

RFP TEMPLATE - RECREATION MASTER PLAN

Request for Proposal Template - Recreation Master Plan

Request for Proposal (RFP) for Comprehensive Recreation & Parks Master Plan

Project Overview: The [City/Town Name] is a vibrant and growing medium-sized bedroom community located in New Brunswick. We are seeking qualified consultants to develop a comprehensive Recreation & Parks Master Plan that will guide the development, enhancement, and management of our recreational and park facilities over the next [number of years] years. The plan will serve as a strategic roadmap to ensure that our community's recreational spaces align with the evolving needs of our residents.

Project Objectives: The primary objectives of this Recreation & Parks Master Plan are as follows:

1. **Needs Assessment:** Conduct a thorough analysis of the current recreational and park facilities, programs, and services within the community to identify strengths, weaknesses, gaps, and opportunities.
2. **Community Engagement:** Engage with residents, stakeholders, local organizations, and user groups through surveys, public meetings, workshops, and other relevant methods to gather input and ensure that the plan reflects the desires and priorities of the community.
3. **Facility Enhancement and Development:** Develop recommendations for the enhancement of existing facilities and the creation of new parks and recreational amenities, including green spaces, sports fields, playgrounds, trails, aquatic facilities, and community centers.
4. **Inclusivity and Accessibility:** Ensure that the master plan promotes inclusivity and accessibility for people of all ages, abilities, backgrounds, and interests, fostering an environment where everyone can participate in recreational activities.
5. **Environmental Sustainability:** Incorporate sustainable design practices, green initiatives, and strategies for conservation to minimize the ecological impact of new developments and ongoing operations.
6. **Operational and Financial Sustainability:** Provide actionable strategies for the efficient operation, maintenance, and funding of recreational facilities, programs, and services, including potential partnerships and revenue generation opportunities.

Scope of Work: The selected consultant will be responsible for the following key tasks:

1. **Data Collection and Analysis:** Gather and analyze data related to existing facilities, demographics, trends, and best practices in the field of recreation and parks planning.

2. **Community Engagement:** Develop and implement a comprehensive community engagement plan to solicit input and feedback from a wide range of stakeholders.
3. **Needs Assessment:** Conduct an assessment of current and future recreational needs based on community input and industry standards.
4. **Facility and Program Recommendations:** Develop a prioritized list of recommendations for the enhancement, expansion, and creation of recreational facilities and programs.
5. **Implementation Strategies:** Provide a detailed action plan outlining steps, timelines, responsible parties, and estimated costs for implementing the master plan's recommendations.
6. **Final Master Plan Document:** Prepare a comprehensive and visually engaging master plan document that outlines the findings, recommendations, and strategies in a clear and accessible manner.

Proposal Submission: Interested consultants are invited to submit their proposals by **[Submission Deadline]**. The proposal should include the following:

1. **Project Approach:** A detailed explanation of how the consultant intends to approach and complete the project, including methodologies for community engagement, data collection, and analysis.
2. **Qualifications:** Information about the consultant's experience in developing similar master plans, including relevant expertise and team composition.
3. **Work Plan and Timeline:** A clear work plan outlining the tasks, milestones, and timeline for completing the project.
4. **Budget:** A comprehensive budget estimate that includes all costs associated with the project, including but not limited to consultant fees, travel expenses, and any other relevant costs.
5. **References:** Contact information for at least three references from similar projects completed within the past five years.

Selection Criteria: The selection of the consultant will be based on the following criteria:

1. **Experience and Qualifications:** Relevance of the consultant's experience and qualifications to the project's scope.
2. **Project Approach:** Clarity, innovation, and feasibility of the proposed project approach.
3. **Community Engagement Strategy:** Strength and comprehensiveness of the proposed community engagement strategy.
4. **Timeline and Budget:** Are realistic and appropriate.
5. **References:** Quality of references provided and the success of similar projects.

Submission Deadline and Contact Information: Proposals must be submitted by **[Submission Deadline]** to:

[Contact Name] [Title] [Organization] [Address] [Email Address] [Phone Number]

Questions and Clarifications: Any questions or requests for clarifications regarding this RFP should be directed to [Contact Name] at [Email Address] no later than [Question Deadline].

We look forward to receiving your proposal and partnering with a skilled consultant to develop a dynamic Recreation & Parks Master Plan that will enhance the quality of life for our residents and contribute to the long-term growth of our community.

Sincerely,

[Your Name] [Your Title] [City/Town Name]