



## **REQUEST FOR PROPOSALS for CITY OF EPHRATA 6 Year Park Comprehensive Plan**

**Proposals Due: 3:00PM Friday 19 FEBRUARY 2021**

The City of Ephrata is issuing a Request for Proposals (RFP) seeking a professional services team to provide the necessary planning services to create the City's 2022-2026 Park Comprehensive 6 year Plan. Prospective firms will need to submit their proposal by 3:00PM Friday 19 FEBRUARY 2021.

The City's primary goals for the upgraded Comprehensive Park Plan are:

- Review and assessment of past and related planning efforts and community demographics
- Update an inventory of existing parks and provide a conditions report for each park and their facilities
- Identify unmet current and future needs in the parks system
- Prioritize park improvements, development and potential future park acquisitions
- Identify staffing, funding needs, and strategies
- Prepare a document that will meet or exceed all state requirements for 6 year Parks Plan
- Work with city staff to provide existing Plan materials, inventory, and conditions of parks and facilities
- Pleasing and professional colors, graphics, and images

In order to be considered as a potential contractor for the Ephrata Park Comprehensive Plan, the following criteria must be submitted, on time, in one sealed bound folder or binder. All submittals must fulfill the following requirements:

- Documentation of qualifications, including relevant experience in developing similar Park Comprehensive Plans
- List of personnel who would be performing work, including any relevant qualifications, backgrounds, and/or education
- Identification of bonding and all relevant business licenses, certifications, and permits
- List of three representative cities in Washington state that have been clients
- The proposed fee for all stated services for 2021

A committee will review all submitted RFPs. The committee shall make a recommendation to the City Council. The Council will then direct staff to enter into formal negotiations with the successful professional services team to create an initial contract.

Please contact Traci Bennett (754-4601 x.157), if you have questions regarding this process.

Proposals will need to be delivered to the following address:

**City of Ephrata**  
CITY ADMINISTRATOR'S OFFICE  
121 ALDER STREET SOUTHWEST  
EPHRATA, WA 98823