

**City of Clemson Parks & Recreation**  
**Request for Qualifications for Update of Parks Master Plan**  
**Deadline for submittal: Friday, February 3, 2023**

The City of Clemson Parks and Recreation department is requesting proposals from qualified firms to update its current Master Plan of Parks and Recreation facilities. The following is a list of services to be included in the proposal:

1. Initial Meeting with Clemson Parks and Recreation Staff and Administrative staff – to review existing plan and gain staff perspective.
2. Current evaluation of the following existing park facilities:

Abernathy Lakefront Park & Boardwalk  
W.C. Nettles Park  
12 Mile Recreation Area  
Clemson Park  
Dawson Park  
Earle Anderson Park  
Ashley Dearing Park  
Berkeley Orchard

Rotary Park  
Mountain View park  
Catherine Smith Park  
Jaycee Park  
Totties Place  
Shanklin Sams Greenspace  
Gateway Park

The initial survey/evaluation should include evaluations of safety and ADA Accessibility concerns and any need for immediate improvements or corrective action. Any findings of this nature should be transmitted to the Parks & Recreation staff at the completion of the preliminary evaluation of all park grounds and facilities.

3. Develop a statistically valid on-line survey instrument to gain public comment on the park system. This survey should be reviewed by city staff prior to dissemination. Coordination, advertising and distribution of the survey shall be assisted by City of Clemson Parks & Recreation staff.
4. Conduct public meetings to gain public input on the parks to be studied. These meetings shall be publicized by City staff and all parks will be discussed at each meeting.
5. Park Recommendations – combining the staff input, public input, and comparison with similar communities, prepare a draft report of public park improvement projects, along with associated costs for implementation.
6. Make any recommendations for organizational structure/personnel changes and maintenance needs.
7. Make any recommendations on marketing or promotions strategies.

8. Make recommendations on parks in Planned Developments.
9. Meet with Clemson Staff to review draft report and receive input and comments regarding the preliminary draft report.
10. Make final revisions and prepare a final document for distribution to Staff and Council Members. Final report shall include 12 copies of the written report and a digital copy of the entire report and illustrations/sketch plans.
11. Prepare a final formal oral report to the Clemson City Council, which may be in Power Point presentation format. A schedule for the formal presentation shall be coordinated by Parks & Recreation staff.
12. The response to the Request for Qualifications shall include the following items:
  - Resume and experience of the project manager assigned to monitor this Master Plan update.
  - Resume, educational background and experience of your firm's staff that will be assigned to work on this project.
  - Project schedule for completion of this Master Plan Update.
  - A probable estimate of costs for work to be completed by your firm. Please include estimates of reimbursable costs, which would include mileage, printing and other out-of-pocket costs that may be incurred in this study,
  - Reference contact information for three organizations or municipalities that your firm has conducted similar studies. Please include name and phone numbers for the individuals within those organizations that can discuss your prior project or recreation study.
13. All invoices shall be forwarded to Jay Bennett for review and processing. Payments shall be coordinated on a once per month schedule.

**Responses to this Request for Qualifications are due on Friday, February 3, 2023.**

Proposals shall be submitted to:

Jay Bennett, Director of Parks & Recreation  
102 Nettles Road  
Clemson, South Carolina 29631

For additional information, contact Jay Bennett at 864-624-1122 or e-mail at [jbennett@cityofclemson.org](mailto:jbennett@cityofclemson.org).