



The Town of
Berwyn Heights
Maryland

Request for Proposals
Public Space Architecture/Placemaking Consultant

Released Date: October 27th, 2023.

Proposals Due: December 14th, 2023.

Project Overview: The Town of Berwyn Heights (Town) is requesting written statements of proposal (RFP) from experienced professional parks planning consultants interested in assisting in the Town with conducting a comprehensive study of the current, and potential, public spaces within the Town. A focus of this project will be the Town Center and exploring the potential to add or create dedicated classroom space for indoor recreational classes. Another focus will be improvements made to the Sports Park athletic fields, in conjunction with the Maryland-National Capitol Park & Planning Commission. Any improvements should take stormwater mitigation and energy efficient initiatives into consideration.

Existing Conditions: The Town of Berwyn Heights enjoys many different public recreation sites throughout the Town; however, many are owned by different entities such as the Town, the Maryland-National Capitol Park & Planning Commission, and the Prince George's County Board of Education. There are several instances of duplication of recreational services such as multiple underused baseball & t-ball fields, unused hockey rinks, and playgrounds of varying age groups. There are also several vacant or unused public-owned and private property with potential to become recreational amenities.

About Berwyn Heights: Incorporated in 1896, our approximately one square mile town is home to 3,300 residents living in 1,050 single-family homes on the hillsides of the Indian Creek valley. Shaded by mature trees, the houses comprise a variety of architectural styles: from ornate Victorians and craftsman bungalows of the late 19th and early 20th century to the split-levels and ramblers of the 1950s and 60s. The Town has a small-town atmosphere in a major metropolitan area, where people get to know each other, neighbors chat across fences and are quick to lend a helping hand. Many residents volunteer for a wide variety of community organizations and events. Although small, the Town offers a full slate of municipal services: the Police Department is staffed to provide community-oriented police protection, ensuring one of the lowest crime rates in the region; the Public Works Department performs weekly refuse, recycling, and yard waste collections; and Code Compliance monitors residential and commercial properties to ensure compliance with property standards, zoning rules, and rental housing regulations. The Administrative Department, located in Town Hall, handles the Town's finance and human resource functions, in addition to the overall administration of the Town. The Berwyn Heights Volunteer Fire & Rescue Squad, an independent 501c (3) corporation, is one of the busiest volunteer companies on the east coast.

Scope of Work: Your firm is invited to submit a proposal for professional parks planning consultant services based upon the following scope of work:

Recreation and Resource Inventory- An inventory of all parks and recreation facilities within the Town must be conducted, both owned by the Town or other entities. This inventory should include the following:

- a) Park Description- Park type, park name, size in acres, physical condition, and the likely service area.
- b) Maps- Develop a comprehensive set of park inventory maps compatible with the Town's GIS (Esri ArcGIS) along with site development plans.
- c) Parks and Recreation Area Description- Purpose and use of each park in the system.

- d) Accessibility Assessments- Assess all Town parks and facilities and rate their accessibility to residents and visitors with disabilities. Find areas for suggested improvements to be made to increase barrier free accessibility in parks, facilities, and trails.
- e) Resource Inventory- Identify and map existing open space, both publicly and privately owned, that could be converted to parkland.
- f) Proximity to recreation spaces- Identify areas of Town that are the furthest or have the least amount of accessibility to recreation amenities and provide some plans on better connecting those areas to recreation facilities (new parks, sidewalks, etc.).

Description of the Planning and Public Input Process- The consultant will manage the public engagement and input process by either creating a or partnering with existing Town outreach initiatives. Consultant may be asked to present findings to the Town Council at a public meeting(s). Consultant will be asked to speak with the Maryland-National Capitol Park & Planning Commission Staff, Board of Education, and the Berwyn Heights Boys & Girls Club to gain an understanding of these groups' goals and initiatives for recreation in Berwyn Heights.

Action Program- The consultant will work with Town staff to develop an action program to accomplish the goals and objectives of the Town's recreation priorities and identified needs. Specific projects that are identified during the planning process should be described along with an explanation as to how they will meet the goals and objectives of the Town. The consultant will also create a capital improvement schedule along with identifying potential sources of other funding. The consultant will also be asked to design and assist with overseeing the construction of any park projects, especially the storage space at Sports Park, and improvements to the Town Center grounds including the addition of dedicated classroom space to expand its significance as a community gathering location.

Identify and Assist with Grant Applications- The consultant will work with Town staff to identify grants to help fund the action program, along with assisting in any application process.

Information To Be Included in The Request for Proposals: To be considered, your submittal must include the following information:

- Firm identification (name, address, telephone number, email, and website addresses) and history.
- Municipal references, Maryland communities are preferred. Please include the name of a contact person, telephone number, and email address.
- Experience with the Maryland Department of Natural Resources grant projects, and the Maryland National Capital Parks & Planning Commission are desirable.
- Resumes for the project manager and the main project assistant who will be involved in completing project. If subcontractors are used for portions of the project, explain their intended role and experience germane to the project and what percentage of work they will conduct.
- The name, title and signature of the person having the proper authority to submit the proposals for the firm. An officer of the firm who is authorized to execute contracts must sign the proposals. This signature will indicate that the proposals are valid for a period of sixty (60) days from the date of submission.
- Proposed Budget: The overall cost to the Town which should be segmented into relevant costs such as personnel, administrative, travel, supplies, etc.

Prospective firms should familiarize themselves with the Town's parks, recreation, and facilities using the below links:

<https://www.berwynheightsmd.gov/recreational-facilities>

<https://www.pgparcs.com/facilities/berwyn-heights-community-center-community-center>

https://www.pgparcs.com/parks_trails/berwyn-heights-sports-park

Budget: The Town Council has appropriated \$100,000 for this project.

Timeline: The timeline for this project is flexible, however applicants should consider the timelines of DNR and other grant applications.

Deadline: Responses to this RFP are to be submitted by Thursday December 14th, 2023, at 9am. Please submit proposals in PDF form by email: Contact@BerwynHeightsMD.gov as well as one hard copy to Town Hall 5700 Berwyn Road Berwyn Heights MD 20740.

Selection Process and Criteria: Town Elected Officials and staff will participate in selecting the appropriate firm. The tentative timeline would be to award the contract in December 2023/January 2024.

Point of Contact: Kyle Snyder, Town Manager, can be reached at 301-474-5000 or ksnyder@BerwynHeightsMD.gov with any questions.

Thank you for your interest in this Request for Proposals from the Town of Berwyn Heights