

# **Request for Proposal (RFP)**

## **Updating and Enhancing District Comprehensive Plan**

**Si View Metropolitan Park District**  
**PO Box 346**  
**North Bend, WA 98045**

### **Overview:**

Si View Metropolitan Park District seeks a qualified parks and recreation consulting firm to update and enhance the District's current Comprehensive Plan based on previous and future planning efforts that will guide the District's priorities, operations, maintenance and capital improvements. This document needs to be concise, user-friendly, and implementable with clear priorities for the next 6-10 years. The Comprehensive Plan will produce a set of goals, policies and objectives that will provide direction to the Si View MPD staff, Board of Commissioners, stakeholder groups and residents. The plan will prioritize direction for future acquisition, re-development, expansion, construction, operations, maintenance, budgeting and staffing for the Si View MPD park and recreational facilities and programs. Establishing a Comprehensive Plan will require several components, including but not limited to:

1. Stakeholder and staff involvement processes
2. Integration of previous planning efforts and community survey data
3. Analysis and prioritization of forecast needs
4. A summary of implementation strategies for 6-10 years

### **Project:**

Beginning with the current District Comprehensive Plan the goal/purpose of the effort is to develop a plan that focuses on identifying key programs, audiences and venues for delivery of service; aligning maintenance, capital development and support services in venues based on program demand and community need.

### **Request:**

This Comprehensive Plan will be a detailed inventory and gap analysis for the local parks system as well as recreation and community services, including Si View MPD programs, additional inventory of alternative providers (schools, private providers, etc), target audiences/markets and demographics.

A Level of Service (LOS) analysis in the comprehensive plan describing the capacity of the various components and facilities that makes up the system to meet the needs of the community. Si View MPD is looking for a firm that can track the quantity (or capacity), however also include the quality of components of an entire system. Firm needs to analyze infrastructure as well as programs and alternative providers. In addition, overlay census information to normalize for population densities, target markets/audiences and other demographic information. Finally, the data is put into GIS mapping to illustrate any deficiencies or duplications of service. The plan will also make recommendation for immediate, short and long-term action according to community demand.

**Deliverables:**

Ten (10) copies and PDF of the final Comprehensive Plan to include elements detailed within this RFP (as well as one (1) set of any slides and color graphs and/or maps used in presentations and final plan) in a format compatible with District's software on thumb drive. Maps shall include a minimum of:

- Current trail system within the District, including regional connection points to existing and/or future trails within the area;
- Current and projected proposed park sites, including planned developer built sites and existing and future school sites
- Combined color-coded map showing all existing public properties maintained by the District, including trails, open space lands, parks, recreational facilities
- Combined color-coded map showing an inventory of all existing programs managed by the District
- Combined color-coded map showing all existing recreation alternative providers
- Inventory maps will be provide for both local and regional levels.

**Qualifications:**

Parks and Recreation consulting firms who apply must have extensive experience in growing and revitalizing communities and have the professional expertise and local understanding to create an innovative and effective Comprehensive Plan for the District. Firms should have:

- Extensive knowledge of the National Recreation and Parks Association (NRPA) standards and agency accreditation requirements.
- Proven track record to capture level of service to both location & program; ability to evaluate quantity and quality of amenities within the park system; and translate to a GIS mapping system in order to assess and make recommendations
- Experience preparing Comprehensive Plans and Open Space Plans
- Experience facilitating citizen participatory processes and surveys
- Ability to incorporate past generated plans and documents/surveys into this comprehensive plan.

**Timeline:**

Si View MPD would like to have a team in place and starting the process no later than July 1st with an estimated completion date of May of 2025.

**How to Apply:**

Interested Firms should provide a proposal that explains the project understanding and explanation of approach; proposed work plan timeline; qualifications & a list of reference of similar projects; and proposed budget. Questions call Travis Stombaugh at 425-831-1900 or email [tstombaugh@siviewpark.org](mailto:tstombaugh@siviewpark.org). For more information about our agency [www.siviewpark.org](http://www.siviewpark.org).

Bids need to be received by June 6<sup>th</sup>, 2024 and addressed to Travis Stombaugh, Si View Metropolitan Park District, P.O. Box 346, North Bend, WA 98045