



## **Request for Proposals—Butler Children’s Park**

The City of West Plains is currently seeking proposals for the enhanced utilization of the property in the center of the Butler Children’s Park commonly known as the Parkside House.

The Parkside House occupies approximately 0.8 acres and has approximately 4,000 square feet of space that must be utilized for the benefit of children. It should be noted that preliminary estimates for updating the building fall in the range of \$600,000 to \$800,000 including building code requirements as well as compliance updates for the Americans with Disabilities Act. Due to the type of grant originally used for developing this city park, the property has certain restrictions regarding expansion that would need to be addressed before additional space could be added to the existing structure. Please contact City Administrator Tom Stehn at (417) 256-7176 for more information regarding these restrictions.

*Proposals must be received no later than 5:00 pm on August 1<sup>st</sup>, 2018 and can be dropped off or mailed to West Plains City Hall, 1910 Holiday Lane, West Plains, MO 65775.*

Proposals must include the following details for consideration:

### **1. Project Overview**

- a. Name of organization submitting proposal
- b. Collaborating Agencies – there must be an already established working relationship with collaborating agencies, or documentation that collaboration has been initiated before proposal is submitted

### **2. Project Details**

- a. Goals and Objectives (see S.M.A.R.T. goal expectations below)
  - i. What are you proposing?
  - ii. What does your project seek to accomplish for the West Plains Community?
- b. Rationale
  - i. Why is this product/service needed?
  - ii. What makes your proposal/organization the best option for achieving the stated goals and objectives?
- c. Target Group
  - i. Who will be served?
  - ii. What are the roles and responsibilities of collaborating agencies?
- d. Activities

- i. Show activities in terms of action, person responsible, and anticipated time (See chart example below)
- ii. What are the anticipated costs to taxpayers?
- iii. How will progress on activities be monitored?

No.	Activity	Person Responsible	Cost	Timeline (weeks)
1	Site Investigation	Jim Smith	\$xx,xxx	0 to 3
2	Interior design	Ellen & Assoc.	\$xx,xxx	4 to 8
3	Demolition	Blank Construction	\$xx,xxx	4 to 8
4	Construction	Blank Construction	\$xx,xxx	9-52
5	Monitor Progress	Steering Committee	\$xx,xxx	4-52
6	Opening Ceremony	All	\$xx,xxx	52

**3. Available and Needed Resources**

- a. What, or who, will be providing expertise for your project?
- b. How will project be funded?
  - i. What resources are immediately available to proposing agency?
  - ii. What resources will be required from taxpayers?
  - iii. Preliminary budget?

**4. Monitoring and Evaluation**

- a. How will overall project be monitored?
- b. What is the evaluation process?

Proposals will be evaluated by City Council weighing the known and/or potential costs and benefits to taxpayers.

Finally, proposals will be expected to incorporate S.M.A.R.T. goals:

1. Specific – Proposals should be simplistically written and clearly define what you are going to do. This is the What, Why, and How.
2. Measurable – Proposals should include measurable goals. Describe the tangible evidence you will need to show you have accomplished your goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the overall goal.
3. Achievable – Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. Your proposal must show that you possess the appropriate knowledge, skills, and abilities needed to complete the project.
4. Results-Focused – Goals should measure outcomes, not activities.
5. Time-Bound – Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without tension, the goal is unlikely to produce a relevant outcome.