development process.
 - b. Review existing engagement documents conducted by the park and recreation department or other departments to compile available information about community needs. Summarize and identify gaps in data.
 - c. Provide well-organized and directed activities, techniques and formats that will ensure an equitable, inclusive, open and proactive public participation process is achieved. These methods should solicit quality input from as many people as possible, including under-resourced populations and users and non-users of the services and facilities.
 - d. Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats.
 - e. Provide written records and summaries of the results of all public process and communications strategies that can be shared with the public.
 - f. Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed and equitable decision making for the Project Advisory Committee, Parks and Recreation Advisory Board, and City Council.
 4. Complete a city-wide Parks and Recreation needs assessment, including or considering each of the following:
 - a. Conduct analysis that considers the fair and just quantity, distribution, inclusivity, condition, cultural relevancy, accessibility, connections and proximity of developed parks, open space, nature areas, trails, recreation facilities, programs, events and services. Evaluation criteria should be based on the expressed values of the community and focus on improved quality of life, physical and mental health and environmental outcomes.
 - b. Provide an assessment and analysis of the City of Northglenn's current level of park usage, programs, services and maintenance in relation to present and future goals, objectives and directives.
 - c. Compile an inventory and assessment of the conditions at existing parks, trails, green space and facilities in Geographic Information System (GIS). Compare to national benchmarking tools.
 - d. Provide a community-wide statistically valid community needs assessment survey on recreation and park programs and facilities. The return rate should accurately represent a sampling of the population, including vulnerable populations, so that an analysis can be segmented by race, gender, age and other demographic groups.
 - e. Conduct additional outreach to obtain qualitative data to better understand survey data.



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- f. Review and interpret demographic trends and characteristics of the community, using information from the City's Comprehensive Plan and other regional and local sources.
 - g. Consider emerging trends. This may include a broad range of possibilities from the incorporation of technology into park infrastructure to the development of public-private partnerships.
5. Implementation & Action Plan
- a. Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-, mid- and long-term for the park system, green space, trails and recreation programs and services. The action plan should prioritize strategies by their level of impact on social, health and environmental outcomes.
 - b. Prioritize recommendations for needs regarding land acquisition or sale, and the development of parks, trails, green space and recreation facilities.
 - c. Prioritize recommendations for maintenance, renovation and operations of parks, trails and recreation facilities.
 - d. Identify areas of service shortfalls and projected impact of future trends.
 - e. Provide useable and workable definitions and recommendations for designated park and green space with acreages and parameters defined as appropriate.
 - f. Develop recommendations for operations, staffing, maintenance, programming and funding needs.
 - g. Provide a clear plan for development of programming based on demand analysis.
6. Meetings & Presentations
- a. The project will require both formal and informal meetings with a variety of groups, including, but not limited to:
 - Project team (staff & consultant)
 - Project Advisory Committee
 - Stakeholder Focus Groups
 - Public Workshops
 - Outreach/Pop-Up Events
 - Neighborhood Groups
 - Parks & Recreation Advisory Board
 - Planning Commission
 - City Council



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- b. The city of Northglenn will provide
- Project Manager/Consultant Liaison
 - Development of the Advisory Committee (composed of elected & appointed officials, community members, staff, other decision makers)
 - Access to all available plans, data, maps, etc.
 - Assistance with logistics and execution of all community meetings.
7. Deliverables
- a. Public Engagement marketing plan and materials
 - b. Gap Analysis Report
 - c. Final Parks & Recreation Master Plan must include:
 - Written goals, objectives, policy statements, a financial and action plan that articulate a clear vision and “roadmap” and model for parks and recreation in the City of Northglenn.
 - A summary of existing conditions, inventories and system-wide metrics, distribution metrics, and population demographics and outcome metrics.
 - Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences.
 - d. Final presentation of the proposed plan with the Parks & Recreation Advisory Board and City Council for the required adoption of the Master Plan.

IV. EVALUTATION CRITERIA

The Consultant shall provide digital copies of a single PDF version of the proposal. Additional explanatory and supplemental materials may be submitted under a separate cover, if desired. The proposal shall include a lump sum proposal for the project. A 2022 Fee Schedule and Resumes should be included as part of an Appendix.

Evaluation of proposals will be based on the quantitative and qualitative responses to the Proposal Requirements. The City reserves the exclusive right to select the firm(s) that it deems to be the best interest of the City to accomplish the completion of the project. The final selection will not be based solely on cost.

All proposals should include the following sections, numbered as per the outline below:

1. Letter of Submission (5 points)
 - a. Include name, address, e-mail, and telephone number of the person(s) who is representing the firm(s).
2. Qualifications (15 points)
 - Background of the firm(s) that are on the proposed project team
 - Experience preparing Master Plans for public agencies, specifically those involving communities similar to the City of Northglenn.
3. Approach (25 points)



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- A narrative that describes overall project approach.
 - Response should reference all components of the scope of work.
 - Provide a description of any value-added services.
4. Project Team (10 points)
 - Identification of the personnel to be assigned to this engagement, including specific area of expertise and estimated number of hours per person.
 - Resumes for each of the identified team members (provide as an attachment)
 5. Timeline (5 points)
 - Provide an estimated timeline for preparation and implementation of the Master Plan and its components.
 - Assume the project to begin on July 1, 2022
 6. Insurance (5 points)
 - A summary of liability, errors, and omission insurance coverage the firm maintains.
 7. Reference Projects (10 points)
 - Provide at least three (3), but no more than five (5) reference projects.
 - Projects shall be of a similar nature.
 - Include a description of the project, including (at minimum) client, location, contact person, contact information (telephone/email address), brief summary of the project, budget, etc.
 8. Fee Proposal (25 points)
 - The fee proposal shall be submitted as a “not to exceed” lump sum
 - Include a breakdown of hourly fees and expenses

Submittal Package

The overall proposal submitted is not intended to be an expansive or elaborate document. It should be well composed for simplicity and ease of understanding. Maximum length, not including resumes or appendices, is fifteen (15) pages.

Applicant will submit a total fee proposal for performing the entire project as a lump sum. Please subdivide the work based on the scope of serves above.

EXHIBIT B – AMOUNT OF COMPENSATION

Moore Iacofano Goltsman, Inc.

(Vendor Name)

The proposal shall be a **Guaranteed Maximum Price** including a breakout of tasks. Hereby submits to the City of Northglenn, Colorado the following bid items, complete and in place, as specified for the:

Parks & Recreation Master Plan RFP - **RFP 2022-025**

Item	Description	Total Cost
1	Vision, Goals, and Objectives	\$5,790
2	Existing Conditions Assessment	\$12,450
3	Public Engagement	\$31,480
4	Parks and Recreation Needs and Opportunities Assessment	\$48,980
5	Implementation and Action Plan	\$21,840
6	Document Development and Adoption	\$19,430
7	Optional Subtasks (not included in total cost below)	\$9,735

Cost are to include all cost for material, markup, overhead and general expenses

TOTAL FOR ALL ITEMS \$139,970

TOTAL IN WORDS One hundred and thirty-nine thousand, nine hundred and seventy dollars