



Request for Qualifications
For
Consultant Services
For

Borough of Dormont Master Parks Plan and Site Feasibility Study

Issued: May 2, 2022

Borough of Dormont
1444 Hillside Avenue
Pittsburgh, PA 15216



Master Parks Plan and Site Feasibility Study

General Description

The Borough of Dormont requests the submission of qualifications and proposals from qualified consultant firms for a one-time contract for professional services as outlined below to develop a Master Parks Plan. This is a priority of the Borough of Dormont Strategic Plan. The Master Parks Plan will include framework for Dormont parks and greenspaces. This includes a framework for strategic, organized, and actionable planning, administration, opportunities, and site feasibilities for a future recreation center.

The planning process undertaken shall develop a comprehensive, shared vision for the Borough of Dormont parks system which includes but is not limited to Dormont Park, Beggs Snyder Park, Hillsdale Park, Castle Playground, Dormont Pool, greenspace at the municipal building, and park infrastructures as well as future growth. It will consider plans for infrastructure and spaces that include recreation, resiliency, sustainability, and active transportation purpose and look for opportunities to turn park areas into high-performing public spaces. Included in the final plan should be a vision and value proposition for Dormont Parks and green spaces as well as basic financial forecasting for Dormont Parks.

The Borough of Dormont is located in Allegheny County and shares borders with two of the largest municipalities in Allegheny County, the City of Pittsburgh and Mt. Lebanon. The Borough of Dormont is approximately .76 square miles and has an estimated population of 8,500. As a high-density area, the Borough of Dormont will consider benefits, economic impacts and equity, resiliency, sustainability, and innovative opportunities for development, redevelopment, and infill development.

The Borough of Dormont is seeking a consultant who has experience with land use regulations, sustainability best practices, equity, economic impact, and recruiting public input including engaging, innovative, and accessible community events. The consultant must also demonstrate the ability to apply and effectively present innovative concepts to create shared vision with Borough Council, Master Parks Plan Ad Hoc committee, community stakeholders, and public. Public input shall be a significant part of this planning process.

The final plan must accessible, and well-designed in a format that utilizes an appropriate mix of text, graphics, photographs, statistically valid charts, and maps to convey findings and recommendations and any other recommended additional features. The format and content must be designed to be accessible and easily understandable to the average resident and reader. If requested by community members, the plan should be able to be translated into multiple languages.

Background Materials and Information

The Borough of Dormont is seeking this plan as part of the 2021-2026 Strategic Plan. Other documents can also be reviewed by interested firms on our website at boro.dormont.pa.us

- [2021-2026 Dormont Strategic Plan](#)
- [Master Parks Plan \(1999\)](#)
- [Zoning Ordinance Rewrite Process \(2021\)](#)

Scope of Services

Purpose

The Borough of Dormont desires to engage with a professional consultant to conduct a Master Parks Plan including the evaluation of possible future sites of the development of a recreation center. The Borough of Dormont owns and operates 24.32 acres in Dormont Park which includes Dormont Pool, Beggs Snyder Park, and Hillsdale Park. For a full listing, please see appendix A. The parks system requires a Master Parks Plan to guide the development of the parks system and explore opportunities in growth for a future recreation center.

The Borough of Dormont will use the Master Parks Plan to direct investment, funding, and prioritization for the years to come and be used in conjunction with future comprehensive plans, capital improvement plans, future Master Recreation Plan, and any applicable policies. This plan should include studying existing uses and utilization, considering potential changes to enhance current usage and sustainability, and support the community and regional needs. The Borough of Dormont requires a holistic view of the true cost and investment into maintaining existing parks, structures, and assets.

The Master Parks Plan should include the investigation of possible sites for a new recreation center.

Project Scope/Duties of Consultant

The consultant awarded the contract will develop a Master Parks Plan to guide the Borough of Dormont in the prioritization of parks projects and identify possible sites and opportunities for a future recreation center.

The Borough of Dormont encourages creative concepts throughout this plan to increase accessibility and increased usage of Dormont's green and recreation spaces. The consultant proposal is encouraged to add, modify, or clarify any of the scope of work items it deems appropriate to obtain a high-quality plan. All changes should be listed and explained. The scope of work proposed, at minimum, must be accomplished as outlined.

The scope of work shall include, but is not limited to, the following:

- Evaluation and comprehensive analysis of existing municipal parks and recreation facilities including existing conditions which could include both passive and active utilization, parking, transportation, stormwater issues and other factors deemed relevant
- Comprehensive and integrated needs assessment including public input with evaluation of existing municipal parks and recreation facilities including resiliency, sustainability, and adaptability needs

- Report on issues such as parking, transportation, and connectivity including economic impact, equity, resiliency, and sustainability as well as measuring the economic value of the current park system and recommendations for improvements
- Strategic gathering of public input and participation, potentially including focus groups, interviews, public meetings, a community survey, or other recommended community engagement tools and strategies. Input should be solicited from the public at large as well as school-aged children, seniors, community stakeholder organizations and groups, and municipal staff. Applicants should detail which types of public outreach and public input they will utilize when conducting the Master Parks Plan and Study.
- Recommendations for utilization and adaptability of available spaces in municipal parks and facilities with consideration for the ecology of the parks, resiliency, sustainability, and current and future needs and trends of the community, region
- Analysis of the level of service with existing conditions and report on short-term and long-term maintenance of current park and park structures
- Identify locations and opportunities for improvement of wayfinding and make recommendations for how to improve the identity, signage, accessibility, and interconnectivity of these spaces with other parks, trail networks, business districts, schools, and residential neighborhoods
- Identify locations and opportunities to improve resiliency, sustainability, adaptability, and equity for parks and infrastructures with the possibilities of creating high-performing public spaces
- Develop recommendations and implementation strategy based on the collaborative process
- Recommendations for improvement which could target better utilization, adaptability, equity, sustainability, staff capacity
- Projected costs for installation of new or replacement of park infrastructure as well as short-term, long-term, and ongoing maintenance costs
- Local and regional economic impact report on Master Park Plan recommendations
- Site analysis, including the benefits and potential costs of developing different sites for a future recreation center *
- Compilation of possible funding opportunities for Master Parks Plan recommendations and future recreation plan
- Development of level of service metrics, standards-based on community needs, values that align with recommendations and long-range vision of Master Parks Plan
- Presentation and submission of a final written report that leads to a shared vision

*Note: Detailed architectural renderings are not required as part of the scope of work for site analysis. However, engineering and architectural work should be considered as part of the cost analysis for a community recreation facility. An applicant may choose to include conceptual renderings as an alternate to their proposal.

Proposal to be submitted

The proposal shall be organized and submitted with the following elements for consideration:

Executive Summary

Provide a brief summary describing the follow

- consultant's ability to perform the work requested
- history of the consultant's background and experience providing services
- qualifications of the consultant's personnel to be assigned to this project
- any other information called for by this scope of services consultant deems relevant
- any exceptions to this request

This summary should be brief and concise to apprise the reader of the basic services offered, experience, and qualifications of the proposer, staff, subcontractors, and/or suppliers.

Response to Project Scope and Duties

The consultant shall provide an analysis of how they intend to complete each of the items listed in the Project Scope/Duties. Consultant shall also provide a list of processes and examples of tools used for public engagement including those that had a favorable response, engagement efforts that did not work out as envisioned, and possible tools and methods that will be utilized in this process.

Additionally, provide a general timeline for each step in the process and estimated project completion date. Ideally, an initial draft of the final report should be prepared by early December and a final draft early 2023.

Cost Estimate

Consultant shall provide an itemized breakdown of costs associated with the general contract for services and any potential additions and/or deletions during the process.

Attachments

- Consultant shall provide a list of three (3) references of providing services similar to those requested as part of this proposal. Special consideration may be given to those who have performed this work for public-sector or local government entities.
- Consultant shall provide the names, resumes, and description of project roles of all of the firm's employees expected to work on this project.

Any questions regarding this request for qualifications and proposal should be submitted to Bethany Bachman, Community Manager at BBachman@boro.dormont.pa.us or 412-561-8900 x227 prior to May 18, 2022.

All qualifications and proposals shall be submitted no later than 12:00 PM EST on May 23, 2022. One digital and one physical copy must be submitted for this project. Digital version should be sent to BEstell@boro.dormont.pa.us. The physical copy shall be submitted in sealed envelopes and delivered to:

Ben Estell, Borough Manager
Borough of Dormont
1444 Hillside Avenue
Pittsburgh, PA 15216

Proposals must remain open as an irrevocable offer to provide service as described in the request for qualifications and proposals as outlined above for a period of 90 days after **May 23, 2022**. The Borough of Dormont reserves the right to reject any or all submissions.

Evaluation of Proposals

While the successful consultant must submit a competitive fee, price alone will not be the sole criteria in selection. The consultant will be selected based on the following criteria:

- Team personnel's experience and qualifications on similar projects
- Understanding and prior experience with municipal projects and unique requirements
- Understanding of Project scope/intent
- Approach/Methods/Project Plan
- Alignment with the Borough of Dormont's values
- Fee and Staffing Cost

Interviews may be scheduled with selected prospective consultants as soon as possible after the scoring and ranking, to permit further evaluation and to allow the municipality to inquire further into the consultant's experience on similar projects, thorough understanding of the various aspects of the services to be provided, scheduling, budget, and other pertinent matters.

Proposals must remain open as an irrevocable offer to provide service as described in the request for qualifications and proposals as outlined above for a period of 90 days after **May 23, 2022**.

The final decision regarding this request for qualifications and proposal rests with the Borough of Dormont Council.

The award decision is expected to be made on or before **June 13, 2022**.

The Borough of Dormont may add to, modify or change the process or any requirements set forth herein at any time in its discretion.

Nothing contained in this request for qualifications and proposals will be deemed to (i) create any right (whether property or other) in any party to have a contract awarded or (ii) create or require any standard for an award other than what the Borough of Dormont deems to be in its best interest. The award of a contract will be made in the discretion of the Borough of Dormont and may be made on factors other than cost and on factors that may not appear in this RFQ. The contract shall provide the exclusive terms and condition between the parties.

Notwithstanding anything to the contrary contained herein, no consultant, whether successful or not, will acquire any legally binding rights against any party including the Borough of Dormont unless and until the consultant and the Borough of Dormont formally execute an agreement that is satisfactory to the Borough of Dormont, in its discretion. The submission of a bid, including the execution of the agreement that is part of this package, will not guarantee a contract award, nor will it guarantee that the Borough of Dormont will not request modifications or deletion of terms before entering into the contract. The Borough of Dormont reserves the right to reject any or all proposals, and the right at its discretion to accept the proposal the Borough of Dormont deems to be most favorable to its interests.