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## **Moving from Tradition to Innovation:**

### **Developing an Inclusive, Vibrant Parks System for Burlington & Beyond**

Burlington Parks System Master Plan Request for SOQ - *DRAFT*

Rev. 9/18/12

#### **PROJECT DESCRIPTION**

The City of Burlington Department of Parks & Recreation will soon embark on a dynamic, system-wide Parks Master Plan. The City is committed to developing a vibrant Parks Master Plan for the residents of Burlington, neighbors from adjacent communities, visitors from the greater region and beyond.

The project will guide policy development, prioritize demands and opportunities, and generate a strategic action plan that will be updated every five years. It will support expansion opportunities for ground-breaking amenities including an accessible playground, the first in the state, and be rooted in these innovative strategies:

**1) All-inclusive public engagement** The project will serve as a participatory model for Parks & Recreation public engagement, responsive to emerging trends and recreation needs including broadened opportunities for new arrivals/immigrants and underserved populations;

**2) Cross-boundary, collaborative approach** The City of Burlington seeks to develop this parks master plan in cooperation with its neighbors including the Town of Colchester, Winooski, City of South Burlington, and the Winooski Valley Park District. The master plan service area will be defined so that it reflects community partnerships and shared resources. Potential outcomes of this coordinated effort include shared mapping and inventory data, the intentional establishment of connections between communities, water quality improvements, and improved public education opportunities;

**3) Geo-referenced, data collection** Shared GIS-data will provide adjacent communities with a jump-start to improving their own recreational assets. Pioneering tracking of composite value data sets allow amenities to be geo-referenced and functionally rated, resulting in a complete, cross-boundary, integrated inventory.

Matching funds from the Penny for Parks program have been allocated in support of the project, but additional funding is required. The scope of the project will encompass an inclusive public processes, statistically-valid survey, interpretation of demographic and trends, analysis Level of Service (LOS) for existing & future facilities, prioritization of demand & opportunities, analysis of recreation programs & services, strategic action plan for the short-, mid-, and long-term operations of the parks system, and development of final plans to serve as a road map for the future.

## **REQUEST FOR STATEMENTS OF QUALIFICATION**

The City of Burlington Department of Parks & Recreation seeks Statements of Qualifications (SOQ) from qualified consultants for the system-wide Parks Master Plan. SOQ must be submitted to the City of Burlington Department of Parks & Recreation, 645 Pine Street, Suite B Burlington, VT 05401 and received by 5:00 p.m., DATE TBD, 2012. A limited number of consultants will be asked to prepare a full proposal.

The work encompasses the following:

- Prepare comprehensive inventories & mapping (GIS compatible)
- Analyze forecasted needs & implementation strategies
- Manage public intake & processes
- Perform independent, statistically valid survey(s)
- Analyze demographic trends
- Define level of service analysis for existing & future facilities
- Analyze programs & services
- Prioritize demands & opportunities
- Guide policy development
- Develop strategic action plan
- Deliver final plans & supporting materials

The purpose of the project is to develop a comprehensive master plan for the City of Burlington parks, recreation, waterfront, open space, trails, and facilities. Burlington's population is approximately 42,000 residents within a 15.48 Square Miles municipal boundary. All city-owned parks properties total approximately 550 acres, with jointly-owned & managed properties increasing the total to 880 acres. The comprehensive master plan will consider all amenities managed by the Department, including but not limited to:

- 37 parks
- 7.5 mile Burlington Bike Path
- The Burlington Waterfront: harbor, 75 seasonal & transient moorings, 184 docks, launch ramps, fishing pier, boardwalk, adjacent parkland
- City-owned parks facilities (sole manager of 198,196 SF): Community Boathouse, Paquette Ice Arena, Miller Community & Recreation Center, Memorial Auditorium, North Beach Cottage, various seasonal structures & rental facilities
- City-owned public facilities (O&M support of an additional 171,960 SF): City Hall, Fletcher Free Library, BCA Firehouse Gallery, Police Station, Department of Public Works
- Approximately 20 miles of formal and informal trails
- 177 acres of conservation areas consisting of 5 urban wilds
- 3 public beaches
- The Urban Reserve
- 11 community garden sites/460 plots (5.98 acres)
- 3 cemeteries

- 2 Off-leash dog areas
- Jointly-owned & managed open space properties
- Care of 12,000 trees along city streets and in city parks
- Green belts, islands, right-of-way areas & landscapes around city facilities

Existing supporting documents include:

- 2002 Harbor Management Plan
- 2005 Island Line Sign & Amenities Plan
- 2004 Open Space Protection Plan (updated 2012)
- 2012 Burlington Bike Path Feasibility Study
- 2012 Plan BTM
- 2012 Imagine City Hall Park Master Plan
- FY13 Penny for Parks Implementation Plan
- 2013 Capital Improvement Plan

The comprehensive Parks Master Plan will incorporate existing commitments and consider the needs of Burlington's neighboring communities, partners and stakeholders. These include, but are not limited to the Town of Colchester, Winooski, City of South Burlington, the Winooski Valley Park District, Burlington School District, Burlington Electric Department, and other the various user groups that enjoy Burlington's parks and recreation system. The goal of this project is to develop a community-supported plan that provides guidance for future development and redevelopment of the City's parks, recreation, waterfront, open space, trails and facilities over the next ten years.

The master plan will seek to incorporate energy efficiency strategies, environmental remediation opportunities and invasive species control measures. This plan will become an element of the current City of Burlington comprehensive plan and will require approval from city boards, commissions and City Council. The establishment of a regular & re-occurring, five-year parks master plan update is intended, to be funded by the Penny for Parks program. More detailed goals, objectives and scope of work will be outlined in the Request for Proposals. For information on the City of Burlington's Parks and Recreation Department, please visit: [www.enjoyburlington.com](http://www.enjoyburlington.com).

Statements of Qualification will be evaluated based on the expertise of the consultant team and the overall experience of the team with emphasis on parks, recreation, waterfront, open space, trail and facilities. The City also considers previous project experience with the City of Burlington and surrounding communities. SOQ should contain:

- Brief narrative of the consultant's approach to completing the master plan (limited to 2 pages)
- Identification of specific individuals who will be assigned to the work and their respective expertise in such work
- Attachments identifying completed and relevant project experience and qualifications of individuals, firms and references (limited to ten pages)
- Electronic PDF & ten paper copies of the entire submission

Proposed schedule:

- SOQ issued Early October
- SOQ closed Late October
- SOQ review Late October
- Consultant notification Early November

Inquiries may be emailed to Jen Francis, Parks Planner, Department of Parks & Recreation at [jsfrancis@ci.burlington.vt.us](mailto:jsfrancis@ci.burlington.vt.us).

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