



CITY OF Clemson SOUTH CAROLINA

Request for Proposals for Parks and Recreation Strategic/Master Plan Deadline for submittal: Wednesday, April 19, 2023

The City of Clemson's Parks and Recreation departments focus is to provide the public, both residents and visitors, with unique recreation experiences. The City's parks, open space, and recreation facilities contribute to the health of the community's residents, enhance the integrity and quality of the natural environment, and attract visitors to the community, thereby contributing to local tourism and economic development. To optimize the City's existing parks and recreation resources and assets, as well as strategically plan for the future, the City is interested in preparing a Parks and Recreation Strategic/Master Plan. Upon the completion of this project, the City of Clemson would like to have a plan that sets a good baseline of where we are from a mission, personnel, budget, marketing, operations, level of service, getting our program and facility mix and offerings right to serve our current and projected City of Clemson residents as well as explore the unique challenges we face in serving Clemson students.

1. Initial Meeting with Clemson Parks and Recreation Staff and Administrative staff to review existing plan and gain staff perspective.
2. Current evaluation of the following existing park facilities. City staff will provide the consultant with park type, park location, acreage, inventory of facilities and amenities, as well as GIS data of all existing parks

Abernathy Lakefront Park & Boardwalk
W.C. Nettles Park
12 Mile Recreation Area
Clemson Park
Dawson Park
Earle Anderson Park
Ashley Dearing Park
Berkeley Orchard

Rotary Park
Mountain View park
Catherine Smith Park
Jaycee Park
Totties Place
Shanklin Sams Greenspace
Gateway Park

The initial survey/evaluation should include evaluations of safety and ADA Accessibility concerns and any need for immediate improvements or corrective action. Any findings of this nature should be transmitted to the Parks & Recreation staff at the completion of the preliminary evaluation of all park grounds and facilities.

3. The kick-off to the public and participatory phase of this planning effort will reevaluate, and re-affirm as appropriate, the community vision for the City of Clemson parks system. Particular emphasis must be placed on utilizing a diverse array of outreach methods, expanding the overall number of participants and age

range of participants, facilitating participation by under-represented populations (seniors, children, youth, young adults, families, ethnic groups, low to moderate income neighborhood, etc.). The Consultant must be prepared to demonstrate how this will be achieved.

4. Develop an on-line survey instrument to gain public comment on the park system. This survey should be reviewed by city staff prior to dissemination. Coordination advertising and distribution of the survey shall be assisted by City of Clemson Parks and Recreation staff.

5. Conduct public meetings/stakeholder focus groups to gain public input on the parks to be studied. These meetings shall be publicized by City staff and all parks will be discussed at each meeting.

6. Make any recommendations for organizational structure/personnel changes and maintenance needs.

7. Make any recommendations on marketing or promotions strategies.

8. Make recommendations on parks in Planned Developments.

9. Make recommendations on level of service for programs and program size/capacity based on existing inventory of facilities.

10. Make conceptual level recommendations for needed parks and recreation facilities and amenities including upgrades and renovations and improvements to existing facilities.

11. Make recommendations for new and expanded programs.

12. Meet with Clemson Staff to review the draft report and receive input and comments regarding the preliminary draft report.

13. Make final revisions and prepare a final document for distribution to Staff and Council Members. Final report shall include 12 copies of the written report and a digital copy of the entire report and illustrations/sketch plans.

14. Prepare a final formal oral report to the Clemson City Council, which may be in Power Point presentation format. A schedule for the formal presentation shall be coordinated by Parks & Recreation staff.

15. The response to the Request for Proposals shall include the following items:

- Resume and experience of the project manager assigned to monitor this project.
- Resume, educational background and experience of your firm's staff that will be assigned to work on this project.

- Project schedule for completion of this project.
- A probable estimate of costs for work to be completed by your firm. Please include estimates of reimbursable costs, which would include mileage, printing and other out-of-pocket costs that may be incurred in this study,
- Reference contact information for three organizations or municipalities that your firm has conducted similar studies. Please include name and phone numbers for the individuals within those organizations that can discuss your prior project or recreation study.

16. All invoices shall be forwarded to Jay Bennett for review and processing. Payments shall be coordinated on a once per month schedule

Responses to this Request for Qualifications are due on Wednesday, April 19, 2023.

Proposals shall be submitted to:

Jay Bennett, Director of Parks & Recreation
102 Nettles Road
Clemson, South Carolina 29631

For additional information, contact Jay Bennett at 864-624-1122 or e-mail at jbennett@cityofclemson.org.