



City of Flagler Beach

P.O. Box 70 • 105 South Second Street
Flagler Beach, Florida 32136
Phone (386) 517-2000

October 18, 2024

To: Interested Professionals

From: Mr. Dale L. Martin, City Manager 

Re: City of Flagler Beach Park Improvements

1. The City has several parks dispersed throughout the community, with uses ranging from a “village green”; neighborhood “pocket parks”; nature preserves; and active recreation. The City, with the support of external funding assistance from the State of Florida, is seeking qualified consultants that may be interested in assisting the City in park redevelopment.
2. The primary park of interest is Wickline Park. Wickline Park is the most active City park, with such amenities as tennis, pickleball, basketball, volleyball, swings and slides, and exercise stations. The grounds also include a significant trailhead, the City Library, Community Center, and another historic building that houses the City’s Building and Planning Departments. The Park hosts the weekly farmers market, offering a variety of handcrafted goods, produce and other foods, plants, and services. With the available funding, the City, guided by a Parks Committee, seeks to examine opportunities and improvements at Wickline Park.
3. If interested in assisting the City with Wickline Park improvements, please respond to the following statements (total package not to exceed ten single-sided pages):
 - A. Please indicate who would be the designated Project Manager and describe the relevant credentials and experience of the Project Manager. Please also provide similar information for additional supporting professional staff or subconsultants (value: 50 points).
 - B. Please offer three communities with which the Project Manager (or other senior staff) has assisted in a similar capacity. (value: 25 points).
 - C. Please visit the Park and offer a general narrative of observations and preliminary recommendations (value: 25 points).
 - D. IN A SEALED ENVELOPE, please present a total cost proposal for the following tasks:
 1. Review and report of current conditions.
 2. Recommendation of possible improvements, including estimated costs (to include two on-site meetings with the Parks Committee and one formal presentation to the City Commission).
 3. Project management for implementation of selected improvements.
4. After reviewing timely submissions, the Parks Committee will score each submission and subsequently rank the submissions. Only after such ranking, and in order to maintain the integrity of a qualification-

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based selection process, will the highest ranked submission's cost proposal be opened and examined. If deemed, at the sole discretion of the City to be of appropriate value and acceptable cost, the Parks Committee will offer a recommendation to the City Commission in support of the highest ranked submission.

5. If the cost and value of the highest-ranked submission, at the sole discretion of the City, is determined to be inappropriate, the second-highest ranked submission cost proposal will be opened and examined. If necessary, this process will continue until the Parks Committee makes a recommendation to the City Commission. All unopened cost proposals will be returned to the sender after City Commission has considered the recommendation of the Parks Committee and selected the desired consultant.
6. The tentative schedule for the selection process is as follows (subject to finalized funding obligations with the State of Florida):

November 15, 2024- Responses due
December 4- Parks Committee Review and Recommendation
January 11, 2025- City Commission selection
7. If you desire additional information through on-site visits or documents, please contact me.
8. Again, thank you for your interest. This effort has the potential to contribute significantly to the quality of life in Flagler Beach and I look forward to working with you on this project.