

# RFO



## Request for Qualifications

The City of Chelan is seeking consultants to provide qualifications to produce a Comprehensive Parks and Recreation System Master Plan.

Return Submittals by **May 17, 2021 before 4:30 PM**, to:

City of Chelan  
Department of Parks and Recreation  
c/o Paul Horne, Director of Parks and Recreation  
PO Box 1669  
Chelan, WA 98816

Address questions to Paul Horne, Parks Director at [phorne@cityofchelan.us](mailto:phorne@cityofchelan.us) or (509) 682-8015.

## Background

Chelan is a small resort city in central Washington with a full-time population of around 4,200. With 300 days of sunshine, the third deepest lake in the nation, over 30 wineries, and four distinct seasons, the Chelan Valley hosts over 2 million visitors per year.

The City's Parks Department is anomalous in that it operates at over 90% cost recovery. This is largely the result of tourist-oriented enterprises managed by the department including a successful RV park, a professional putting course, an 18-hole golf course, and a marina on the lake.

The City of Chelan is committed to remaining a vibrant tourist destination while providing a high quality of life for Chelan residents. The funding of this plan acknowledges the important role that parks and recreational opportunities play in achieving both of those goals. We are seeking professional consultants to help provide a roadmap to meet the needs and desires of the community in an efficient, rational, and fiscally responsible manner.

Washington State is a Land Management State and our parks plan needs to be tightly integrated with our City's Comprehensive Plan per RCW 36.70A.070:

<https://app.leg.wa.gov/rcw/default.aspx?cite=36.70a.070>

Our plan must also meet all the parameters of Washington State Guidelines regarding parks planning as articulated in Manual 2 in Planning Policies and Guidelines with particular attention to Appendix C regarding Levels of Service: <https://rco.wa.gov/wp-content/uploads/2019/07/Manual2.pdf>

**RFQs should include:**

- The team's Proposed Approach
- The Project Teams' Qualifications, listing special skillsets, strengths, certifications/ registrations, etc.
- Identification of the project manager, as well as the roles and responsibilities of each of the team members. Provide a good faith estimate (by percentage) of how much of the work will be completed by individual team members.
- A full disclosure of any conflicts of interest or potential perceived conflicts of interest which may impact this project and assurances on how those would be mitigated if selected.
- List of concurrent projects and assurances that the firm has adequate resources to prioritize our project.
- A proposed project timeline: preferred completion within 8 months – Anticipated start date early October
- Lists of, and links to, as appropriate, (3) similar projects completed within the last six years. Projects within Washington State are most pertinent.
  - References with contact info from the (3) projects above, additional references are welcomed.

**Considerations:**

Though the City is looking for each firm's unique approach to this project. The City will work with the selected firm to refine a final scope of work.

For firms selected for interviews, the "day to day" project manager/ project lead is expected to attend along with key team members.

At a minimum, the core Comprehensive Parks and Recreation System Masterplan will include an existing system analysis (requiring GIS mapping), a needs assessment (including a statistically valid survey), the development of a long-range vision, and an implementation plan (including Level of Service standards and Capital Improvement Project prioritization).