



# **The Town of Hilton Head Island Parks & Recreation Commission Regular Meeting**

**Thursday, March 14, 2019**

**3:30 p.m.**

**Council Chambers**

## **AGENDA**

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**As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting**

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Freedom of Information Act Compliance**  
Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 4. Approval of Minutes**
  - a. Parks & Recreation Commission Meeting of February 14, 2019
- 5. Appearance by Citizens on Items Unrelated to Today's Agenda**
- 6. Reports**
  - a. **Island Recreation Center Report**
- 7. Unfinished Business**
- 8. New Business**
  - Draft RFP for Parks and Recreation Master Plan
- 9. Park Updates**
- 10. Park Commissioner Comments**
- 11. Adjournment**

**Please note that a quorum of Town Council may result if four (4) or more Town Council members attend this meeting.**

**The Town of Hilton Head Island**  
**Parks & Recreation Commission Work Session**  
**Thursday, February 14, 2019**  
**3:30 p.m.**

**Members Present:** Ray Kisiah, Caroline Rinehart, Jerry Okarma, Jack Daly, Michael Mccullion, Mike Ray

**Members Absent:** Caroline Rinehart (E), Paul Boes (UE)

**Town Council:** Bill Harkins

**Town Staff:** Marcy Benson, *Sr. Grants Administrator*; Jennifer Ray, *Planning & Special Projects Manager*; Scott Liggett, *Director of Public Projects and Facilities/Chief*; Julian Walls, *Facilities Manager*; Josh Gruber, *Assistant Town Manager*

**Other:** Frank Soule, *Executive Director for Island Recreation Association*;

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1. **Call to Order**  
Chairman Kisiah called the meeting to order at 3:30 p.m.
2. **Pledge of Allegiance to the Flag**
3. **Freedom of Information Compliance**  
Public notification of this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
4. **Approval of Minutes**  
The Parks & Recreation Commission meeting minutes of January 10, 2019 were approved as presented.
6. **Reports**
  - a. **Island Recreation Association Update** – Mr. Soule presented a video of the recent grand re-opening of Island Recreation Center. Mr. Soule stated in the first few weeks over 5,760 people visited the facility and/or participated in programs. The Island Recreation Center is now the hub of activity in our community. There are 50 new programs, we are giving daily tours of the facility and we have implemented many suggestions from residents in the yearly county-wide survey. Exciting things are going on.
7. **Unfinished Business**  
Chairman Kisiah stated he spoke with Mayor McCann and Councilman Lennox about the parks and recreation master plan and they would like to move forward and establish a steering committee. Commissioners Daly and Ray volunteered to be on the steering committee. Commissioner Mccullion will let the Chairman know in the next few days if he is available to be on that committee.

**8. New Business**

Chairman Kisiah will meet with staff to outline a draft Scope of Project and it will be included in the March Parks & Recreation Commission meeting packet. The Commissioners will receive the draft Scope of Project prior to the March meeting so they can come prepared to provide input. Staff will also include a draft Request for Proposal in the packet. Chairman Kisiah stated he did not want to slow the momentum of this project.

**9. Park Updates –**

Mr. Liggett stated Town staff is currently circulating a contract for the removal and replacement of the Cordillo tennis courts. Town staff has also been directed to put together a design consulting contract to advance the structure that Town Council envisions there so Mr. Soule and his staff can occupy - that will be a second phase.

Mr. Liggett reported he reviewed the proposed CIP list the Parks & Recreation Commission submitted. Mr. Liggett will be meeting with the Planning Commission's CIP Committee on Wednesday, February 27, 2019 as is required by law. Mr. Liggett suggested due to limited funding, narrowing the list down to the following CIP items: Chaplin Park Athletic Field Lighting, Crossings Park bathroom at soccer field, expanding the playground and increase parking at the Sailing and Rowing Center.

The Commissioners discussed each of these CIP projects and how each Commissioner rates the priority. After much discussion, the Commissioners agreed to recommend four CIP projects and see what can be funded.

Commissioner Ray made a motion to request Mr. Liggett present the following four CIP projects to the Planning Commission's CIP Committee: Chaplin Park Athletic Field Lighting, Crossings Park bathroom at soccer field, batting cages at Crossings Park and expanding the playground and increase parking at the Sailing and Rowing Center. Commissioner Mccullion seconded. The motion passed unanimously.

**10. Appearance by Citizens - none**

**11. Park Commissioner Comments**

**12. Adjournment**

There being no further business, the meeting adjourned at 4:20 p.m.

Respectfully submitted by Eileen Wilson

Approved by: \_\_\_\_\_  
Ray Kisiah, Chairman

# DRAFT REQUEST FOR PROPOSALS (RFP)

**TOWN OF HILTON HEAD ISLAND**  
**REQUEST FOR PROPOSALS: RFP [insert number]**  
***Parks and Recreation Master Plan***

**I. GENERAL INFORMATION AND SUBMITTAL INSTRUCTIONS**

**II. BACKGROUND**

For over 20 years, the Town of Hilton Head Island has taken steps to assess the future park and recreation needs of Island residents. In October 1995 the first Recreation and Open Space Plan was written outlining recreation needs for the following two decades. As a result of that plan, a Recreation Element was added to the Town's Comprehensive Plan, which is re-evaluated at least every five years or as needed, and an update occurs every 10 years. The Town of Hilton Head Island Town Council identified the rewrite of the Comprehensive Plan and a new Parks and Recreation Master Plan as 2019 priorities.

The Town intends that the development of the Parks and Recreation Master Plan proceed in coordination with the ongoing comprehensive planning process by working closely with the Parks and Recreation Task Group. The Parks and Recreation Task Group is a subset of the Work Group focused on the topic of *Fostering an Inclusive Multi-dimensional Community*, and will include members of the Town's Parks and Recreation Commission. The Parks and Recreation Master Plan will be completed so that the plan's implementation strategies and tactics can be included in the rewrite of the Comprehensive Plan.

**III. SCOPE OF WORK / SPECIFICATIONS**

The Town intends that the successful proposer will develop a Parks and Recreation Master Plan to be included in the Town's new comprehensive plan. The Town expects that the successful proposer will work in close consultation with the Town's selected staff, as well as the Parks and Recreation Commission and the Parks and Recreation Task Group, and Town Council, if applicable.

The services to be furnished pursuant to this Request for Proposals may include, but are not limited to the following as needed:

1. Inventory – Staff will develop a comprehensive inventory of the existing parks and recreation facilities including park type and purpose, park location (address), acreage, inventory of facilities and amenities, available programs and events, maps illustrating the location of each park, maps illustrating pedestrian, bicycle, and vehicular access to all parks.

2. Review of Plans & Documents – Conduct a review of plans and documents that are relevant to the development of a Parks and Recreation Master Plan including but not limited to the Comprehensive Plan, the Vision and Strategic Action Plan, and the Recreation and Open Space Plan.
3. Public Engagement – Conduct at least (3) public community meetings, a minimum of (2) focus group meetings, and individual stakeholder interviews. Conduct at least (3) meetings with the Parks and Recreation Task Group to provide progress reports. Utilize methods to hear from as many people as possible, including users and non-users of the existing parks and facilities.
4. Survey – Conduct a statistically valid formal survey (mail and/or web based; structured random sample) to identify the assets and constraints of the existing system, identify standards for future development, and assess the current and future needs and priorities of the parks and recreation system. The survey shall include but not be limited to:
  - a. questions regarding resident use of parks/facilities/programs,
  - b. general questions about parks in the Town of Hilton Head Island,
  - c. what residents do for recreation, residents’ recommendations for improvements,
  - d. the importance/benefit of parks and recreation activities on resident life and sense of community,
  - e. thoughts on how to pay/willingness to pay for parks and recreation facilities, and
  - f. general information about the resident completing the survey.
5. Development of Supply/Demand and Demographics/Trend Analysis – Evaluate the nature in which existing parks and facilities meet or do not meet user demands and expectations. Prepare recommendations that address demographics and trends, land to population ratio, target service area, and identification of surpluses and deficiencies. Identify any forthcoming trends that might affect the provision of parks and recreation in the Town.
6. Prepare and deliver a Parks and Recreation Master Plan, to include:
  - a. Parks and facilities recommendations
  - b. Standards for appropriate service including identification of essential facilities needed to provide and sustain the level of park and recreation services supported and desired by residents and necessary to support the seasonal visitor population
  - c. Maintenance and operations analysis and recommendations
  - d. Funding options and revenue strategies
  - e. Goals, plans, objectives, and policy statements that provide a clear direction for
  - f. Current, five and ten year implementation strategies and priorities
  - g. Economic impact analysis

**Optional additional services:**

- Program and services recommendations – Conduct an assessment of the current level of recreation programs and services in relation to present and future goals and objectives.
- Organizational structure and staffing recommendations – Conduct an assessment of the structure and staffing of the current recreation providers. Provide an analysis of best possible providers for programs and services.

**IV. PROPOSAL REQUIREMENTS AND FORMATTING**

**V. EVALUATION CRITERIA AND CONTRACT AWARD**

If a contract is awarded as result of this solicitation, such award shall be made to the responsive and responsible Offeror with the highest rated proposal based on the stated evaluation criteria. Contract award, as well as contract continuation of the contract in subsequent fiscal periods, is subject to availability of Town funds. In the event that contract negotiations with the highest rated Offeror are unsuccessful, the Town reserves the right to begin contract negotiations with next highest rated Offeror.

**Evaluation Criteria**

- 1. Overall Project Approach and Work Plan (30%):**  
Strength of proposed approach and work plan for providing the required services, and demonstrated ability (with examples). Quality of samples of completed work from past experiences.
- 2. Experience of Proposer and Key Personnel (25%)**  
Demonstrated experience of proposer and key personnel in delivery of the required services.
- 3. Implementation Plan and Timeline (20%)**  
Clearly defined implementation plan and timeline with milestones identified.
- 4. Cost (15%)**
- 5. References (10%)**  
Satisfaction level of references.

After initial scoring of the above criteria, the Town reserves the right to select a short list of finalists for a presentation/interview. Results of the interview process shall factor into the final scoring for contract award.

**VI. STANDARD CONTRACT TERMS AND CONDITIONS**