

City of Muncie

Request for Qualifications

Qualifications Requested For:

City of Muncie Parks and Recreation Master Plan

Response Due:

9:00am Wednesday March 4th , 2026 at the City of Muncie Clerks Office, 300 N. High Street, Muncie Indiana, 47305

Primary Contact:

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General Information

1. Introduction

The City of Muncie is soliciting qualifications from professional engineering, landscape architecture, and planning firms with experience in the master planning process for a variety of parks and recreation facilities, including capital planning, operation cost projections and maintenance planning, public involvement, mixed use facility utilization, quality of place development, and conceptual plan development. The City maintains and operates 31 parks in a range of size and services in addition to a 2158 acre reservoir park that includes hiking, fishing, boating and outdoor recreation facilities.

2. Definitions and Abbreviations

City- City of Muncie

NSP- National Park Standards

ADA- Americans with disabilities act

NRPA-National Recreation and Parks Association

3. Scope of Work

Selected consultant will be expected to provide a 5-year park master plan that meets the minimum requirements of the Indiana Department of Natural Resources and at minimum will contain the following:

1. History and Demographical Context
2. Existing Condition Assessment- Number, size, type, park condition assessment (with photos), map with impact radius, amenities provided at each park location. Maps

3. Public outreach- Stakeholders, Methodology, Data Collection, Data Summary
4. Partnering and regional opportunities.
5. Strategic Vision and Mission Definition
6. Programming Recommendations w/ anticipated costs
7. Capital Project Recommendations w/ anticipated costs
8. Maintenance and Operations Recommendations w/ anticipated costs
9. Implementation Plan with concept plans as appropriate
10. Grant opportunity identification
11. An appendix containing appropriately labeled and arranged supplementary or supporting information

All recommendations and plans to be made compliant with NPS, NRPA, and ADA standards as applicable.

Submittal Information

1. Proposal Type and Content

The Qualifications Statement provided by the firm shall be no longer than 10 pages. At minimum it will include a statement on firm history, qualifications, and staffing, Past project experience, and the resumes of the principal project team. The project team will be composed of the project manager, and two (2) associated staff whom will be the personnel primarily involved in the development of the project. Included resumes shall be one page in length.

2. References

One page shall be dedicated to references from other municipalities or parks the firm has provided a similar service to in the past. Firm must provide email and phone contact for no less than 3 references. If the consultant has completed a parks master plan for another public entity and it is publicly available please include a link or search path. Statements from those references may be included.

3. Qualifications

Qualifications when listed shall be of a professional nature with an appropriate governing body and experience should be germane to the tasks of engineering, construction, landscape architecture, or planning as appropriate

4. Resumes

Resumes shall not include any personal information, only company email accounts and business phone numbers. Each resume shall include project availability based on percentage of a 40-hour work week i.e. 25% availability= 10 hours.

5. Submittal Requirements

Submittals shall be delivered to City Clerk's Office no later than 9am on Wednesday the TBD of April 2026, in an 11x13 manilla envelope with the firm name and "RFQ for 2026 Parks Master Plan" on the packet.

6. Incomplete Submittals

Late submittals shall be rejected outright. Incomplete or submittals that do not conform to the requirements noted in this section may be rejected outright by the evaluation committee

Evaluation Information

1. Evaluation Criteria and Scoring

Each submission will be evaluated on the following criteria

1. Firm Experience and Qualifications- This item is a summation of the entirety of staff experience and qualifications a maximum score for a firm can be achieved by having a variety of specialties available within the firm and past projects of a similar nature
2. Team Experience and Qualifications- This is the summation of the Team's (described in submittal information) experience and qualifications. A maximum score can be achieved by having three well qualified professionals with direct experience in performing the work identified in the scope
3. Quality of Submission- This is the overall quality of the submittal, which includes spelling, grammar, formatting, and the ability to articulate a message succinctly
4. Team Availability- This is the percentage of time each individual team member can dedicate to the project in a given 40-hour work week over the project duration. A maximum score can be achieved by providing a combination sufficient to equal 100% over the three team members
5. Previous Work and References- This is an evaluation of previous work and references provided by and for the firm. A maximum score can be achieved by possessing at least 2 relevant examples with accompanying positive references

City of Muncie Design, Specifications, and Standards Manual		
Firm Name		
Criteria	Maximum Value	Score
Firm Experience and Qualifications	25	
Team Experience and Qualifications	25	
Quality of Submission	15	
Team Availability	10	
Previous Work and References	25	
Total	100	

2. Evaluators

The evaluation committee will be composed of the Muncie Parks and Recreation Board Members with Adam Leach, City Engineer acting as a non-scoring facilitator

3. Selection

The 3 firms achieving the highest aggregate rating from the evaluation shall be invited to interview with the evaluation committee in a public meeting of the Muncie parks board tentatively scheduled for March 17th, 2026. The evaluation committee will submit a 1-10 score of each team to the City Engineer after all firms have been interviewed. The firm that has the highest aggregate score will be selected to enter into contract negotiations.

Contract Information

1. Form of Contract

If an agreeable scope and fee can be reached between the City and Consultant then the consultant will be furnished with a City of Muncie Professional Services Agreement

2. Compliance Requirements

This Request for Qualifications shall be advertised and pursued pursuant to the rules, laws and ordinances of the United States of America, The State of Indiana, Delaware County, and The City of Muncie.