February 28, 2019

The Florida Sheriffs Youth Ranches is seeking a proposal for a Master Plan for CAMP PENDERY in DeFuniak Springs, FL. The property is 41 acres of timberland within the city limits of DeFuniak Springs. The 911 address to the land is 503 John Baldwin Road, DeFuniak Springs, FL 32433. The parcel ID # is 15-3N-19-19000-001-0030. The land is currently zoned as R1 single family residential with future use as institutional. There is a wetlands area on the southwest corner of the lake which requires a 30’ setback of any structure but is allowed a 5 foot pathway through it. There is an existing pole barn type structure (roof only) in the cleared area with water spigot and sink. The property is bordered by an elementary school to the east, subdivisions to the north and west and a gas line to the south. The link to the Walton County GIS for the parcel is:

http://waltongis.maps.arcgis.com/apps/webappviewer/index.html?id=5b0f2468441b47d097188bdae95f4524

The Florida Sheriffs Youth Ranches, Inc. is a private 501(c)3 organization whose mission is to prevent delinquency and develop lawful, resilient and productive citizens. Our camping services program seeks to

- Provide campers with opportunities to try new activities, learn new skills, and make new friends
- Allow campers to interact with law enforcement officers in a positive manner and learn that “Law Enforcement Officers are your friends”
- Teach campers valuable teamwork skills through group living, group decision making, and group building activities

The Camp will be used initially as a day camp site hosting 8 weeks of summer camp for 60 youth per week per season and possibly growing into an overnight camp hosting 9 weeks of summer camp for 72 youth per summer. The camp will be a co-ed camp. During the school year we are seeking to be able to run after school programming, weekend user groups and meeting/training space for the Sheriff’s Office and Community partners.

Additional documents pertinent to this Request for Proposal can be found at https://www.youthranches.org/index.php/our-services/summer-camps/camp-pendery-rfp.html including an aerial topographic survey of the property prepared in February 2019.
We also have excerpts from the City of DeFuniak Springs comprehensive plan from the City Planner that identify to future uses in the City that will not exceed a Floor Area Ratio of 1.0. Additionally as per their comprehensive plan use exceptions are allowed upon special approval that include (1) Nonprofit educational, recreational, and social centers (2) Parks, playgrounds and recreation buildings and facilities owned by governmental bodies. And finally with regards to the wetlands there shall be a thirty (30) foot buffer of native vegetation, subject to site plan approval, shall be required around and along all wetlands. Such buffer shall be measured from the DER wetlands jurisdictional line. The property owner may create a pathway through the buffer for visual or authorized pedestrian access to the wetland provided that the pathway is limited to a five-foot-wide swath.

We respectfully request that your initial proposal be completed and submitted to Cori Welbes, by March 22, 2019.

Cori Welbes
Director of Camping Services
352.447.2259 office
386.688.4337 cell
cwelbes@youthranches.org
www.youthranches.org
REQUEST FOR PROPOSAL (RFP)  
for  
MASTER PLANNING SERVICES  
from the  
FLORIDA SHERIFFS YOUTH RANCHES, INC.

I. BACKGROUND  
Camp Background Information

In 1981 the first Florida Sheriffs Youth Ranches summer camp experience was held on the banks of the Suwannee River at the Boys Ranch. Forty boys were enrolled in two one-week sessions, camping in tents and learning about outdoor living. From swimming to games, to law enforcement demonstrations, the modest beginnings of Camping Services was started. Since that time Camping Services has expanded into two separate permanent summer camp facilities. Camp Pendery would be the third camp in our network of youth services.

The property is 41 acres of timberland located within the City of DeFuniak Springs, FL in Walton County. There are two lakes that border the northwest portion of the property including a wetlands area on the south east corner of the western lake. There is a cleared area with a roof only polebarn that has a water spigot and sink. Additionally there is a dam that divides the two lakes.

The Camp will be used initially as a day camp site hosting 8 weeks of summer camp for 60 youth per week per season and potentially growing into an overnight camp hosting 9 weeks of summer camp for 72 youth per summer. The camp will be a co-ed camp. During the school year we are seeking to be able to run after school programming, weekend user groups and meeting/training space for the Sheriff’s Office and Community partners.

The Role of the Consultant
The Consultant shall serve as the FLORIDA SHERIFFS YOUTH RANCHES, INC.’s planners, architects and landscape architects for the duration of this project. All basic services and professional disciplines required to accomplish the comprehensive master plan for Camp Pendery shall be included as part of the service package. Major disciplines that must be involved as part of the team include: Camp Planners, Architects, and Landscape Architects and consultants knowledgeable about outdoor programs. The Consultant shall be responsible for coordination and completion of all the work required to accomplish the Master Plan as indicated in the scope of services outlined below.

The Responsibilities of the FLORIDA SHERIFFS YOUTH RANCHES, INC.

Master Plan Committee
The FLORIDA SHERIFFS YOUTH RANCHES, INC. will appoint a Master Plan Committee made up of board members and staff to work with the Consultant. This group will serve as the review body for work sessions with the Consultant and will make the final recommendations to the board of directors. In addition to the
Master Plan Committee, Cori Welbes will serve as the staff liaison to the Consultant for the duration of the project.

Resources Available for Reference upon Request
The FLORIDA SHERIFFS YOUTH RANCHES, INC. will provide the Consultant with all information at its disposal at https://www.youthranches.org/index.php/our-services/summer-camps/camp-pendery-rfp.html to include but not limited to:

- A topographic survey of the camp.
- All available information about existing conditions of the site and buildings.
- Current Program and Operational Information.
- Projected Program and Operational information.
- Development Goals and Objectives
- Strategic Planning Document

Site Visits
If you wish to visit the site prior to submission of the proposal, contact Cori Welbes, (352) 447-2259 office (386) 688-4337 cell, cwelbes@youthranches.org for an appointment.

Questions
Questions concerning this RFP must be submitted in writing to: Cori Welbes, cwelbes@youthranches.org by March 13, 2019 at least 9 days prior to the proposal deadline.

II. SCOPE OF PROJECT

1. PROJECT START UP
The purpose of this phase is to ensure that the Project is initiated with a clear understanding of the purpose, objectives, and scope of work among all the participants. All existing materials and data reverent to the project will be collected during this phase of work.

Project Administration
The Consultant will prepare and submit the following:
- A formal agreement of scope of services and terms of service for review and signature by the FLORIDA SHERIFFS YOUTH RANCHES, INC.
- A Project Schedule for review and approval by the FLORIDA SHERIFFS YOUTH RANCHES, INC.
- A list of information to be provided by FLORIDA SHERIFFS YOUTH RANCHES, INC.

Base Data Collection
Background data, base maps, and reference materials essential to the planning process should be collected. Whenever possible the Consultant shall rely on existing information and materials available from the site and the Organization’s files, or public information sources, such as tax maps, soil surveys, etc. This material shall be supplemented by the research and survey services outlined in the Existing Conditions section. The Consultant shall
include all of the information critical to the planning process. See resources available for reference section under I. Background for a list of items that FLORIDA SHERIFFS YOUTH RANCHES, INC. can provide.

**Code and Regulatory Search**

Today, the regulatory process has the greatest impact on cost and schedule. The Consultant shall contact all agencies that will have jurisdiction over the project, collect all code and permit information, and understand the implications of this code information.

**Topographic Aerial Survey**

The FLORIDA SHERIFFS YOUTH RANCHES, INC has procured an accurate aerial digital topographic base map of the property, which is can be found at https://www.youthranches.org/index.php/our-services/summer-camps/camp-pendery-rfp.html.

2. **PROGRAMMING**

The Consultant shall facilitate the programming process, by providing forms and structure for development of the information and facilitating work sessions with staff.

**Program Outline**

The design of the Master Plan must be based on the programs and services to be provided on this site. The Consultant shall assist the committee, or key staff members, in preparing a concise outline of programs and services to be offered at the Camp. This outline shall define the goals and objectives of each program, along with the specific activities and events essential to their accomplishment.

**Facilities Schedule**

The Facilities Schedule shall translate the Program Outline into a detailed schedule of structures, site improvements, and systems to be included in the Master Plan. This schedule shall outline the functional capabilities, space requirements, and operational modes to be included in the design of each element. The Facility Schedule shall also include recommendations for modifying existing facilities and systems, where appropriate.

3. **EXISTING CONDITIONS**

Documentation of existing conditions creates a base line evaluation of the state of the property and facilities. It determines the state of the natural site and environment, and any physical development that may exist, including buildings, shelters, service systems, roadways, paths and trails. The documentation of existing conditions is the primary base upon which all planning recommendations are prepared.

The property has one structure existing which is a poured concrete slab with a metal roof over the top of it. It is approximately 20’ x 40’.
Site & Facilities Survey
The Site and Facilities Survey shall determine the limitations and potential of the present site and existing facilities and systems. This data shall be used to define program capabilities and required improvements.

Each of the existing facilities and systems shall be documented to determine its present condition, adaptability in meeting future needs, and compliance with current codes. As with the site, these services shall identify development potential and restrictions and document critical issues for further consideration later in the planning process.

Property Status: Zoning, Deed Restrictions, Boundary Outline, Adjoining Land Uses

Site Characteristics: Natural Features, Soils/Geology, Land Form/Topography, Vegetation/Wildlife, Micro-Climate, Environmental Quality

Facilities Status: Age/Condition, Function/Capacity, Support Services, Accessibility, Adaptability, Code Compliance

Existing Conditions Analysis and Evaluation
Based on the site and facility survey the consultant shall perform an analysis of the existing facility and site conditions. This analysis shall be documented on the existing conditions base map, illustrative drawings and photographs. A matrix or chart shall be prepared outlining the opportunities, capabilities and liabilities for development of the site.

4. MASTER PLAN
The Master Plan is a graphic design for accomplishing the criteria, standards and requirements outlined in the Program Outline, Facilities Schedule. It is organizational in concept and indicates the functional arrangement of operation, housing, and program facilities, and their relationship with the natural characteristics and resources of the site. This plan is a comprehensive illustration of all development proposals, indicating the relative size, location, and configuration of each element outlined in the Facilities Schedule. The Consultant shall prepare these drawing utilizing a surveyed base map at a scale of 1" = 100'-0" or greater. The Master Plan shall be presented in three phases: (I) Concept, (ii) Preliminary and (iii) Final. The Master Plan shall be accompanied with an updated Proposed Facility Schedule Database, Opinion of Probable Construction Cost and Implementation Plan.

The Master Plan provides a unified design for the entire site. The Consultant shall consider the following elements during the master planning process.

Site: Planting/Forestation, Resource Conservation, Perimeter Protection, Land Management, Soil Stabilization, Wildlife Habits
Facilities: Operation, Program, Housing, Food Service, Storage


The Master Plan Committee shall review and respond to each alternative as they participate in their refinement.

i. Concept Plan
The Consultant shall prepare one to three Conceptual Plan alternatives. These plans should be organizational in content and indicate the critical relationships between natural site characteristics and any present or proposed development. They should define the interrelationships among various functional areas to include operations, housing, program, circulation and the site surroundings. Based upon the review of the concept alternatives the Consultant shall prepare a final conceptual plan to be approved by the Master Planning Committee before moving forward to the Preliminary Master Plan.

ii. Preliminary Master Plan
Based on the Final Conceptual Plan, the Consultant shall prepare the Preliminary Master Plan which will reflect the specific sizes of the buildings, activity areas, circulation, and site improvements. Based on the Preliminary Master Plan layout the Consultant shall update the Proposed Facility Schedule Database, visit the site to field check the proposed layout indicated in the Preliminary Master Plan and meet with the Master Planning Committee to review the preliminary plans.

iii. Final Master Plan
Based on review of the Preliminary Master Plan the Consultant shall prepare a Final Master Plan. The Consultant shall then meet with the Master Planning Committee to review the final plans.

Opinion of Probable Construction Cost
The Consultant shall prepare a preliminary and final Opinion of Probable Construction Cost for the proposed facilities and site improvements identified in the master plan and facilities schedule.

Implementation Plan
The Consultant shall prepare an Implementation Plan as a narrative guideline for accomplishing the recommendations and designs outlined in the Master Plan. This plan shall indicate costs, priorities, and development strategies within a practical framework of action. An attainable timetable for accomplishment shall include a project schedule and phasing sequence for executing primary proposals, based on Florida Sheriffs Youth Ranches Inc.’s development priorities and financial resources.
5. SUMMARY DOCUMENTS

The final phase of service culminates in the preparation of a series of documents summarizing the planning process and documenting the final recommendations and proposals for future reference.

**Presentation Graphics**
The Consultant shall prepare colored, presentation quality renderings of the Existing Conditions Map, and the final Master Plan shall be prepared in digital PDF format.

**Summary Report**
Primary drawings and documents prepared as a part of the basic services shall be summarized and compiled into a concise executive summary. This report shall outline critical planning decisions and the resulting development recommendations for internal use by FLORIDA SHERIFFS YOUTH RANCHES, INC..

**Digital Resource Manual**
Detailed data, background information, and general reference materials shall be compiled into a Resource Manual for use in implementing development recommendations. This manual shall include copies of all basic service drawings and documents, as well as any work session materials pertinent to the decision-making process. One copy of the Resource Manual on DVD or Flash Drive shall be forwarded to Florida Sheriff's Youth Ranches, Inc. at the conclusion of the project.

6. OPTIONAL SERVICES

**Schematic Site Utilities Plan**
This work shall be accomplished by a local civil / sanitary engineering firm in collaboration with the Consultant.

The Consultant shall engage the services of a local civil engineering firm to prepare a preliminary plan for development of all required utility and support service systems. This plan shall coordinate new systems mandated by the Master Plan with existing systems, in providing a unified layout that is structured to meet the needs of the Camp. Each system shall be interfaced with the others, as needed, and tied into central monitoring systems, where appropriate. System designs shall meet current regulatory standards and introduce new technology that will minimize maintenance and enhance operational efficiency, wherever possible.

**Architectural Concepts**
The Consultant shall include conceptual architectural design services for the following structures.
List buildings and or activity areas to be included. Program Center to include
dining hall, kitchen, medical center, restrooms, offices, 2 classrooms and multi
purpose recreational space.

The architectural concepts shall be illustrated as a series of preliminary floor
plans and elevation drawings indicating the functional capabilities and
architectural character of the specific structure(s) to include size, scale and
primary construction materials.

**Architectural Renderings**
The previously indicated architectural concepts shall be illustrated in a
perspective format and rendered with textures, color, and shading to create a
three-dimensional, "true to life" image of each proposal. They shall be developed
with background settings that reflect the Camp and surrounding environment.

### III. FORMAT OF RESPONSE

**Letter of Transmittal (Cover Letter)**
Briefly state your firm's understanding of the services to be performed. Provide the
name(s), title(s) and contact information of the person(s) authorized to make
representations for your firm.

**Firm Background**
Please present any information about your firm that you feel is appropriate. This
should include the size of your firm, the number of employees by job category,
office locations, the areas of specialization and any key features defining your
competitive edge.

**Experience**
Provide Examples of similar projects both completed and ongoing by the
Consultant in the past five years.

**Scope of Services**
Define the specific services for each phase of work as indicated in the Scope of
Services Areas above. Be specific, but brief. This may be done in outline form.
Include scheduling charts if they will be helpful in conveying the scope of work for
each phase.

**Project Timeline**
Provide a detailed timeline for the completion of all items identified in the scope of
work. Our desired completion date is July 8, 2019.

**Project Fee**
At the time of final interviews we would like a breakdown of your firm's fee for the
completion of the items identified under the Scope of Services. Include a budget
allowance for Reimbursable Expenses.

**Project Team**
Identify the specific team members that will be committed to this project and include their qualifications, experience and specific areas of expertise. Describe each member's role for this project.

**References**
Please include at least three (3) references for recent projects completed. Include contact persons, titles, telephone, e-mail and their role in the project.

**IV. DECISION PROCESS**

**Timeline**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Submittal Webinar</td>
<td>March 8, 2019 10:00 am EST</td>
<td><a href="https://fsyr.my.webex.com/fsyr.my/j.php?MTID=m9594a37e7602717d28173168d5288304">https://fsyr.my.webex.com/fsyr.my/j.php?MTID=m9594a37e7602717d28173168d5288304</a></td>
</tr>
<tr>
<td>Deadline to Submit Questions</td>
<td>March 13, 2019 3:00 pm EST</td>
<td><a href="mailto:cwelbes@youthranches.org">cwelbes@youthranches.org</a></td>
</tr>
<tr>
<td>Proposals due both electronically and with 10 copies mailed</td>
<td>March 22, 2019 5:00 pm EST</td>
<td><a href="mailto:cwelbes@youthranches.org">cwelbes@youthranches.org</a> Please mail 10 copies to Florida Sheriffs Caruth Camp, P.O. Box 10, Inglis, Florida 34449</td>
</tr>
<tr>
<td>Review Meeting</td>
<td>April 11, 2019</td>
<td>TBA</td>
</tr>
</tbody>
</table>

**Number of Proposal Copies Required**
Please provide ten (10) hard copies of your proposal along with one digital version in .pdf format. Responses should be in 8.5” x 11” format and should follow the RFP response format.

**Proposal Due Date**
All proposals must be delivered to Cori Welbes by 5:00 p.m. EST on March 22, 2019.

FLORIDA SHERIFFS YOUTH RANCHES, INC.
ATTN: Cori Welbes  
P.O. Box 10, Inglis, FL 34449  
cwelbes@youthranches.org

Should you have any questions regarding this RFP, you may contact Cori Welbes at (352) 447-2259 or cwelbes@youthranches.org

Proposal Reviews – Finalists/Interviews
Selected Consultants will be given the opportunity to review the contents of their proposal with the FLORIDA SHERIFFS YOUTH RANCHES, INC.. The review meeting will be held on April 19, 2019 at the Florida Sheriffs Youth Ranches Main Office, 2486 Cecil Webb Place, Live Oak, FL 32060.

Selection Date/Start Date
It is our intention to select a firm by May 17, 2019; subject to approval of Florida Sheriffs Youth Ranches, Inc.’s Board.

V. TERMS AND CONDITIONS

Rejection of Proposals
FLORIDA SHERIFFS YOUTH RANCHES, INC. reserves the right to reject any or all proposals received as a result of this Request for Proposal, or to negotiate separately with any other provider of these services.

Incurring Costs
This Request for Proposal does not commit the FLORIDA SHERIFFS YOUTH RANCHES, INC. to award a contract or to pay for any costs incurred by successful or unsuccessful bidders in the preparation of a proposal to this request.

Intent to Contract
It is the FLORIDA SHERIFFS YOUTH RANCHES, INC.’s intent to contract with the selected firm for the scope of work described in this Request for Proposal. All sub-consultants required for the basic services described in the scope of work shall be the responsibility of the selected firm.