



City of Pensacola

Parks & Recreation Board

Agenda

City of Pensacola
222 W. Main Street
Pensacola, FL 32502

May 21, 2024, 10:00 AM

Hagler-Mason, 2nd Floor

The meeting can be watched via live stream at cityofpensacola.com/video.

CALL TO ORDER

ROLL CALL

OPEN FORUM

APPROVAL OF MINUTES

1. 24-477 MINUTES OF THE APRIL 16, 2024, PARKS AND RECREATION BOARD

Attachments: Minutes of April 16, 2024, Parks and Recreation Board

DIRECTOR'S REPORT

2. 24-478 DIRECTOR'S REPORT

Attachments: Director's Report Parks and Recreation Board

STAFF REPORTS

3. 24-474 SUNSHINE LAWS - VANESSA MOORE
4. 24-476 LOST FUNDING - AMY LOVOY
5. 24-475 STRATEGIC PLAN - ADRIANNE WALKER

NEW BUSINESS

OLD BUSINESS

6. 24-472 RFP NO.: 24-031 PARKS AND RECREATION FACILITIES CONDITION ASSESSMENT

Attachments: RFP NO. 24-031 Parks and Recreation Facilities Condition Assessment

OPEN FORUM/FUTURE BUSINESS DISCUSSION

ADJOURNMENT

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 850-435-1606 (or TDD 850-435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



City of Pensacola

PARKS AND RECREATION BOARD

MINUTES

City of Pensacola
222 W. Main Street
Pensacola, FL
32502

April 16, 2024

10:00 AM

Hagler-Mason, 2nd Floor

CALL TO ORDER

The meeting was called to order by Vice-Chair Borden at 10:02 AM.

1. 24-327 SWEARING IN OF NEW AND RETURNING BOARD MEMBERS

City Clerk, Ericka Burnett was present to administer the oath and swear in new board members Michael Blankenship, Suzanne Lewis, and Kirwan Price.

2. 24-364 NOMINATING AND VOTING NEW CHAIR AND VICE-CHAIR

ELECTION OF CHAIR

Vice-Chair Borden opened the floor for nominations for the position as Chairperson. Member Renfroe nominated Renee Borden for Chairperson. Vice-Chair Borden declined the position. Vice-Chair Borden nominated Antonio Bruni. Member Bruni accepted the nomination. Vice-Chair Borden closed the floor for nominations. Vice-Chair Borden asked for a vote all in favor to say aye, any opposed. Let the record show the vote was unanimous consent.

ELECTION OF VICE-CHAIR

Vice-Chair Borden opened the floor for nominations for the position as Vice-Chair. Member Bruni nominated Renee Borden. Vice-Chair Borden accepted the nomination. Vice-Chair Borden closed the floor for nominations. Vice-Chair Borden asked for a vote all in favor to say aye, any opposed. Let the record show the vote was unanimous consent.

ROLL CALL

Members Present: Michael Blankenship, Renee Borden, Kristin Brown, Antonio Bruni, Suzanne Lewis, Jake Renfroe, Kirwan Price

Members Absent: John Jerralds, Leah Harrison

OPEN FORUM

Chairperson Bruni asked that each new board member introduce themselves. New Members: Michael Blankenship, Kirwan Price, and Suzanne Lewis each made a brief statement and stated they looked forward to working with all board members to make the most of Parks and Recreation.

APPROVAL OF MINUTES

3. 24-337 MINUTES OF FEBRUARY 20, 2024, PARKS AND RECREATION BOARD

A motion to approve was made by Parks & Recreation Board Member Lewis and seconded by Parks and Recreation Vice Chair Borden.

The motion passed by the following vote:

Yes: 7 Michael Blankenship, Vice Chair Borden, Kristen Brown, Antonio Bruni, Suzanne Lewis, Jake Renfroe, Kirwan Price

No: 0

4. 24-374 MINUTES OF MARCH 19, 2024, PARKS AND RECREATION BOARD

A motion to approve was made by Parks & Recreation Board Member Lewis and seconded by Parks and Recreation Vice Chair Borden

The motion passed by the following vote:

Yes: 7 Michael Blankenship, Vice Chair Borden, Kristen Brown, Antonio Bruni, Suzanne Lewis, Jake Renfroe, Kirwan Price

No: 0

DIRECTOR'S REPORT

5. 24-324 DIRECTOR'S REPORT

Chairperson Bruni briefed the new members on the monthly Directors Report, which is a consolidated report instead of a presentation from the Director.

Vice-Chair Borden asked if we had a confirmed date for the opening day ceremony at Bruce Beach for Phase 1?

Director Heistein commented that Phase 1 will be open to the public on April 27th at 9:30 A.M. That is just for Phase 1. Phase 2 is still under construction and construction fencing will be installed to separate the active construction zones. Mayor Reeves will announce the ribbon cutting date at his weekly press conference.

Vice-Chair Borden asked if the public would have access to the water from Phase 1? Are we to encourage parking at Community Maritime Park?

Director Heistein responded yes, the public will have access to water, which is part of Phase 1. The public may park at Community Maritime Park, City Hall, or pay to park at Nicks Boathouse.

Director Heistein announced that the Summer Activity Guide is now available. Anyone may pick up a copy at City Hall in the Parks and Recreation Department.

Chairperson Bruni asked if the Request for Proposal for the Assessment of City Parks would be considered as the first step to the Master Plan.

Director Heistein commented that it would be a section in the Master Plan, or it could be done in tandem with the Master Plan due to the existing need for addressing and quantifying our overall maintenance and repair needs, especially for high visibility situations.

Chairperson Bruni asked if the grant writing workshop is being put on by the City.

Director Heistein responded the grant writing workshop is being put on by an outside organization which city staff has been invited to participate.

Chairperson Bruni asked how was the lottery system for the outdoor adventure camps were decided. Chairperson Bruni commented that he would like to have had public input before starting the on-line registration process.

Director Heistein commented that the staff had been working on a way to simplify the registration process and with the RecTrac System being down there was an urgent need to start the on-line registration process so we took the opportunity to offer a new process. Assistant Director, Tonya Byrd also commented that city residents are being given first priority.

6. 24-325 BUDGET REPORT - KENDRA WEEKLEY

Director Heistein announced that Budget Manager, Kendra Weekley, was on vacation. The 2nd quarter financial report was handed out prior to the meeting, and the board members were asked if they had any questions.

Vice-Chair Borden asked why there was an increase in expenditures under the Tennis Center Fund and was the council aware of this when they voted on the new MOU for Roger Scott.

Director Heistein commented that we will hold that question for when Kendra is present to address the numbers.

Member Lewis asked if it is typical at mid-point of the fiscal year to be at 50% expended funds.

Director Heistein commented yes, in general that is the goal. There are always fluctuations in how money is expended.

Member Brown asked where the LOST funds are accounted for in the budget.

Director Heistein commented that the LOST funds are not in the operating budget. They are shown on the Capital Improvement Program Summary Report in the budget documents.

Vice-Chair Borden commented that the summary reports had been given to board members at previous board meetings.

Director Heistein commented that there is a link on the city's website to download the summary reports. He will bring those reports to the next board meeting.

STAFF REPORTS

7. 24-326 PARKS PRESENTATION - BILL KIMBALL

Bill Kimball, Parks and Recreation Division Manager, brought before the board a presentation (on file with background materials) providing an overview of Parks Landscaping and Maintenance.

Member Brown asked if some city parks are maintained by outside landscape companies.

Division Manager Kimball responded, Yes, that is correct.

Member Brown asked if a park is in the need for another dog waste station. Is there a process to request that?

Division Manager Kimball responded that the best process is to use the 311 system.

Vice-Chair Borden asked if his budget had increased in the past 7 years.

Division Manager Kimball commented that we have had some small increases.

Vice-Chair Borden asked what is the biggest issue at this point that you are up against with managing all the locations.

Division Manager Kimball commented it is having the resources to maintain at the standard it is needed involving both personnel and funding.

Chairperson Bruni asked if we partnered with volunteer groups. In the past we had partnered with the Eagle Scouts. Have we partnered with any neighborhood associations.

Division Manager Kimball commented yes we partnered with the Scenic Heights and the East Hill Neighborhood Associations.

NEW BUSINESS

8. 24-340 RFP PARK AND FACILITIES ASSESSMENT

Director Heistein brought before the board a brief overview of the Request for Proposal for a Parks and Facilities Assessment (on file with background materials). He referred to the Parks and Recreation Facilities Condition Assessment, which is a draft copy, as the timeline and the scope of work may change. We are in an internal review process to discuss the scoping of work. The final sign-off will be by the Mayor and then we can advertise for proposals.

Member Lewis asked if the city is going to ask those submitting the proposal to use a standardized definition to evaluate the conditions of parks and facilities.

Director Heistein commented that the RFP allows the consultant to propose one using their expertise as the best way to quantify the condition.

Member Lewis asked if the consultant would be asked to give an estimated cost for repairs vs replacement for the public to understand the assessment.

Director Heistein commented yes based on priority and then organized by the park or facilities to look at the location. Also organized by asset type. e.g. playgrounds, community centers, and fields.

Member Price asked what the role of board members is for this RFP. Are you asking for input from the board before this RFP goes out.

Director Heistein commented that this was an opportunity for the board to be briefed on it. The staff is internally drafting the RFP and in discussions with the Mayor on what is going to be in the scope before it is finalized.

Member Price asked if board has a decision on selecting the consultant.

Director Heistein commented that once we go through the selection process following the procurement guidelines we will bring our recommendation to the board first and then to city council to approve.

OLD BUSINESS

Chairperson Bruni asked board members if they had items they would like to add to the agenda for the next board meeting.

Member Brown commented she would like to have Sunshine Law training.

Member Brown asked if the board was going to review the MOU's with the Sports Providers. She suggested including in the MOU process the number of participants and the cost/expenses and revenue.

Director Heistein commented that we can request that information. They are not required to provide financial reports. We are looking at incorporating additional requirements into the agreements for more transparency. We are in the process of restructuring the MOU's for the next year. Once finalized, we will bring the MOU back to the board for review and ask that the board give a recommendation to council to approve.

Member Bruni commented that we have had a presentation from all the sports providers, so instead of asking them all to present again, he suggested going online, downloading their financial statements and having the sports providers submit their agenda and meeting minutes to be reviewed by the parks board. If the board has any questions, we could invite them to come before the board to give a presentation, answer questions, and receive public input.

Vice-Chair Borden commented she would like to have the Skatespot added to next month's agenda.

Member Lewis request a copy of the roles and responsibilities for board members.

ADJOURNMENT

PARKS AND RECREATION BOARD

DIRECTOR'S REPORT

May 21, 2024

HIGHLIGHTED EVENTS:

- Bands on the Bayou, May 24th featuring Ben Lofton & The Family. Food trucks will be on site at 4:30pm and the music starts at 6:30pm.
- Roger Scott and Cecil Hunter Pool anticipated opening day is Saturday, May 25th.
- May 27th - Memorial Day Concert 1:00-3:00pm
Pensacola Civic Band Featuring the 101st Airborne Division Band.
- First week of Summer Camp – May 28th – 31st. Still accepting registrations at Cobb, Woodland and Fricker. Limited availability at Gull Point. All Outdoor Camps are full.
- June 1st - Movies in the park, movie begins at dusk, food vendors, bounce houses etc. – we are featuring the Marvels.
- June 2nd and 30th - Blues on the Bay Free Concert Series 6:00-8:00pm

PARKS UPDATES:

- Bruce Beach Phase 1 opened on April 27th and ribbon-cutting event held.
- Two shade structures and bleacher sets will be installed at the Roger Scott Tennis Center spectator area adjacent to the newly re-constructed courts in Late May-early June.
- Woodland Heights Resource Center received a kitchen remodel which includes stainless steel cabinetry, counter tops, warming facilities, and appliances. Staff are working on improvements to retention basins and parking lots outside the center.
- 3 parks, (OJ Semmes, Miraflares and Florida Square) had large trees/limbs go down in the park that have been cleaned up.
- Devereux Park and Dunmire Woods had park clean ups performed.
- Fence at Bayview tennis courts was damaged in the storms and should be repaired by the end of the day, 5/17/24.

PARKS AND RECREATION BOARD

DIRECTOR'S REPORT

May 21, 2024

- Staff responded to 9 tree issues from the recent storms:
 - 1005 E Younge St
 - Parking Garage S Baylen St
 - 1300 Bayou Blvd
 - 1350 E DeSoto St
 - 2701 Dunsinane Rd
 - 9th Ave and Beau Terra
 - 18th Ave and Jackson St
 - 4445 Devereux Dr
 - Magnolia and E Lakeview

PARKS PLANNING UPDATES:

- A Request for Proposals (RFP) was advertised on May 3rd to conduct an assessment of City of Pensacola parks and recreation facilities to help develop a long-term plan for maintaining, renovating, and ultimately replacing facilities (all physical assets in parks). Development of this assessment will involve reviewing existing inventories, plans, and studies along with site visits, discussions with staff, and public input. The assessment will document existing conditions, project anticipated life cycles, and estimate capital renewal and replacement costs. This information will be used to quantify deferred maintenance needs, build an asset management and maintenance management system, and determine how to prioritize and fund long-term costs. The solicitation will close on May 23rd.
- Skate Spot Initiative – Upward Intuition is revising a conceptual plan to install a skatespot at Cordova Square that will be submitted to the mayor for consideration. The intent is for Upward Intuition to fund construction and provide ongoing stewardship. Following mayoral approval, the conceptual plan will be brought to the community for public input and then the Park Board for discussion as a next step. Timeline is TBD.

ATHLETICS UPDATES:

- Vickrey Center Girls Youth Volleyball League Games starts April 22nd & runs through May.

PARKS AND RECREATION BOARD

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- Vickrey Center Cornerstone Martial Arts, Yoshukai Karate & Shotokan Karate classes are all currently registering new students.
- Adult Sports - Spring Season has started & runs through May. Co-Ed Kickball, Men's Softball, Senior Men's Softball and Co-Ed Softball Leagues at Exchange Park; 615 Participants - 41 Teams.
- Bill Bond T- Ball & Baseball Spring League games have started.
- Pensacola Youth Soccer Spring League games have started.
- EPSAP (Magee Field) Baseball & Girls Softball Program, games have started.
- Roger Scott and Cecil Hunter Pool anticipated opening day is Saturday, May 25th.

RECREATION UPDATES:

BAYVIEW PARK AND COMMUNITY CENTER

- Hosting a Cyber Security Town Hall on May 20th. This meeting will be hosted by Florida Digital Service and the City of Pensacola. Invites will include local government agencies from across the panhandle including key IT personnel and elected officials.
- Councilwoman Patton Town Hall for May 14th has been rescheduled to June 4th from 5:30-7pm.
- May event/program highlights:
 - Bands on the Bayou, May 24th featuring Ben Lofton & The Family. Food trucks will be on site at 4:30pm and the music starts at 6:30pm.

Diabetes Awareness Walk, Saturday May 25th.

Hosting Beginner Fishing Camp from May 28-31st and all Outdoor Pursuits camps for the remainder of the summer.

PARKS AND RECREATION BOARD

DIRECTOR'S REPORT

May 21, 2024

BAYVIEW OUTDOOR PURSUITS CENTER

- The Outdoor Pursuits team are busy preparing for the summer adventure camps beginning on May 28th. We will have eight camps this year. Almost all the camps are full, with a waitlist for each.
- We are scaling back with volunteer projects in anticipation of a busy summer. There will be an Eagle Scout project commencing at the end of May. A young man named Gus Brown will be cleaning and restoring the large cross and amphitheater at Bayview Park.
- A big thanks to all the recent volunteer groups who have worked with us, including Pensacola Christian College, Kuhn Realty, Keller Williams Realty and FP Property Restoration; Bayview Park is looking in great shape for the summer!

BAYVIEW SENIOR CENTER

Upcoming events include:

- June 9 – Theatre Trip: RENT @ Pensacola Little Theatre 1:30pm
- June 10 – United Way RSVP Snacking with Seniors: Center for Independent Living 9:30 – 10:30am
- June 18 – World Elder Abuse Awareness Day 12:00 – 4:00pm
- June 24 – Tie Dye Party for ARC Gateway 10:30am – 12:00pm

COBB RESOURCE CENTER

- Youth Welcome to Summer Open House – Thursday, May 23rd and Friday, May 24th. 9a – 3p. For all interested youth 5-12 and all parents.
- First week of Summer Camp – May 28th – 31st. Still accepting registrations.
- Seniors Welcome to Summer Bash – Friday, May 31st, 10a – 12p. For those presently in the program and open to new interested Seniors.

PARKS AND RECREATION BOARD

DIRECTOR'S REPORT

May 21, 2024

- Basketball in Review – End of season wrap up of youth basketball at Cobb w/ a cookout. Hosting 30 youth who participated in our youth sports (basketball).
- Reading w/ a Purpose - May 20th wrap up to a school year of reading for all 3rd – 5th graders who attended Cobb's after school program. Special recognition to those youth who brought their reading scores up each nine weeks.
- Mess Hall – School year wrap up May 15th of weekly visits (Wednesday's), doing arts and crafts with a select group of youth in our after-school program.

FRICKER RESOURCE CENTER

- Senior Mother's Day lunch was held on May 10th. A big thanks to the Council on Aging and the Better Health Group for their huge contributions. The event included singing and a guest speaker.
- Fricker Center is hosting an Afterschool-School is out for Summer Fun Day on May 16th with hot dogs, cupcakes, games, and other forms of entertainment for hard-working students who need a break from school.
- Summer Camp registration is still available for children ages 5 to 12. Fricker Center offers camp Monday-Friday from 7am to 6pm.
- Hosting several graduation party rentals in May. Congratulations to area high school and college graduates.

GULL POINT & EAST PENSACOLA HEIGHTS CLUBHOUSE

- Finished up the 2023-2024 Dance Program with a Spring Recital at Washington H.S. on Saturday, May 11. The recital was about 2 hours long with nearly 100 dancers performing in 40 separate solos, duets and group performances covering all ages from 3-40 years of age. Washington High School also provided about 20 student volunteers to assist with rehearsals & recitals. The center will host a Dance Open House on August 5th from 5-7pm for the 2024-2025 season.
- Summer Camp registration is reaching capacity for most weeks. Have started placing camp registrations on a waitlist.

PARKS AND RECREATION BOARD

DIRECTOR'S REPORT

May 21, 2024

- East Pensacola Heights rentals are on the rise. Since February there have been 9 Baby Showers, 8 Birthday Parties & 6 other events (club banquets, meetings, etc.) at the clubhouse.

SANDERS BEACH-CORINNE JONES RESOURCE CENTER

- Sanders Beach Spring Arts and Crafts Show- Sanders Beach had their second annual Spring Arts and Crafts Show on May 5th. Over 30 local vendors had the opportunity to sell their handmade items in the ballroom of Sanders Beach. Items included jewelry, crochet, fused glass, acrylic art, herbal products, candles, and more.
- Reverse Trade Show- The city's purchasing department hosted this annual event at Sanders Beach May 9th. Minority government businesses across the country came together for a vendor event. There were 22 government agencies that networked and learned about opportunities.
- Conquistador Court Reunion Party- Fiesta Pensacola's kickoff party on May 30th to all the festivities in June. This event is also an annual event at Sanders Beach.

WOODLAND HEIGHTS RESOURCE CENTER

- Family Empowerment Night was held on Thursday, May 9th, from 6:00 – 8:00 pm. The first of a monthly series on building relationships, encouraging, and working with families on different parts of life. The families are encouraged to come out to have dinner, play games, and receive resources to help with their needs.
- Pensacola Sings Spring Concert on Wednesday, May 15th, from 5:30 – 6:00 pm. Come out and enjoy a night of singing from some of our children who participate in the after-school programs at Woodland, Fricker, and Gull- Point Resource Center.
- Woodland's Pre-K Graduation is on Thursday, May 16th. Our Incredible Years Dinosaur Program 2024 graduation program is at 10:30 am. Come and celebrate with our families as our 3,4,5-year-olds walk across the stage and embark on the next step.

PARKS AND RECREATION BOARD

DIRECTOR'S REPORT

May 21, 2024

- Woodland's Community Network Meeting on Tuesday, May 21st, from 10:00 – 11:00 am. Bringing together resources in the Northwest Florida area to share what they have to offer and learn how we can help each other more effectively.
- End of After-School Bash on Wednesday, May 22nd. Students in our after-school program will have a fun filled afternoon with obstacle courses, games, prizes, and food.
- Summer Camp starts on Tuesday, May 28th. A camp for children ages 5 -12 to be engaged with fun activities, field trips, and many more. Open Monday – Friday from 7am – 6pm includes lunch and afternoon snack.
- Woodland's Neighborhood Association Meets on the last Monday of the month from 5:00 – 6:00 pm. The Woodland neighborhood is invited out to voice concerns, opinions, and new ideas they might have about their neighborhood.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 24-472

Parks and Recreation Board

5/21/2024

DISCUSSION

SUBJECT:

RFP NO.: 24-031 PARKS AND RECREATION FACILITIES CONDITION ASSESSMENT

ATTACHMENTS:

1. RFP NO. 24-031 Parks and Recreation Facilities Condition Assessment

**CITY OF PENSACOLA, FLORIDA
REQUEST FOR PROPOSALS**

RFP NO. 24-031

PARKS AND RECREATION FACILITIES CONDITION ASSESSMENT

The Parks & Recreation Department is requesting proposals from professional firms experienced in providing parks planning, facility assessment, and public engagement services.

Sealed and complete hardcopy proposals **with original or electronic signature**, and **three (3) additional copies**, plus **one (1) complete and identical electronic copy (PDF)** on flash drive or CD, must be received no later than **May 23, 2024, 2:30 P.M.**, local time, at the following location:

**City Hall (lobby)
222 West Main Street
Pensacola, Florida, 32502
Attention: Purchasing**

The OUTER FACE of the sealed submittal package shall **identify the respondent, the RFP title, and the RFP number** (whether hand-delivered, mailed, or via UPS/FedEx or other courier service). Submittals received after the closing time will not be accepted. Multiple submittals from the same entity will not be accepted. After the submittal deadline those submittals received will be opened and publicly acknowledged. Interested parties may attend.

Specifications will be posted to the City's website at www.cityofpensacola.com/bids.aspx. **Addenda will be posted to the City's website. Proposers are responsible for obtaining addenda and are advised to check the website frequently.**

A proposal tabulation with a Notice of Intent to Award will be posted to the City's website at www.cityofpensacola.com/bids.aspx. Proposers are advised to check the website frequently.

Any questions concerning the proposal should be addressed and submitted in writing **no later than 10:00 A.M.**, local time, **May 14th, 2024** to:

**Dedria Lunderman, Purchasing Manager
City of Pensacola
222 W. Main Street
Pensacola, FL 32502
purchasing@cityofpensacola.com**

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs, and activities. Please email ADACoordinator@cityofpensacola.com or call (850) 436-5600. Requests must be made at least 48 hours in advance of the event to allow the City time to provide the requested services.

The City of Pensacola reserves the right to accept or reject any or all proposals, to award proposals on a split-order basis by item number when applicable, to waive any proposal informalities and to re-advertise for proposals when deemed in the best interest of the City of Pensacola.

Attest:
Ericka L. Burnett
City Clerk

CITY OF PENSACOLA
D. C. Reeves
Mayor

The City of Pensacola provides equal access in employment and public services.

SECURITY NOTICE

Visitors to City Hall are required to stay in the lobby unless otherwise directed.

Late submittals will not be accepted.

GENERAL CONDITIONS

To ensure acceptance, all proposers submitting proposals to the City of Pensacola shall be governed by the following conditions, attached specifications, and proposal form(s) unless otherwise specified. Proposals not submitted on the proposal form(s) provided shall be rejected, and proposals not complying with these conditions will be subject to rejection. **Multiple submittals from the same entity will not be accepted.**

1. **Alternate Solutions:** During the drafting of written specifications, a sincere effort is made to describe items or services best suited to the needs of the City. However, the City invites proposals with alternate solutions to the objectives set forth in the specifications, unless a particular specification is expressly identified as mandatory.
2. **Approved Equivalents or Equals:** Any manufacturer's names, trade names, brand names, model numbers, etc. listed in the specifications are for information only and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative which meets or exceeds the specifications as written. If the proposal is based on an "approved equivalent or equal" item(s) or service(s), supportive information in the form of the manufacturer's printed literature or brochures, sketches, diagrams, and/or complete specifications must accompany the proposal. The proposer must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Pensacola reserves the right to determine acceptance of proposed equivalent or equal item(s) or service(s).
3. **Award Determination to be Based on Best Interest of City:** There is no obligation on the part of the City to award a contract to any proposer. The City reserves the right to award a contract to or negotiate a contract with a responsible proposer submitting the most responsive or best alternative proposal for a resulting contract which is most advantageous to and in the best interest of the City. The City shall be the sole judge of the proposal and the resulting contract, and its decision shall be final.
4. **Proposal (RFP) Bond:** None.
5. **E-Verify System (Mandatory):** In compliance with the provisions of F.S. 448.095, the parties to this contract and any subcontractors engaged in the performance of this contract hereby certify that they have registered with and shall use the E-Verify system of the United States Department of Homeland Security to verify the work authorization status of all newly hired employees, within the meaning of the statute.
6. **Exceptions to Specifications:** In order that equal consideration be given in evaluating proposals, any exceptions to or deviations from the specifications as written must be noted and fully explained. The Mayor or City Council is the final authority in determining the acceptability of any exceptions to specifications.

7. **Governing Law:** The laws of the State of Florida shall be the laws applied in the resolution of any action, claim or other proceeding arising out of this contract.
8. **Interpretations:** All questions concerning the specifications or conditions shall be directed in writing to the Purchasing Office at least ten (10) days prior to submittal deadline, unless otherwise instructed on the Request for Proposals Page. Inquiries must refer to the proposed item(s) or service(s) and the date of the proposal submittal deadline. Interpretations will be made in the form of an addendum placed on the City's website. The City shall not be responsible for any other explanation or interpretation.
9. **Legal Requirements:** All applicable provisions of Federal, State, County, and local laws including all ordinances, rules, and regulations shall govern the development, submittal and evaluation of all proposals received in response to these specifications, and shall govern any and all claims between person(s) submitting a proposal response hereto and the City of Pensacola, by and through its officers, employees and authorized representatives. A lack of knowledge by the proposer concerning any of the aforementioned shall not constitute a cognizable defense against the legal effect thereof. The proposer agrees that it will not discriminate on the basis of race, creed, color, national origin, sex, age or disability.
10. **Licenses, Registration and Certificates:** Each proposer shall possess at the time of submitting its proposal all licenses, registrations and certificates necessary to engage in the business of contracting (or special contracting if the work to be performed necessitates a particular type of specialty contractor) in the City of Pensacola. Proposer must also possess all licenses, registrations and certificates necessary to comply with federal, state and local laws and regulations. The awarded proposer shall be registered at the time of contract execution as an active vendor with the Florida Department of State, Division of Corporations (www.sunbiz.org).
11. **Mistakes:** Proposers are expected to examine the conditions, scope of work, proposal prices, extensions, and all instructions pertaining to the item(s) or service(s) involved. Failure to do so will be at the proposer's risk. Unit prices proposed will govern in award.
12. **Payment of Invoices:** The City of Pensacola issues checks for payment of invoices on the 10th of each month. The signed receiving copy of the purchase order and a correct invoice must have been received by the Accounts Payable Activity prior to the 4th of the month. Item(s) or service(s) received on or after the 4th will be processed in the following month. All invoices are payable by the City under the terms of Florida Prompt Payment Act, Florida Statute §218.70. All purchases are subject to availability of funds in the City's budget.
13. **Permits and Taxes:** The proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work. Proposers who use public roads of the City of Pensacola, Florida for transport of goods of any kind which said goods were transported from a point without the City of Pensacola, Florida to a point within the City of Pensacola shall obtain a

“Use of Streets” permit for a fee not in excess of the license paid for by local licensees engaged in the same business.

- 14. Prohibited Conduct by Proposers:** Upon the publication of any solicitation for sealed bids, requests for proposals, requests for qualifications, or other solicitation of interest or invitation to negotiate by any authorized representative of the City of Pensacola, any party interested in submitting a bid, proposal, or other response reflecting an interest in participating in the purchasing or contracting process shall be prohibited from engaging in any communication **pertaining to formal solicitations** with any member of Pensacola City Council, the Mayor, or any member of a selection/evaluation committee for RFPs/RFQs, whether directly or indirectly or through any representative or agent, whether in person, by mail, by facsimile, by telephone, by electronic communications device, or by any other means of communication, until such time as the City has completed all action with respect to the solicitation.
- 15. Proposal Withdrawals:** No proposal may be withdrawn after closing time for receipt of proposals for a period of sixty (60) days thereafter. The contract award shall be legally binding at the time of award by City Council or Mayor.
- 16. Protests:** Protests of the plans, specifications, and other requirements of requests for proposals must be received in writing by the Purchasing Office at least ten (10) business days prior to the scheduled proposal submittal deadline. A detailed explanation of the reason for the protest must be included. Protests of the intended award of proposal or contract must be in writing and received in the Purchasing Office within five (5) business days of the notice of intent to award. A detailed explanation of the protest must be included.
- 17. Public Entity Crimes:** By submitting a proposal each proposer is confirming that the company has not been placed on the convicted vendors list as described in Florida Statute §287.133 (2) (a).
- 18. Public Records:** Any material submitted in response to this Request for Proposal will become a public document pursuant to Florida Statute §119.07. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening the proposal pursuant to Florida Statute §119.07.
- 19. Public Records Law:** The Parties shall each comply with Florida Public Records laws. The Parties hereby contractually agree that each Party shall allow public access to all documents, papers, letters, or other public records as defined in Chapter 119, Florida Statutes, made or received by either Party in conjunction with this agreement, or related thereto, unless a statutory exemption from disclosure exists. Notwithstanding any provision to the contrary, it is expressly agreed that Contractor’s failure to comply with this provision, within seven (7) days of notice from the City, shall constitute an immediate and material breach of contract for which the City may, in the

City's sole discretion, unilaterally terminate this agreement without prejudice to any right or remedy.

20. Rejection of Proposals: The City of Pensacola reserves the right to accept or reject any or all proposals, to award proposals on a split-order basis by item or service number, to waive any irregularities, technicalities, or informalities, and to re-advertise for proposals when deemed in the best interest of the City of Pensacola.

21. Sealed Proposals: The specifications and all executed proposal forms must be submitted in a sealed envelope. All proposals must be signed by an authorized representative of the proposer. In the event more than one proposal submittal deadline is scheduled for the same date and time, do not include proposals concerning different sets of specifications within the same envelope. **The face of the sealed envelope shall be plainly marked identifying the proposer, the item(s) or service(s) proposed and the proposal number.** It shall be the sole responsibility of the proposer to assure receipt of proposal at the Purchasing Office prior to the published time for the proposal submittal deadline. No proposal will be accepted after closing time for receipt of proposals; **nor will any offers by telephone, fax, internet or email be accepted.**

22. Tax: The City of Pensacola is exempt from all State and local sales tax.

23. Termination for Convenience: A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected via delivery to the contractor at least thirty (30) business days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

24. Unauthorized Aliens: The City of Pensacola shall consider the employment by any contracted vendor of unauthorized aliens a violation of Section 274A of the Immigration and Nationality Act. Such violation shall be cause for unilateral termination of this contract.

25. Venue: Venue for any claim, action or proceeding arising out of this contract shall be Escambia County, Florida.

ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.
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INSURANCE AND INDEMNIFICATION

(TBA VIA ADDENDUM)

M/WBE, SBE, VBE

Minority/Women Business Enterprise: The Pensacola City Council has adopted a Minority/Women Business Enterprise Ordinance #04-15. This ordinance encourages participation of minority and woman-owned business in the City procurement process. Minority or Woman-Owned Business Enterprise (M/WBE) is defined as:

- a business located in the Pensacola Regional Area (Escambia, Okaloosa, Santa Rosa, Walton Counties, and Mobile, AL.)
- which is at least 51 percent owned by one or more minority/woman individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership is by one or more minority/woman individuals who are U.S. citizens or legal resident aliens,
- and for which both management and daily business operations are controlled by one or more minority/woman individuals.

Small Business Enterprise: The Pensacola City Council has adopted a Small Business Enterprise Ordinance #61-89. This ordinance encourages participation of small business in the City procurement process. Small Business Enterprise (SBE) is defined as:

- an independently owned and operated business concern located in Escambia or Santa Rosa County,
- which employs 50 or fewer permanent full-time employees,
- and which has a net worth of not more than \$1,000,000. As applicable to sole proprietorships, the \$1,000,000 net worth shall include both personal and business investments.

Veteran Business Enterprise: The Pensacola City Council has adopted a Veteran Business Enterprise Ordinance #09-15 providing a “preference” for veteran-owned businesses that have been:

- certified by the State of Florida, through the Department of Management Services, and;
- which are located in Escambia or Santa Rosa County.

The impact of the ordinance is that proposals or quotes received by certified veteran-owned businesses will be given a preference for award, if their bid or quote is within certain percentages of the lowest responsible bid submitted by a non-veteran business. If the lowest and most responsible bid or quote is submitted by a certified veteran-owned business or a certified woman-owned or minority firm, then the preference shall not apply. In addition to bids and quotes, Requests for Proposals (RFPs) or Requests for Qualifications (RFQs), will provide two (2) percentage points in proposal scoring for proposals received by a certified veteran.

If your company meets the criteria of a Minority/Women Business Enterprise, Small Business Enterprise or Veteran Business Enterprise as defined above, please include this information in your response.

BACKGROUND AND PURPOSE

INTENT

The Parks and Recreation Department is seeking proposals from qualified firms to conduct a Facilities Assessment of City of Pensacola parks and recreation facilities to help develop a long-term plan for maintaining, renovating, and ultimately replacing facilities ("facilities" defined as all physical assets in parks). Development of this assessment will involve:

1. Reviewing existing information, inventories, reports, plans, studies, and other available data about the city's parks and recreation facilities;
2. Conducting site visits and discussions with staff to document existing conditions;
3. Using existing inventory data and field observations, developing a facility inventory that includes approximate age, existing condition, life expectancy, plan-level replacement costs, a prioritization/ranking metric, and other information as may be needed to plan for long-term renovation, replacement, and capital renewal costs;
4. Working with city staff to gather community input on the assessment;
5. Preparing and presenting a draft assessment for feedback;
6. Preparing and presenting a final assessment.

This information will be used to quantify deferred maintenance and capital project needs, build an asset management and maintenance management system, and determine how to prioritize, phase, and fund needed work over the short, medium, and long-term.

BACKGROUND INFORMATION

City Background

The City of Pensacola is located in Escambia County on the Florida Gulf Coast in the "Florida Panhandle" (far western portion of the state) with a population of approximately 53,000. Pensacola is surrounded by 50-plus miles of coastline which includes the emerald-green Gulf of Mexico waters and crystal clear bay areas. Established in 1559 by Don Tristan de Luna and Spanish settlers, Pensacola is America's First Settlement and is a significant place in America's history. Often referred to as "The City of Five Flags", Pensacola is known for having changed ownership several times. The Spanish, French, British, Confederate, and American flags have all flown over the city.

The city also has a proud military heritage, thanks to the Naval Air Station. In addition to being the "Cradle of Naval Aviation," the Pensacola Bay Area is proud to call itself home to the renowned Blue Angels, officially known as the U.S. Navy Flight Demonstration Squadron. Additionally, there are two large colleges in the area: Pensacola State College and the University of West Florida.

The history, climate, and friendly people of Pensacola create a combination of relaxed beach town and bustling metropolitan center. There are many parades, festivals, and

events at historic sites, parks, and in the downtown. Due to the quality of life and opportunities in the area, Pensacola is experiencing rapid population growth and land development. Although the City contains limited undeveloped land within the City limits, it is currently experiencing significant redevelopment, especially in the downtown urban core and waterfront areas. Pensacola's parks system reflects the city's history and culture, consisting of many historic squares dating back to the turn of the 19th century, along with dozens of neighborhood parks and several athletic complexes throughout the city. Several community parks on the waterfront are regional destinations.

Department Background

In total, the City's Parks and Recreation Department is responsible for staffing, programming and maintaining 93 park sites encompassing 600 acres, 10 community resource centers, 18 lighted athletic fields, 20 practice sports fields, 2 seasonal swimming pools, a 28-court tennis center, the 18-hole Osceola Golf Course, over 200 recreation programs and services, and special events. It also maintains the trees lining city streets, 2,000 blocks of median landscaping, and numerous other park amenities and facilities. The Parks & Recreation Department employs over 59 full-time employees, approximately 70 part-time and seasonal employees, and manages an \$11,000,000 annual budget in addition to a capital projects budget.

The mission of the Parks & Recreation Department is to improve and promote the quality of life for all citizens and visitors of Pensacola by protecting the heritage of our parks while providing a wide range of recreational, social, and educational opportunities.

Park System At-A-Glance

- 10 activity centers
- 2 seasonal swimming pools
- 28-court tennis center
- 600+ acres of park/open space
- 93 parks, 58 with playground structures
- Osceola golf course
- 21 sports fields
- 20 practice sports fields
- 18 lighted sports fields
- 25 outdoor basketball courts
- 200+ recreation programs/activities annually

Project Background

The city's parks and facilities are well-utilized and valued by the community. However, aging infrastructure and decades of deferring maintenance, repairs, and capital renewal due to under-resourcing is negatively impacting safety, accessibility, functionality, and public enjoyment of the city's parks and facilities. Exacerbating conditions is a growing populace, the corrosive marine environment, unrepaired hurricane damages, and vulnerability to the impacts of future severe weather.

The following examples are systematic of the current situation around facilities conditions:

- Wayside Park underwent damage to its Seawall from Hurricane Sally, but the city has been unable to obtain disaster relief funding to fully repair because of pre-existing damages. The park, located at the gateway to 3 Mile bridge and once a popular fishing, birding, and picnic area, has been closed for over 2 years.
- Bay Bluffs Park's long-adored bluff walk is also closed due to hurricane damage and erosion.
- Heavily used E.S. Cobb Center is experiencing structural deterioration; the City is working on a plan to fund immediate repairs in order to save the building.
- Fricker Resource Center was damaged in hurricanes and operates with a leaking roof and many repair needs. Recently the City received \$9M in grant funding to repair and improve the center.
- Of the City's 58 playgrounds, 60% are over 25 years old.
- When visiting a park, it is apparent that many Community Centers, out-buildings, amenities, playgrounds, furnishings, hard surfaces, fields, fencing, lights, irrigation, signs, historic features, and landscaped grounds across the system are in need of repair, replacement, renovation, and/or improvement. Many parks are simply in need of overall rehabilitation.

A facilities condition assessment will assist the City to close the needs deficit and position itself to effectively maintain the parks system going forward.

Ongoing Planning Efforts and Capital Projects

The City of Pensacola is currently engaged in multiple planning initiatives throughout various city departments along with several major parks capital improvement projects. The Consultant shall be aware of these efforts in relation to their impact on this solicitation's scope of work and prioritization outcomes in the park and facilities assessment.

Upcoming Planning Efforts

Parks & Recreation Strategic Master Plan

The department has never conducted a system-wide master planning process and anticipates beginning this process in the next couple of years, entailing broad public input. It is intended for the parks and facilities assessment to be a section in the future Parks & Recreation Strategic Master Plan.

Current Planning Efforts

City of Pensacola Strategic Plan

The City of Pensacola strategic plan will guide the city's growth and development over the next 10 years by providing a clear vision for the City's future, identifying priorities, and establishing a road map for achieving key objectives. The plan will be used to guide decision-making by elected officials and city staff and will serve as a framework for engaging the community in the City's strategic planning process.

Urban Design Redevelopment Plan Update

The Urban Design Redevelopment Plan Update will update the neighborhood plans for the three Community Redevelopment Areas: the Urban Core, Eastside, and Westside. These plan updates will provide community visioning for the next 5 years in regard to housing, economic development, mobility, community identity, equity, and access to neighborhood assets and the waterfront.

Hollice T. Williams Equitable Development Framework Plan

The Hollice T. Williams Equitable Development Framework Plan will outline community-sourced equitable development principles to guide design and development around the park.

Stormwater Master Plan

This document is the detailed report resulting from the City Wide ICRP4 Stormwater Modeling effort, which can be provided upon request.

<https://www.cityofpensacola.com/DocumentCenter/View/22087/Stormwater-Master-Plan---City-of-Pensacola-July-2019-Final>

Active Transportation Plan

The City of Pensacola has developed a plan to identify critical infrastructure investments to improve access, comfort, and safety for people walking, bicycling, and using other self-propelled modes of transportation.

<https://www.cityofpensacola.com/3392/Active-Transportation-Plan>

Previous Planning Efforts

2016 Parks & Recreation Needs Assessment

In 2016, the City of Pensacola engaged faculty at the University of West Florida to conduct a Parks & Recreation Needs Assessment. The study developed an inventory of park amenities, gathered citizen input on what features of the parks system are most important to them, and summarized findings with recommendations to aid future parks & recreation planning. <https://www.cityofpensacola.com/DocumentCenter/View/26496/City-of-Pensacola-Parks-Needs-Assessment?bidId=>

Current Major Capital Projects

Bruce Beach Revitalization Project

The Bruce Beach Revitalization Project is one of several locations along the Continuous

Waterfront Trail envisioned in the Urban Core Community Redevelopment Plan, as further conceptualized in the Pensacola Waterfront Framework Plan. The vision for this project includes a prominent scenic overview mount, trails, early learning and play features, a grand entry plaza, along with cultural exhibits, kayaking facilities, and other exciting features. Phase 1 Construction has been completed. Phase 2 Completion is anticipated for late 2024.

<https://www.cityofpensacola.com/3255/Bruce-Beach-Park-Improvements>

Holice T. Williams Greenway Framework Plan & Improvement Project

The Holice T. Williams Park is an adaptive application of a 1.3 linear mile highway underpass situated at the threshold to downtown Pensacola. Though improved with the Hunter Municipal Pool and other traditional park features, this visible corridor is currently underutilized and incomplete. A framework plan has been developed to transform this corridor into a notable northern gateway, an iconic, one-of-a-kind urban green spine to provide community-wide enjoyment and activity options for all ages. This project is in the process of re-design, with construction planned to commence in late 2025.

<https://www.cityofpensacola.com/DocumentCenter/View/166/Holice-T-Williams-Greenway-Framework-Plan-PDF?bidId=>

Fricker Community Center Improvement

The City plans to repair and harden the Center to improve the facility's capacity to bounce back after natural disasters and serve more community members, including providing access and improving resources for health monitoring, work, and education. Design is underway.

Wayside Park

The City hopes to repair the seawall and make other improvements in order to re-open the park. Escambia County is in the process of rebuilding the damaged fishing pier, and construction is scheduled to begin in early fall of 2024.

Bay Bluffs

Closed in 2023 due to a structurally unsound boardwalk. The City is currently exploring ways to fund rehabilitation and reopen the park to the public.

Sanders Beach Fishing Trail Access Upgrades

The City plans to improve the Sanders Beach Boat Ramp and other park areas by installing an ADA accessible kayak launch and upgrading restrooms and other amenities. Design is underway.

INSTRUCTIONS AND GENERAL SPECIFICATIONS

The City of Pensacola is not liable for any costs incurred by the proposers in preparing or responding to this request.

Proposal Documents

Sealed proposals must be submitted in the proposal format outlined as part of these Instructions and General Specifications. Proposal documents include at a minimum:

- Proposal response in stated format
- Proposal form(s) provided by City
- Required City forms
- Acknowledgement of addenda

Modification of Proposal Documents

Notwithstanding anything else stated herein, the City reserves the right to modify the proposal documents, including the Agreement, by issuing addenda to be posted on the City's website.

Contract Inclusions

These instructions, specifications, and statements accompanying the proposal, and the proposal itself, shall be included in the Agreement to be entered into for this service.

SCOPE OF SERVICES

Project Expertise

The City expects the consultant's team to include expertise in project management, landscape architecture, civil engineering, cost estimating, and other trades normally needed for this type of project.

List of Tasks (at a minimum) for Inclusion in Proposed Scope of Services

The following is a typical list of tasks that the consultant is expected, but not limited, to incorporate at a minimum into their proposed scope of services. It is not intended that the tasks included below comprise a comprehensive list or the only tasks required for this project. Each consultant firm is expected to develop its unique comprehensive and detailed scope of services to meet the City's goals and expectations for project completion.

1. **PROJECT MANAGEMENT:** Establish the project team to consist of at a minimum the lead consultant's project manager and personnel and the City's project manager and personnel. Facilitate the means to regularly

- evaluate progress to best ensure that the project remains on schedule.
2. DATA REVIEW : Review existing plans, documents, and other data inputs for use in the assessment. The City has identified the following data inputs that should be utilized to develop the facilities assessment. Item a. is available in the link provided. Item b. is attached to this RFP as Exhibit A. Items c. through i. will be provided to the awarded consultant.
 - a. Park & Facilities Needs Assessment (2016)
<https://www.cityofpensacola.com/DocumentCenter/View/26496/City-of-Pensacola-Parks-Needs-Assessment?bidId=>
 - b. Parks Amenities Inventory Summary (see Exhibit A)
 - c. Parks Amenities Inventory (Excel file of amenities inventory with pictures of assets organized by park location - updated in 2023)
 - d. Park Location Map
 - e. Current and Upcoming Parks Capital Improvement Plan and Budgets
 - f. E.S. Cobb Center Structural Assessment (available August 2024)
 - g. Park Amenity Standards (Draft)
 - h. Parks and Recreation Limited Visual Accessibility Evaluation (2022)
 - i. Parks & Recreation FY23, FY24, and FY25 Operating Budgets
 3. DATA COLLECTION : Conduct park and facility site visits with City staff to document and verify inventory of site amenities and to assess existing conditions.
 - a. Following is a preliminary list of parks and recreation facilities to be included in the assessment.
 - b. Assessment of all amenities and assets (horizontal and vertical) in each park location is required.

Ref #	Park	Address	Type	Acres
1	17th Ave Boat Ramp & Stormwater Overlook Deck	1401 E Gregory St	Neighborhood	2.75
2	Admiral Mason Park	200 South 9th Ave.	Community	5.8
3	Alabama Square	401 West Gonzalez St.	Neighborhood	1.3
4	Allen Park	141 Calloway Ave.	Neighborhood	1.9
5	Andalusia Square	1501 East Cervantes St.	Neighborhood	2.4
6	Aragon Park	540 Aragon St.	Neighborhood	0.25
7	Armstrong Park	300 West Lakeview Ave.	Neighborhood	2.1
8	Aviation Discovery Park	4200 Jerry Maygarden Rd	Neighborhood	0.82
9	Baars Park	4340 North 12th Ave.	Neighborhood	14
10	Bartram Park	211 Bayfront Parkway	Community	2.5
11	Bay Bluffs Preserve	3400 Scenic Highway	Community	26
12	Baycliff Estates	4150 Montaigne Drive	Neighborhood	8.5
13	Bayou Texar Boat Ramp	2700 East Cervantes St.	Neighborhood	2.6
14	Bayview Park	2001 East Lloyd St.	Community	29
15	Baywoods Park	4597 Baywoods Dr.	Neighborhood	12

16	Belvedere Park	4001 San Gabriel Dr.	Neighborhood	6.6
17	Bill Gregory Park	150 North W St.	Athletic	6
18	Bruce Beach	500 Main St	Community	11.5
19	Bryan Park	1200 Langley Ave.	Community	6.2
20	Camelot Park	7705 Gallahad Rd.	Neighborhood	3.3
21	Catalonia Square	2300 North 12th Ave.	Neighborhood	2.4
22	Chappie James Memorial	1608 Dr. MLK Jr. Blvd.	Community	0.6
23	Chimney Park	5500 Scenic Hwy.	Neighborhood	2.2
24	Community Maritime Park	300 West Main St.	Community	16
25	Cordova Square	1101 North 12th Ave.	Neighborhood	2.4
26	Corinne Jones Park	620 East Government St.	Community	4.6
27	D'Evereux Park	4437 D'Evereux Drive	Neighborhood	2.4
28	Dunmire Woods	1135 Northbrook Ave.	Neighborhood	2.8
29	Dunwoody Park	3600 McClellan Dr.	Neighborhood	5.7
30	E.S. Cobb Resource Ctr	601 East Mallory St.	Community	1.5
31	Eastgate Park	3500 Forest Glen Dr.	Neighborhood	6.6
32	Elizabeth Peaden Park	6385 Audubon Dr.	Neighborhood	2.1
33	EPH Center	3208 East Gonzalez St.	Neighborhood	0.35
34	EPH Lions Club Park	2900 Gonzalez St.	Neighborhood	2.6
35	Estramadura Square	1500 East Lakeview Ave.	Neighborhood	2.4
36	Fairchild Park	2029 Fairchild Dr.	Neighborhood	5.1
37	Firestone Park	1900 East Baars St.	Neighborhood	0.25
38	Florida Square	602 North Palafox St.	Community	1.8
39	Fort George	501 North Palafox St.	Community	0.5
40	Fricker Resource Center	900 North F St.	Community	2.1
41	Georgia Square	1000 North Palafox St.	Neighborhood	0.75
42	Granada Square	1001 East Cervantes St.	Neighborhood	2.3
43	Granada Subdivision Park	103 and 105 Pineda Ave	Neighborhood	1.2
44	Greenwood Park (Garden Ctr)	1850 North 9th Ave.	Neighborhood	1.7
45	Gull Point Resource Ctr	7000 Spanish Trail	Community	5.1
46	Hawkshaw Lagoon Memorial Park	531 Bayfront Pkwy #499	Neighborhood	0.1
47	H.K. Matthews Park	3100 North 12th Ave.	Neighborhood	2.5
48	Henry T. Wyer Park	320 West Belmont St.	Neighborhood	0.75
49	Hitzman-Optimist Park	3221 Langley Ave.	Athletic	21
50	Hollice T. Williams Park	1601 N Hayne Street	Community	25
51	Kiwanis Park	1801 West Romana St.	Neighborhood	2.5
52	Lamancha Square	1400 East Cross St.	Neighborhood	2.4
53	Lavallet Park	3910 Montalvo Dr.	Neighborhood	3.8
54	Legion Field	1301 West Gregory St.	Athletic	7.6
55	Lions Park	1201 East LaRua St.	Athletic	2.5
56	Long Hollow Park	1001 North Guillimard	Neighborhood	0.81
57	Magee Field	2400 Dr. MLK Jr. Blvd.	Athletic	4.5
58	Malaga Square	1000 E. Blount St.	Neighborhood	2.4
59	Mallory Heights Park #1	3000 Rothschild Dr.	Neighborhood	3.4

60	Mallory Heights Park #2	3600 Goya Dr.	Neighborhood	6
61	Mallory Heights Park #3	2600 Scenic Highway	Neighborhood	15
62	Martin Luther King Plaza	50 North Palafox St.	Community	1.3
63	Michael J DeSorbo Exchange Park	3100 East Lakeview Ave.	Athletic	14
64	Miraflores Park	1601 E. LaRua St.	Neighborhood	2.5
65	Miralla Park	650 Connell Dr.	Neighborhood	4.3
66	Miranda Square	1005 North Palafox St.	Neighborhood	0.75
67	Morris Court	1401 West Lloyd St.	Neighborhood	2.4
68	Operto Square	1600 East Blount St.	Neighborhood	2.4
69	Osceola Golf Course	300 Tonawanda Dr.	Golf Course	131
70	Parker Circle Park	601 Parker Circle	Neighborhood	6.2
71	Pineglades Park	301 Euclid Street	Neighborhood	1.5
72	Pintado Park	1830 Hallmark Dr.	Neighborhood	3.7
73	Plaza de Luna	900 S Palafox St	Community	2.4
74	Plaza Ferdinand VII	300 South Palafox St.	Community	1.6
75	Rev. A.L. Durant Park	Barcia & 9th Avenue	Neighborhood	0.69
76	Roger Scott Athletic Complex	2130 Summit Blvd.	Athletic	47
77	Sanders Beach Resource Ctr	913 South I St.	Community	7.4
78	Scenic Heights Park	3800 Langley Ave.	Neighborhood	3.7
79	Semmes Park	1380 East Texar Dr.	Neighborhood	1.9
80	Seville Square	311 East Government St.	Community	1.8
81	Springdale Park	600 East Brent Lane	Neighborhood	5
82	Terry Wayne East Park	W. Gadsden and N. J St	Athletic	2.1
83	Tierra Verde	5850 Reynosa Dr.	Neighborhood	1.2
84	Tippin Park	6600 Tippen Ave.	Neighborhood	3
85	Toledo Square	1700 E. Gonzalez St.	Neighborhood	2.4
86	Unnamed Park "Calloway"	30.456918, -87.221275	Neighborhood	5
87	Veterans Memorial Park	211 E. Main St.	Neighborhood	2.2
88	Victory Park #1	1801 N Reus St	Neighborhood	0.15
89	Victory Park #2	1301 N. Devilliers St.	Neighborhood	0.43
90	Wayside Park East	1401 E Gregory St	Community	18
91	William E. McNealy Park	520 Woodland Dr.	Neighborhood	2.7
92	Woodcliff Park	4701 Balmoral Drive	Neighborhood	4.6
93	Woodland Heights Resource Center (Highland Terrace Park)	111 Berkley Avenue	Community	2.7
94	Zamora Square	1800 East Bobe St.	Neighborhood	2.4

- c. Assessment of the following facilities shall be excluded or limited and incorporated into the consultant's deliverable as specified:
 - i. Blue Wahoos Stadium in Community Maritime Park is a city-owned leased facility that does not need to be assessed but should be referred to as a park asset requiring further assessment.

- ii. E.S. Cobb Center is undergoing a structural assessment conducted by others which will include a cost estimate for repairs. The city requests that the consultant incorporate this data and assess for additional needs.
- d. OPTIONAL TASK: ADA Accessibility Evaluation Study with cost estimates for specific improvement projects to meet ADA requirements. If this optional task is not selected, Consultant is asked to incorporate data into the assessment that suggests where further evaluation for ADA compliance is needed.

Notes: The consultant is expected to familiarize themselves with current and upcoming capital improvement projects to properly contextualize findings as they relate to the above listed parks & facilities.

- 4. COMMUNITY ENGAGEMENT: The Consultant will be responsible for developing a community engagement strategy that actively, creatively, and equitably engages residents in a thoughtful and meaningful way. While this assessment is quantitative in nature, it should also incorporate qualitative input from the community and specific stakeholders regarding their feedback of the assessment, user experiences, and desired enhancements. This feedback should be incorporated into the findings and recommendations of the final assessment and factored into prioritization metrics as appropriate. This assessment should also be framed as a lead-in effort toward developing a Parks and Recreation Strategic Master Plan in which the City will conduct a robust community engagement strategy to develop a comprehensive plan to guide recreational programming and parks planning activities over the next decade. Therefore, the community engagement strategy for this assessment should target gathering feedback around physical assets, and be framed as part of a broader, forward-looking effort. The consultant will be asked to develop a public participation plan to include the minimum number of requested input meetings, yet also include other strategies such as surveys, online tools, etc., to engage in non-traditional ways segments of the community that cannot attend in-person meetings or are typically uninvolved in the planning process. The City will collaborate with the consultant on connecting with key stakeholders and city staff.
 - a. Public Participation Plan: The Consultant shall create a public participation plan, which will elaborate on their community engagement techniques, methods, and timeline.
 - b. The Consultant will communicate and collaborate with other city consultants who are working on relevant ongoing planning efforts and on Parks & Recreation capital projects.
 - c. Input Meetings: The City desires to gather input from key stakeholders, specific user groups, and the general public. Meetings can be scheduled to occur over back-to back day periods and strategized to save time should the consultant wish to conduct both

a user group input meeting and park assessment with city personnel on the same visit.

- i. One Key Stakeholder Meeting with existing partners, organizations, youth sports providers, and involved neighborhood groups to discuss current conditions and desired enhancements. Estimated time: 2 hours.
 - ii. One meeting and site tour of Roger Scott Tennis Center with site operator representatives to discuss current conditions and desired enhancements. Estimated time: 2 hours.
 - iii. One meeting and site tour of Vickrey Center and Roger Scott Pool with YMCA Staff to discuss current conditions and desired enhancements. Estimated time: 2 hours.
 - iv. One meeting with the general public and city personnel to present the Draft Assessment, discuss findings and recommendations, and gather input on desired enhancements. Estimated time: 2 hours.
- d. Study Sessions and Presentations:
- i. Draft Assessment presentation and study session with the Parks and Recreation Board. Estimated time: 2 hours.
 - ii. Final Assessment Presentation to the Parks and Recreation Board. Estimated time: 1 hour.
 - iii. Final Assessment to the City Council. Estimated time: 1 hour.

Notes: Estimated times do not include meeting preparation, setup, or take down. The City will coordinate logistics for the public meetings, including coordinating meeting locations and room arrangements, invitations to meetings, printing of handouts, etc. The consultant will work with the city to develop scheduling/sequencing of meetings/presentations, facilitate meetings with assistance of city staff, and will provide meeting content, information, and engagement materials including graphic boards, handouts, pens, etc.

5. **PROPOSED TIMELINE:** The project schedule may be subject to change based on the consultant's expertise and guidance. Ideally, draft assessment report (60%) is complete by October 8th, 2024, and final assessment report (100%) December 10th. Final timeline will be discussed and agreed upon.

6. **DELIVERABLES (DRAFT AND FINAL REPORTS):**

Required Deliverables: The following are the required deliverables for the project to incorporate in both the 60% Draft and 100% Final Reports:

- a. In-person meetings, conference calls, or video chats as needed with City to undertake and successfully complete the project.
- b. Public Participation Plan outlining community engagement approach and tasks, prior to scheduling first stakeholder meeting.
- c. On-site inspections and data collection of facilities including:
 - i. Roads and parking lots

- ii. Trails, walkways, retaining walls, bridges, etc.
 - iii. Turf and landscape areas including types of plant materials
 - iv. Play structures, components, and surfacing materials
 - v. Fountains, pools, and water play features
 - vi. Site amenities: furniture, water fountains, fences, etc.
 - vii. Lighting, fixtures, and systems
 - viii. Signs, scoreboards, monuments, art sculptures
 - ix. Buildings, restrooms, structures, etc.
 - x. Building components: roofing and siding, fixtures, alarms and systems, etc.
 - xi. Utility services and specifications
 - xii. Irrigation systems and components (to the valve box)
 - xiii. Sports features: courts, goals, fitness equipment, scoreboards, etc.
- d. Public meeting content including graphics, boards, handouts for printing, presentations, etc., and attendance at public meetings
- e. Facilities assessment document (draft and final) organized by facility in editable format (such as Word) and in PDF to include the following information:
 - i. General facility description
 - ii. Report of facility inventory including:
 - 1. Category (roads, infrastructure, amenity, plant, etc.)
 - 2. Year constructed/installed (when known)
 - 3. Make/model (when applicable)
 - 4. Photographs (when feasible/appropriate)
 - 5. Proposed action (e.g. repair, replace)
 - 6. Priority (e.g. commitment, essential, maintain, enhance)
 - 7. Suggested year for proposed action
 - 8. Funding type (operating, capital)
 - 9. Anticipated cost for proposed work
 - 10. Summary table for facility (in Excel and PDF format)
 - iii. GIS Database of Inventory - collection of the facility inventory information noted above in GIS format for future use in an asset management program. The inventory should consist of the following assets:
 - 1. Recreational Amenities
 - a. Sports Courts (type, number)
 - b. Horseshoe and Bocce Courts (number)
 - c. Sports fields (type, number, size)
 - d. Dog parks
 - e. Play structures (type, number, surfacing size)
 - f. Facilities
 - g. Covered Picnic Areas/Picnic Shelters (capacity)
 - h. Storage Rooms
 - i. Concession stands

- j. Announcing booth
 - k. Grandstands
 - l. Storage rooms
 - m. Restrooms (number of fixtures)
 - n. Components and Amenities
 - o. Free standing picnic tables (e.g. concrete, etc.)
 - p. Park benches (e.g. concrete, etc.)
 - q. Drinking fountains
 - r. Barbecues
 - s. Trash receptacles (permanent; concrete, bolted to pavement or other structure)
 - t. Trash dumpsters
 - u. Trash dumpster enclosures
 - v. Bicycle storage/bike racks
 - w. Bike Repair Stations
 - x. Park signs, major (not including general wayfinding signage throughout the parks)
 - i. Monument signs
 - ii. Electronic or marquee signs (including scoreboards)
 - y. Information kiosks, table type
 - z. Information kiosk, structure
 - aa. Flagpoles
 - bb. Bleachers
 - cc. Art features and installations
 - dd. Equipment/maintenance sheds
 - ee. Gates
 - ff. Stairs
 - gg. Accessible ramps
 - hh. Bollards
 - ii. Sand water play features
 - jj. Shade structures/gazebos
 - kk. Infrastructure
 - ll. Bridges, vehicular and pedestrian
 - mm. Parking Lots
 - nn. Hard surface walkways/paths
2. Utilities
- a. Potable water
 - i. At-grade utilities (water valves, meters, etc.)
 - ii. At- or above-grade equipment (backflow preventers, DDCV's, etc.)
 - b. Irrigation water
 - i. At-grade utilities (water valves, meters, etc.)
 - ii. At- or above-grade equipment (backflow

- preventers, etc.)
 - c. Non-potable water
 - i. At-grade utilities (water valves, meters, etc.)
 - ii. At- or above-grade equipment (backflow preventers, etc.)
 - d. Storm drainage
 - i. Structure locations (manholes, catch basins, inlets, etc.)
 - ii. Culvert structures (headwalls, etc.) and material types
 - e. Sewer
 - i. Structure locations (manholes, cleanouts, etc.)
 - f. Electrical
 - i. Structure locations (vaults, etc.)
 - ii. Above-ground equipment (transformers, etc.)
 - iii. Power poles and type (treated wood, steel, etc.)
 - iv. Stand-alone lighting type (high mast, street-light mast arm, single pole, ornamental, etc.) and light type (HPS, LED, etc.).
- iv. Summary of Findings and Recommendations that may include operational and funding strategies to inform how the city could approach addressing the backlog of deferred maintenance/capital renewal and keep up with ongoing demands. The Consultant shall include as many of their own findings and recommendations as they deem appropriate.
- v. OPTIONAL DELIVERABLE: ADA Accessibility Evaluation Study with cost estimates for upgrading facilities to meet ADA requirements.

Term of Agreement

The term of the consultant agreement shall be one (1) year.

SUBMITTAL FORMAT & EVALUATION CRITERIA

Submittals shall be in the format described below. The selection criteria and points used in ranking the submittals are noted in the attached Evaluation Sheet. This RFP does not include a page limit, but submittals should be concise and reader friendly. Each section in the submittal should follow the format/organization noted in this section. Proposal packages will be evaluated, and a selection made, using the following criteria.

An Authorized Representative of the firm shall sign submittals. All information requested must be submitted. Failure to submit all information may result in a lowered evaluation score of the submittal. At its discretion, the City may waive minor discrepancies or reject submittals substantially incomplete or lacking key information.

A. Format:

Part A - Introduction

This section will contain a cover letter no longer than two (2) pages, signed by an Authorized Representative of the offering firm. A table of contents will follow the cover letter.

Part B – Narrative Response

1. The Consultant shall provide an introductory overview of how the firm's philosophy, passion, and expertise is consistent with the city's project needs.
2. The Consultant shall describe their project approach.
3. The Consultant shall summarize their understanding of the city's project needs.
4. The Consultant should acknowledge capacity to complete the deliverables and provide a detailed timeline for the firm's ability to adhere to the project schedule.
5. The Consultant shall provide a description of their community engagement approach and how it will benefit the project.

Part C – Consultant Team

1. The Consultant shall provide the lead entity who will execute any agreement with the City, if selected.
2. The Consultant shall identify key individuals or sub consultants expected to be assigned to the project and describe their roles and responsibilities.
3. Individuals should show experience in the key areas relevant to project needs as explained in this solicitation.

Part D – Professional References, Reference Projects, Experience, and Minimum Qualifications

Each project shall contain at least the following information:

1. Name of project
2. Reference and contact information
3. Role of the Consultant
4. Dollar amount of project
5. Year started and year completed
6. Description of the project showing relevance to the assessment requested in this RFP.

7. Name of entities and key personnel that participated in similar projects and are included in this proposal.

Part E – Consultant Concerns or Alternative Approaches

1. The Consultant shall describe any concerns and/or alternative approaches including discussion of value-added services the consultant thinks should be incorporated into the project.

Part F – Financial Section

2. The Consultant shall provide an itemized cost breakdown by major service provided, that rolls up into a base bid for the project. Value-added and optional services should also be tabulated in this section.
3. The Consultant shall provide a description of their invoicing process.

Part G – Completed and Required City Forms

This section should include those required City forms within the RFP, and any addenda issued.

1. Signature Sheet
2. 52.209-5 FAR Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters
3. 52.209-6 FAR Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment
4. Veteran Business Enterprise Statement
5. Minority/Women Business Enterprise Participation Form
6. Small Business Enterprise Participation Form
7. Drugfree Workplace Certificate
8. Acknowledgement of addenda

B. Criteria

1. Cost: (20 points)

Provide a comprehensive schedule of all costs including but not limited to hourly/unit billed services for general services, creative services, public relations, research, clerical services, commissions, markups for materials and supplies, and other costs. Include itemized costs for Optional Services. **Travel costs must be included in hourly billed rates.**

- a. Detailed schedule of all fees (any that apply)
 - 1) Hourly/unit billed service rates
 - 2) Public relations
 - 3) Research
 - 4) Clerical services

- 5) Travel costs (hourly billed rates)
- 6) Other costs.

2. Composition and Qualifications of Staff (20 points)

- a. Indicate the number of employees, full-time or otherwise to be assigned to this project.
- b. Identify the services that can be performed by these employees, and the relevant qualifications and experience of each.
- c. Include resumes of personnel who will be assigned to provide services.
- d. Identify which services are provided by outside vendors, consultants or contractors.

NOTE: All personnel to be assigned to this project are subject to approval by the Parks & Recreation Department. Replacement personnel must have education and experience equivalent to the individuals replaced. Resumes of personnel to be assigned to this project, including replacement personnel, are to be submitted to the Parks & Recreation Department for review. The Parks & Recreation Department reserves the right to interview replacement personnel prior to its approval.

3. Proposal Quality and Experience/History of Services and Projects (50 points)

- a. A firm understanding of the project scope, goals, and deliverables.
- b. A thoughtful community engagement strategy.
- c. Firm's total number of years in business
- d. Previous projects similar to proposed scope of work
- e. Firm's history with park and facilities assessments
- f. Range and value of services offered
- g. Descriptions of current accounts at which similar services are provided.
- h. At least three references for similar assignments or accounts.

4. Local office in Pensacola area (5 points)

5. Certification as or partnership with an Minority/Small/Women Business Enterprise (3 points): Indicate whether the firm is itself or is partnered with any City-certified Minority/Small/Women-Owned Business Enterprise.

6. Certification as or partnership with a Veteran Business Enterprise (2 points): Indicate whether the firm is itself or is partnered with any MFMP-certified Veteran-Owned Business Enterprise.

C. Evaluation

A selection committee will rank the submittals using the evaluation sheet for the written submittals. Based upon the written submittals, the City reserves the right to select up to five firms to give oral presentations to the selection committee. Firms selected for

presentations will be required to have the proposed Project Manager present at and participate in the interview. The selection committee will then make a recommendation to the Mayor who will make the final determination regarding the selection of the successful firm.

RFP No. 24-031

Parks & Facilities Condition Assessment

Signature Sheet

The undersigned, as Proposer, does declare that no other persons other than the proposer herein named has any interest in this proposal or in the contract to be taken, and that it is made without any connection with any other person or persons making a proposal for the same articles, and it is in all respects fair and without collusion or fraud. The undersigned further declares that he has carefully examined the specifications and is thoroughly familiar with their provisions and penalties. **The proposer proposes and agrees if this proposal is accepted, to contract with the City of Pensacola, Florida, in the form of contract specified, to furnish all the material, equipment, machinery, tools, apparatus, labor, and means of transportation necessary to provide the services as required in the specifications.**

Legal Name of Firm: _____

Signature: _____

Name (type/print): _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax No.: _____ Date: _____

Email Address: _____

THIS FORM MUST BE INCLUDED IN SUBMITTAL.

**52.209-5 FAR Certification Regarding Debarment, Suspension,
Proposed Debarment, and Other Responsibility Matters**

The Offeror certifies, to the best of its knowledge and belief, that the Offeror and/or any of its Principals:

- A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
 - B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.
2. The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

- B. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.
- D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

Company Name: _____

Date: _____

Authorized

Signature: _____ Printed Name: _____

THIS FORM MUST BE INCLUDED IN SUBMITTAL.

52.209-6 FAR Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment

1. The Government suspends or debars Contractors to protect the Government's interests. The Contractor shall not enter into any subcontract in excess of \$25,000 with a Contractor that is debarred, suspended, or proposed for debarment unless there is a compelling reason to do so.
2. The Contractor shall require each proposed first-tier subcontractor, whose subcontract will exceed \$25,000, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.
3. A corporate officer or a designee of the Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party that is debarred, suspended, or proposed for debarment (see FAR 9.404 for information on the Excluded Parties List System). The notice must include the following:
 - A. The name of the subcontractor.
 - B. The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.
 - C. The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.
 - D. The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

Company Name

Authorized Signature

Printed Name

Date

THIS FORM MUST BE INCLUDED IN SUBMITTAL.

VETERAN BUSINESS ENTERPRISE PARTICIPATION FORM

In order to foster economic development and business opportunities for service-disabled veterans and wartime veterans who have made extraordinary sacrifices on behalf of the nation, the City of Pensacola has adopted a Veteran Business Enterprise (“VBE”) Preference. For further information regarding this program, please refer to Section 3-3-12 AND 3-3-13 of the Code of the City of Pensacola.

In order for a respondent to receive credit for being VBE vendor, it must perform useful business functions on the contract, have its principal place of business in Escambia or Santa Rosa County and be certified as a veteran business enterprise by the State of Florida Department of Management Services (“DMS”) as set forth in Section 295.187 of the Florida Statutes as of the date set for submittal of bids. For purposes of the City’s VBE Program, the respondent’s principal place of business must be within Escambia County, FL, or Santa Rosa County, FL.

There shall be no third party beneficiaries of the Veteran Business Enterprise Preference provisions of this solicitation or resulting contract. The City of Pensacola shall have the exclusive means of enforcement of the Veteran Business Enterprise Preference Ordinance and any contract terms. The City of Pensacola is the sole judge of compliance. All solicitations and submittals awarded will be evaluated in accordance with the Code of the City of Pensacola.

If the Respondent is a qualifying VBE, please complete the boxes below.

If not, mark “N/A.”

Respondent’s Name:	Respondent’s Principle Place of Business	Florida Certification Number as issued by State of Florida DMS:

THIS FORM MUST BE INCLUDED IN SUBMITTAL.

MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION FORM

The City has implemented a Minority/Women Business Enterprise (MWBE) program to assist certified minority- and women-owned businesses with identifying and participating in City of Pensacola procurement and construction opportunities as set in the Code of the City of Pensacola, Ordinance No. 4-15.

For a respondent to receive credit for being a MWBE vendor, it must perform useful business functions on the contract, have its principal place of business in Escambia, Santa Rosa, Okaloosa, Walton County in Florida or Mobile, Alabama, and have received a certification letter issued from the City of Pensacola.

There shall be no third party beneficiaries of the Minority and Women Business Enterprise provisions of this solicitation or resulting contract. The City of Pensacola shall have the exclusive means of enforcement of the Minority and Women Business Enterprise Ordinance and any contract terms. The City of Pensacola is the sole judge of compliance. All solicitations and submittals awarded will be evaluated in accordance with the Code of the City of Pensacola.

Respondent's Name:	Respondent's Principal Place of Business

If your firm is partnering with or subcontracting with a certified M/WBE, please provide the information requested below.

<u>NAME OF M/WBE FIRM</u>	<u>PARTNER OR SUBCONTRACTOR</u>	<u>% OF CONTRACT PERFORMANCE</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		

THIS FORM MUST BE INCLUDED IN SUBMITTAL.

SMALL BUSINESS ENTERPRISE STATEMENT

The Pensacola City Council adopted a Small Business Enterprise Ordinance #61-89. This ordinance encourages participation of small business in the City procurement process. Participation goals will be provided on a project by project basis, based on the availability of certified small businesses.

A Small Business is defined as an independently owned and operated business employing 50 or fewer permanent full-time employees and having a net worth of not more than \$1 million. The business must be in Escambia or Santa Rosa County.

If your firm meets the criteria above, please provide the requested information below.

VENDOR QUESTIONNAIRE

Name of Business_____

Address_____

Owner(s)'s Name(s)_____

OR

If your firm is partnering with or subcontracting with a certified SBE, please provide the information requested below.

<u>NAME OF M/WBE FIRM</u>	<u>PARTNER OR SUBCONTRACTOR</u>	<u>% OF CONTRACT PERFORMANCE</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		

THIS FORM MUST BE INCLUDED IN SUBMITTAL.

DRUG-FREE WORKPLACE CERTIFICATE

IDENTICAL TIE PROPOSALS - Pursuant to Section 287.087, Florida Statutes, preference shall be given to business with Drug-Free Workplace Programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a Drug-Free Workplace Program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a Drug-Free Workplace Program. In order to have a Drug-Free Workplace Program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the Workplace, the business's policy of maintaining a Drug-Free Workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the Workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free Workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature

Printed Name

THIS FORM MUST BE INCLUDED IN SUBMITTAL.

**PROPOSAL NO. 24-031
PARKS & RECREATION FACILITIES ASSESSMENT
EVALUATION SHEET**

Name of Firm(s): _____

Reviewer: _____

	Possible Points	Points Given
1. <u>Cost</u>	20	_____
a. Hourly/unit billed service rates		
b. Public relations		
c. Research		
d. Clerical services		
e. Travel costs (hourly billed rates)		
f. Other costs.		
2. <u>Composition and Qualifications of Staff</u>	20	_____
a. Number of employees		
b. Qualification and experience of individual staff members		
3. <u>Proposal Quality and Experience/History of Services and Projects</u>	50	_____
a. A firm understanding of the project scope, goals, and deliverables.		
b. A thoughtful community engagement strategy.		
c. Total number of years in business		
d. Previous projects similar to proposed scope of work		
e. History of Firm(s) with parks & facilities assessments		
f. Range and value of services offered		
4. A local office in the Pensacola area	5	_____
5. Certified as or partnered with City-certified MBE/SBE/WBE	3	_____
6. Certified as or partnered with City-certified VBE	2	_____
TOTAL POINTS	100	_____

Notes:

[illegible]

[illegible]