



REQUEST FOR QUALIFICATIONS (RFQ)

FOR
CITY OF CROWLEY, TEXAS

BICENTENNIAL PARK MASTERPLAN DESIGN CLASSIFIED AS REGIONAL PARK

Issued On: Wednesday, December 22, 2021

Closing Date and Time: Wednesday, January 19, 2022 at 11:30AM Central Time

Submittals will be accepted by email, mail, courier, or hand delivered and must be received no later than the closing date and time. Qualifications received after the deadline will not be accepted.

All submittals should be addressed to:

Submission for Bicentennial Park Masterplan
ATTN: Jack Thompson
EDC Director / Assistant City Manager
201 E. Main St,
Crowley, TX 76036

All questions regarding this RFQ must be submitted **by email to Jack Thompson**, at jthompson@ci.crowley.tx.us, no later than 4:00 PM on 10th day, January 2022.

1. INTRODUCTION

City of Crowley is seeking statement of qualifications from licensed professional design firms to develop a master plan design for the Bicentennial Park. Bicentennial Park is the city's largest and most popular park spanning across 36 acres.

Responses will be distributed to the selection committee members immediately following the submittal deadline, and a list of submitting firms/consultants will be made available to the public upon request.

Please see the pages below for the full Request for Qualifications.

2. CITY BACKGROUND – CURRENT EFFORTS

Located primarily in the southern portion of Tarrant County, Texas, the City of Crowley is an intricate social, physical, and economic organization held together by laws and common community values as well as local, environmental, social, and economic conditions and trends. The City of Crowley recently (June 2020) adopted a new comprehensive plan *Crowley 2045*, after a year-long process. Additions to the comprehensive plan include updated future land use and master thoroughfare maps, the addition and expansion of mixed-use districts, and a fiscal analysis to determine what kinds of land uses are needed to support the city's infrastructure maintenance needs over the long term. The city is also in the process of updating its zoning and development regulations by 2022.

3. PROJECT BACKGROUND

Crowley adopted the *Parks and Trails Master Plan in 2020* to evaluate existing conditions and to identify potential development opportunities. The masterplan supports the vision for the development of the Crowley Parks and Trails systems, identifying overarching directions that reflect community values. The four design objectives reinforced to the vision are – **Identity** to Crowley's parks and trails while meeting needs of the citizens; **Suitability** while creating designs that complement existing conditions; **Functionality** to provide and promote health, safety and welfare; and **Unity** to bring together the ideas and thoughts in the form of elements, features and objects to create a brand for the Parks and Trails system. Development and expansion of Bicentennial Park is listed as one of the top priorities in the Parks and Trails Master Plan.

As mentioned earlier, Bicentennial Park is currently 36 acres adjacent to 55 acres of owned by the City. This adjacent acreage could be added to the existing 35 acres of Bicentennial Park. The park is home to popular activities such as a disc golf course, the city's lone splash pad, and several playgrounds, and picnic spaces. Crowley's largest

festival, *Celebration of Freedom*, held on the first Saturday after the 4th of July is hosted in Bicentennial Park. This event attracts approximately 15,000 people from within the city as well as surrounding cities and is complete with vendor booths, food trucks, live music and a fire works show.

The expectation of the City for this project is for the selected firm to determine the highest and best uses for the park. All existing uses in the park, with the exception of the Crouch Event Center, are eligible for relocation, enhancement or removal. This park serves the city of Crowley and surrounding towns with a place to host events, play, and congregate. Our intention is to create a masterplan that is inclusive to people of all age, race, gender, and income groups while providing them with a wide range of activities to select from. The park's priority vision is based on **core values** such as: ***High Accessibility to promote inclusivity; Control and Management for Safety and interactivity; Comfort through Physical Configuration and Design; and Optimum Adaptability.***

Adding possible elements to the park could include but not limited to:

- Wayfinding signage
- Mountain, Road and Gravel Bike Trails
- Hiking/Running Trails
- Bird watching areas/ pollination garden with interpretive signage
- Multi-purpose lawns/event areas to host weekly events.
- Addition of an amphitheater if it could be supported by grading variation.
- ADA accessible Picnic shelters with grills and tables
- ADA accessible playground equipment
- Challenge or fitness course
- ADA accessible Splash pads
- Water features
- Active and passive recreation uses (baggo games, tic-tac-toe, chess, painted games on asphalt, etc.)
- Park furniture (picnic tables, benches, etc.)
- Wetland enhancements since a part of the park falls in flood plain
- Sport fields
- Necessary Lighting other than existing parking lots
- Restrooms and drinking water fountains
- Meet parking requirements

Please provide five (5) printed copies and one electronic copy on a USB of the RFQ.

4. RFQ REQUIREMENTS

- **Cover Letter** – on company's letterhead introducing the company, background, current select projects and focus, along with contact details of the person representing the team throughout the proposal.
- **Project team organization** – an executive summary of the team organization, their key responsibilities, qualifications, and statement of availability.
- **Statement of Interest** – that would describe the firm's expertise and unique qualification for working on this particular project.
- **Sub-consultants** – who are to work on the project; their qualifications; expertise; and professional license.
- **Portfolio** – Provide verifiable examples of at least 3 projects completed in the last 5 years. Include their name and location, services offered, methodology and approach towards the project, date of completion, project cost, challenges, client name and contact person, and visual references.
- **Project specific requirements include:**
 - **Methodology and approach** towards the design and development of Bicentennial Park. Please feel free to support your ideas through visual references such as sketches, reference pictures, and/or drawings.
 - **Implementation and Phasing** – we would like to develop the park in phases and the participating firm is expected to bring in ideas for the phasing plan and implementation methods unique to this park.
 - Describe any **public notification and outreach** techniques that the City of Crowley would benefit through the process in order to involve most residents and receive regular feedbacks. Please feel free to describe any techniques that were successful in any other projects and any bring in any new ideas that could specifically work with the City of Crowley.
 - Conceptual ideas for **specifications** for signage, lighting, landscaping elements that will not only be used in Bicentennial Park but other city parks as well.
 - Experience working within and around ONCOR ROW
 - Experience collaborating with parks board
 - Experience working with wetlands and federal requirements
 - List of **grants and other programs** that could help fund the construction of the park. How can the firm work on getting approvals for such programs to assist City of Crowley throughout the implementation process.

5. SCOPE OF WORK/ SERVICES UPON SELECTION

Upon successful selection of the firm to work on this project will demonstrate its ability to deliver the following services but not limited to:

- A complete masterplan and site development with project phasing plan
- Develop and implement public involvement strategy
- Collecting and analyzing data and feedback
- Forecast needs to determine the strategic direction of construction
- Regular coordination with sub-consultants, vendors and the City (Parks Board)
- Establishing time-frames and regulating deadlines
- Bid packages, Construction documents and Specifications
- Specifications for signage, lighting, landscaping elements that will be used for all the city parks within the City of Crowley.
- Grant approval
- Construction coordination and administration
- Assistance with Budget/Cost projection

6. HELPFUL RESOURCES

- City of Crowley Code of Ordinances
https://library.municode.com/tx/crowley/codes/code_of_ordinances
- City of Crowley Comprehensive Plan 2045
<https://www.ci.crowley.tx.us/cd/page/crowley-comprehensive-plan-2045>
- City of Crowley Parks and Trails Master Plan 2020
<https://www.ci.crowley.tx.us/cd/page/parks-and-trails-master-plan>
- Crowley Development Code Update (In Process)
<https://www.ci.crowley.tx.us/cd/page/crowley-development-code-update-zoning-and-subdivision-regulations-0>

7. SELECTION CRITERIA

A selection committee made up of city staff will review submissions based upon the following criteria.

- A demonstrated high level of professional competence and a proven track record in the preparation of master plan and site development, and the implementation of public participation programs.
- Design approach and methodology.
- Knowledge of state and federal grant programs and approval rates.
- Understanding of the project and objectives

- Understanding and supporting the *Crowley Parks and Trails Master Plan 2020* vision.
- Excellent public outreach and facilitation capabilities, including understanding a diverse range of viewpoints and including communicating with elected and appointed officials
- Review of references and prior work product, including user-friendliness of prior work product and use of illustrations
- Proposed schedule
- Necessary resources

Final determination of the selected consultant shall be made by the City Council after a recommendation from the selection committee. The selection committee may choose to interview top firms as ranked by the selection committee.

The selection committee may consider any other criteria it deems relevant, and the selection committee is free to make any recommendations it determines to be in the best interest of the City. The City may request from any submitter after the response deadline additional information or written clarification of a submission. However, submissions may not be amended after the submission deadline unless permitted by the City of Crowley. Inaccuracy of any information supplied within a submittal or other errors may constitute grounds for rejection of the submittal. The City reserves the right to negotiate final terms and price once a specific consultant is selected.

8. TENTATIVE SCHEDULE

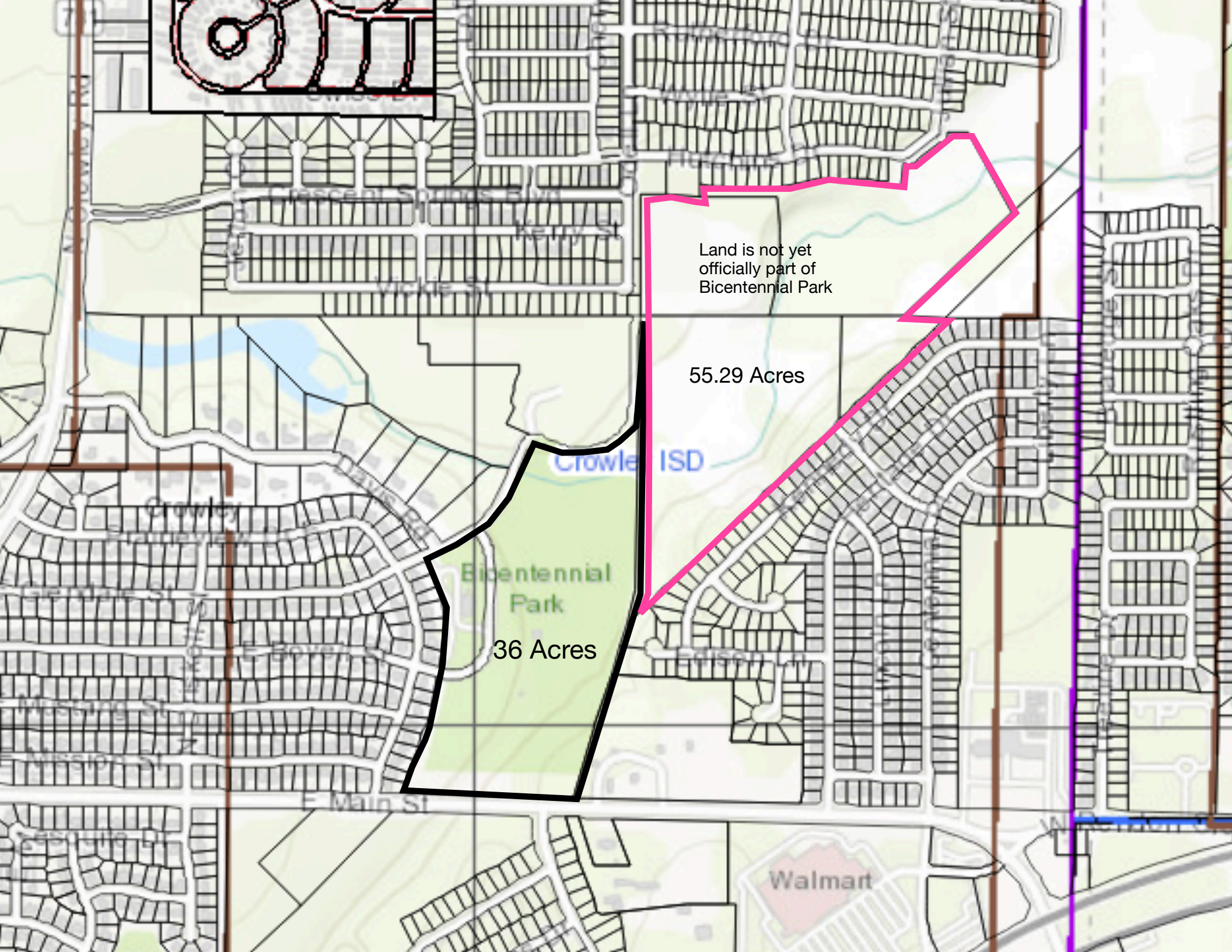
<i>Selection Schedule</i>	
Publish Request for Qualifications	December 22, 2021
Question Deadline	January 10, 2022 (4:00 PM)
Questions and answers will be posted on the City's website, www.ci.crowley.tx.us	
Submittal Deadline	January 19, 2022 (11:00 AM)
Interviews with Applicants	January 31, 2022
Selection Committee Decision	February 7, 2022
Selection by the City Council/Contract Approval	February 17, 2022
Project Start	February 22, 2022

9. OTHER CONDITIONS

- Legal Compliance: Work performed and maps and ordinances produced by selected consultant shall comply with all federal, state, and local laws.
- The City reserves the right to reject any and all submittals if, at its discretion, the interests of the City would be best served.
- No payment will be made or costs reimbursed for the preparation of the submittals.
- The successful firm shall be responsible for obtaining and maintaining adequate liability insurance to completely and fully protect the City of Crowley against all claims and actions arising out of any property damages or personal injury or death. The Consultant shall furnish proof of this liability insurance to be attached to the executed copies of the contract.

10. ATTACHMENTS

- a. Map showing park limits and future land for expansion



Land is not yet
officially part of
Bicentennial Park

55.29 Acres

36 Acres

Bicentennial
Park

Crowley ISD

Walmart