

**CITY OF NORMAN
PARKS & RECREATION DEPARTMENT**

**REQUEST FOR PROPOSAL
RFQ No. 2324-44**

DESIGN SERVICES

FOR THE

WESTWOOD PARK MASTER PLAN

2400 Westport Drive // Norman, OK

PUBLIC NOTICE
REQUEST FOR PROPOSAL
R.F.Q. No. 2324-44

The PARKS AND RECREATION DEPARTMENT of the City of Norman, Oklahoma, is soliciting proposals for DESIGN SERVICES.

These services will be for the design of a master plan for Westwood Park, located at 2400 Westport Drive, Norman, Oklahoma.

Any correspondence, questions, or requests for copies of the Request for Proposal should be directed to James Briggs, Park Development Manager // Norman Parks and Recreation Department // 225 North Webster Avenue, Norman, OK 73069; Phone: (405) 366-5480; and via e-mail at james.briggs@normanok.gov

Proposals will be received in the office of the Parks and Recreation Department (Norman Development Center, 225 North Webster Avenue; Norman, OK 73069) until 4:00 p.m. on Friday, March 1, 2024. The City of Norman reserves the right to reject any/all proposals.

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I. INTRODUCTION

A. Requesting Entity Information

The requesting entity is the City of Norman, Oklahoma, with municipal offices at 225 North Webster Avenue, Norman, Oklahoma, 73069.

B. Project Overview and Objective

The City of Norman is proposing to redesign the golf and tennis clubhouse spaces, golf maintenance operation, and parking facilities at Westwood Park (2400 Westport Drive, Norman, OK) to complete our program of upgrading our facilities for daily use and special events in this large multi-use sports park.

Westwood Park is a large Special Use Park in north central Norman, less than a mile from Interstate 35, on Robinson Street, which dates back to the 1960s when it began use as a municipal water park and golf course. In the 1980s, the City added tennis courts to the park. The park now has thirteen outdoor courts and two indoor courts and also hosts U.S. Tennis Association (USTA) events. Over the years, renovation projects have been done to each major attraction—the Water Park, the Golf Course, and the Tennis Facility—to keep up with the population changes (demand) and technology for these sports. There were also some improvements made to the buildings in the park—including a complete demolition and re-build of the Aquatics Facility main building and all of its features in 2017. This was done as part of a citywide package of Quality of Life construction projects (under the program name of "Norman Forward"). There was also an expansion to the original tennis pro shop in the early 2000s and the construction of the new tensile fabric structure for the indoor tennis courts in 2018 as part of the Norman Forward program. However, since their original construction decades ago, no major projects have been done to the golf clubhouse and golf course maintenance facilities (cart barn, mechanic shop, storage, etc.). There are also long-term issues with the layout of the parking lot for the space—a portion of which was re-built to a better standard when the old water park was replaced in 2018 with the new Westwood Family Aquatics Center.

It is now time to masterplan those oldest parts of the complex to bring them up to the standard of facilities already updated as part of Norman Forward. We intend to use this Westwood Park Masterplan to guide our next tax-payer-funded Quality of Life project program in Norman. We hope to enhance this park space and prepare it for the next generation of golfers, paddle sports players (tennis, pickleball, paddleball, etc.), and the growing base of annual season pass holders for the Aquatics Center during its summer operations. We hope to create spaces that can also be used year-round for special event hosting, including nighttime events.

The new design should include a proposal to combine the tennis and golf clubhouse spaces into a single building with modern, accessible main counter/check-in space, retail space, and support facilities such as restrooms, concessions, indoor event/meeting space, locker rooms, and changing areas. We also want to explore our option for relocating the golf cart barn and maintenance facilities on the property (i.e., not necessarily attached to the main pro shop/clubhouse building). All new facilities should include enhanced pedestrian walkways, improved outdoor pedestrian and security lighting, redesigned parking areas,

new park signage and landscaping, and possibly a new golf course practice area (practice greens, cart pick-up/return, driving range, putting green, chipping green, hitting space, etc.) and improvements to outdoor hosting spaces. The golf course, Aquatics Center, and most of the Tennis Courts shall remain as-is, except for adjustments needed to help mesh this new park facility layout with the existing sports courts/features/course. Additional or re-built tennis courts and/or pickleball facilities will also be explored for that part of the park reserved for tennis as the park master plan is developed.

The design shall also include proposals for new park furnishings and utilities/infrastructure as determined during the conceptual design process. Areas to include are shown on the attached site map. However, we are not opposed to being advised to make enhancements to other areas of the park that are identified as critical to fulfilling the master plan goals as part of the design process. The chosen design team will work with Parks and Recreation staff to establish priorities relative to the project's components. A citizen advisory committee will be involved at periodic milestones during the project. The selected firm is expected to provide cost estimates throughout the establishment of a construction budget.

The City is seeking a qualified firm to design the following improvements:

1. Prepare Master Plan, detailed cost estimates, and draft plans and specifications for all project facilities. Once funding is secured in future budgets for construction documents and bid package preparation, those can be completed as a second-phase bid package.
2. Prepare the cost estimates to ensure the master plan can be accomplished in phases if required by the final construction budget. Include cost estimates for all permits from City and State agencies.

The City of Norman will approve the plans. City of Norman project managers or a contract project manager will administer construction for the project in a later phase. The selected design consultant may then be hired for additional services at that point to coordinate design progress, construction documents, and plan submittal accordingly once the Master Plan phase is complete and design development begins.

Relocation of City utilities may be significant and must be considered while conceptualizing the final master plan. All city-owned and any other utilities (phone, fiber optic, gas, electric, oil pipeline, cable, etc.) must be verified during the conceptual design process and accounted for in the masterplan in a way that they can be encapsulated in a packet prepared for bid by a general contractor upon completion of any future final design phase. Those utilities currently being used for the parts of the park not being renovated as part of this master plan must be kept in service throughout construction.

C. Project Funding

The City of Norman will supply 100% of the construction and design cost. No Federal Funds are being used for this project.

II. PROJECT CRITERIA

A. Detailed Criteria

The design consultant will be required to visit the site to become familiar with the proposed improvements, the scope of work, and the area affected. A mandatory pre-proposal meeting will be held on Tuesday, February 20, 2024, at 1:00 p.m. Consultants may coordinate additional follow-up meetings at the site with staff as needed before the proposal's due date.

The scope of proposed work for the selected design firm is expected to include the following activities:

1. Kickoff the Master Plan Conceptual phase with City Staff to gather background information and input for the masterplan design. Plan community input kickoff at Westwood to lay the foundation of the masterplan for the park.
2. Meet with the citizen advisory committee and/or the general public at periodic milestones to maintain public information exchange (see proposed schedule). Also, meet virtually or in person with the project manager and park staff to clarify any questions regarding historical park usage and any park elements that will remain unchanged by the masterplan as those questions arise during the design process.
3. Perform a detailed topographic survey locating all existing features in the project area, as well as all rights-of-way and easements, adjacent property lines and internal park use areas around the project area, all fences, trees, utilities (above and underground), driveways and parking facilities, and other pertinent physical and legally described features. Survey data must include alignment ties to corners and/or monuments.
4. Research all relevant soil information needed for the design of the project.
5. Determine all necessary environmental clearances that may be required. The Consultant is also responsible for determining all essential local, state, and federal permits necessary to complete the project.
6. Prepare and submit Master Plan design drawings; a written project analysis report that includes design requirements, phasing, project layout, design, etc.; all necessary calculations; a cost-effectiveness analysis of how best to accomplish the project's goals; and a detailed cost estimate. The final design analysis report shall receive written approval from the Project Manager. Once approved, the masterplan, including implementation/phasing, will be utilized by the Parks and Recreation Department to submit all requests for construction funding before proceeding with the final plans and specifications.
7. Additional Services may be requested in the future, upon approval to fund construction (T.B.D.). At that time, an amendment will be made to any design contract to take the conceptual Master Plan and proceed to furnish all necessary plans, studies, applications, clearances, etc., for all planned park design elements. Coordination with utilities, City, State, and Federal agencies requiring review/plan submission (if any), and meetings with City of Norman and any other related outside agencies affected by

such a construction contract will be included in additional services as part of any amendment in future design services. Construction-phase observation may also be included in a future amendment for additional services (T.B.D.).

8. Meet with City staff and/or City Council for project discussions, coordination, presentations, etc., as required.
9. Provide four complete printed sets of all masterplan documents upon completing this process/project. Also, provide plans in digital format (file type T.B.D.).

B. Required Schedule

The services sought by the City of Norman shall meet or exceed the following schedule:

EVENT	DATE
Proposal Submission	March 1, 2024
Interviews (if necessary)	Week of March 11, 2024
Consultant Selection	March 15, 2024
Council Approval of Contract	March 26, 2024
Notice to Proceed	March 27, 2024
Project Kickoff	April 1, 2024
Meet with City Staff/Steering Comm.	April 8, 2024
Public Meeting of conceptual plan	May 13, 2024
50% Plan Review	May 31, 2024
Present Master Plan to Park Board	June 6, 2024
Complete Master Plan	June 25, 2024
Present Master Plan to City Council	July 9, 2024

NOTE: Construction-phase observation and inspection coordination services are not included in this request for proposal. Construction phase services will be addressed by a separate contract prior to construction.

C. Inquiries

Questions should be directed to James Briggs, Park Development Manager, at (405) 366-5480. james.briggs@normanok.gov. **No inquiries will be received after 4:00 p.m. on February 23, 2024.**

III. R.F.Q. CRITERIA

A. General Requirements

Proposals will be accepted at the office of the Parks and Recreation Department until **4:00 p.m. March 1, 2024**. The office is located at 225 North Webster, Norman, OK 73069.

Proposals must be signed by a duly authorized official of the proposer. **Proposals must include Standard Form 254, "Architect-Engineer and Related Services Questionnaire," and Standard Form 255, "Architect-Engineer Related Services for Specific Project," or similar forms containing this standard information.** A minimum of six (6) copies of the proposal must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost before a formal notice of award. All proposals must state their validity for not less than sixty (60) days from the date of receipt.

B. Prohibited Interest

No member, officer, or employee of the City of Norman, or member of its governing body during his or her tenure or one (1) year after that, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

C. Equal Employment Opportunities

In connection with this proposal, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sexual orientation, national origin, age, marital status, disability, disadvantaged status, or Veteran status.

The Consultant shall furnish all necessary information and reports and permit access to its books, records and accounts by the City of Norman for investigation purposes to ascertain compliance with the nondiscrimination/minority business provision of any resultant contract.

D. Insurance Requirements

The Consultant of this project must obtain the following insurance, with the City of Norman listed as additional insured:

1. Adequate workers' compensation and insurance coverage to comply with State laws and employees' liability coverage for \$1,000,000.
2. Comprehensive general liability insurance coverage with a minimum of \$25,000 per person, \$1,000,000 per accident for bodily injury or death, and \$25,000 for property damage.
3. Professional Liability (errors and omissions) Insurance Certificate providing a minimum policy value of \$300,000.

E. Minimum Content of Proposal

At a minimum, the proposal should contain the following elements:

1. Transmittal letter
2. Table of Contents
3. Executive Summary
4. Project Approach
5. Related experience
6. Completed 254 and 255 (or similar forms)
7. Anticipated schedule
8. Appendices (misc., exhibits, illustrations, etc.)
9. References
10. Proof of Insurance Requirements

IV. SELECTION PROCESS

A. Right to Reject

The City of Norman retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the City of Norman.

B. R.F.Q. Review Process

The City of Norman will review responses to this R.F.Q. that meet the requirements enumerated and are received prior to the designated closing date. Firms without adequate insurance, in minimum amounts set herein to protect the City's interest, will not be evaluated.

Upon review of all qualified proposals, the selection committee will rank all of those qualified. The highest-ranking firms may be asked to make an oral presentation for further evaluation. The committee will then choose the highest-ranked firm.

The City will negotiate a contract for consulting design services based on a three-step process:

1. The highest-ranked firm will be contacted and contract negotiations will begin.
2. The City will attempt to negotiate a contract at a fair and reasonable price.

3. If the City is unable, after good-faith efforts, to negotiate a satisfactory contract with the highest-ranked firm, the City shall formally end negotiations with that firm and begin negotiations with the second-highest-ranked firm.

C. Keynotes

The most important evaluation emphasis will be placed upon the expertise and experience of the firm and the individuals assigned to the job. Illustrative and descriptive material describing the firm's previous work is recommended. At the firm's request, this material will be returned at their expense at the completion of the review process. The firm shall provide a list of previous related work experience with contact persons and phone numbers.

Key personnel (by name and position), relative experience and capabilities, and subcontractors. An architect will ideally lead the project team and include other professionals experienced with master planning, such as engineers, project managers, and any design professional deemed useful.

D. Ranking Criteria

	Possible Points
Experience of Key Personnel (Project Team) on similar projects	50
Technical Approach (include detailed project timeline)	30
References	10
Norman-Based Design or Engineering Firm	5
Compliance with R.F.P. criteria	5
Total	100 Points



WESTWOOD PARK LOCATION MAP
2400 WESTPORT DRIVE//NORMAN OK