

**Dallas Park & Recreation** 

# Park Board Policy Request For Proposals – Public/Private Partnerships

September 17, 2020

### **Overview**

- What is a Request for Proposal (RFP)
- Key Considerations, Minimum Requirements
- Current staff process for developing a Request for Proposal (RFP) associated with public/private partnerships
- Purpose of the Park Board RFP Policy
- Proposed staff process and Park Board Policy for developing RFPs associated with public/private partnerships



#### **Request for Proposal**

When to use: Revenue contracts; contracts that do not require a competitive process; contracts over \$50k

**Timeline:** 6 – 9 months

**Evaluation:** Most Advantageous Proposal

**Negotiations:** Allowed

# **Key Considerations**

- Does the intent serve the community?
- Is the service or program going to meet needs of community?
- Is the department receiving a fair agreement?
- Does the agreement support key focus areas or mission of the Department?
- Has the Department thoroughly examined the possibility of operating in-house?

## **Minimum Requirements**

- Measurable performance indicators
- Acceptable revenues
- Acceptable City usage
- Appropriate financial review, reporting and audits
- Public meetings requirement (minimum of 2)
- Operational and/or development and construction requirements specific to need
- Language requiring good faith disclosure where appropriate

### **Current Process**

### PKR Staff

- 1. Staff drafts preliminary specifications
- 2. Submit specs to OPS for initial review, including insurance and MWBE
- 3. Update specs based on OPS recommendations

#### Office of Procurement Svs

1. OPS schedules a prebid/solicitation meeting, then advertises the solicitation for at least two weeks

2. PKR forms an Evaluation Committee to score proposals on Experience, Approach, and Ability

3. OPS schedules vendor presentations and coordinates the scoring process

4. OPS scores proposals on cost and Office of Business Diversity (OBD) scores on BID plan

5. OPS then provides the department a final recommendation

### PKR Staff/OPS

- 1. Staff reviews the final recommendation and works with OPS to negotiate final terms
- 2. Once finalized, OPS provides a final recommendation sheet and once the department accepts the recommendation, begins the process to schedule for Council, including sending the specifications and proposal to CAO for drafting the contract
- 3. Staff begins the process to schedule the item for Park Board approval

### **Current Process (continued)**



# **Proposed Park Board Policy**

#### Purpose:

- This policy is intended by the Dallas Park and Recreation Board to be the framework for review and acceptance of specifications to be included in RFPs
- RFPs to be awarded for the purpose of operating long-term contracts (5 years or greater), agreements with for-profit and not-for-profit organizations, development and use agreements or for agreements which would activate, or reactivate, an operation or use of park property, or substantially change programming on park property
- RFPs may encompass use, management, concessions and development agreements or a combination thereof

## **Proposed Process**

### **PKR Staff**

- 1. Staff drafts preliminary specifications
- 2. Initiate public input meetings to determine support or recommendations
- 3. Update drafted specifications
- 4. Submit specs to OPS for initial review, including insurance and MWBE
- 5. Update specs based on OPS recommendations
- 6. Schedule for Park Board Committee review

#### Park Board

- 1. Appropriate Park Board Committee reviews draft specifications
- 2. Staff is provided with guidance and recommendations
- 3. Staff updates drafted specifications
- 4. Updated specifications taken to Full Park Board for review
- 5. Staff incorporates Full Park Board recommendations then forwards final specs to OPS

#### Office of Procurement Svs

- 1. OPS schedules a prebid/solicitation meeting, then advertises the solicitation for at least two weeks
- 2. PKR forms an Evaluation Committee to score proposals on Experience, Approach, and Ability
- 3. OPS schedules vendor presentations and coordinates the scoring process
- 4. OPS scores proposals on cost and Office of Business Diversity (OBD) scores on BID plan
- 5. OPS then provides the department a final recommendation

### **Proposed Process (continued)**

#### PKR Staff/OPS

- Staff reviews the final recommendation and works with OPS to negotiate final terms
- 2. Once finalized, OPS provides a final recommendation sheet and once the department accepts the recommendation, begins the process to schedule for Council, including sending the specifications and proposal to CAO for drafting the contract
- 3. Staff begins the process to schedule the item for Park Board approval

#### Park Board

- 1. Appropriate Park Board Committee reviews the award recommendation
- 2. Full Park Board reviews the award recommendation
- 3. Once approved by Park Board, item goes to Council for approval

#### **City Council**

- 1. If necessary, the item will be briefed to Council Committee
- 2. Council considers the item for approval
- 3. Once approved by Council, OPS works with the vendor to finalize the contract

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# **Questions/Comments**



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September 15, 2020