

**REQUEST FOR PROPOSAL (RFP)**  
**FOR PROFESSIONAL PLANNING CONSULTATION**  
**TO COMPLETE A**  
**MASTER PLAN for OYSTER HOUSE PARK**  
**CITY OF SEAFORD, DELAWARE**

**Date Issued**  
**May 9, 2019**

**Bid Opening**  
**Wednesday, May 30, 2019 at 2:05 pm**  
**Late proposals will be rejected.**

**Evaluation Team Review**  
**June 6, 2019**

**Council Presentation/Recommendation or Rejection**  
**June 11, 2019**

The **City of Seaford** (City, owner), Delaware is requesting statements of proposal (RFP) from experienced professional parks planning consultants interested in assisting in the creation of a Master Park Plan for Oyster House Park. Recommendation of a firm will be determined by City Staff and approved by the City Council.

Interested parties shall submit the required information to the City Manager of the City of Seaford, P.O. Box 1100, Seaford Delaware 19973, by or before 2:00 P.M., May 30th, 2019. An information package may be requested by contacting Tracy Torbert @ (302) 629-9173.

**BACKGROUND:**

The City of Seaford is a community with a population of over 7000 people. The City has ten parks consisting of approximately 74.95 acres. The City's park and recreational system includes a network of community parks, pocket parks, the Nanticoke RiverWalk and special use facilities, and Hooper's Landing Golf Course. Acquired in 2018, an approximately 0.97-acre parcel, the future site of Oyster House Park, is located on the Nanticoke River between Pearl and Cannon Streets. It is the last remaining undeveloped waterfront property in the city limits west of the Nanticoke Bridge. The site contains critical sewer and electrical utilities, a cart way for vehicular traffic and shoreline structures in various conditions. The site was historically occupied by an oyster processing facility; no structure is on site today.

## **PURPOSE AND INTENT:**

The City envisions creating a park that enhances the gateway to downtown providing both land-based visitors and river-based recreationalists shoreline access, improved shoreline stabilization, living shoreline, a canoe/kayak launch, a connection to the existing segment of the Nanticoke RiverWalk, a visitor contact station, reflecting the architecture of the former oyster house, and potential interpretive topics complementing those in the Seaford Museum and related to the Captain John Smith National Water Trail.

## **SCOPE OF WORK:**

Interested firms are invited to submit a proposal for professional parks planning consultant services based upon the following scope of work:

The selected firm will provide the City with professional services to create the Oyster House Park Master Plan. All works and products associated with this RFP and eventual contract will be associated directly with creation of the Oyster House Park Master Plan. This plan should include, but is not limited to, the following elements:

- 1. Community Description** - This will include a brief description of the City, the regional location, and existing characteristics. The relationship to existing locally adopted plans should also be described; such as the City Comprehensive Plan, the Downtown Conceptual Vision Plan, the Downtown Development District Plan, the Captain John Smith National Water Trail planning efforts and other documentation prepared by City, State and other interested stake holder groups.
- 2. Site Conditions, Environmental Assessment, Evaluations** - Site conditions, assessments and evaluations will include the following:
  - a. Site Description - Park type, park name, size in acres, and physical condition.
  - b. Data collection, Maps & Evaluations – compatible with ESRI’s ArcGIS develop a comprehensive set of physical site and resource attribute datasets and maps for the site and immediately adjacent properties. Data, assessments and maps will include, but not be limited to the following:
    - Location of underground and overhead utilities floodplain delineation
    - wetland delineation
    - environmental contaminants or other materials/conditions potentially impacting or limiting future site uses
    - potential impacts from nearby industry and business development
    - public street locations and how they serve the site and immediately adjacent properties
  - c. Historical evaluation – based on the parcel’s previous uses, examine past uses to inform future site uses.

- Evaluate the potential for a visitor contact station reflecting previous oyster house architecture/character, while taking into account the parcel's small size and other goals for the new park. The site and park master plan should achieve a balance of water access, connections, and resource protection.
- d. Site ingress and egress via public roads - Conduct an assessment of site ingress, egress and both on-site and off-site parking. Determine options for vehicle access and parking at the site or alternatively off-site.
  - e. Determine options for site access from land to water for car top boats, such as canoes and kayaks.
  - f. Determine options to extend the existing RiverWalk to Oyster House Park over land and/or via an over water boardwalk.
  - g. Develop a planting plan for native species specific to the Nanticoke River.

**3. Master Plan** – Based on site data and information collected, evaluations, concepts, determinations, public engagement the City's and our partner's visions, develop park master plan balancing park amenity construction and resource conservation. The Oyster House Park Master Plan will embrace the asset of the Nanticoke River and the site's former uses, though takes into account floodplain and City's limited resources.

The Oyster House Park Master Plan will include maps stemming from item 2 of this RFP. The Master Plan will include concept renderings based on the site opportunities that portray future capital construction and resource protection options.

The Master Plan will address the following as well as other valuable findings discovered in the planning process:

- a. Describe the site's opportunities and constraints in text and tabular form with the amenities that are compatible with each opportunity. And, in this format, outline what is limited or not compatible on the park parcel based on site constraints.
- b. green infrastructure components. Also, see 2.e.
- c. landscape design
- d. structural or other types of visitor contact appropriate to the site
- e. land-based access and parking (on or off site)
- f. options for site access from Nanticoke River by self-propelled boats as well as power boats (to enhance access to interpretive materials in Oyster House and Historical Museum.)
- g. Nanticoke Riverwalk extension
- h. other amenities identified in the planning process compatible with the site
- i. accessibility improvements and amenities that are barrier free
- j. identify future protection components beneficial to the park's master plan.
- k. relocation of utilities

- l. projected operating costs
- m. potential options for sustainable funding
- n. planting plan, possibly with input from third-party resources (Mt. Cuba, garden club)
- o. outlining potential collaboration opportunities with interested community groups (Historical Museum, Schools, Garden Club, Artists, Churches, Outfitters, Lions Club, Marina, etc)
- p. outlining possible funding from other sources (state and federal governments, foundations (Crystal Trust, Longwood Foundation, etc.

**4. Description of the Planning and Public Input Process** - The consultant will manage the public engagement and input process. The consultant will also describe the planning process and methodology involved in the Park Master Plan in this section. Include examples of previous Park Master Plan conducted for a Delaware city or county or other state's city.

**Final Submissions & Products – The consultant selected will provide the City with a Master Plan for Oyster House Park, the contents outlined herein, as well as all digital files, including GIS files for the City's future use. INFORMATION TO BE INCLUDED IN THE REQUEST FOR PROPOSALS:**

In order to be considered, your submittal must include the following information:

- Firm identification (name, address, telephone number, fax, email, and website addresses) and history.
- Parks and recreation master plan references (minimum of three). Municipal references are preferred, but not limited to Delaware communities. Please include the name of a contact person, telephone number, and email address.
- Resumes for the project manager and the main project assistant who will be involved in completing project. If subcontractors will be used for portions of the project, explain their intended role and experience germane to the project and what percentage of work they will conduct.
- The name, title and signature of the person having the proper authority to submit the proposals for the firm. An officer of the firm who is authorized to execute contracts must sign the proposals. This signature will indicate that the proposals are valid for a period of sixty (60) days from the date of submission.
- Proposed Budget: The overall cost to the City which should be segmented into relevant costs such as personnel, administrative, travel, supplies, etc.
- Proposed Timeline: The City desires to get a master plan with an expedited turnaround time, due to funding submission for the project.

Prospective firms should familiarize themselves with City downtown, its developing and existing waterfront, Comprehensive Land Use Plan, Downtown Development District Plan and the relevant local information.

The City staff will meet with a short list of prospective consultants after the proposal due date.

**PROPOSAL RESPONSE DATE:**

Proposals will be received until May 30th, 2019 at 2:00 p.m. Please provide one (1) original and two (2) hard copies, along with an electronic version and an email address to: Charles Anderson, City Manager Address: City of Seaford 414 High Street, Seaford, DE 19973

**INQUIRIES:**

If you have any questions regarding this RFP, please direct them to the Director of Economic Development and Community Relations, Trisha Newcomer or via email at [tnewcomer@seafordde.com](mailto:tnewcomer@seafordde.com) or via phone at 302-629-9173.

**CRITERIA FOR SELECTION:**

It is the City's intent to contract with the firm whose proposals is deemed most advantageous in experience, qualifications, price and other factors considered. Firms must demonstrate staffed, at a minimum, with registered Landscape Architects, Architects, and persons with park planning experience.

The City reserves the right to consider modifications to any qualifications received at any time before the award is made, if such action is in the best interest of the City.

All qualifications must remain valid for at least ninety (90) days from the date of submission. Firms who submit proposals may be asked to make oral presentations to the selection committee and City Council. These presentations will provide an opportunity for firms to clarify their proposals, as well as provide a forum for discussion.

Final authorization of an accepted bid will be provided by the Seaford City Council after they have had an opportunity to review the recommendations by staff. It is expected that the consultant will be selected by June of 2019.

**GENERAL CONTRACT AND PROPOSAL INFORMATION**

This request for proposal is issued by the owner. The issuing office is the sole point of contact for purposes of this RFP.

In the event it becomes necessary to revise any part of the RFP, revisions will be provided to all firms which received the initial RFP.

The contents of the proposal of the successful firm will become a part of any contract awarded as a result of these specifications.

The selected firm will be required to assume sole responsibility for the complete effort as required by this RFP. The owner will consider the selected firm to be the sole point of contact with regard to contractual matters.

If any part of the work covered by this RFP is to be subcontracted, the firm shall identify the subcontracting organization and the contractual arrangements made herewith. All subcontractors must be approved by the owner. The successful firm will also furnish the corporate or company name and the names of the officers of said companies engaged as subcontractors by the firm.

The firm is prohibited from transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title of interest therein, or its power to execute such proration without the previous consent and approval in writing of the owner.

Either party may reserve the right to terminate, for just cause, any contract entered into as a result of this RFP, provided written notice has been given at least thirty days prior to the proposed termination date.

Ownership of all data, material and documentation originated and prepared for the owner pursuant to this RFP and eventual contract shall be transferred to the owner prior to completion of the contract.

Any information the owner deems a factor regarding the ability of the firm to supply and/or render services which the owner has a right to expect from a firm with a good reputation may be taken into consideration in making the award. If circumstances beyond the control of the firm result in a late delivery, it is the responsibility and obligation of the firm to make the details known immediately to the project manager or other person designated by the owner. A performance bond is not required.

**REJECTION OF PROPOSALS:**

The City reserves the right to reject any and all proposals received as a result of this RFP, to negotiate separately in any manner necessary to serve the best interest of the City. The City does not necessarily intend to award a contract solely on the basis of any response made to this request or otherwise pay for any information solicited or obtained during the RFP process.

**INCURRING COSTS:**

The City is not liable for any costs incurred by the firm prior to issuance of a contract.

**PROOF OF STATE OF DELAWARE BUSINESS LICENSE:**

Include a copy of the license with RFP submission

**PROFESSIONAL LIABILITY INSURANCE REQUIREMENTS:**

The RFP must also include proof that the firm has a minimum of \$2,000,000.00 professional liability insurance coverage applicable to the required work.