



**City of Dripping Springs, Texas
Parks, Recreation, & Open Space Master Plan
Request for Qualifications**

The City of Dripping Springs is seeking qualifications from professional landscape architect/engineering and technical service firms with experience in the parks and recreation industry to provide a comprehensive Parks, Recreation, and Open Space Master Plan.

The Applicant awarded the contract is referred to herein as “the Consultant.”

Sealed Statements of Qualifications marked “City of Dripping Springs Parks, Recreation, and Open Space Master Plan” must be submitted in one (1) original, five (5) copies, and one (1) electronic copy (in PDF format) by email and shall be delivered to:

**City of Dripping Springs, Texas
Attn: Andrew Binz, Parks and Community Services Director
511 Mercer Street or P.O. Box 384
Dripping Springs, Texas 78620**

The sealed STATEMENTS must be in a standard statement of qualifications format, and each statement must include a response to each item in the RFQ in the order given.

Qualifications are due on **April 23, 2024, at 3 p.m.** RFQs will be opened by City Staff at that time. Submittals will become public, as required by the Public Information Act, after the contract is awarded and executed. This Request for Qualifications includes the proposed contract terms/conditions, and a detailed scope-of-work.

If additional information is requested, please email questions to Andrew Binz, Parks and Community Services Director, at abinz@cityofdrippingsprings.com with “**City of Dripping Springs Parks, Recreation, and Open Space Master Plan**” in the subject line. RFQs may be viewed online at the City’s website at www.cityofdrippingsprings.com/requestforbids.

THE DEADLINE FOR SUBMITTING STATEMENTS OF QUALIFICATIONS
IS April 23, 2024.

Please clearly mark the outside of your sealed envelope as “Statement of Qualifications for Parks, Recreation, and Open Space Master Plan RFQ.” STATEMENTS OF QUALIFICATIONS MAY NOT BE FAXED. Statements of Qualifications received after the submission deadline shall be returned unopened and will be considered void and unacceptable. The City of Dripping Springs is not responsible for delayed mail, carrier, etc. and the time/date stamp clock used upon receipt of any submittal in the City Hall shall be the official time of receipt.

The Statement of Qualifications filed with the City shall be opened at the time stated in the advertisement, or any subsequently issued addendum, and publicly read aloud; and shall thereafter remain on file with the City.

Schedule of Events:

The following Schedule of Events represents the estimate of the timetable that will be followed in connection with this solicitation:

EVENTS	DATE AND/OR TIME
Release Request for Qualifications	February 8, 2024
RSVP for Optional Pre-Submittal Conference Due	March 6, 2024
Optional Pre-Submittal Conference*	March 26, 2024
Last Day for Applicants to Submit Written Questions	April 5, 2024
Answers Provided	April 16, 2024
Statement of Qualifications Due Date	April 23, 2024

The City reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, the City will communicate adjustments to any event in the Schedule of Events in the form of an amendment. Amendments (answers/addenda) to this solicitation will be sent by email to interested parties who have contacted the Parks and Community Services Director and requested a copy of this RFQ.

*Attendance of the pre-submittal meeting is not mandatory; however, it is highly recommended as the preferred method of asking questions and receiving information.

REQUEST FOR QUALIFICATIONS – PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

Community and Project Background:

Dripping Springs is a thriving and growing city in northern Hays County just west of Austin. The current population is 7,057 within the city limits (July 2022 estimate). With beautiful open spaces and friendly faces, we are your first adventure into the Texas Hill Country. We are one of the fastest growing cities in Texas, yet we maintain that wonderful Texas friendliness and small-town community feel that continues to draw visitors, residents, and businesses. We are rich with history that is wonderfully combined with amazing parks, recreation, shopping, live music, craft breweries, wineries, and more. We were the first city in Texas – and the sixth one in the world – to be designated as an International Dark Sky Community, a unique distinction we work diligently to maintain. Along with our beautiful night skies, other distinctions include being the Wedding Capital of Texas, and a Film-friendly and Music-friendly community. In February of 2022, Dripping Springs was also designated as a Bird City Texas community. All of this combines to make Dripping Springs one of the best places to live, work, and play in Texas.

Parks & Community Services:

The City of Dripping Springs created the Parks & Community Services Department (PCS) to foster community by preserving parks and open spaces, to connect people with our rich natural resources and cultural history, and to offer engaging programs and events.

With more than 570 acres of parkland that serves approximately 25,000 residents in Dripping Springs and its surrounding communities, PCS oversees parks, facilities, events, and activities. The park system includes the premier 110-acre Dripping Springs Ranch Park and Event Center, the historic 33-acre Founders Memorial Park, the 65-acre Charro Ranch Park, and the 40-acre Dripping Springs Sports and Recreation Park. Along with the recently added 300-acre Rathgeber Natural Resource area, PCS currently maintains more than ten miles of trails for hikers, cyclists, and horseback riders. The system features athletic fields, volleyball, and basketball courts, play structures, primitive camping, and the Founders Memorial Park Pool. In the summer of 2024, a 9,000 square foot skatepark will be added to Founders Memorial Park. Both Dripping Springs Ranch Park and Charro Ranch Park feature bird blinds and education about native flora and fauna to foster nature immersion.

PCS events include Rodeos and Equestrian Events, Western Wonderland Ice Skating, Merchant Conventions and Shows, Christmas on Mercer, and the Founders Day Festival that celebrates the rich history of Dripping Springs. Activities include Coyote Kids day camp, Tween Scene, Skate Night, Star Parties, Family Campouts, and Movie Nights, as well as a variety of educational activities, and the weekly Farmers Market has been named best-in-Texas in three of the last six years.

Goals:

The City of Dripping Springs Parks & Community Services Department is soliciting professional consulting services in the creation of an updated, comprehensive Parks, Recreation, and Open Space Master Plan for 2024-2034. This project is intended to serve as a guide for policy decisions; prioritizing and balancing demands and opportunities; and providing a framework for evaluating future land acquisitions, park improvements, and other expenditures of public funds for parks and recreational activities.

The outcome of the Parks, Recreation, and Open Space Master Plan will be a long-range plan for park improvements that will enable multi-year planning for capital investments to occur. The plan will also guide development of shared programming and educational opportunities and identify new and expanded locations for providing services in partnership with the educational community and the arts community. The plan will align new investments with a strong community-driven mission and vision that integrates Dripping Springs' strong pursuit of parks, recreation, the arts, and environmental education.

The Parks, Recreation, and Open Space Master Plan should be developed under working knowledge of several other plans completed within the city, including:

- 2011 Charro Ranch Park Master Plan;
- 2014 Parks, Recreation, and Open Space Master Plan;
- 2016 Dripping Springs Comprehensive Master Plan;
- 2017 Dripping Springs Ranch Park Master Plan;
- 2018 Founders Memorial Park Master Plan;
- 2020 City Wide Trail Plan;
- 2021 Transportation Master Plan; and
- 2024 Dripping Springs Comprehensive Master Plan Draft– Reimagine Dripping Springs Initiative.

Scope of Services:

- Integrate Commission for Accreditation of Park and Recreation Agencies (CAPRA) objectives, methods, and standards into the Master Plan where applicable, and make recommendations on actions with the goal of achieving CAPRA certification.
- Conduct a community-wide (City and ETJ), quality-based, and statistically valid survey to gather information from a valid representative random sample of the community.
 - Conduct a minimum of 10 focus group interviews.
 - Facilitate 5 outreach/pop-up sessions with residents.
- Establish a Mission Statement, Goals and Objectives, and a Vision Statement for the Parks & Community Services Department.

- Compile an inventory of existing City of Dripping Springs parks, facilities, recreational programs, services, and amenities.
 - Compile an inventory of existing park and recreation facilities, programs, and services within the service area provided by the DSISD and other alternative public, private, and non-profit providers.
 - Provide a comparative analysis of similar communities.
- Provide a Needs Assessment based on the inventory, analysis, and the community's desires and needs.
 - Provide and prioritize a comprehensive list of improvement, expansion, or replacement projects for existing park and recreation sites.
- Provide a Recreation and Leisure Trends analysis.
- Provide a Strategic Plan to support the goals and objectives, priorities and initiatives of the Parks & Community Services Department and implement the Parks, Recreation, and Open Space Master Plan.
 - The Strategic Plan should include the following:
 - Cost recovery models for park amenities, buildings, facilities, and recreational programs.
 - Identify new and long-term funding sources.
- Review and provide recommendations for the acquisition of lands for park, recreation, conservation, and historical-cultural purposes.
 - Review and provide recommendations on the Parkland Dedication and Development Ordinance including a comparison of fees with similar cities.
 - Identify potentially available land for acquisition based on the 2024 Comprehensive Master Plan.
- Provide Level of Service Standards for the provision of land, facilities, and services within the City of Dripping Springs.
 - Examples include but are not limited to:
 - Number of facilities per resident;
 - Facilities available within a designated travel distance and travel time;
 - Percent of population that have a park within a 10 – minute walk; and
 - Percent of parkland connected to the trail network.

Add Alternatives:

- Provide Parks Maintenance and Operations Management Standards.
 - Define appropriate maintenance levels for park amenities such as athletic fields/courts, skatepark, aquatic facility, playgrounds, and open space.
 - Maintenance equipment life cycle analysis and replacement schedules.
 - Staffing levels.
 - Financial Analysis.

- Provide a One Page Master Plan and Conceptual Plans for the following parks:
 - Founders Memorial Park;
 - Dripping Springs Sports & Recreation Park;
 - Dripping Springs Ranch Park; and
 - Arrowhead Ranch Park.
- Update Trails Maps and Provide a Cohesive Design for the following parks.
 - Charro Ranch Park;
 - Dripping Springs Ranch Park;
 - Dripping Springs Sports & Recreation Park; and
 - Founders Memorial Park.
- Provide a Natural Resource Management Plan
 - Create environmental protection procedures for the following:
 - Erosion Control;
 - Wildlife and Habitat Preservation; and
 - Protection of water supply reservoirs and water recharge areas.
 - Update or provide Tree Surveys of all park properties.
 - Incorporate Bird City and Dark Sky Community requirements.
- Historical & Cultural Resource Management Plan
 - Provide an inventory of historical and cultural resources and how they will be managed.

Submission Requirements:

Statement of Qualifications should include a concise description of all project experiences as they relate to the scope of services outlined above and must clearly exhibit the consultant's expertise and success in developing Master Plans for municipalities with size and demographics similar to Dripping Springs. The following are specific requirements for the submittal, but additional relevant information may be submitted for consideration.

1. Brief overview of the firm, including number of technical and support staff.
2. List of master plans completed over the past 5 years that are similar to the proposed project.
3. Identify the key project management personnel, their roles and responsibilities for this project, qualifications, and experience (resumes).
4. Identify any outside consultants to be used and provide the information requested in item #3 for anyone who would be contracted to assist with this project.
5. Describe your firm's process, planning methodology, and approach for the project and how it will accomplish the scope of services requested. Include a proposed timetable in calendar days for each phase of the project and total time for completion.

6. Describe your knowledge of, and experiences with, the City of Dripping Springs, including previous work completed and understanding of current needs and challenges related to quality-of-life issues in the community.
7. Describe any additional experience, philosophy, approach, or awards received that would demonstrate your firm's unique ability to perform the work requested. Specialties and strengths of your firm should be emphasized along with a statement of why your firm should be selected.
8. Submit a statement of the firm's current combined insurance coverage.
9. Submit 5 bound copies and one electronic copy of your proposal.

The qualifications will be reviewed by staff to ensure all criteria have been met.

Selection Criteria:

Candidates will be reviewed and possibly interviewed by members of the City Council, Parks & Recreation Commission, and staff. Selected firms will advance for a final presentation and interview with members from City Council, Parks and Recreation Commission, and staff.

The selection will be based on the evaluation of the Statement of Qualifications submitted, and the interviews, if they are held. The City will evaluate the submitted Statements of Qualifications and interviews based on, but not limited to, the following criteria, with the maximum possible points allowed for each.

The City will follow Federal and State law including Chapters 171 and 176 of the Texas Local Government Code and Article 2.02 of the City of Dripping Springs Code of Ordinances.

Each Qualification will be evaluated using the following criteria:

- Experience and credentials of firm and project team. (25 Points)
- Demonstrated successful completion of similar projects. (25 Points)
- Quality of qualifications and overall project understanding and approach. (20 Points)
- Knowledge of Dripping Springs' current needs and challenges. (15 Points)
- Completeness of the information provided. (15 Points)

Total: 100 Points

General Requirements:

A. Independent Consultant or Consultants

The selected Consultant or Consultants shall not be an employee or officer of the City. The Consultant will act as an independent contractor and acquire no rights or benefits offered to employees of the City, its departments, or agencies.

- B. General Liability Insurance/Professional Liability – See attached “City of Dripping Springs Contractor Insurance Requirements.”
- C. Conflict of Interest Affidavit as required by Chapter 176.
- D. Certificate of Interested Parties (1295) as required by Section 2252.908 of the Texas Government Code.

Proposal Submittal Deadline and Selection Process:

- A. The deadline for submission is April 23, 2024, at 3:00 p.m., and must be received at the City of Dripping Springs City Hall (511 Mercer St.). Qualifications should be delivered and be in a sealed envelope or box marked “Parks, Recreation, and Open Space Master Plan RFQ”.

STATEMENTS OF QUALIFICATIONS RECEIVED AFTER 3:00 P.M. WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED. NO EXCEPTIONS.

- B. One (1) Original and five (5) copies and one (1) electronic copy (in PDF format) emailed, of the Statement of Qualifications are required.
- C. Applicants are encouraged to verify that the City of Dripping Springs agency contact, the Director of Parks and Community Services, has received Qualifications. Any Qualifications received after the deadline will not be accepted.
- D. Opening of Statements of Qualifications will begin at 3:10 p.m. at Dripping Springs City Hall.

Award:

1. The City reserves the right to reject any or all Applicants.
2. After evaluations are complete, the City will rank the Applicants by total score, with the highest total score reflecting the best and most qualified Applicant. The City will enter into negotiations for compensation and other relevant issues with the Applicant deemed the best and most qualified.
3. In the event the City is unable to negotiate a mutually acceptable contract with the selected Applicant, it reserves the right to terminate negotiations with the first choice and enter into

negotiations with the following choice, and so on until the City enters into a Contract with a qualified firm.

Written Agreement:

The chosen Consultant will be required to negotiate a written agreement with the City.

Omissions & Questions:

Should this solicitation fail to contain sufficient information in order for interested Applicants to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, any interested Applicant may in writing request clarification from the Director of Parks and Community Services no later than 10:00 am on April 5, 2024. The interested Applicant shall email a copy of the written clarification request to the Director of Parks and Community Services Andrew Binz, abinz@cityofdrippingsprings.com. Questions and answers of a substantial nature will be addressed in an addendum, posted on the City's website for all interested parties.

Pre-Submittal Conference*:

Date: Tuesday, March 26, 2024
Time: 1:00 p.m.
Location: City of Dripping Springs City Hall
511 Mercer St.
Dripping Springs, TX 78620

*Attendance of the pre-submittal meeting is not mandatory; however, it is highly recommended as the preferred method of asking questions and receiving information.

CITY OF DRIPPING SPRINGS CONTRACTOR INSURANCE REQUIREMENTS:

Firm providing goods, materials and services for the City of Dripping Springs shall, during the term of the contract with the City of Dripping Springs or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City of Dripping Springs as additional named insured as to all applicable coverage.
2. Provide for at least thirty (30) days prior written notice to the City of Dripping Springs for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City of Dripping Springs for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

Certificate of Insurance: Certificates of Insurance evidencing all of the required insurance coverages shall be submitted with the Firm's submission. Copies of any modifications, amendments, renewals, or terminations of any coverage shall be promptly submitted to the City. If the contract is extended by the City of Dripping Springs, certificates of insurance evidencing all of the required insurance coverage shall be provided to the City prior to the date the contract is extended.

Type of Contract and Amount of Insurance:

- Statutory Workers Compensation insurance as required by state law.
- Professional Liability minimum limits of \$1,000,000.
- Commercial General Liability minimum limits of \$500,000 per occurrence for bodily injury, personal injury, and property damage.
- Automobile Liability with a minimum of \$500,000 combined single limit.