



# Request for Proposals

## 5-Year Master Plan Update



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### Contact:

Kathy Lozano

Parks  
Superintendent

City of West  
Lafayette

(765) 775-5110

**Release Date:** July 21, 2021

**Deadline for Proposals:** August 20, 2021

**Notification of Award:** August 30, 2021



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## Invitation

West Lafayette Parks and Recreation Department seeks to hire a consultant to provide the necessary planning services to conduct an update to the Department's 5-Year Master Plan for the years of 2022-2027. Within the past five years, the Department has successfully:

- Delivered the \$32 Million West Lafayette Wellness Center in 2021
- Solidified land and began design of Cason Family Park
- Opened West Lafayette's first dog park at Happy Hollow Park with a second dog park location set for Cumberland Park
- Migrated West Lafayette's urban forestry program to Parks and Recreation

## Background

The City of West Lafayette has its roots in the floodplains of the Wabash River. Jacktown was one of the earliest settlements in the area, located near North Chauncey and South Streets that exists today. In 1836, the first town of West Lafayette was platted by August Wylie, which consisted of 140 building lots. Though lots were sold and built upon, the floodplain of the Wabash River proved a challenge and the town failed.

In April of 1855, the town of Kingston was platted, near the area boarded by Northwestern Avenue, Salisbury Street, North Street and South Street. The Chauncey Family, land Speculators from Philadelphia, invested in real estate and platted land adjacent to Kingston in 1860. In 1866, the area was known as Chauncey until 1888, when the name was changed to the Town of West Lafayette. The area continued to grow, in step with the growing Purdue University, and was incorporated as the City of West Lafayette in 1924.

West Lafayette has undergone tremendous growth over the past 10 years. Per 2010 Census, West Lafayette population was at 29,596, with estimated population at 54,950 per 2020 Census. In 2014, Purdue University, along with the US 231 corridor, was annexed into city limits and expanding the city's footprint, strengthening local partnerships. At just under 14 sq. miles, West Lafayette is also one of the densest populated cities in Indiana, nearing 4,000 people per sq. mile.

The West Lafayette Board of Parks and Recreation (Board) was established by Common Council Ordinance, pursuant to Indiana Code 36-10-3, in 1967. The Board is made of five citizens; four by mayoral appointment and one appointed

by the West Lafayette Community School Board. The Board is responsible for all staff personnel matters, except the Superintendent, who serves at the Mayor's discretion.

The mission of the West Lafayette Parks and Recreation Department is to *enhance the quality of life in the city by providing the best possible recreational facilities and programs for its citizens through effective management of natural, human, and financial resources*. The Department has 24 full-time staff and manages 15 public parks, including popular destinations of Happy Hollow Park, Celery Bog Nature Area, and Cumberland Park. Construction of the West Lafayette Wellness Center, an initiative of the last 5-Year Master Plan, began in 2019 and opened to the public in February of 2021 in Cumberland Park.

## **Project Overview and Scope**

This Request for Proposals aims to secure consultant services from a qualified firm having experience in updating park and recreation master plans. Qualified firms will have experience in identifying community goals, not only for the next five years, but beyond, and experts in delivering strategies for sustainable growth and community engagement. The 5-Year Master Plan Update must comply with [Indiana Department of Natural Resources Planning Guidelines](#). City staff will assist the selected firm in managing the operational aspects of the project and coordinate work with relevant parties.

The selected consultant is expected to prioritize the following tasks to develop a strong 5-Year Master Plan document:

- *Review and assessment of past planning efforts and community demographics, along with projected community demographics in 10 years*
- *Identify community recreational demands within 5- and 10-year mark*
- *Update existing inventory of parks, facilities, and trails and their conditions*
- *Prioritize park development, improvements, and potential land acquisitions within 5- and 10-year mark*
- *Identify staffing and strategies for sustainable growth*
- *Conduct and prepare a level-of-service needs for park and recreational facilities to determine the benefit or disadvantages of impact fees in accordance to Indiana Code (36-7-4-1311)*
- *Develop recommendations and implementation of strategies*

## Deliverables

- Written monthly project updates submitted to city staff to present to the West Lafayette Parks and Recreation Board
- Updated inventory of parks, facilities, and trails map within the planning document and digital format that is compatible with TreePlotter Parks software
- Final presentation of Master Plan to West Lafayette Parks and Recreation Board
- Final planning document, both in a digital format and colored hard copy

## Submission Requirements

Submittals shall include the following information, which is the criteria that will be used to select the successful proposal:

- Name, address, and brief description of the firm
- Description of the work elements to be provided
- Experience of the firm with similar projects
- References from other similar clients
- Backgrounds of key personnel to be assigned to the project
- Proposed schedule of work (calendar days) and acknowledgement of current workload of the firm. First draft of planning document to be delivered by **December 15, 2021**. Full document shall be completed and delivered by **March 31, 2022**.
- Anticipated work to be sublet, if applicable
- Detailed cost estimate per project scope.

**Please Note:** West Lafayette Parks and Recreation Board reserves the right to reject any submitted proposal.

## Format

Two hard-copy responses and a digital copy on a flash-drive must be submitted by **August 20, 2021 at 4:30 pm (EDT)**. Submissions must include the completed Non-Collusion Affidavit form. *Documents received following this date and time will not be considered.*

Please seal all submittal documents in an envelope or box labeled, “Request for Proposals: 5-Year Master Plan Update”

### **Submissions are to be sent to:**

West Lafayette Parks and Recreation Department  
Attn: Request for Proposals – 5-Year Master Plan Update  
222 N. Chauncey Avenue  
West Lafayette, IN 47906  
klozano@westlafayette.in.gov

### **Questions and Clarifications**

Questions shall be submitted to:

Kathy Lozano  
Parks Superintendent  
City of West Lafayette  
222 N. Chauncey Avenue  
West Lafayette, IN 47906  
klozano@westlafayette.in.gov

Questions must be emailed by **August 6, 2021 at 4:30 pm (EDT)**. If clarifications or corrections need to be issued to this RFP, an addendum with question and responses will be posted to the city website by August 9, 2021 at 4:30 (EDT) on the [West Lafayette Parks and Recreation page](#).

## City of West Lafayette Provisions Required in All Contracts

This section is included as a courtesy to give advanced notice of requirements on all city contracts. Please acknowledge ability to meet these requirements in the Acknowledgments section of your proposal.

### Prevailing Party – Attorney Fees

Notwithstanding any term or condition in this Contract to the contrary, in the event litigation is commenced to enforce any term or condition of this Contract, the prevailing party shall be entitled to costs and expenses of litigation including a reasonable attorney fee.

### E-Verify

**[Selected Respondent]** shall comply with E-Verify Program as follows:

- a. Pursuant to IC 22-5-18, **[Selected Respondent]** shall enroll in and verify the work eligibility status of all newly hired employees of **[Selected Respondent]** through the E-Verify Program (“Program”). **[Selected Respondent]** is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.
- b. **[Selected Respondent]** and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that **[Selected Respondent]** or its subcontractors subsequently learns is an unauthorized alien. If **[Selected Respondent]** violates this Section 7(b), the City of West Lafayette shall require **[Selected Respondent]** to remedy the violation not later than thirty (30) days after the City of West Lafayette notifies **[Selected Respondent]**. If **[Selected Respondent]** fails to remedy the violation within the thirty (30) day period, the City of West Lafayette shall terminate the contract for breach of contract. If the City of West Lafayette terminates the contract, **[Selected Respondent]** shall, in addition to any other contractual remedies, be liable to the City of West Lafayette for actual damages. There is a rebuttable presumption that **[Selected Respondent]** did not knowingly employ an unauthorized alien if **[Selected Respondent]** verified the work eligibility status of the employee through the Program.
- c. If **[Selected Respondent]** employs or contracts with an unauthorized alien but the City of West Lafayette determines that terminating the contract would be detrimental to the public interest or public property,

- the City of West Lafayette may allow the contract to remain in effect until the City of West Lafayette procures a new contractor.
- d. **[Selected Respondent]** shall, prior to performing any work, require each subcontractor to certify to **[Selected Respondent]** that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. **[Selected Respondent]** shall maintain on file a certification from each subcontractor throughout the duration of the Project. If **[Selected Respondent]** determines that a subcontractor is in violation of this Section 7(d), **[Selected Respondent]** may terminate its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by **[Selected Respondent]** or the subcontractor.
  - e. By its signature below, **[Selected Respondent]** swears or affirms that it
    - i) has enrolled and is participating in the E-Verify program, ii) has provided documentation to the City of West Lafayette that it has enrolled and is participating in the E-Verify program, and iii) does not knowingly employ an unauthorized alien.

## Non-Discrimination

**[Selected Respondent]** agrees:

- a. That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates;
- b. That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin, or ancestry;
- c. That the City of West Lafayette may deduct from the amount payable to the contractor a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract;
- d. If there is a second or any subsequent violation of the terms or conditions of this section, then this contract may be cancelled or

terminated by the City of West Lafayette and all money due or to become due hereunder will be forfeited.

## **Compliance with Accessibility**

It is the intent and goal of the city to ensure that all new construction within the City of West Lafayette shall comply with all ADA and PROWAG guidelines.

Pursuant to Title II regulations at 28CFR 35.151; and the 2004 ADAAG CFR part 1191, appendices B and D, the City of West Lafayette adopted the 2010 ADA SAD standards for new construction and alterations for facilities, and also adopted the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG) as published July 26, 2011.

Facilities located within the City of West Lafayette, the 2010 ADA SAD standards shall be met for new construction and alterations for projects within the City.

Facilities located within the right of way, PROWAG standards shall be met for new construction and alterations for projects within the city.

Fair Housing Act (FHA) and Section 504 of the Rehabilitation Act, and the Architectural Barriers Act (ABA) standards and guidelines shall be followed.

Accessibility guidelines shall be met on all projects requiring compliance with the FHA, Section 504, or the ABA.

Projects found to not be in compliance with these standards and guidelines will be assessed fines, as follows:

- Non-compliant fee (\$250 per day), and a “Stop Work” order will be issued.
- If after (3) violations and (10) business days to correct non-compliance issues, your contract will be revoked.

## **Compliance with Title VI**

It is the intent and goal of the city to ensure that all new construction within the City of West Lafayette shall comply with the Title VI guidelines.

**[Selected Respondents]** in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal

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Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of

Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all

bidders that it will **affirmatively ensure** that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full

opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in consideration for an award.

CITY OF WEST LAFAYETTE NON-COLLUSION AFFIRMATION

**STATE OF INDIANA**

**COUNTY OF: TIPPECANOE                      SS:**

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

\_\_\_\_\_  
Offeror (Firm)

\_\_\_\_\_  
Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared, \_\_\_\_\_, who acknowledged the truth of the statements in the foregoing affirmation on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
My Commission Expires:

\_\_\_\_\_

\_\_\_\_\_  
(written) Notary Public

\_\_\_\_\_  
(printed)

County of Residence: \_\_\_\_\_