



City of Beacon
One Municipal Plaza
Beacon, New York 12508

Community Facility and Program Report
RFP No. 2021-012

REQUEST FOR PROPOSALS:

CONSULTING SERVICES TO DEVELOP A COMMUNITY FACILITY AND PROGRAM REPORT

Notice is hereby given that the City of Beacon, NY is requesting proposals for professional consulting services to conduct a needs assessment for recreational and community services and develop a Community Facility and Program Report.

Sealed proposals must be received by 3:00 p.m. on Monday, December 27, 2021 at the City of Beacon Municipal Center, One Municipal Plaza, Suite One, Beacon, New York 12508.

A copy of the Request for Proposals can be found on the City's website at [Proposals and Bid Notices — City of Beacon \(beaconny.gov\)](https://www.beaconny.gov/Proposals-and-Bid-Notices)

Questions regarding this RFP must be submitted in writing by 3:00 p.m. on December 20, 2021 to:

Etha Grogan
Assistant to the City Administrator
City of Beacon City Hall
One Municipal Plaza, Suite One
Beacon, New York 12508
845-838-5002
egrogran@beaconny.gov

The City of Beacon reserves the right to reject any and all proposals and to waive any and all informalities deemed to be in the best interest of the City.

*** Proposals received after the designated time and date will be returned unopened ***

DATED: November 16, 2021



I. Purpose

The City of Beacon is seeking professional consulting services to develop a Community Facility and Program Report (the “Project”). The Report will include an inventory of existing recreational facilities and programs and a community needs assessment to identify and evaluate opportunities to improve and build upon existing programs and facilities. Based on the findings of the Inventory and Assessment, the Consultant shall develop a final report outlining alternatives and prioritized recommendations for the potential provision of additional facilities, programs, and services for the next ten (10) years.

II. Scope of Work

Task 1: Recreation Facility and Program Inventory

Following a kick-off meeting with City staff, the Consultant shall review and familiarize themselves with the City of Beacon’s *2017 Parks & Recreation Fee Study*, which provides a recent inventory of the City’s parks and recreational facilities and provides a starting point for an updated inventory. Working with the Recreation Department and community, the Consultant shall confirm and update this inventory, including adding a comprehensive inventory of all current recreation programs, activities, and community services provided through the Recreation Department (“Inventory”). The Inventory shall also include all existing recreational facilities, programs, and services offered through the City, Beacon City School District, private businesses, and volunteer and community organizations.

Deliverable: Recreation Facility and Program Inventory (“Inventory”)

Consultant shall develop first draft of Inventory which will be presented at a public meeting for comment and input from City residents. Following public comment, revisions shall be made to the Inventory and a final Recreation Inventory shall be completed to provide baseline data and information for the subsequent assessments.

Estimated time: 3 Months

Task 2: Community Recreation Needs Assessment

The Consultant shall prepare a Community Recreation Needs Assessment (“Assessment”) that researches and documents current gaps and future needs with regard to recreational and community facilities, activities, and recreational programs. The Consultant shall propose and develop with feedback from City staff a plan for soliciting quality public input from stakeholder groups, community organizations, local residents and businesses, and other interested agencies, such as the Beacon City School District (“Plan”). The Plan shall be presented to the public and City Council for feedback and Council approval prior to finalization and implementation.

In addition to the development and implementation of the Plan, the Consultant shall include the following in completing this task:

1. Biweekly meetings (remote or in-person) with City project staff to review and guide progress



2. Minimum of two (2) community information meetings at which the draft Plan is reviewed and the draft Assessment is presented. Public comments shall be solicited and included in revisions to these draft documents.
3. Development of a digital community survey to identify the community's goals for additional facilities and program development. This shall include seeking input on whether a centralized community center is needed and if so, what programs and/or services are desired for this space.
4. Outreach to and interviews with key community stakeholder groups, including the Beacon City School District, faith-based groups, neighborhood associations, and community organizations.
5. Analysis and survey of recreational and community services in similar communities with recommendations for enhancements or additions to the City of Beacon's facilities and programs.

Deliverable 1: Public Outreach Plan, including digital survey ("Plan")

Consultant shall work with City staff and the public to confirm and/or revise the draft Plan included in the Consultant's RFP response. The draft Plan shall be presented publicly for comment and revisions shall be made prior to finalization and implementation.

Estimated time: 1-2 Months

Deliverable 2: Community Recreation Needs Assessment ("Assessment")

Consultant shall work with City staff to prepare a draft Assessment, which shall be presented to the public for comment. Revisions shall be made to develop a final Assessment document.

Estimated time: 3 Months

Task 3: Community Facility and Program Report

Based on the findings of the Inventory and Assessment, the Consultant shall develop alternatives and prioritized recommendations for the potential provision of additional facilities, programs, and services for the next ten (10) years. The Report shall include:

1. Prioritized inventory of improved or new facilities, programs, and/or services as identified through the Assessment process.
2. Detailed alternatives for matching identified facility, program, and service needs with existing/available resources (e.g., considering alternatives for fitting new programs into publicly owned or publicly available spaces).
3. Assessment of staffing levels required to implement inventoried needs.
4. Recommendations for implementing identified priorities in the short-term and longer-term with consideration of affordability and sustainability, including the potential use of piloting for new programs/ services to gauge public use or testing use of other publicly-available facilities.

Deliverable: Draft and Final Community Facility and Program Report ("Report")

Consultant shall work with City staff and the public to develop a draft, which shall be presented publicly for comment. Revisions shall be made prior to finalization of the Report. The Report shall be compiled in a final document that includes the Inventory, Plan, Assessment, and Report along with results of surveys and other information collected appended to the Report for future reference.



Estimated time: 3 Months

The Consultant shall work closely with municipal staff and their volunteers throughout the entire project, including a Project Kick-Off Meeting to include the following:

1. Identify and discuss opportunities, constraints and policy issues related to completion of the report.
2. Identify or confirm the project goals, objectives and possible outcomes.
3. Establish organizational responsibilities.
4. Review project schedule consistent with this Scope of Work.
5. Identify current recreation and facility documents and resources to be utilized for Inventory, Assessment and Final Report.
6. Identify key stakeholder groups, community organizations, local residents and businesses, and other interested agencies with recreational facilities, programs, and services offered within the City of Beacon

III. Consultant Requirements

The following items should be included in the response to this RFP:

Statement of Qualification: The Consultant should provide an overview of experience and qualifications with similar projects. Please specifically highlight and describe experience in designing and conducting public surveys and assessments and provide examples of prior reports or services that are similar in nature to the City's Project. Names, titles, qualifications, and relative contribution of all the individuals who will be providing services should be given for evaluation along with resumes. A description of the Consultant's ability to perform the required services should be included. Indicate how their combined qualifications enable them to effectively complete the services based on their qualifications. Please also include at least three professional references for similar projects preferably completed within the past five (5) years. *(Please limit to three pages plus resumes and references.)*

Proposed Work Plan: The Consultant should provide a detailed and concise statement to demonstrate a clear understanding of the project scope and project deliverables. Consultant should outline a proposed Work Plan detailing how they propose to achieve the objectives of the Project as well as provide any recommendations for improving the process or deliverables on this project. The Work Plan should shall lay out a clear and realistic work program within budget and with provisions for delivering all deliverables in a timely fashion and within project deadlines.

Delivery Schedule: The Consultant is to include a proposed schedule of work taking into account that the project is to be completed no later than twelve (12) months from Notice to Proceed issuance.

Fee Proposal: Please include a proposed fee for the Project broken down by each of the three tasks and inclusive of all overhead costs. The Fee Proposal should be submitted in a separate envelop marked, "Fee Proposal."

Consultants must submit one (1) original plus four (4) paper copies, plus one (1) digital copy on USB drive (as a single PDF document) of their Proposal.



IV. Rating and Selection Criteria

The Consultant will be selected based on qualification, experience, quality of proposed work plan, and reasonable of fees. The City's selection committee will review all proposals and determine to rank prospective Consultants and will interview the top candidates prior to determining the Consultant for the Project.

V. Insurance Requirements

Prior to commencement of and during the course of the Project, the Consultant, at its sole expense, shall maintain the following insurance on its own behalf, and furnish to the City certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

- 1) Worker's Compensation and Employers Liability Policy covering operations in New York State.
- 2) Commercial General Liability Policy with limits of no less than \$1,000,000 Each Occurrence/\$2,000,000 Aggregate limits for Bodily Injury and Property Damage.
- 3) Comprehensive Automobile Policy with limits no less than \$1,000,000 Bodily Injury and Injury and Property Damage liability including coverage for owned, non-owned, and hired private passenger and commercial vehicles
- 4) Professional Liability with limits no less than \$1,000,000.

Certificates: The Consultant shall furnish to the City of Beacon Certificates of Insurance as evidence of coverage prior to commencement of the Project and naming the City of Beacon as Additional Insured on a primary and non-contributory basis. Waiver of Subrogation in favor of the City of Beacon is to be included. The firm shall provide thirty (30) days written notice, by registered mail with return receipt requested, prior to cancellation or expiration be given to the City of Beacon. Policies that lapse and/or expire during term of work shall be recertified and received by the City of Beacon no less than thirty (30) days prior to expiration or cancellation. All carriers listed in the certificates of insurance shall be A.M. Best Rated A VII or better and be licensed in the State of New York.

VI. Exceptions

All exceptions to the requirements of the RFP must be clearly identified and explained in writing. The City of Beacon RFP does not guarantee that a Consultant will be selected. The City is not responsible to any Consultant for the cost of their proposal preparation. The City reserves the right to reject all submissions. Notification of the City's decisions will be provided to all respondents.



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Bid Form

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Total Base Bid Price for professional consulting services to conduct a needs assessment for recreational and community services and develop a Community Facility and Program Report.

(in words):

Name of Bidder:

Address:

Contact Name & Title:

Phone Number:

Email Address:

Fax Number:

Type of Entity	Corporation		Partnership		Individual	
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List Officers:

List Directors:

Date of Organization: