

HOPKINS PARK BOARD AGENDA

Monday, January 24, 2022

6:30 pm

THIS AGENDA IS SUBJECT TO CHANGE  
UNTIL THE START OF THE PARK BOARD MEETING

The public may attend this meeting via zoom.

I. **CALL TO ORDER**

II. **ADOPT AGENDA**

III. **COMMUNITY COMMENT**

1. *At this time, any interested resident may come to speak on an item not on the evening's agenda.*

IV. **CONSENT AGENDA**

1. Minutes of the December 13, 2021, Park Board Meeting

V. **GENERAL BUSINESS**

1. Review of Adopted 2022 Park Board Work Plan and Calendar
2. Review of Draft RFP for Master Parks System Plan and Implementation Plan
3. Prepare and discuss Annual Meeting + Chair/Vice Chair Assignments

VI. **GENERAL PARK UPDATE**

1. Warming House Hours
2. Shady Oak Beach

VII. **PARK AREA ASSIGNMENT REPORTS**

1. **Emma Figgins (Chair):** Buffer Park, Central Park
2. **Megan Slindee (Vice Chair):** Harley Hopkins Park, Maetzold Field
3. **Anna Pohmer:** Hilltop Park, Burns Park
4. **Dre Jefferson:** Cottageville Park, Park Valley Park
5. **Emily Waitz:** Minnehaha Creek Preserve, Valley Park
6. **Matthew Miller:** Oakes Park, Hiawatha Oaks Preserve
7. **Kimberly Stiele:** Elmo Park, Downtown Park
8. **Annika Burman & Misheel Battur:** Shady Oak Beach, Interlachen Park

VIII. **ADJOURN**

1. February 28, 2022 – at Hopkins City Hall, 1010 1<sup>st</sup> St S.

**HOPKINS PARK BOARD  
SPECIAL MEETING PROCEEDINGS  
DECEMBER 13, 2021**

**CALL TO ORDER**

Pursuant to due call and notice thereof a special meeting of the Hopkins Park Board was held on Monday, December 13 at 6:31 p.m. in the Council Chambers at City Hall, 1010 1<sup>st</sup> Street South.

Chair Emma Figgins called the meeting to order with Commissioners Jefferson, Miller, Pohmer, Stiele, Waitz and Slindee and Youth Commissioners Battur and Burman attending. Staff present included Management Analyst Imihy Bean.

**ADOPT AGENDA**

Management Analyst Imihy Bean provided an overview of the agenda format but did not propose any changes to the agenda.

**Motion** by Emily Waitz. **Second** by Dre Jefferson.

**Motion** to Adopt the Agenda.

**Ayes: All.**

**Nays: None. Motion carried.**

No public comment.

**GENERAL BUSINESS**

**V.1. Review of Park Board 2022 Work Plan**

Management Analyst Imihy Bean provided an overview of proposed items within the 2022 Work Plan including details of what a Master Parks System Plan would entail. Members discussed the items of the plans, offered some revisions to the wording of the goal three to clarify that the ultimate goal is to first understand the role of the Park Board before making any recommendations on changing the scope of the board.

**Motion** by Mathew Miller. **Second** by Emily Waitz.

**Motion** to Adopt Draft 2022 Park Board Work Plan for City Council Review

**Ayes: All.**

**Nays: None. Motion carried.**

**GENERAL PARK UPDATE**

Management Analyst Imihy Bean provided the general park update highlighting the items listed on the agenda, including the 325 Blake Road project and opportunities to stay informed.

**PARK AREA ASSIGNMENT REPORTS**

The park assignments are as follows:

**HOPKINS PARK BOARD  
SPECIAL MEETING PROCEEDINGS  
DECEMBER 13, 2021**

Emma Figgins: Buffer, Central: NTR (nothing to report)  
Meg Slindee: Harley Hopkins, Maetzold Field: NTR  
Anna Pohmer: Burnes, Hilltop: NTR  
Dre Jefferson: Cottageville, Park Valley: NTR  
Emily Waitz: Minnehaha Creek Preserve, Valley: NTR, noted that some maintenance issues were forwarded to Public Works and handled  
Matthew Miller: Oakes, Hiawatha Oakes Preserve: NTR  
Kimberly Stiele: Elmo, Downtown: NTR  
Annika Burman: Interlachen, Shady Oak Beach: NTR  
Misheel Battur: Interlachen, Shady Oak Beach: NTR

**ADJOURNMENT**

There being no further business to come before the Park Board and upon a motion by Emily Waitz, second by Dre Jefferson, the meeting was unanimously adjourned at 8:27 p.m.

Respectfully Submitted,  
Lizzie Miller, Administrative Assistant

ATTEST:

\_\_\_\_\_  
Emma Figgins, Park Board Chair

# Park Board

## 2022 Annual Work Plan – Adopted 12/14/2021

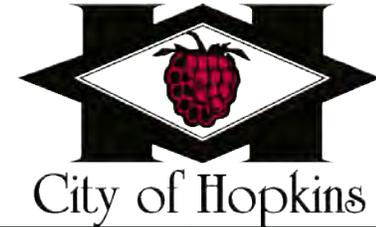


Initiative	<input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input checked="" type="checkbox"/> On-Going Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Develop a Master Parks Plan		Summer 2023	\$150,000	Staff support from Planning, Public Works + Minnetonka Parks and recreation would be needed.	12/14/2021
<b>Progress Report:</b>					

Initiative	<input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> On-Going Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Study and develop a recommendation on how sustainability does or does not fit within the scope of the Park Board		Fall 2022	None	Yes, staff support from Staff Liaison as well as some Public Works input is likely needed.	12/14/2021
<b>Progress Report:</b>					

# Park Board

## 2022 Annual Work Plan – Adopted 12/14/2021



Initiative	<input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> On-Going Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Work with partners to understand, document, and enforce the current decision-making abilities of the Park Board.		Fall / Winter 2022	None	Staff liaison to support	12/14/2021
<b>Progress Report:</b>					

### Ongoing Responsibilities

- Review of Park Dedication Funds
- Advise Council on operation and maintenance on parks
- Increase public understanding of park policies, practices, and ongoing projects

### Other Work Plan Ideas Considered for Current Year or Future Years

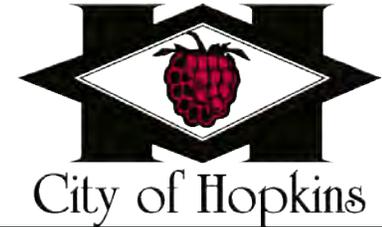
- Revised Capital Improvement Plan which incorporates recommendations from Master Parks Plan
- System improvements consistent with Master Parks Plan

**Proposed Month for Work Session:** December

**Staff Comments:** Staff is supportive of the above work plan. The proposed work plan will provide great direction for this board to move forward with the many great ideas the group has as well as provide guidance on the work that future Park Boards should

## Park Board

### 2022 Annual Work Plan – Adopted 12/14/2021



do through a Master Park Plan. Additionally, a document which helps outline partners in the parks system will be beneficial for current and future park boards to understand who can help them accomplish future goals including comprehensive plan goals.

**Council Comments:**

## PARK BOARD ANNUAL CALENDAR - DRAFT

<b>January</b>	Begin RFP Review and Development
<b>February</b>	Annual Meeting Issue RFP
<b>March</b>	Review RFP Submittals
<b>April</b>	Select Consultant Team Consider tactics to advance relationships relating to the park board and identify documents will be helpful for future park boards
<b>May</b>	Begin research on Park Board role in sustainability Continue conversation regarding relationships to the park board and documents for transition of park boards
<b>June</b> <i>New members observe</i>	Continue conversation on Park Board role in sustainability Partner Presentations
<b>July</b> <i>New members join</i>	Continue conversation on Park Board role in sustainability Partner Presentations
<b>August</b>	Work plan prep
<b>September</b>	Formalize recommendation regarding sustainability & the Park Board
<b>October</b>	Work plan draft for council finalized 6-month MPP Check-in
<b>November</b>	Review feedback from Council
<b>December</b>	Finalize work plan for next year

# **Request for Proposals**

## **Park Master Plan Consulting Services For The City of Bloomington, MN**

**Due: 11:00 A.M., Wednesday, July 31, 2019**

**At the Office of the Purchasing Agent  
City of Bloomington  
1800 W Old Shakopee Road,  
Bloomington, MN 55431-3096**

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## **I. Purpose (Introduction)**

The City of Bloomington invites qualified park planning firms to submit a proposal for consulting services to prepare a comprehensive update of Bloomington’s Park Master Plan (last updated in 2008). At a minimum, the updated Park Master Plan and update process must:

- Establish a clear, 20-year vision for the Bloomington park, trail, recreation, and open space systems (hereinafter referred to as “Park System”) are positioned to meet future community needs;
- Evaluate existing Park System features, amenities and services related to peer communities and accepted national standards to identify where changes are warranted;
- Develop a prioritization strategy to guide decision-making and investments in the Park System;
- Identify and prioritize Park System needs, desires and interests of the community today and the next 20 years from today based on anticipated demographic, economic and social changes and input from a recent Community Needs Assessment which will be provided by the City after Consultant selection. ;
- Establish a detailed implementation program for achieving the plan vision including identification of funding opportunities and identifying high-level cost estimates for identified high-priority actions;
- Identify best practices to ensure the Park System is managed and maintained in a sustainable and equitable manner; and
- Involve robust community and stakeholder (identified as part of the process) engagement.

## **II. Definitions**

**ADDENDA** – Written instruments issued by the City prior to the date for receipt of Proposals which modify or interpret the Request for Proposal (RFP) by addition, deletions, clarification or corrections.

**CITY** - The City of Bloomington, a political subdivision of the State of Minnesota.

**CONTRACT** - The written agreement between the City and the Contractor covering the performance of the Project. The contract documents consist of the RFP, submitted Proposal, including any diagrams, blueprints, addenda, and a form of agreement between the City and the Contractor.

**CONTRACTOR/ CONSULTANT** - The qualified Vendor/consultant that is awarded the Contract to prepare an update to the Bloomington Parks Master Plan and implementation strategy for the City of Bloomington.

**PROJECT** – Prepare an update to the Bloomington Parks Master Plan and implementation strategy.

**PROPOSAL** – A complete and properly signed Proposal to provide goods, commodities, labor or services for the sum stated and submitted in accordance with the RFP.

**PROPOSER / VENDOR** - The person, Consultant, Contractor, corporation or other entity submitting a Proposal on items listed in the RFP and thereby agreeing to meet the terms and conditions of the RFP if awarded the contract.

**RFP** - This document, entitled “Request for Proposals, Park Master Plan Update Consulting Services, For The City of Bloomington, MN,” which includes all items listed in the Table of Contents on page 2 and any Addenda.

### **III. Background**

The City of Bloomington is a redeveloping suburb located in the southwestern portion of the Minneapolis-St. Paul metropolitan area with a current (2018) population of approximately 89,000 residents. There are nearly 9,000 acres of parkland and open space in Bloomington, of which 3,882 acres are City-owned. Nearly 36% of the City’s 38.3 square miles is parkland or open space. The City owns 955 acres of the 3,237-acre Minnesota River National Wildlife Refuge in Bloomington, which forms the south/southeast border of the City. The United States Fish and Wildlife Service and Minnesota Department of Natural Resources own the balance of the refuge property. The City and Three Rivers Park District jointly own and operate the 2,482-acre Hyland-Bush-Anderson Lakes Park Reserve.

The City of Bloomington has 94 City parks and over 36 miles of off-road trails. The Park System contains 55 playgrounds, 31 park buildings, 16 picnic shelters and a variety of athletic fields and facilities. Many of these facilities were built in the 1960s and 70s. While upgrades and replacement have occurred through the years, maintenance and modernization to meet changing needs remains a persistent challenge. In addition, Bloomington provides multiple specialized facilities, including: Bloomington Center for the Arts, Bloomington Family Aquatic Center, Bloomington Ice Garden (BIG), Bush Lake Beach, Cedarcrest water play area, Dred Scott Playfields, Dwan Golf Course, Hyland Greens Golf Course, Kelly Playfields, Normandale Lake Bandshell, Off-Leash Dog Exercise Area, Pond-Dakota Mission House, Old Town Hall and the Valley View Playfields & Skate Park.

The Park System also supports a comprehensive array of arts, recreation, leisure and cultural programs to a diverse population with a wide range of recreational needs. Recreation program opportunities include: adult athletic leagues, outdoor skating rinks, adaptive recreation and inclusion services, arts-in-the-parks, bandshell concert series, special events (Summer-Fete,

Winter-Fete, Halloween party, egg hunt), River Rendezvous, golf, indoor figure skating/hockey, swimming, tennis, pickleball and summer playgrounds.

The City collaborates and partners with many organizations to provide other program opportunities including: youth athletic programs with several youth sports groups such as the Bloomington Athletic Association, Bloomington Youth Soccer Club, and Bloomington Amateur Hockey Association; Galaxy Youth Center with Bloomington Public Schools; YMCA/Tri-City Skate Park with the Southdale YMCA and the cities of Edina and Richfield; Winter Fete program with Three Rivers Park District; Old Town Hall Museum with Bloomington Historical Society; and Pond-Dakota House interpretive programs with Pond-Dakota Heritage Society.

## **IV. Scope of Work**

The consulting firm/team (“Consultant”) will lead the planning process, with guidance provided by Bloomington staff, key stakeholders, the Parks, Arts and Recreation Commission (PARC), and the City Council. The Consultant is expected to provide the following services:

### **A. Evaluate Existing Conditions and Opportunities:**

A clear understanding of existing conditions, challenges, and opportunities provides the fundamental grounding for defining a clear vision and implementation strategy to ensure the City’s parks and recreation system can meet the future needs of Bloomington. The purpose of this effort is to understand Bloomington today and identify key challenges and opportunities to address over the next 20 years.

1. At a minimum, the Consultant will perform the following tasks:
  - a. Evaluate existing park system facilities, amenities, programs and services relative to peer communities, accepted national standards, and the City’s demographics to identify to identify significant issues, strengths, challenges, and opportunities. The City will provide much of the baseline information the Consultant will need to complete this task. See Section IV. A. 2 on page 6 for a list of documents the City will provide.
  - b. Identify and describe key trends affecting participation and delivery of park and recreation facilities and services.
  - c. Identify and describe key opportunities and challenges relevant to park and recreation facilities and programming; natural resources protection, enhancement, and management; maintenance; and operations (note: analysis of recreation facilities [Bloomington Ice Garden, Creekside Community Center, Dwan and Hyland Golf Courses, Bloomington Family Aquatics Center, Bush Lake Beach, and the Bloomington Center for the Arts] are not part of the scope, however, enterprise facilities and programming is included).

- d. Evaluate and update the Park Master plan as needed the current definitions and standards for park system per National Recreation and Park Association classification standards including: general terms, general standards, park classifications and park facilities.
- e. Review available relevant plans provided by the City (. See Section IV. A. 2 on page 6 for a list of documents the City will provide) to gain an understanding of existing and proposed projects, priorities, and key goals and objectives.

## **B. Establish Clear Vision:**

A clearly described vision sets the direction and defines the purpose and intent of the plan. It provides the basis for establishing the goals, objectives, and guiding principles that will guide decision-making around priorities and resource allocation. The vision for the City’s park and recreation system should build on the overarching vision for Bloomington set forth in the 2040 Comprehensive Plan – to make Bloomington a *community of choice*.

The City anticipates this effort will actively engage the community, City staff and officials, and key stakeholders. The City will provide assistance in identifying stakeholders, creating awareness of engagement opportunities (e.g., social media, meeting notices), and other logistics (e.g., providing meeting venues).

## **C. Prepare Park Master Plan:**

The Master Plan, including the companion Implementation Plan, is the primary product of this planning effort. The document should use clear, concise language and utilize graphics to depict key ideas and illustrate recommendations to the maximum extent possible.

*Master Plan* – the Master Plan will compile and summarize the findings regarding the needs, desires, challenges and opportunities of the community today and over the next 20 years based on anticipated demographic, economic and social changes. The Master Plan should describe a clear vision, goals, objectives and guiding principles that will provide the framework for decision-making regarding development, redevelopment, and enhancement of park and open space facilities and the provision of recreational opportunities and services.

The Master Plan should also describe best practices and/or design guidelines related to:

- a. Sustainability (e.g.: maintenance, energy conservation, natural resources, low-impact design, etc.)
- b. Creative placemaking and public art

- c. Signage and wayfinding
- d. Historic and cultural resources
- e. Communications (e.g., website, social media, etc.)
- f. Current definitions and standards for park systems per the National Park and Recreation Association standards.

*Implementation Plan* – the Implementation Plan is a critical component of the Master Plan and describes the “what, when, and how” to achieve the plan vision, goals, and objectives. At a minimum, it should include:

1. Prioritization strategy that describes a process and criteria for prioritizing investments and modifying practices, including recommended priorities regarding:
  - a. Replacement, consolidation, and/or repurposing of facilities;
  - b. Parkland acquisition;
  - c. Preserving and enhancing natural areas and amenities;
  - d. Changes to programs and services;
  - e. Changes to maintenance (e.g. level of service, etc.);
  - f. Integrating equity considerations in decision-making; and
  - g. Improve sustainability of resources (e.g. natural, fiscal, and social), facilities, and operations.
2. Existing and Potential Funding Sources – identify existing and potential new funding sources.
3. Phasing Plan and Budget –
  - a. Identify the highest priorities for investments as well as near, mid, and long-term priorities.
  - b. Prepare cost estimates, including inflationary expectations based on market studies, for the high priority investments.

#### **D. Community Engagement:**

The Consultant is expected to lead a robust engagement process and ensure the Project adheres to the proposed Project timeline to the extent possible (see Section X: Submittal Requirements, E. Project Timeline). Minimum expectations include:

1. *Meetings with City Officials:* Meet a minimum of six (6) times (three (3) times with PARC, three (3) times with City Council). Members of other city commissions may be in attendance.
2. *Meetings with Stakeholders and Partners:* Conduct concentrated meetings with various stakeholder groups and key partner agencies and organizations (e.g., *Three Rivers Park District, MN Valley National Wildlife Refuge (US Fish & Wildlife Service), Hennepin County, Bloomington Athletic Association, Bloomington Bike*

- Alliance, MN Off-Road Cyclists, Bloomington School District, Artistry, etc.*). There is a potential of two (2) full days of meetings; alternative ideas should be identified and described in the Proposal. The City will provide a complete list of contact information for key stakeholders and assist in meeting logistics and notifications.
3. *Community Engagement:* The Consultant is expected to lead and actively engage the community throughout the planning process. City staff will assist with logistics and notifications.
  4. *City Staff/Project Team Coordination:* It is expected that the Consultant will meet regularly with City staff throughout the planning process to ensure the Project is progressing in a timely manner, to keep lines of communication open, and to address issues or opportunities that may arise.

## **V. Information and Services Provided by City**

The information and services provided by the City, listed below, will be provided to the selected Consultant after the contract is executed.

### **A. Plans and Data:**

The City will provide the Consultant relevant plans, policies, ordinances, and base geographic and demographic data needed for the Project, including:

1. *Community Needs Assessment* – the City hired a separate consultant to conduct a needs assessment survey focused on parks and recreation in Bloomington. This assessment is anticipated to be completed in August 2019.
2. *Demographic Data and Forecasts* – the City will provide demographic forecasts (to 2040) and will compile other existing demographic information as needed to support this project.
3. *Park Amenities Inventory* – the City recently updated its inventory of amenities in each park. Inventory information is included in the City’s GIS database and will be made available to the Consultant.
4. *Relevant Plans* – City and other plans most relevant to this Project include:
  - a. Bloomington Comprehensive Plan (2008 and the 2040 update)
  - b. Bloomington Alternative Transportation Plan (2016)
  - c. City Council Strategic Priorities (2017-2020)
  - d. Minnesota Valley Strategic Plan (2016)
  - e. Hyland-Bush-Anderson Lakes Regional Park Reserve Joint Master Plan (2010)
  - f. 2008 Park Master Plan (Electronic but not editable)
  - g. 2010 Hyland-Bush-Anderson Lakes Park Reserve Master Plan
  - h. Other relevant plans and studies will be made available as needed.
5. Current land use guide and zoning district maps
6. Existing and forecast (2040) demographics
7. Minnesota Valley Strategic Plan (2016)

8. Minnesota Valley Natural and Cultural Resources Plan (2018)
9. Alternative Transportation Plan (updated 2016)  
GIS property data
10. Combined Ten-Year Capital Improvement Plan (2019-2028)
11. Future parkland acquisitions list
12. Other available information as needed

**B. Technical Assistance and Support:**

Staff from the City's Parks and Recreation Department and Planning Division will provide primary support to the Consultant. Examples of anticipated support include:

1. Provide technical assistance and information
2. Provide input and review
3. Coordinate meetings with PARC, City Council, stakeholders, and others, including providing notifications, staff reports, and mailings.
4. Provide internal staff coordination with other Departments and Divisions, including the Communications Division regarding publication of information via the City's various media outlets (e.g., website, Facebook, Twitter, cable TV, and City newsletter, etc.)

**VI. Deliverables**

The deliverables shall include:

The Consultant is expected to deliver twenty (20) copies of the initial draft Master Plan, including the Implementation Plan, to the City for presentation to the PARC and City Council. The Consultant will then make revisions as directed by PARC and/or City Council and present the final draft of the Master Plan, including the Implementation Plan, to the City for presentation to the City Council. City Council approval will serve as the "go-ahead" to prepare the final Park Master Plan, including the Implementation Plan and Electronic deliverables. The document will be revised and refined for final submission to the City no more than six (6) weeks after City Council approval.

**A. Meetings:**

1. Consultant shall attend and be engaged in the meetings listed in Section IV. Scope of Work, D. Community Engagement.
2. Consultant shall present the initial draft Park Master Plan to the PARC and City Council.
3. Consultant shall present the final draft Park Master Plan to the City Council.

## **B. Printed Material**

1. Final Park Master Plan: Twenty (20) printed copies, formatted in the following manner:
  - a. Spiral-bound book, with individual sections marked by labeled dividers
  - b. Printing to be double-sided (back to back)
  - c. 8.5” x 11” paper except for maps, charts or diagrams that may be on folded 11” x 17” paper
  - d. Color copies of pages including graphics, maps or photographs

## **C. Electronic Copies**

The documents and graphics should be available in a digital format compatible with the City’s software (e.g., Adobe Creative Suite package, ESRI GIS products, MS Word). The final products as well as all presentation materials (i.e. Power Point presentation, maps, graphics, etc.) used throughout the planning process shall become property of the City of Bloomington who shall have all-inclusive rights for reproduction and distribution.

1. Two (2) electronic copies of the initial draft Park Master Plan (50% complete)
  2. Two (2) electronic copies of the final draft Park Master Plan (90% complete)
  3. Two (2) electronic copies of the final Park Master Plan provided on separate USB Flash Drives;
  4. A PDF version of the final Park Master Plan; and
- Final products as well as all presentation materials (i.e. Power Point presentation, maps, graphics, etc.) used throughout the planning process on a USB Flash Drive.

## **VII. Inquiries**

It shall be the responsibility of the Proposer to inquire about any portion of the RFP that is not fully understood or susceptible to more than one (1) interpretation. Written inquiries are required. Oral communications will not be accepted, except to confirm delivery of proposal or written correspondence. All questions concerning the RFP must reference the page number, section heading, and paragraph. Questions may be submitted via email. Please place “Parks Master Plan Update Question” in the subject line.

Vendors needing additional submittal, general requirement, or technical information should contact **Heather Forcier Boettcher, City of Bloomington Purchasing Agent** via email: [Purchasing@BloomingtonMN.gov](mailto:Purchasing@BloomingtonMN.gov).

All inquiries, questions, or clarifications must be submitted not later than July 18, 2019. Those inquiries, questions, or clarifications submitted after this date will not be answered. All inquiries

will be responded to within three (3) business days. Inquiries and the City’s response will be provided to all Contractors who acquired an RFP.

Do not ask other City personnel questions, as information gathered from other sources may not reflect the City’s position or interest and could result in disqualification.

The City reserves the right to contact Contractors individually for the purpose of clarifying Proposals.

Any Addenda to this RFP will be issued in writing. No oral statements, explanations, or commitments shall be provided. Contractors must return **Confirmation of Receipt of Addenda** with their proposals noting receipt of any addendums that may be issued.

## VIII. Projected Timetable of the Request for Proposal Process

Following is an anticipated general timeline that will be followed regarding Proposal submittal and Consultant selection. Once a Consultant has been selected, the actual planning process schedule will be refined.

<b>RFP Event</b>	<b>Date</b>
Issue Request for Proposals	July 8, 2019
Deadline to Submit Written Questions	July 18, 2019
Latest Addendum Issue Date	July 24, 2019
Proposals Due	11:00 AM, July 31, 2019
Evaluation of Proposals	August 5-13, 2019
Consultant Interviews	August 21-23, 2019
Contract Negotiations	August 26-30, 2019
City Council Approval	September 9, 2019
Contract Execution	Anticipated by September 19, 2019

It is expected that upon Contract execution, the Consultant, will begin work immediately in a manner consistent with the final work plan developed in cooperation with, and approved by the City.

## IX. Submittal Requirements

All Proposals shall be kept to a maximum of twenty (20) single-sided pages, in eleven (11) point font size minimum, excluding the cover, title sheets, and dividers if used. Any pre-printed project sheets, resumes, or other marketing materials may be included as an appendix to each Proposal. However, material contained in appendices may not be reviewed or considered. The cover letter, appendices, and pages acknowledging the receipt of addenda and the statement of

non-collusion do not count towards the twenty (20) page limit. Proposals need not include elaborate brochures, expensive bindings, etc.; however, legibility, clarity, conciseness, and completeness are essential.

Each Consultant shall submit eight (8) printed copies each of their Technical Proposal (A-F below) in a binder (spiral, 3-ring, etc.) with tab separators and of their Cost Proposal (G below); one (1) electronic copy (flash drive with Microsoft Word or Adobe Acrobat format preferred) of the Technical Proposal and Cost Proposal.

**Technical Proposal** must include, at a minimum, and shall be organized according to the following outline:

**A. Cover Letter/Statement of Project Understanding and Approach.**

The cover letter should describe the Consultant team's understanding of the project intent and proposed approach to update the Bloomington Parks Master Plan, including the Implementation Plan. Include:

1. A brief description of relevant project experience and skills that demonstrate the Consultant team's ability to effectively perform the tasks described in this RFP and deliver high quality deliverables, in a timely manner and on budget.
2. Business information for contracting purposes, including the business entity which proposes to contract with the City, its address, and contact person and information for the Proposal.

**B. Consultant/Team Description, Staffing, and Capabilities.**

Provide a brief description of the lead firm and any sub-consultants. Provide an organization chart or similar depicting the staff team assigned to this Project and their primary roles. Identify the lead contact for this Project and provide related contact information (phone, email). It is expected that the Project lead and other primary team members will be actively engaged and accessible throughout the Project. Provide brief descriptions of relevant experience of project team members, highlighting past experience where team members (and sub-consultants) worked together. Submit a resume for each project team member that includes:

1. Name and title
2. Role on the project and description of primary responsibilities
3. Home office location and contact information
4. List of relevant past projects and/or experience
5. Educational background
6. Professional registrations and/or certifications

**C. Work Examples and References.**

1. Provide at least three (3) but no more than five (5) examples of recent, similar park master plan projects on which the primary firm has taken the lead and completed.

- a. Include a brief description of the scope, budget, and completion date for each example project.
- b. Also, briefly describe how the example project is similar or relevant to the Bloomington project.
- c. Identify lead staff from the Consultant team who worked on each example project and their roles.
- d. An example project reference should be provided for each project, including: name, title, email address and phone number and demonstrates your firm’s ability to produce deliverables that convey information in a clear, concise and highly graphic manner.

#### **D. Approach to the Scope of Service**

Consultant must demonstrate:

1. Experience in preparing park and recreation master plans and implementation plans to guide decision-making and investments in the City’s park and recreation system.
2. Knowledge of significant trends and challenges affecting the management, maintenance, and delivery of park and recreation opportunities, programs, and facilities in a community(s) with characteristics similar to Bloomington, MN.
3. How the Consultant will engage City staff and officials, community members, and key stakeholders through an engagement process that is inclusive and equitable. This includes providing clear descriptions of proposed outreach methods and engagement tools.
4. Innovative and creative approaches to similar projects.
5. Coordination and quality control processes of project products and documentation.
6. Ability to work with the City as a representative without conflict of interest.
7. The Consultant should provide a detailed description of their approach to community engagement in their Proposal.
8. The Proposal should clearly describe the approach and tools the Consultant intends to use (e.g., surveys, public forums, workshops, focus groups, etc.).
9. Consultants should provide a detailed work plan and schedule with their Proposal that identifies all major tasks and schedule milestones to be accomplished throughout the Park Master Plan Update process.
10. A statement of the general approach to be taken by the Consultant in undertaking this Project.
11. A statement by the Consultant regarding how a team approach can be developed and maintained by all parties involved in the Project.

#### **E. Project Timeline.**

Provide a Project schedule that describes timelines for each major Project task described in the Scope of Work. A timeline for community engagement should be integrated into the project task timeline. Benchmarks should be identified for completion of major Project tasks and community engagement.

The City desires the Project to be completed within 12-18 months. Anticipated Project completion milestones include:

1. Evaluation of Existing Conditions and Opportunities
2. Development of a Clear Vision
3. Initial draft Master Plan, including the Implementation Plan, at 50% complete for review by the PARC and City Council.
4. Revised/final draft Master Plan, including the Implementation Plan, at 90% complete for public presentation and approval by the City Council.
5. Final Master Plan, including the Implementation Plan at 100% complete submitted to the City within 4-6 weeks of City Council approval of final draft.

**F. Approach to Budget:**

1. The cost proposal should also describe the Consultant's approach to budgeting to avoid cost over-runs and how scope or budget addendums will be addressed.
2. Demonstrate your firm's successful previous budget performance and experience in meeting project budgets.

**G. Acknowledgement of Receipt of Addenda and Statement of Non-collusion**

Include pages regarding the receipt of any addenda and the Statement of Non-collusion. See Section XVI: and Section XVII below.

**H. Cost Proposal.**

1. A total, not-to-exceed cost for all services;
2. Hourly rates of key project personnel;
3. Costs for each major project milestone and task listed in the Scope of Services;
4. Anticipated reimbursable expenses, such as additional meetings, document printing, materials, etc.

**Cost Proposal** must be in a separate binder from the Technical Proposal and include:

**X. Submission of Proposal**

Each Consultant shall submit **eight (8)** printed copies each of their Technical Proposal and of their Cost Proposal; one (1) electronic copy (flash drive with Microsoft Word or Adobe Acrobat format preferred) of the Technical Proposal and Cost Proposal not later than **11:00 A.M., Wednesday, July 31, 2019**. Electronic copy of the Proposal shall be in put together into one (1) complete document in its entirety. Proposals shall be delivered in a sealed envelope to:

**Heather Forcier Boettcher, Purchasing Agent**  
**Finance Department**  
**City of Bloomington**  
**1800 West Old Shakopee Road**  
**Bloomington, MN 55431**

The outside of the Proposal package should be clearly marked “**City of Bloomington, MN, Proposal for Park Master Plan Update Consulting Services**”.

A person who is authorized to legally bind the responding Consultant must sign the Proposal. The Consultant shall acknowledge that the Proposal complies with any amendments, alterations or deletions to the RFP.

It will be the sole responsibility of the Consultant to have its Proposal delivered to the City before the closing deadline. **Late Proposals will not be considered and will be returned unopened to the Vendor.**

Proposals must be sealed. No responses will be accepted via facsimile or email.

Any Proposal may be withdrawn or modified prior to the scheduled deadline for submitting Proposals. After the submittal deadline, Consultants may not modify, withdraw or cancel their Proposals for a minimum of ninety (90) days following that date

The City reserves the right to reject any or all Proposals or parts of Proposals, to accept part or all of Proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense than described in this RFP or the respondent's reply based on the component prices submitted.

The City reserves the right to waive irregularities in the Proposal content or to request supplemental information from Proposers.

The City is not responsible for any costs incurred by the responding Vendor in the preparation of the Proposal or for any other cost to the Vendor associated with responding to the RFP. No reimbursement will be made by the City for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation. This RFP does not obligate the City to award a contract or complete any specific Project. The City reserves the right to cancel this solicitation or to change its scope if it is considered to be in the best interest of the City.

All design drawings, plans, and Proposals submitted in response to the RFP will be retained by the City and not returned.

**Clarifications, Exceptions, and Addenda**

The City reserves the right to contact Vendors individually for the purpose of clarifying Proposals.

Vendors may find instances where they are unable to provide services that meet all of the expectations defined in this RFP. In such cases, the Vendor should identify the areas where they feel the requested service or product is not available, deviates from the specific requests, or is deemed to be an unwise or unwarranted approach. The Vendor will describe exceptions to the RFP and identify their impact to the City, including, but not limited to, workarounds, reductions in performance, capacity, flexibility, accuracy, and ultimately cost and value. The City reserves the right to disallow exceptions it finds are not in the best interests of the City.

Any and all exceptions to the requirements of this RFP must be identified and fully explained in the submitted Proposal.

Any addenda to this RFP will be issued in writing; no oral statements, explanations, or commitments shall be provided. If any addenda are issued, Vendors should return the **Confirmation of Receipt of Addenda** with their Proposals.

## **XI. Proposal Evaluation Criteria**

Proposal(s) will be examined to eliminate those that are clearly incomplete and/or non-responsive to the stated requirements. After the evaluation of experience, project approach, and cost, a shortlist of Consultants will be created from the top ranked Proposals. Interviews will only be conducted with the Consultants on the shortlist. Complete Proposals will be evaluated on the following criteria:

### **A. Demonstrated Related Firm/Staff Experience (25% of Rating)**

1. Successful experience in park master planning projects of a similar type, size and setting.
2. Demonstrated experience in coordination of project specifics with multiple entities.
3. Demonstrated experience in leading/facilitating public meetings.
4. Demonstrated experience in organizing and leading community engagement events.
5. Timely and cost effective experience in planning document preparation.
6. Successful experience in meeting project timetables.
7. At least one person with the firm shall be a duly registered Professional Engineer/Architect/Landscape Architect/Planner of the discipline required for the specific portion of service on the Project, licensed under the laws with the State of Minnesota as required for each portion of the required work, have a currently valid Registration / License Number(s), and if needed, be able to sign and seal documents.

### **B. Proposed Project Understanding and Approach (25% of Rating)**

1. Consultant's understanding the opportunities and desired outcomes in conducting a park master plan update.
2. Consultant's understanding the needs of the City, businesses, residents and park users as it relates to the use of the City's park system and services.
3. The general approach to be taken by the Consultant in undertaking this Project.
4. The Consultant's approach to developing a team approach and maintaining it by all parties involved in the Project.

**C. Consultant’s Approach to Project Budget (20% of Rating)**

1. Demonstrated successful previous budget performance and experience in meeting project budgets.
2. Approach to budgeting to avoid cost over-runs and how Consultant will address any addendums to scope or budget.

**D. Consultant’s Cost (30% of Rating)**

1. Presentation of firm’s best offer; firm “not to exceed” figure; hourly rates; and reimbursable expenses, etc.

Final scoring for these criteria may be adjusted for short-listed Consultants based on the results of interviews, reference calls, previous project site visits, or supplemental information requests.

The Consultant submitting the selected Proposal will be required to sign an agreement with the City based on their Proposal using the attached format (See Section XVIII – City Sample Contract) which is provided for information and advanced coordination. All parties who submit Proposals will be notified by email of the City’s decision regarding selection. No results for solicitation will be released until a contract has been executed with awarded vendor.

## **XII. Contract Award**

**A. Negotiations and Contract Execution**

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. In the event the City and the Vendor are unable to agree upon all contract provisions, the City reserves the right to cease negotiations, and to move on to select another vendor, or to reject all Proposals.

**B. Contracting Ethics**

1. No elected officials or employees of the City who exercise any responsibility in the review, approval, or implementation of the Proposal shall participate in any decision which affects his or her direct or indirect financial interests.
2. It is a breach of ethical standards for any person to offer, give, or agree to give any City employee or elected officials person, or for any City employee or Council person to solicit, demand, accept, or agree to accept from another person or agency, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group, or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded the general public.

3. The Vendor shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
4. The Vendor shall not accept any private client or project that may place it in ethical conflict during its representation of the City.

### **XIII. Disposition of Responses**

All materials submitted in response to this RFP will become the property of the City and will become public record after the evaluation process is completed and an award decision made. If the Vendor submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes 13.37, the Contractor must:

- Clearly mark all trade secret materials in its response at the time the response is submitted by indicating in writing the specific page number(s) and paragraph(s) classified as trade secret and therefore nonpublic.
- Include a statement with its response justifying the trade secret designation for each item and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the City, its agents and employees, from any judgments or damages awarded against the City in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the City's award of a contract. In submitting a response to this RFP, the Contractor agrees that this indemnification survives as long as the trade secret materials are in possession of the City. The City is required to keep all the basic documents related to its contracts, including responses to the RFP for a minimum of seven (7) years.

The City will not consider the prices submitted by the Contractor to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the City decides to pursue a contract and that contract is executed.

### **XIV. Insurance Requirements**

Contractor shall maintain insurance coverage, naming City as additional insured, as described in Section XVIII. The Contractor shall not commence work until all insurance has been obtained and copies have been filed and accepted by the City. The Contractor shall be responsible for maintaining a valid certificate of insurance throughout the term of the Contract, as required in the sample agreement.

## **XV. Contract Terms and Conditions:**

A sample of the City’s contract is included in Section XVIII. The clauses included in the sample contract will be included in the contract between the City and the Contractor that has been chosen to provide the Services described herein and in the Contractors’ Proposal. Any exceptions to the contract terms and conditions included in Section XVIII must be identified in the submitted Proposal.

## XVI. Confirmation of Receipt of Addenda

Addendum #	Date

I certify this Proposal complies with the RFP and conditions issued by the City except as clearly marked in the attached copy.

Date	
Name	
Authorized Signature	
Title	
Company Name	
Address	
City, State	
Zip Code	
Telephone Number	
Fax Number	
E-mail	

## **XVII. Statement of Non-Collusion**

The following statement shall be made as part of the Contractor's proposal.

I affirm that I am the Contractor, a partner of the consulting Contractor, or an officer or employee of the Contractor's corporation with authority to sign on the Contractor's behalf.

I also affirm that the attached has been compiled independently and without collusion or agreement, or understanding with any other vendor designed to limit competition.

I hereby affirm that the contents of this Proposal have not been communicated by the Contractor or its agent to any person not an employee or agent of the City.

---

Signed

---

Print Name

---

Title

---

Date

---

Contractor Name

---

Address

---

City / State / Zip Code

---

Telephone and Fax Numbers

---

Email Address

## XVIII. Sample Contract

### PROFESSIONAL SERVICES AGREEMENT

[INSERT FULL NAME OF CONSULTANT]

THIS AGREEMENT is made this \_\_\_ day of \_\_\_\_\_, 2019 ("Effective Date") by and between [INSERT FULL NAME - ALL CAPS/BOLD], a [(choose one of the following) a Minnesota Corporation / a Limited Liability Company / a Partnership] located at [full address of Consultant] ("Consultant"), and the **CITY OF BLOOMINGTON, MINNESOTA**, a Minnesota municipal corporation located at 1800 West Old Shakopee Road Bloomington, *Minnesota* 55431-3027 ("City"):

#### RECITALS

- A. Consultant is engaged in the business of providing professional consulting services.
- B. The City desires to hire a consultant to prepare a comprehensive park system master plan for the City.
- C. Consultant represents that it has the professional expertise and capabilities to provide the City with the requested professional services.
- D. City desires to engage Consultant to provide the services described in this Agreement and Consultant is willing to provide such services on the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the terms and conditions expressed herein, the City and Consultant agree as follows:

#### AGREEMENT

1. **Services to be Provided.** Consultant agrees to provide City with professional consulting services as set forth in Consultant's Scope of Services attached hereto as Exhibit A or any supplemental letter agreements, or both, entered into between the City and Consultant (the "Services"). The Services referenced in the attached Exhibit A or any supplemental letter agreements shall be incorporated into this Agreement by reference. All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.
2. **Time for Completion.** This Agreement shall remain in force and effect commencing from Effective Date and continuing until the earlier of [completion date of agreement] or completion of the project unless terminated by the City or amended pursuant to the Agreement.
3. **Consideration.** The consideration, which City shall pay to Consultant and shall not exceed \$[fill in \$ amount of payment to Consultant].00, for both the Services performed

by Consultant and the expenses incurred by Consultant in performing the Services, shall be as set forth in Exhibit A and incorporated herein to this Agreement. City shall make progress payments, based on monthly invoices from Consultant. City's payment shall be made within 30 days after Consultant's statement. Consultant's statement shall contain a detailed list of project labor and hours, rates, titles, and amounts undertaken by the Consultant during that billing period.

4. **Expense Reimbursement.** The Consultant will not be compensated separately for necessary incidental expenses. All expenses of the Consultant shall be built into the Consultant's fixed compensation rates, unless reimbursement is provided for an expense that received the prior written approval of the City, which approval may be provided via electronic mail.
5. **Approvals.** The Consultant will secure the City's written approval before making any expenditures, purchases, or commitments on the City's behalf beyond those listed in the Services. The City's approval may be provided via electronic mail.
6. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:
  - a. The parties, by mutual written agreement, may terminate this Agreement at any time;
  - b. Consultant may terminate this Agreement in the event of a breach of the Agreement by the City upon providing thirty (30) days' written notice to the City;
  - c. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
  - d. City may terminate this Agreement immediately upon Consultant's failure to have in force any insurance required by this Agreement.In the event of a termination, City shall pay Consultant for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.
7. **Amendments.** No amendments may be made to this Agreement except in writing signed by both parties.
8. **Remedies.** In the event of a termination of this Agreement by City because of a breach by Consultant, City may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. The foregoing remedies provided to City for breach of this Agreement by Consultant shall not be exclusive. City shall be entitled to exercise any one or more other legal or equitable remedies available because of Consultant's breach.
9. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, Subd. 5, the Consultant agrees that the books, records, documents, and accounting procedures and practices of the Consultant, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. The Consultant shall maintain such records for a minimum of six years after final payment.

The parties agree that this obligation will survive the completion or termination of this Agreement.

10. **Indemnification.** To the fullest extent permitted by law, the Consultant, and the Consultant's successors or assigns, agree to protect, defend, indemnify, save, and hold harmless the City, its officers, officials, agents, volunteers, and employees from any and all claims; lawsuits; causes of actions of any kind, nature, or character; damages; losses; or the costs, disbursements, and expenses of defending the same, including but not limited to attorneys' fees, professional services, and other technical, administrative or professional assistance resulting from or arising out of Consultant's (or its subcontractors, agents, volunteers, members, invitees, representatives, or employees) performance of the duties required by or arising from this Agreement, or caused in whole or in part by any negligent act or omission or willful misconduct, or arising out of the failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled. The parties agree that these indemnification obligations will survive the completion or termination of this Agreement.

**Insurance.** Consultant shall maintain reasonable insurance coverage throughout this Agreement. Consultant agrees that before any work related to the approved Project can be performed, Consultant shall maintain at a minimum: Worker's Compensation Insurance as required by Minnesota Statutes, Section 176.181; [Business Auto Liability in an amount not less than \$1,000,000.00 per occurrence;] Professional Liability in an amount not less than \$1,000,000.00 per occurrence; and Commercial General Liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage. To meet the Commercial General Liability [and Business Auto Liability] requirements, the Consultant may use a combination of Excess and Umbrella coverage. The Consultant shall provide the City with a current certificate of insurance including the following language: "The City of Bloomington is named as an additional insured with respect to the commercial general liability, [business automobile liability] and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages." Such certificate of liability insurance shall list the City as an additional insured and contain a statement that such policies of insurance shall not be canceled or amended unless thirty (30) days' written notice is provided to the City, or ten (10) days' written notice in the case of non-payment.

11. **Subcontracting.** Neither the City nor the Consultant shall assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the Consultant from employing such independent consultants, associates, and subcontractors, as it may deem

appropriate to assist it in the performance of services hereunder. Any instrument in violation of this provision is null and void.

12. **Assignment.** Neither City nor Consultant shall assign this Agreement or any rights under or interest in this Agreement, in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision is null and void.
13. **Independent Contractor.** Consultant shall be deemed an independent contractor. Consultant's duties will be performed with the understanding that Consultant has special expertise as to the services which Consultant is to perform and is customarily engaged in the independent performance of the same or similar services for others. All required equipment and personnel shall be provided or contracted for by Consultant. The manner in which the services are performed shall be controlled by Consultant; however, the nature of the services and the results to be achieved shall be specified by City. The parties agree that this is not a joint venture and the parties are not co-partners. Consultant is not to be deemed an employee or agent of City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided herein. All services provided by the Consultant pursuant to this Agreement shall be provided by the Consultant as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.
14. **Compliance with Laws.** Consultant shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Consultant agrees to provide the applicable services detailed in Exhibit A or any supplemental letter agreement. Consultant's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the City's policies prohibiting sexual harassment, firearms, and smoking, as well as all other reasonable work rules, safety rules, or policies regulating the conduct of persons on City property, at all times while performing duties pursuant to this Agreement. Consultant agrees and understands that a violation of any of these policies or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the City.
16. **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Consultant, and supersedes any other written or oral agreements between the City and the Consultant. This Agreement can only be modified in writing signed by the City and the Consultant. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.
17. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

18. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Hennepin County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
19. **Conflict of Interest.** The Consultant shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict of interest, Consultant shall advise the City and either secure a waiver of the conflict or advise the City that it will be unable to provide the requested services.
20. **Work Products and Ownership of Documents.** All records, information, materials and other work products, including, but not limited to the completed reports, drawings, plans, and specifications prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City, but reproductions of such records, information, materials and other work products in whole or in part may be retained by the Consultant. Regardless of when such information was provided, the Consultant agrees that it will not disclose for any purpose any information the Consultant has obtained arising out of or related to this Agreement, except as authorized by the City or as required by law. These obligations survive the termination of this Agreement.
21. **Agreement Not Exclusive.** The City retains the right to hire other professional consulting service providers for other matters, in the City's sole discretion.
22. **Data Practices Act Compliance.** Any and all data provided to the Consultant, received from the Consultant, created, collected, received, stored, used, maintained, or disseminated by the Consultant pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Consultant agrees to notify the City within three (3) business days if it receives a data request from a third party. This paragraph does not create a duty on the part of the Consultant to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations survive the termination of this Agreement.
23. **No Discrimination.** Consultant agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Consultant agrees to comply with Americans with Disabilities Act as amended, Section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Consultant agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of these laws by the Consultant or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors. Upon request, the Consultant shall provide accommodation to allow individuals with disabilities to participate in all services under this Agreement.

Consultant agrees to utilize their own text telephone or the Minnesota Relay Service in order to comply with accessibility requirements.

24. **Authorized Agents.** The City's authorized agent for purposes of administration of this contract is [City's contact for this Agreement] the [Title of City contact] of the City, or her designee. The Consultant's authorized agent for purposes of administration of this contract is [Consultant's contact name], and all Services shall be performed by or under his supervision.
25. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, and return receipt requested, addressed to:  
  
Consultant: [Consultant's address, contact person information];  
  
City: City of Bloomington, 1800 West Old Shakopee Road, Bloomington, MN 55431,  
Attn: [City's contact person]; \_\_\_\_\_@bloomingtonmn.gov; 952-563-\_\_\_\_\_;  
  
or such other contact information as either party may provide to the other by notice given in accordance with this provision.
26. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.
27. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.
28. **Mediation.** Both parties agree to submit all claims, disputes and other matters in question between the parties arising out of or relating to this Agreement to mediation at the Conflict Resolution Center, 2101 Hennepin Avenue, Suite 100, Minneapolis, Minnesota 55405. In the event mediation is unsuccessful, either party may exercise its legal or equitable rights.
29. **Payment of Subcontractors.** Consultant agrees that it must pay any subcontractor within ten (10) days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. Consultant agrees that it must pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

30. **Publicity.** City and Consultant shall develop language to use when discussing the Services. Consultant agrees that any publicity regarding the Services or the subject matter of this Agreement must not be released unless it complies with the approved language. Consultant must not use the City's logo or state that the City endorses its services without the City's advanced written approval.
31. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.
32. **Signatory.** Each person executing this Agreement ("Signatory") represents and warrants that he or she is duly authorized. In the event the Consultant did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of the Consultant, as set forth herein, personally. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same instrument.
33. **Recitals.** City and the Consultant agree that the foregoing Recitals are true and correct and are fully incorporated into this Agreement.

[The balance of this page left blank intentionally.]

**IN WITNESS WHEREOF**, the City and the Consultant have caused this Professional Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

**CITY OF BLOOMINGTON,  
MINNESOTA**

DATED: \_\_\_\_\_ BY: \_\_\_\_\_  
Gene Winstead  
Its: Mayor

DATED: \_\_\_\_\_ BY: \_\_\_\_\_  
James D. Verbrugge  
Its: City Manager

Reviewed and approved by the City Attorney.

\_\_\_\_\_  
Melissa J. Manderschied

**CONSULTANT**

**[INSERT CONSULTANT'S FULL  
NAME - ALL CAPS/BOLD]**

DATED: \_\_\_\_\_ BY: \_\_\_\_\_  
Its: \_\_\_\_\_



**CITY OF DULUTH**  
**REQUEST FOR PROPOSALS FOR**  
**PARKS AND RECREATION MASTER PLAN**

**RFP NUMBER 21-AA18**

**ISSUED APRIL 7, 2021**

**PROPOSALS DUE APRIL 28, 2021**

**SUBMIT TO**

**CITY OF DULUTH  
ATTN: PURCHASING DIVISION  
CITY HALL, ROOM 100  
411 WEST 1ST STREET  
DULUTH, MN 55802**

## **PART I - GENERAL INFORMATION**

### **I-1. Project Overview**

The City of Duluth Parks & Recreation Division is soliciting qualified professional consulting services in Park and Recreation Master Planning and community engagement. The Master Plan will serve as a guiding document for park system infrastructure and programming for the next decade.

Duluth, a four-season city with 11,000+ acres of green space alongside the great Lake Superior, provides a suitable back drop for a multitude of recreation activities.

#### **Current Mission Statement:**

To promote the health and well-being of our community, environment and economy by facilitating recreational opportunities and coordinating the enhancement of our parks, facilities and natural resources now and into the future.

#### **Current Vision Statement:**

To be the central driving force in strengthening the heritage of a healthy, active community for future generations by continuing on the path of improving and enhancing our parks and facilities; protecting our natural resources; and developing partnerships to deliver recreation programs and services.

Duluth residents and visitors alike value the importance of parks and recreational opportunities as an essential public service. Duluth's Parks and Recreation system currently consists of:

- 129 Parks
- 11,000+ acres of public open space
- 6,834 acres of City parkland
- 10 miles of horseback trail
- 30 miles paved, and 16 miles gravel accessible trail
- 38 miles (61k) of cross-country ski trail
- 95 miles of multi-use mountain bike trail
- 150+ miles of natural surface hiking trail
- 8 outdoor skating rinks

The 2010 Master Plan <https://duluthmn.gov/parks/parks-planning/parks-planning-library/> has guided the planning, investment and development of many projects over the last 11 years. A major focus during this time period has been the implementation of park and trail improvements in association with the St. Louis River Corridor Initiative.

The City is now embarking on a new Parks and Recreation Master Planning process to guide decision making and investment for the next decade.

Additional detail is provided in **Part IV** of this RFP.

**I-2. Calendar of Events.** The City will make every effort to adhere to the following schedule:

Activity	Date
Deadline to submit Questions via email to <a href="mailto:purchasing@duluthmn.gov">purchasing@duluthmn.gov</a>	APRIL 16, 2021
Answers to questions will be posted to the City website no later than this date.	APRIL 21, 2021
Proposals must be received in the Purchasing Office by <b>2:00 PM</b> on this date.	APRIL 28, 2021

**I-3. Rejection of Proposals.** The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

**I-4. Questions & Answers.** Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

**I-5. Addenda to the RFP.** If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <https://www.duluthmn.gov/purchasing/bids-request-for-proposals/>. Although an e-mail notification will be sent, it is the Proposer's responsibility to periodically check the website for any new information

**I-6. Proposals.** To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. **Due to the closure of City Hall as a result of the pandemic, proposals cannot be dropped off in the Purchasing office. There is a black drop box on the 2nd Street side of City Hall near the parking spaces with an opening that is 11in x 3in. If your proposal is larger than the opening, you must submit it via a delivery or carrier service such as USPS, FedEx or UPS. It is recommended that you have proposals delivered the day before the deadline to ensure they are delivered on time.** The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an official authorized to bind the Proposer to its provisions. If the official signs the Proposal Cover Sheet attached as Appendix B, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. In addition, Proposers shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office-compatible or pdf format.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

**I-7. Small Diverse Business Information.** The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/> .

**I-8. Term of Contract.** The term of the contract will begin once the contract is fully executed and is anticipated to end by June 30, 2022. The selected Proposer shall not start the performance of any work nor shall the City be liable to pay the selected Proposer for any service or work performed or expenses incurred before the contract is executed.

**I-9. Mandatory Disclosures.** By submitting a proposal, each Proposer understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Proposer independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer.
- B. There is no conflict of interest. A conflict of interest exists if a Proposer has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.

**I-10. Notification of Selection.** The City reserves the right to interview the top scoring firms in-person or via WebEx between May 4-8. Proposers whose proposals are

not selected will be notified in writing when contract negotiations have been successfully completed and the City has received the final negotiated contract signed by the selected Proposer.

## **PART II - PROPOSAL REQUIREMENTS**

Submittal of the Request for Proposals should include the following criteria and be structured accordingly:

1. Cover Letter
2. Firm Information
  - A. Name of Firm/Discipline
  - B. Contact Information
  - C. Staff Size
3. A description of your firm's experience in completing work of this type including three (3) specific examples and project references (include reference name, phone number and email).
4. Provide an overview and description of the firm's total qualifications including any special or unique services it may provide.
5. Specific name and qualifications of the lead member of the project team who will be the primary contact and have full responsibility for the project. Also, complete qualifications must be submitted for other members of the project team.
6. List whether or not your agency is the sole consultant for the entire project. Include any sub-contractors who will be working with your firm on this project, what their responsibilities will be, and a summary of applicable experience and qualifications.
7. A summary of your firm's understanding of the project including your firm's scope of services necessary to perform and fulfill the objectives and methods of how your firm plans to fulfill those objectives.
8. Cost of your services, in detail, including hours dedicated to each area defined within the scope of services. Technical proposals will be evaluated first. Cost will be a factor after the technical evaluation process is completed.
9. Detail meetings and community outreach with Parks and Recreation staff, Parks and Recreation Commission, City officials, stakeholder interviews and public forums.
10. Proposed schedule for the project.

11. Please indicate if your company has a Diversity and Inclusion policy or program. If so, briefly describe the policy or program and how your company directly integrates this into your services.

12. Please answer the following questions in a narrative format:

- A. How will you design and implement an “equity-driven” planning process to ensure a dissemination and gathering of information from a broad community spectrum, and how will you develop an equity-driven Master Plan and plan recommendations (programs, services, facilities, amenities, partnerships)?
- B. Protection from climate change and resiliency are a priority of the City. How will that priority be identified throughout the planning process and be incorporated into the plan and recommendations?
- C. The City of Duluth has a significant amount of Park and Recreation related assets, and we operate our premier parks system with limited staffing and financial capacity. How will you incorporate those factors into the planning process and recommendations while still striving for the highest quality parks system and programming possible?
- D. When looking at the varied condition of our park and trail facilities how will you develop a sustainable model for the ongoing maintenance and renewal of our built assets?

### **PART III - CRITERIA FOR SELECTION**

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals submitted by at least three qualified consultants and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

- 1. Qualifications and Similar Project Experience, Including References (20%)
- 2. Effectiveness of Proposed Work Plan and Project Understanding (20%)
- 3. Innovative Engagement Strategy (20%)
- 4. Strength of Consultant's Team (20%)
- 5. Timeline and previous demonstrated ability to stay on schedule (5%)
- 6. Cost to complete the project (15%)

The consultant team should have expertise in comprehensive long-range park system planning of communities of similar size and scope. Each proposal will be evaluated based on qualifications. The City has the right to refuse any and all RFP's in whole or in part and select the proposal deemed by the governing body to be in the best interest of the City. Firms that are not selected will be notified in writing.

## PART IV – PROJECT DETAIL

### IV-1 Guiding Principles.

The Parks and Recreation Master Plan and Planning process will be guided by a set of Guiding Principles that set the stage for planning process design, citizen engagement, prioritization of plan elements/programming and implementation/decision making. The following Guiding Principles will help guide the Mission and Vision of Duluth Parks and Recreation:

1. *Indigenous Acknowledgement:* Anishinaabe and other Tribal Nations first settled here, including the Fond du Lac Band of Lake Superior Chippewa, and maintained a balanced relationship with the land and the lake for over 10,000 years.
2. *Inclusion and Equity:*
  - A. Provide multi-generational opportunities
  - B. Implement community outreach and participation to ensure multi-cultural opportunities
  - C. Ensure equitable access to park facilities, programs, and events
  - D. Design and implement park projects and programming to include access by people with disabilities.
  - E. Geographic diversity of projects and programs
  - F. Respond to changing recreational needs and priorities
3. *Quality over Quantity:* A necessary balance between the quality of parks and community recreation facilities with the overall quantity of facilities.
4. *Resiliency and Sustainability:* Adhere to climate change adaptation strategies and approaches for recreation. Ensure long-term adaptability and provide recreational opportunities that will not compromise environmental quality over time. Other considerations include:
  - A. Cost reasonableness
  - B. Operational and maintenance costs, including energy efficiency and energy reduction strategies
  - C. Use durable, low-maintenance, and natural/native materials
  - D. Balance of naturalized and maintained landscapes from a user, ecological, and maintenance perspective
  - E. Place-appropriate use of the land
  - F. Create high quality, timeless design
  - G. Follow best practices in the management and maintenance of our built assets
5. *Natural Resource Management:* Protect, restore and preserve natural resources and ecological systems.
  - A. Native and Invasive Species – promote the removal of invasive species and incorporate the use of native plantings.
    - a. Phase out the use of non-native nursery species that are not appropriate for our region.

- B. Follow Bee-Safe policies and procedures previously adopted by the City.
- 6. *Community Partnerships*: Cultivate strategic use of volunteers and community groups to perform mission critical work that would otherwise go undone due to staffing and funding limitations.
- 7. *Healthy Community*: Supporting health and well-being is a priority. The City will actively promote access for all to recreation in a clean, safe environment. Investments and polices will advance and maximize health and healthy equity.
- 8. *Safety*: Provide a safe, secure and welcoming park and recreational experience.
  - A. Ensure adequate and appropriate lighting when applicable
  - B. Provide trail wayfinding and trail length and character information, through on-site signage, online platforms, or other means
  - C. Signage and wayfinding placement is done in collaboration with emergency response teams
  - D. Apply crime prevention principles in planning and design of individual parks, trails and facilities
- 9. *Cost Recovery*: Apply a cost recovery and financial performance model to sustain programs, built assets/facilities and lands over a 10 year period.
- 10. *Land Management*: Designate land that requires protection as open space, including ecologically valuable areas or natural areas.

## IV-2 GENERAL PROJECT SCOPE

### Deliverables

The City of Duluth Parks & Recreation Division is soliciting qualified professional consulting services in Park and Recreation Master Planning and community engagement. The Master Plan will serve as a guiding document for park system infrastructure and programming for the next decade. Deliverables of the Master Planning process must include:

1. A **professional team** of staff that adheres to the guiding principles in the previous section.
2. Community and stakeholder **engagement plan**. Develop and conduct a public engagement strategy to gather public opinion regarding the adequacy of existing parks, recreation, and facilities and future/proposed investments. To include in-person and virtual meetings, surveys, and open houses. Strategy should address disparities and engage a diversity of people including (but not limited to) geographic, generational, racial, socio-economic and accessibility.
3. Regular **communication** with Parks and Recreation leadership team and internal staff steering committee. Provide presentations to policy makers, including: Parks and Recreation Commission, Natural Resource Commission, City Council, and other commissions or stakeholder groups as needed.
4. Internal **steering committee meetings**: develop agendas, materials, and lead or assist with meeting facilitation.
5. **Maintain documentation** from all meetings, correspondences, site visits and workshops.

6. **Conduct research** pertaining to plan components listed in section IV-3.
7. Submit **Draft Plan** for Parks and Recreation Commission review
8. **Develop, propose, and present plan amendments** to achieve project purpose. Use illustrations and figures to convey design concepts for final product and required presentations.
9. Submit **Final Plan** to include executive summary, introduction, planning process, appendices, recommendations, implementation plan, probable cost estimate, funding source recommendations.
  - A. All parent files of graphics, tables, maps and illustrations shall be provided to the City in digital format for future use.
  - B. Final Plan in PDF and editable formats.
  - C. All workshop related exhibits and documents compiled and delivered in editable format, to include format(s) that are sharable to the public and web-friendly.
10. **Implementation** tools and schedules.

### IV-3 ANTICIPATED PLAN COMPONENTS

The 2022 Parks and Recreation Master Plan should incorporate/highlight the Imagine Duluth 2035 Plan. <https://imagineduluth.com/>

Components of the 2022 Parks and Recreation Master Plan may include, but are not limited to:

#### 1. Background Information Collection

- A. Review and affirm or revise mission and vision statements
  - a. Include Indigenous Relationship Acknowledgement
- B. Review demographic information and projected community needs

#### 2. Asset Quality and Management

- A. Inventory and analysis of existing facilities, parks, trails, open space. *The City has an asset management system that has detailed facility, system and condition data. City will provide detailed condition assessments of individual assets.*

Consultant will:

- a. Assess the quality and significance of assets, regardless of current condition
- b. Assess the functionality of assets compared to community needs and the Parks and Recreation Mission and Vision
- c. Prioritize future investment based on qualitative assessment and City-provided conditions of park assets, including:
  - i. Park-specific buildings and community centers
  - ii. Dog parks
  - iii. Trail heads – usage, maintenance, gaps/placement
  - iv. Trail system – review 2011 Trail and Bikeway Plan

- v. Boat launches and water access
- vi. Park/Trail/Natural Area/Open Space categories and priority levels
- vii. Considerations for future use of Lester Park golf course
- viii. Designated camping facilities
- ix. Athletic facilities – Indoors and Outdoors
- x. Natural Areas and management

*A concurrent Natural Resources Management Program Plan is in progress, estimated to be completed in 2022.*

- d. Review existing built infrastructure and make recommend for improved accessibility and universal access measured against national park and trail standards.
- e. Review our maintenance standards and schedule of identified and unidentified deferred infrastructure maintenance and provide recommendations on what to prioritize.

### **3. Governance and Funding Systems**

- A. Review current and recommend future funding strategies related to the staffing, operations, programming, enhancement, and maintenance of the parks and recreation system:
  - a. Levies
  - b. General fund
  - c. Grant funding
  - d. Fees (permits, reservations, commercial users, program fees, etc.)
- B. Benchmark Duluth’s Parks and Recreation finances against other comparable park agencies
- C. What strategic actions must Duluth take in order to meet the financial needs of the Parks and Recreation system in the future as defined in this new Master Plan?

### **4. Administrative and Operations Systems**

- A. How are major priorities set and performance and progress toward goals tracked?
- B. Review and analyze current and historic staffing models
  - a. Benchmark against comparable park agencies
  - b. Review and analyze volunteer initiatives and partnerships with user groups for strategic programming, facilities management, operations, and maintenance opportunities.
 

*Because of historically limited staffing levels and financial capacity, Duluth Parks and Recreation has relied on user and community groups to assist in operating and maintaining built assets, and delivering programs and services.*
- C. Evaluate current marketing and public information efforts.
- D. Review and analyze effectiveness of applicable parks-related ordinances, rules, and policies
  - a. Evaluate effectiveness of enforcement

- b. Recommend best practices from peer communities and organizations
- c. Propose policies for resource-conscious foraging and gathering on public lands

**5. Parks Programming and Operations Review and Analysis**

- A. Review of Parks and Recreation-delivered programming
- B. Identify strategic opportunities to leverage community and non-profit organizations to deliver operational and programming services  
*Reference final page of Duluth Parks and Recreation Annual Report for listing of community partners*
- C. Evaluate potential for a Parks and Recreation Equipment Rental Service
- D. Propose cost-effective, meaningful options for Memorial program elements
- E. Review of Parks and Recreation Permitting
  - a. Types: Commercial uses of parks, trails, facilities
  - b. Process and Policies
  - c. Locations
  - d. Benchmark against similar park agencies

**6. Prioritization of Park Development and Capital Investment**

- A. Prioritize existing parks, trails, facilities, and natural areas for improvement by neighborhood, region, natural area, etc.
- B. Prioritize of new or expanded parks, trails, facilities, and natural areas for development by neighborhood, region, natural area, etc.
  - a. Fill in neighborhood or geographical gaps

**7. Goals, Objectives, and Evaluation**

- A. Establish goals and objectives of the Master Plan based upon the Guiding Principles included in this RFP
- B. Develop and propose a strategic financial plan to achieve the recommendations for system improvements
- C. Develop an implementation plan and evaluation mechanism to monitor plan progress

## Reference Materials:

Imagine Duluth 2035 Comprehensive Plan: <https://imagineduluth.com/>

Duluth Parks and Recreation Master Plan 2010:  
<https://duluthmn.gov/parks/parks-planning/parks-planning-library/>

Duluth Trail and Bikeway Plan. Existing 2011 plan found here:  
[https://duluthmn.gov/media/6774/duluth\\_bike\\_report\\_edited\\_october\\_2011.pdf](https://duluthmn.gov/media/6774/duluth_bike_report_edited_october_2011.pdf)

Duluth Online Parks and Trails Map:  
<https://duluthmn.maps.arcgis.com/apps/View/index.html?appid=858a94c6007f4bafbe45afa08e47e054>

Duluth Cross-Country Ski Trail Master Plan (2015):  
<https://duluthmn.gov/media/6781/final-report-15-06-09.pdf>

Duluth Natural Areas Program Plans: <https://duluthmn.gov/parks/parks-planning/parks-planning-library/>

Past and present mini-master plans for specific parks and trails:

Completed: <https://duluthmn.gov/parks/parks-planning/parks-planning-library/>

In Progress: <https://duluthmn.gov/parks/parks-planning/progress-in-the-park/>

**APPENDIX A - PROPOSAL COVER SHEET  
CITY OF DULUTH  
RFP# 21-AA18  
Parks and Recreation Master Plan**

<b>Proposer Information:</b>	
Proposer Name	
Mailing Address	
Website	
Contact Person	
Contact Person's Phone Number	
Contact Person's Facsimile Number	
Contact Person's E-Mail Address	
Federal ID Number	

<b>Submittals Enclosed</b>	
<input type="checkbox"/>	Technical Submittal
<input type="checkbox"/>	Cost Submittal <b>sealed separately</b>
<input type="checkbox"/>	Digital Copy of both Technical and Cost Submittals

<b><i>Signature</i></b>	
Signature of an official authorized to bind the Proposer to the provisions contained in the proposal:	
Printed Name	
Title	

# **Request for Proposals City of Shakopee, Minnesota**

## **Parks, Trails and Recreation Master Plan**



**Proposals Due: Monday, April 30, 2018 by 4 p.m. CST**

## **I. PROJECT OVERVIEW**

The City of Shakopee, Minnesota is seeking qualified consultants to complete a Master Plan for the city's parks, trails and recreation system. The plan will provide short- and long-term planning and implementation guidance for the city's capital improvements, acquisitions and development to create a parks and recreation system that meets the needs of Shakopee's residents and businesses.

The Master Plan should:

- Guide critical decisions about parks, trails and recreation facilities, infrastructure, programs, and services
- Identify capital improvement goals needed to assess funding needs
- Engage stakeholders and community members in a consensus-focused plan which clarifies the city's future plans for the park system
- Identify opportunities to reduce maintenance and operation costs while preserving a high-quality park system
- Seek balance in the park system to meet the needs of all Shakopee residents, businesses and stakeholders, considering usability, access and differences in physical ability, age, income, language and culture
- Consider the interrelation of the parks and recreation system to transportation, housing, land use, economic development, utilities and infrastructure, natural resources and public safety
- Develop specific recommendations and an implementation strategy

In addition to providing a design blueprint for parks and facilities, the master plan will be used as a promotional document to foster support and community involvement. A successful master planning process will transform a community's vision into tangible plans to create outstanding recreation opportunities, well-maintained facilities and a customer-focused and responsive park system.

The city intends this process to be an inclusive, customer-oriented plan organized around a community-driven set of values and outcomes.

The city intends to incorporate and coordinate the Master Plan with the 2040 Comprehensive Plan. The city's 2040 plan, Envision Shakopee, is currently being prepared, with a draft to be released in mid-June. Envision Shakopee provides a future framework for the parks and recreation system and identifies a number of community-driven concerns, strategies and opportunities. The Master Plan will build off that framework, presenting specific and concrete analysis, recommendations and guidance. A list of strategies identified in the 2040 Comprehensive Plan is listed later in this RFP. The city estimates the Master Plan process should be completed in six months. This allows time to coordinate Envision Shakopee and the Master Plan where necessary. It is anticipated that the Master Plan will be adopted as an appendix to the Comprehensive Plan.

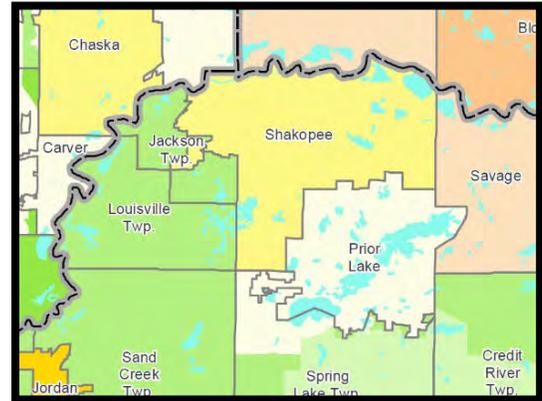
## **II. COMMUNITY BACKGROUND**

Named after Chief Shakpay of the local Dakota tribe, the City of Shakopee is rich in history and culture. Located in the lower Minnesota River Valley, Shakopee has been home to Native Americans for thousands of years. Today the Shakopee Mdewakanton Sioux Community (SMSC) is a federally

recognized sovereign nation with trust land located adjacent to and within the city’s borders. The SMSC is an important stakeholder in the area and a critical coordination partner in the area’s park system.

From a Dakota settlement, to a trading post founded by white settlers, and then a small river town, the city is now a growing suburb to the Twin Cities metropolitan area. The city’s population has seen tremendous growth, nearly doubling since the year 2000 to 39,981, with growing populations of seniors, youth and communities of color.

Continued growth is expected for decades to come. As the city looks to accommodate future growth, it is in the process of exploring annexation of portions of nearby Jackson Township. The city has signed an Orderly Annexation Agreement with the Township and most of the growth for the 2040 Comp Plan is projected in this area, with the city’s population expected to reach 60,000 by 2040.



The city currently has more than 900-acres of parks and facilities. This includes more than 34 parks and more than 80 miles of trails. Shakopee is also a bike-friendly community and many residents and visitors use the trail system for recreation and transportation. The park system includes significant facilities including the recently renovated and expanded Community Center that includes an aquatic center, gym, fitness center, senior and teen facilities. The city also has a shared facility agreement with the Shakopee Public School District that allows the district and the city to share facilities including the two sheets of ice at the community center and a number of recreational fields.

The city is in the process of completing its 2040 comprehensive plan, known as Envision Shakopee. The planning process has included extensive community engagement which has revealed shifting attitudes and perspectives on the existing park system and the desired park system of the future. The community has expressed a desire for a balanced park system that provides active and passive recreation opportunities. This includes trail connections, wayfinding signage, natural settings, gathering spaces, connections to the river and bluffs, community events and facilities for new games and sports. The vision being set forth in the comprehensive plan and its related community engagement should be the basis for the proposed park system plan.

### **III. PLAN DESIGN & PLANNING PROCESS**

#### **A. Goals of the Plan**

1. Be consistent with and/or advance the goals of community
2. Be responsive to the interests of citizens and diverse groups of stakeholders

3. Implementable, lead to a shared vision for community livability, and provide recommendations for land-use policy, parks development and rehabilitation, and natural resource conservation
4. Be extremely conscious of initial and on-going expenses with the intent of lowering the overall proportion of the city's budget spent on the park system
5. Be adaptable to future changes in conditions
6. Lead to a shared vision for recreation and conservation among all stakeholders and guide future implementation
7. Address needs based upon the demographics of the community/region, including low-income, minority, and special-needs populations
8. Address the need for ADA accessibility (e.g., facilities, sites, and programs)
9. Create opportunities for citizens to connect to open space, greenways, trails, parks and conservation areas
10. Strengthen connections between recreation, healthy lifestyles and economic benefits in the community
11. Reconnect people to the outdoors and foster environmental stewardship
12. Leverage investment of resources, partnerships and funding
13. Support environmental sustainability, conservation and green practices

## **B. Plan Design Principles**

The Envision Shakopee process has been guided by the following 11 principles. We encourage applicants to consider how the same principles could be incorporated into the park master plan process.

1. Visionary: a plan that reflects our shared concerns and aspirations, guides decision making and anticipates future growth and redevelopment needs;
2. Community-oriented: a plan centered on the people that live, work, play and learn in Shakopee. A plan that addresses our responsibility to future generations—focused on a Shakopee that is healthy, safe, livable, prosperous and sustainable for all.;
3. Consensus-focused: a plan organized around a vision that originated from—and is embraced by—the community. A plan driven by a set of community values/guiding principles;
4. Inclusive: the plan will incorporate disparate viewpoints, specific needs, and opinions of segments of the population with the intent of hearing and acknowledging all voices, especially those that typically may be underrepresented in the planning process;

5. Accessible: plan should be consistent in tone, easy-to-read, easy-to-use, customer service-oriented, one that avoids technical terms when possible, and a strong emphasis on visual interest and the use of photographs, charts, tables and infographs;
6. Action-oriented: the plan will be focused on implementation with specific, measurable outcomes. It will be proactive and visionary plan.;
7. Strategic: the plan will be thoughtful and pragmatic and yet challenge conventional wisdom when needed to achieve an outcome.;
8. Systems-based: The plan will acknowledge and address the interconnectedness of planning elements, the complexities of modern society and the need to address issues in an integrated and cohesive manner.
9. Data-driven: the plan should be an evidence-based strategic framework by which to systematically achieve long-range planning goals and to do so efficiently and effectively;
10. Transparent: the planning process and its related impacts will be consistently communicated, ensuring all stakeholders have clear, accessible information that continues through plan adoption and beyond.; and
11. Accountable: The plan will be viewed as an agreement between the city, stakeholders and the larger community, in which the city will do its best to achieve the vision laid out in the plan.

### **C. Community Engagement**

The 2040 comprehensive planning process has been inclusive and has made many efforts to engage the resident through community workshops, at public events and gatherings, online surveys and discussion forums. Community engagement will be critical to this plan and should complement and build off the engagement work done thus far for Envision Shakopee.

A community survey revealed that less than 20 percent of residents engaged with elected officials or attended a public meeting. This indicates that a one-size-fits-all approach to engagement does not reach the vast majority of residents, heralding the need for a new set of tools. To create a plan that includes the above-mentioned design principles, an authentic community engagement process will be necessary. The city expects proposals to include plans for multiple forms of community engagement including but not limited to:

- Focus groups
- Website
- Community polling
- Social media
- One-on-one discussions
- Public comment tracking tool
- City-sponsored event and meetings (i.e. open house, City Council, Parks and Recreation Advisory Board and Planning Commission meetings etc.)

To be an inclusive process and plan, engagement activities will need to be tailored and adjusted based on the specific needs, history, culture and language of the community or population being engaged. An engagement process designed to meet the needs of those most likely to not engage – high priority populations - is likely to result in a process in which more people of all backgrounds are engaged. Be sure to include you firm’s experience working with diverse populations, including successes and lessons learned.

For purposes of this plan, the city’s high priority populations include:

- The approximately 80 percent of people who do not regularly engage
- Individuals that do not participate in group or team sports
- Low-income
- Youth
- People of color
- Immigrants

#### **D. Trends and Issues**

The parks, trails and recreation plan should address the following trends and issues:

- Changing demographics
- Regional and national trends in recreation
- Placemaking
- Community branding for parks, trails, recreation and open space
- Connections to the Minnesota River
- Inclusive public engagement
- Long-term infrastructure maintenance and replacement
- Building community pride
- Celebrating the city’s unique history and culture

#### **IV. SCOPE OF SERVICES**

The following is a general description of the tasks to be required of the consultant. A final scope of services will be negotiated and finalized once a consultant is selected. In preparing a proposal, the consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the plan.

1. Initial meeting with city staff to meet project team; review the project scope, schedule, and deliverables; map out timeline and community engagement plan; begin the process of data collection and issues analysis; and clarify any outstanding questions or concerns.
2. Tour park and recreation assets
3. Demographic trends – review information from the 2040 Comp Plan
4. Meet with various stakeholder groups including sports associations, convention and visitor’s bureau, business leaders, community leaders, city staff, school district staff
5. Execute community engagement strategy

6. Facilitate monthly advisory committee meetings. The advisory committee will oversee the planning process and shall include:
  - a. Two City Council members
  - b. Two members from the Parks and Recreation Advisory Board (PRAB)
  - c. Two members from the Planning Commission
  - d. One member from the Bike Advisory Committee
  - e. Convention & Visitors Bureau Director
  - f. Public Works Director or assignee
  - g. Recreation Supervisor (representing various athletic associations and programming)
  - h. Two members from large employers
  - i. One member from small business
  - j. Four residents from various parts of the community
7. Draft plan, completed via iterative process with staff and advisory committee
8. Present draft plan to Parks and Recreation Advisory Committee, Planning Commission and City Council.

## **V. PROJECT DETAILS**

### **A. Outline of Project Deliverables**

It is recommended you consider the following list of project deliverables. This list should be used as a recommendation and guidance, not a list of requirements. The city welcomes additional ideas, revisions or deletions per your firms experience with master plans.

1. Listening and Visioning
  - a. Process and strategies to engage the community in park system master plan and future planning endeavors
2. Community Assessment
  - a. Existing and future demographic analysis
  - a. Park and facilities inventory and analysis
  - b. Park typology classification and identification
  - c. Recreation programming assessment
  - d. Level of service assessment
  - e. Community survey to assess use and need
3. Strategy and Implementation Recommendations
  - a. Engagement strategy
  - b. Communications strategy
  - f. Marketing and branding strategy
  - g. Unifying design elements and wayfinding
  - h. Opportunity identification, concept planning, cost estimations and prioritization for individual parks within the system
  - i. New park and facility concepts and target areas
  - j. Review of funding sources including park dedication, fee revenues and enterprise activities
  - k. Maintenance and operations assessment and strategy
  - l. Recreation programming assessment and strategy

- m. Capital Improvement Plan, 15-year plan
- n. System-wide priorities, actions and cost estimate matrix
- o. Progress evaluation matrix

## **B. Timeline**

The city proposes a six months process with work expected to begin in July. It is anticipated that all work will be completed by the end of December 2018. The city anticipates approval its comprehensive plan in the late spring of 2019.

## **C. Budget**

The total budget available for the project shall not exceed \$150,000.

The city expects a community engagement process in which authentic and lasting relationships between city staff and area stakeholders are built, fostered and maintained. In some instances, it may make more sense for city staff to conduct community engagement activities without the consultant present due to budget constraints, relationship building, or expediency. Feel free to acknowledge such limitations and propose a comprehensive community engagement plan in which your firm/team may not conduct all activities.

City staff is available to assist in completing various plan sections, provide greater detail, context, and history, gather and analyze data, assist in meeting facilitations, and offer technical support. Additionally, city hall and the community center are both equipped with media projection and meeting space if needed.

The proposed budget total should include all expenses and materials to deliver the work product. The city requests a proposed line item budget as part of the submittal package. The city will not be liable for any costs incurred by the consultant in the preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or other activities related to responding to this RFP. No costs chargeable for work under this proposed contract may be incurred before receipt of either a fully executed contract with the city or specific written authorization from the City of Shakopee.

The final contract dollar amount will be negotiated with the selected consultant/team. If the city is unable to negotiate a satisfactory contract with the selected firm, negotiations with that firm will terminate and the city may select another firm.

## **D. Guiding Documents**

In its preparation of this RFP and the planning process, city staff has researched and identified other plans from which it would like to model. The city recommends applicants view these guiding documents for tone, organization, presentation, engagement and implementation. The majority of them are image heavy and have easy to read concept designs.

1. City of Elk River, MN [Parks and Recreation Master Plan](#)
2. City of Edina, MN [Park System Strategic Plan](#)

3. City of St. Cloud, MN [Parks & Recreation Master Plan](#)
4. City of Emeryville, CA [Parks and Recreation Strategic Plan](#)
5. City of Englewood, CO [Parks & Recreation Master Plan](#)

#### **E. Relevant Existing Plans**

1. [City of Shakopee Parks and Trails Map](#)
2. [Shakopee 2030 Comprehensive Plan](#)
3. [Shakopee Capital Improvement Program 2017-2021](#)
4. [Community Livability Report \(2016\)](#)
5. [West End Land Use Master Planning Study \(2016\)](#)
6. [2018 Winter Hometown Messenger](#)
7. [2018 Spring-Summer Hometown Messenger](#)

#### **F. Envision Shakopee**

The city's draft 2040 Comprehensive Plan outlines and includes the following maps, figures and strategies. These items should be referenced and coordinated in the Parks Master Plan, but efforts should not be duplicated. Please note, the following list is only proposed language and may change in the coming months.

1. Goals and Strategies
  - a. Activate Parks and Facilities
    - i. Conduct a Parks and Recreation Master Plan process to provide detailed parks and recreation strategy and recommendations for park system in accordance with Comp Plan recommendations.
    - ii. Coordinate transportation planning, zoning and subdivision regulations to optimize access to and from all parks.
    - iii. Plan a park system that is accessible to all users regardless of age, culture, mobility level or income
    - iv. Provide park spaces within walkable distance to all Shakopee residents
    - v. Maintain an average of 20 acres of park space per 1,000 residents
    - vi. Establish unifying design elements across all parks
    - vii. Identify target areas for new parks
    - viii. Increase diversity of play experiences
  - b. Provide Passive Parks and Open Space
    - i. Approve passive space and open space planning as a system connected to active park uses, natural resources, regional and county parks
    - ii. Identify and maintain target levels of service for passive and active park space
    - iii. Improve natural setting of all park spaces
    - iv. Require dedicated open space in residential development
  - c. Support and Strengthen Trail System
    - i. Promote trail use, connectivity and construction, including local and regional trail systems
    - ii. Collaborate with public and private groups to ensure consistent, high-quality trail maintenance

- iii. Align parks planning with transportation planning to ensure the implementation of pedestrian and bicycle friendly street design on roadways – especially those connecting neighborhoods to parks and trails
    - iv. Require connections to adjacent local and regional trail systems for approval of developments when applicable
    - v. Continue to improve and install educational and directional trail system signage
    - vi. Collaborate across city departments to ensure broad success of parks and trails system
    - vii. Promote unpaved trails in nature areas
    - viii. Promote paved shared-use trails in all large-scale residential developments
    - ix. Promote on-road improvements to connect trail systems where applicable
  - d. Embrace the Riverfront
    - i. Increase access to the riverfront
  - e. Enrich Programming
    - i. Include programming in Parks Master Plan process
    - ii. Increase and enrich the programming in all applicable venues of the Shakopee park system
  - f. Manage and Govern as a Community Effort
    - i. Embed collaboration into internal organizational structure
    - ii. Encourage wide participation in parks and recreation with diligence in communications
    - iii. Promote coordination, collaboration and partnerships among local and regional public agencies
    - iv. Emphasize use of data and metrics to plan and coordinate parks and recreation
    - v. Maintenance and budget
- 2. Figures and Maps
  - a. Parks and Open Space System Map
  - b. Trail System Map
  - c. Issues & Opportunities Map
  - d. Minnesota River Greenway Map

## **VI. PROPOSAL SUBMITTAL**

The following materials must be received by 4 p.m. (CDT) on Monday, April 30, 2018 for a proposal to be considered. During the evaluation process, however, the City of Shakopee reserves the right to request additional information or seek clarification from a consultant/team, or to allow for corrections of errors and/or omissions.

- A. Project Overview
  - 1. General Information: provide a brief overview of firm, including qualifications to execute the contract, company mission or statement of beliefs
  - 2. Project Understanding: include a summary of the consultant’s understanding of the project as described in this RFP including the desire by the city for an innovative, community-focused plan
- B. Qualifications
  - 1. Personal Qualifications:

- a. Identification of lead project manager and their contact information
    - b. Name, proposed role, hourly rate, anticipated time commitment to the project, and biography of each team member
  2. References: include a list of at least three municipal clients for which consultant has conducted strategic planning for parks and recreation, visioning, community engagement and/or financial analysis
- C. Proposal
- Submitted materials should provide city staff with a clear understanding of the consultant's proposed approach to the park master plan.
1. Proposal Overview: provide specific approaches, methods and assumptions that will be utilized to accomplish each task
  2. Proposed Work Plan and Schedule: provide a proposed work plan with schedule, divided into distinct phases and including a list of key tasks, milestones, approximate dates, project deliverables and resource needs
  3. Community engagement plan: provide an overview of your approach to community engagement including anticipated activities, approach to collaboration with city staff and efforts to engage high priority populations
  4. Budget: identify cost estimates for each segment of the scope of services/proposed approach and work plan. At minimum, identify costs for the following:
    - i. Community engagement activities
    - ii. Update of existing plans and exhibits
    - iii. Analysis of future impacts and issues
    - iv. Implementation program
    - v. Production of final document – editable and PDF format, including all figures, maps and shapefiles. Website and/or printed copies will be considered.
    - vi. Any other anticipated budgetary needs including incidentals

All responses, questions and correspondence should be directed to Eric Weiss, long-range senior planner, using the contact information below. In the interest of fairness to all respondents, please do not contact other staff or elected or appointed officials unless instructed to do so. A list of questions and pertinent responses will be posted on the city's website.

Eric Weiss, Senior Planner  
 City of Shakopee  
 485 Gorman Street  
 Shakopee, MN 55379  
[eweiss@ShakopeeMN.gov](mailto:eweiss@ShakopeeMN.gov)  
 952-233-9347

One electronic copy of the proposal, in Adobe PDF format, shall be submitted to the email address above. Note the maximum size for email attachments is 32 MB; multiple emails with attachments are permitted.

**VII. PROPOSAL REVIEW**

A committee of city staff will review all proposals and will consider the following criteria in selecting a consultant/team using the following scoring matrix:

<b>APPROACH</b>	
A strategy is devised to draft a consensus-based vision for the community	10 points
A comprehensive approach is taken that acknowledges the multiple benefits – monetary and non-monetary – of a park and recreation system to the community	5 points
Acknowledgment of future trends and issues included in proposal, experience planning for these issues and clear process to identify strategies	10 points
Planning process is designed to gather and analyze data; data is used to influence decision making and proposed strategy	10 points
Design and language techniques will be engaged to make the plan an accessible, easy to read, and easy to use document	10 points
An approach is taken that ensures the plan will be strategic, pragmatic and action-oriented	15 points
A work plan is submitted that is realistic and identifies specific goals, strategies and timeline	15 points
<b>COMMUNITY ENGAGEMENT</b>	
Community engagement plan includes multiple engagement techniques	10 points
Specific tactics proposed to target high priority populations and create an inclusive planning process	10 points
A process is identified to work with area stakeholders, athletic associations and appointed and elected officials	10 points
<b>BUDGET</b>	
Proposed budget is reasonable and reflective of project needs	10 points
Language is included stating the budget is “not to exceed”	5 points
<b>EXPERIENCE</b>	
Project team has experience creating innovative, accessible and engaging park master plans	5 points
Project team has experience creating strategic, phased implementation plans that includes realistic strategies and tactics	5 points
Project team has experience working with diverse populations	5 points
Project team has experience working in the Midwest and is familiar with climate, culture and economics	5 points
Project team has the comprehensive skills, capacity and technological resources needed to complete the project	5 points
At least three references are provided	5 points
<b>TOTAL</b>	<b>150 points</b>

A committee of city staff will evaluate and rank all submitted proposals. After conclusion of this review, staff will recommend the most qualified consultant/team to the City Council. The decision will be based on a combination of factors including, but not limited to: ranking, presentation of materials and other qualifications. The city administrator may review the recommendations and invite the top candidate to conduct a presentation before council, members of city staff, and representatives of the Planning

Commission. Presentations, should they occur, would take place in early- to mid-May. The council will make the final selection of the consultant/team, with input from city staff and the Planning Commission. Once authorized to proceed, the “most qualified” consultant will be expected to immediately assist in developing a final scope of services and contractual agreement.

The city anticipates the following review and selection schedule:

1. Submission Deadline: April 30, 2018
2. First Review: May 14, 2018
3. Interviews: June 4-6, 2018
4. Selection: June 11, 2018
5. City Council Contract Award: July 3, 2018

#### **IX. RESERVATION OF RIGHTS**

The City of Shakopee reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived from further investigation of such proposals. The city further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFP as determined in the sole and absolute discretion of the city. The city may seek clarification from a respondent regarding their proposal at any time and failure to respond promptly may be cause for rejection. The city also reserves the right to interview only those respondents it determines shall provide the most advantageous services and to negotiate with one or more respondents to contract terms acceptable to the City of Shakopee.

**Request for Proposals**  
**Consultant Services for the City of Hopkins Park**  
**System Master Plan**

**Due: 4:00 p.m., Friday April 1, 2022**

## **Purpose**

The City of Hopkins invites qualified firms to submit a proposal for consulting services to prepare a comprehensive Park System Master Plan + Implementation Plan. This plan must:

- Establish a clear, 20-year vision for the Hopkins park, open and public spaces system (hereinafter referred to as “Park System”) to ensure that it is positioned to meet future community needs and is aligned with the 2040 Cultivate Hopkins Comprehensive Plan goals;
- Evaluate the existing Park System features and the role of Privately-Owned Public Spaces (POPS) and their features and amenities related to community need and accepted national standards to identify where changes are warranted;
- Evaluate how public gathering spaces including the Artery, Clocktower Plaza and the Hopkins Center for the Arts plaza are currently being used and provide recommendations for how these urban public spaces together with the Downtown Hopkins LRT Station plaza can be enhanced to maximize community and economic development goals including creative placemaking, providing unique experiences, attracting visitors and supporting local businesses.
- Evaluate the ways in which the system is or is not currently served through the partnership with the City of Minnetonka Recreation Services;
- Create an equity-based master plan which seeks balance in the park system to meet the needs of all Hopkins residents, businesses, and stakeholders, considering usability, access and differences in physical ability, age, income, housing status, language, and culture;
- Develop a prioritization strategy to guide decision-making and investments in the Park System;
- Identify and prioritize Park System needs, desires, and interests of the community today and the next 20 years based on anticipated demographic, economic, recreation trends and preferences and social changes;
- Establish a detailed implementation program for achieving the plan vision including identifying funding opportunities and gaps, anticipated needed staff resources, and producing high-level cost estimates for identified high-priority actions;
- Consider the interrelation of the Park System to transportation, housing, land use, economic development, utilities and infrastructure, natural resources, and public safety;
- Identify best practices for ensuring the Park System is managed, maintained, and developed with a sustainable and climate-change focused approach; and
- Involve robust community and stakeholder engagement as part of the process.

## **Background (ADD MAP OF CITY)**

The City of Hopkins is a fully developed suburb located 12 miles west of Minneapolis with a current population (2020) of approximately 19,084. The City of Hopkins is four square miles with 97.9 acres of parkland, 82.7 acres of school parks, and 34.2 acres of natural resource areas. Current demographics, as of the 2020 census, show that the City continues to be more diverse, with 62% of the population identifying as White, 18.4% identifying as Black, 7.65% identifying

as Latinx, 5.84% identifying as Asian, and 5.2% identifying as two or more races. Residents in Hopkins predominately rent their homes - approximately 65% of the population. Approximately 90% of residents of color in the community also rent their homes.

The City has 14 parks and 4 nature areas with a variety of features such as play areas, ball fields, shelters, and ice rinks (*a full amenity list is included as Appendix D2 in the 2040 Comprehensive Plan*). Park design across the system is largely unvaried, with most parks consisting of a play area, sporting field, sport court, and skating area.

The City also operates three year-round, indoor facilities; the Hopkins Center for the Arts, the Hopkins Activity Center, and the Hopkins Pavilion. The Park System has one public access beach, Shady Oak Beach, which is owned by the City of Hopkins but located within the City of Minnetonka. This facility is operated by Minnetonka Parks and Recreation and maintained by Hopkins Public Works. The City also owns Overpass Skate Park, a seasonal skate park, operated and maintained by 3<sup>rd</sup> Lair with a financial contribution from the City. Cottageville Park and the future open space located at the 325 Blake Road development site are owned by both the City of Hopkins, the Minnehaha Creek Watershed District and the project's developer. This site along with a development at Excelsior Boulevard and Blake Road are the City's first example of POPS.

The City also serves as a hub for the regional trail network, with five (5) regional trails which serve both recreational and transportation uses. These trails are operated by Three Rivers Park District and the City maintains a strong partnership with this organization.

The City collaborates with the City of Minnetonka for recreational programming and the rental of park shelters and fields. A cost-sharing agreement, full details of which will be shared with the selected consultant team, is utilized to offer residents access to Minnetonka's recreational programming for children and adults as well as maintenance of Shady Oak Beach.

### **Emerging Issues and Opportunities**

The city of Hopkins is considered a fully developed suburb, and as such, has limited expansion opportunity for city-owned parkland. Access to parkland is currently distributed fairly evenly and equitably throughout the City of Hopkins, with 91% of Hopkins residents able to access a park within a 10-minute walk. However, an analysis from the 2040 Comprehensive Plan identified that future redevelopment and subsequent population growth show a need for 42.8 new acres of parkland. Given the developed nature of the city, this additional parkland acreage is unlikely to be added.

The city of Hopkins is also made up of a unique ratio of residents who rent compared to those who own, with more than 60% of the population renting their homes. Future redevelopment is expected to increase this percentage as most development opportunities are best situated for dense, transit-focused, multi-family housing. This type of housing stock has unique implications for the Park System as multi-family residents are likely to have less access to recreation and open spaces at their residences. As noted above, current data shows that the vast majority of the City's populations of color and immigrant communities (approximately 90%) live within rental

housing. Provision of park and recreation services which are culturally relevant and specific are also a critical need for any redevelopment of park areas. For purposes of this plan, the City's high-priority populations include:

- Residents who rent
- Individuals that do not participate in group or team sports
- Low-income residents
- Youth
- People of color
- Immigrants

In consideration of these constraints and opportunities, the City is thinking creatively about the provision of additional opportunities for flexible gathering, recreation, and open spaces and the promotion of the downtown for tourism and economic development. The City is known for its use of public art for special activation, and this is shown in the design of the Artery. The Artery is a bike, pedestrian and vehicle connection and community space on 8th Avenue S between the Downtown Hopkins LRT Station of the Green Line Extension and the City's historic downtown. The Artery features a wide designated cycle track, pedestrian and community spaces for residents and visitors to enjoy, and various art installations from both local and national artists. In addition to connecting two regional trails, the Artery also attracts visitors to the downtown business district. The City believes that the Artery and other public spaces can provide for needed park amenity space and that the idea of what constitutes a 'park' can be expanded to include similar spaces.

Future development in Hopkins is likely to consist of dense, multi-family projects on previously developed land. Park dedication or fees may not be applicable to many development projects due to statutory requirements tying park dedication to the subdivision of land. In anticipation of this, the City's zoning code that is currently be updated, requires that Master Plan Developments require the inclusion of Privately Owned Public Spaces (POPS). These spaces are required through the zoning code; however, the development of this plan should help the city inform what amenities should be included within new developments.

Finally, consideration of the changing climate is also integral to understanding future park development and recommendations in the Park System Master Plan should take into consideration that the climate is likely to warm three to five degrees by 2050. More volatile temperatures and weather events present challenges for recreation and time spent outside, especially winter sports like ice skating and ice hockey. The City is especially interested in how parkland can positively impact climate resiliency through conversion of turf to native plantings, provide places for pollinator habitats, increase shade and produce sustainable microenvironments.

### **Scope of Services / Tasks**

The following is a general description of the tasks to be required of the consultant. A final scope of services will be negotiated and finalized once a consultant is selected. In preparing a proposal,

the consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the plan.

**A. Assess Existing Conditions and Opportunities**

A basic inventory of park assets is found within the 2040 Comprehensive Plan; however, a more expanded analysis of condition and opportunity is expected within this plan. This inventory should include all parks, facilities, open space, and publicly owned plaza and gathering spaces. The Consultant team will:

1. Assess the quality and condition of existing assets
2. Assess the functionality of the assets against projected 2040 need and community desires discovered during the community engagement phase
3. Prioritize future investment based on community needs and desires and current conditions, including:
  - a. Park buildings and community facilities
  - b. Park/Natural Area/Open Space categories and priority levels
  - c. Considerations for future uses on the closed landfill based on allowable uses per the MPCA
  - d. Considerations for future uses of publicly owned and privately owned public space
4. Review existing built infrastructure and make recommendations for improved accessibility and universal access measured against National Recreation and Park Association Park Metrics.
5. Review existing maintenance standards and schedule of identified and unidentified deferred infrastructure maintenance and provide recommendations on what to prioritize

**B. Community Engagement**

The Consultant team is expected to lead a robust and inclusive engagement process to inform the development of the plan. Minimum expectations include:

1. *Meetings with City Officials:* Meet a minimum of six (6) times (three (3) times with the Park Board, and three (3) times with the City Council). Members of other city boards and commissions may be in attendance.
2. *Meetings with Stakeholders and Partners:* Conduct coordinated meetings with stakeholder groups and key partner agencies and organizations (e.g., City of Minnetonka, Three Rivers Park District, Hopkins School District, Minnehaha Creek Watershed District, Nine Mile Creek Watershed District, etc.) The City will provide a complete list of contact information for key stakeholders and assist in meeting logistics and notifications.
3. *Community Engagement:* The Consultant is expected to lead and actively engage the community throughout the planning process. City staff will assist with some logistics. There should be at least (1) virtual engagement opportunity.
4. *City Staff and Project Team Coordination:* It is expected that the Consultant team will meet regularly with City staff throughout the project to ensure tasks and

activities are progressing in a timely manner and to address issues or opportunities as they arise.

### **C. Funding Systems**

1. Review current and recommend future funding strategies related to the staffing, operations, enhancement, and maintenance of the Park System:
  - a. Levies
  - b. General Fund / Park Development Fund
  - c. Grant Funding
  - d. Existing and Future Fees (Permitting, rentals, etc.)
  - e. Impact Fees
2. Benchmark the City's parks finances against other comparable park agencies (*Note: Direct comparisons may be difficult due to the provision of shared recreation with the City of Minnetonka. Comparisons should not include recreation and should focus on capital expenditures and operating and maintenance budgets.*)
3. Determine what strategic actions the City must take in order to meet the financial needs of the Park System in the future as defined in this new master plan

### **D. Prepare Park System Master Plan + Implementation Plan**

The Master Plan, including the companion Implementation Plan, is the primary product of this planning effort. The document should use clear, concise language and utilize graphics to depict key ideas and illustrate recommendations to the maximum extent possible.

**System Master Plan** – the Master Plan will compile and summarize the findings regarding the needs, desires, challenges, and opportunities of the community today and over the next 20 years based on anticipated demographic, economic, social, and recreational changes. The Master Plan should describe a clear vision, goals, objectives, and guiding principles that will provide the framework for decision-making regarding development, redevelopment, and enhancement of park and open space facilities and the provision of recreational opportunities and services.

The System Master Plan should also describe best practices and/or design guidelines related to:

1. Sustainability (e.g.: maintenance, energy conservation, natural resources, low-impact design, conversion of turf to native plantings, etc.)
2. Creative placemaking and public art
3. Economic Development
4. Signage and wayfinding
5. Historic and cultural resources
6. Regional and national trends in recreation
7. Accessible design

**Implementation Plan** – the Implementation Plan is a critical component of the Master Plan and describes the “what, when, and how” to achieve the plan vision, goals, and objectives. At a minimum, it should include:

1. Prioritization strategy that describes a process and criteria for prioritizing investments and modifying practices, including recommended priorities regarding:
  - a. Replacement, consolidation, and/or repurposing of facilities;
  - b. Parkland acquisition;
  - c. Preserving and enhancing natural areas and amenities;
  - d. Changes to programs and services;
  - e. Changes to maintenance and required staffing (e.g., level of service, etc.);
  - f. Integrating equity considerations in decision-making; and
  - g. Improve sustainability of resources (e.g., natural, fiscal, and social), facilities, and operations.
2. Existing and Potential Funding Sources – Identify existing and potential new funding sources
3. Phasing Plan and Budget
  - a. Identify the highest priorities for investments as well as near, mid, and long-term priorities.
  - b. Prepare cost estimates, including inflationary expectations based on market studies, for the high priority investments.

### **Guiding Documents**

A list of relevant plans and developments are linked below which may be used as reference documents for preparing a proposal. The City may share more documents with the chosen Consultant team after the execution of the contract.

- A. [Cultivate Hopkins – 2040 Comprehensive Plan](#)
- B. [2015 Hopkins Parks Reinvestment Plan](#) (*Note: The Park System Master Plan is not considered to be an update of this plan. Development of the Master Plan shall be based on the requirements outlined in this RFP.*)
- C. [Southwest Light Rail Green Line Extension Station Area Planning Documents](#)
- D. Future developments with either publicly owned or privately owned parks and open space
  - a. [325 Blake Road](#)
  - b. [Blake Road Station](#)
- E. [2013 Pedestrian and Bike Plan](#)

### **Deliverables**

The Consultant team is expected to deliver the final project both electronically and in a printed format. It is expected that draft documents will be shared with the City and stakeholders for

review from time to time, and these documents should be shared electronically using the client's preferred file sharing method.

**A. Printed Material**

Three (3) copies of the final Park System Master Plan and Implementation Plan should be provided to the City in the following format:

1. Spiral-bound book, with individual sections marked by labeled dividers
2. Printing to be double-sided (back-to-back)
3. 8.5" x 11" paper except for maps, charts or diagrams that may be on folded 11" x 17" paper
4. Color copies of pages including graphics, maps, or photographs

**B. Electronic Materials**

The documents and graphics should be available in a digital format compatible with the City's software (e.g., Adobe Creative Suite package, ESRI GIS products, MS Word). The final products as well as all presentation materials (i.e., Power Point presentations, maps, graphics, etc.) used throughout the planning process shall become property of the City of Hopkins who shall have all-inclusive rights for reproduction and distribution. The material may be provided to the City via a secure file sharing website or via USB Flash Drive.

**Inquiries**

It shall be the responsibility of the Proposer to inquire about any portion of the RFP that is not fully understood or susceptible to more than one (1) interpretation. Written inquiries are required. Oral communications will not be accepted, except to confirm delivery of a proposal or written correspondence. All questions concerning the RFP must reference the page number, section heading, and paragraph. Questions may be submitted via email. Please place "Park System Master Plan Question" in the subject line.

Contractors needing additional submittal, general requirement, or technical information should contact Peggy Sue Imihy Bean, Management Analyst via email: [pimihy@hopkinsmn.com](mailto:pimihy@hopkinsmn.com)

All inquiries, questions, or clarifications must be submitted not later than March 15, 2022. Those inquiries, questions, or clarifications submitted after this date will not be answered. All inquiries will be responded to within three (3) business days. Inquiries and the City's response will be provided to all Contractors who acquired an RFP.

Do not ask other City personnel questions, as information gathered from other sources may not reflect the City's position or interest and could result in disqualification.

The City reserves the right to contact Contractors individually for the purpose of clarifying Proposals.

Any Addenda to this RFP will be issued in writing. No oral statements, explanations, or commitments shall be provided. Contractors must return Confirmation of Receipt of Addenda with their proposals noting receipt of any addendums that may be issued.

**Projected Timetable of the RFP Process**

Following is an anticipated general timeline that will be followed regarding Proposal submittal and Consultant selection. Once a Consultant has been selected, the actual planning process schedule will be refined.

<b>RFP Event</b>	<b>Date</b>
Issue Request for Proposals	March 1, 2022
Deadline to Submit Written Questions	March 15, 2022
Latest Addendum Issue Date	March 25, 2022
Proposals Due	4:00 PM, April 1, 2022
Evaluation of Proposals	April 4-15, 2022
Consultant Interviews	6:30 PM, April 25, 2022
City Council Approval	May 3, 2022
Contract Execution	Anticipated by May 13, 2022

It is expected that upon Contract execution, the Consultant will begin work immediately in a manner consistent with the final work plan developed in cooperation with and approved by the City.

**Submittal Requirements**

Each Consultant shall submit **nine (9) electronic copies** which includes **ONLY** the Technical Proposal (A-F below) and **one (1) electronic copy** which includes the Technical Proposal and the Cost Proposal (G below).

**A. Cover Letter/Statement of Project Understanding and Approach**

The cover letter should describe the Consultant team’s understanding of the project intent and proposed approach to update the Hopkins Park System Master Plan, including the Implementation Plan. Please include:

1. A brief description of relevant project experience and skills that demonstrate the Consultant team’s ability to effectively perform the tasks described in this RFP and deliver high quality deliverables, in a timely manner and on budget.
2. Business information for contracting purposes, including the business entity which proposes to contract with the City, its address, and contact person and information for the Proposal.

**B. Consultant/ Team Description, Staffing and Capabilities**

Provide a brief description of the lead firm and any sub-consultants. Provide an organizational chart or similar depicting the staff team assigned to this Project and their primary roles. Identify the lead contact for this Project and provide related contact information (phone, email). It is expected that the Project lead and other primary team members will be actively engaged and accessible throughout the Project. Provide brief descriptions of relevant experience of project team members, highlighting past

experience where team members (and sub-consultants) worked together. Please also include any limitations related to meeting or gathering in-person due to the COVID-19 pandemic. Submit a resume for each project team member that includes:

1. Name and title
2. Role on the project and description of primary responsibilities
3. Home office location and contact information
4. List of relevant past projects and/or experience
5. Educational background
6. Professional registrations and/or certifications

### **C. Work Examples and References**

1. Provide at less three (3) but no more than five (5) examples of recent, similar park master plan projects on which the primary firm has taken the lead and completed. This should:
  - a. Include a brief description of the scope, budget, and completion date for each example project.
  - b. Demonstrate the Consultant's team's ability to produce deliverables which convey information in a clear, concise, and highly graphic manner. Examples which show the inclusion of additional languages and/or culturally inclusive are appreciated.
  - c. Briefly describe how the example project is similar or relevant to the Hopkins project
  - d. Identify lead staff from the consultant team who worked on each example project and their roles
  - e. Provide an example project reference for each project including their name, title, email address and phone number.

### **D. Approach to the Scope of Service**

Consultant must demonstrate:

1. Experience in preparing park master plans and implementation plans to guide the decision-making and investments in the City's Park System.
2. Knowledge of significant trends and challenges affecting the management, maintenance, and provision of facilities in a community (s) which has characteristics similar to Hopkins, MN.
  - a. Demonstration of experience in planning for systems with dense growth and limited parkland expansion opportunities is a plus.
  - b. Demonstration of experience in planning for dynamic urban public gathering spaces is desired.
  - c. The approach should also examine the role of climate change in the provision of park amenities.
3. How the consultant will engage City staff and officials, community members and key stakeholders through an engagement process that is inclusive and equitable.

This includes providing clear descriptions of proposed outreach methods and engagement tools.

- a. Specifically, the consultant should provide innovative and proven solutions for reaching hard to reach populations such as non-English speakers and our rental community.
  - b. Clearly describe the approach and tools intended to be used (e.g., surveys, public forums, workshops, focus groups, etc.).
  - c. Any costs associated with translation or interpretation should be reflected in the budget.
4. Innovation and creative approaches to similar projects.
  5. Coordination and quality control processes of project products and documentation.
  6. A detailed work plan and schedule with that identifies all major milestones to be accomplished throughout the park system master plan process.
  7. A statement by the consultant team on how racial equity will be centered in the understanding and recommendations of the project.

#### **E. Project Timeline**

Provide a project schedule that describes timelines for each major project task described in the scope of work. A timeline for community engagement should be integrated into the project task timeline. Benchmarks should be identified for completion of major project tasks and community engagement.

The City desires the project to be completed in no more than 18 months. Anticipated project completion milestones include:

1. Evaluation of existing conditions and opportunities
2. Initial draft Master Plan, including the Implementation Plan, at 50% complete for review by City staff, the Park Board, and the City Council.
3. Revisited/Final draft Master Plan, including the Implementation Plan, at 90% complete for public presentation and approval by the Park Board and the City Council.
4. Final Master Plan, including the Implementation Plan at 100% complete, submitted to the City within 4-6 weeks of City Council approval of final draft.

#### **F. Supplemental Questions**

Please answer the following questions in a narrative format:

1. How will you design and implement an equity-driven planning process to ensure that those often left out of planning processes such as the rental community, immigrants and BIPOC residents are included, and how will their recommendations help shape an equity driven Master Plan and Implementation Plan?

2. Adaptation to climate change and resiliency are a priority of the City. How will that be identified throughout the planning process and be incorporated into the Master Plan and Implementation Plan?
3. The City of Hopkins is not the recreational programming provider for the Park System and operation is done with limited financial and staffing capacity. How will you factor this into the planning process while still striving for the highest quality park system for our residents?
4. When looking at our park facilities and limited park development fund opportunity, how will you develop a sustainable model for ongoing redevelopment of our built assets?
5. Hopkins has unique urban public spaces including the Artery, Clocktower Plaza, the Hopkins Center for the Arts plaza, and the future Downtown Hopkins LRT Station plaza. How will you approach planning for these public spaces to meet several City goals including providing flexible gathering areas, fostering creative placemaking, drawing visitors and supporting downtown businesses?

#### **G. Cost Proposal and Approach to Budget**

A detailed cost proposal should include:

1. A total, not-to exceed, cost for all services;
2. Hourly rates and anticipated hours used for key project personnel;
3. Costs and each major projects milestone and tasks listed in the scope of services;
4. Anticipated reimbursable expenses, such as additional meetings, document printing, translation/interpretation services, materials, etc.
5. A statement describing the Consultant team's approach to budgeting to avoid cost over-runs and how scope or budget changes will be addressed.
6. A statement describing the Consultant team's previous budget performance and experience in meeting budgets.

**The Cost Proposal** must only be included on one of the electronic copies.

#### **Submission of Proposal**

Each Consultant shall submit nine (9) electronic copies (flash drive with PDF) of the Technical Proposal and one (1) electronic copy with the Technical Proposal and Cost Proposal not later than **4:00p.m., Friday April 1, 2022**. Electronic copy of the Proposal shall be one complete document, and Proposals shall be delivered in a sealed envelope to:

PeggySue Imihy Bean, AICP  
City of Hopkins  
1010 1<sup>st</sup> Street South  
Hopkins, MN 55343

It will be the sole responsibility of the Consultant to have its Proposal delivered to the City before the closing deadline. **Late Proposals will not be considered and will be returned unopened to the Vendor.**

Proposals must be sealed. No responses will be accepted via facsimile or email.

Any Proposal may be withdrawn or modified prior to the scheduled deadline for submitting Proposals. After the submittal deadline, Consultants may not modify, withdraw, or cancel their Proposals for a minimum of ninety (90) days following that date.

The City reserves the right to reject any or all Proposals or parts of Proposals, to accept part or all of Proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense than described in this RFP or the respondent's reply based on the component prices submitted.

The City reserves the right to waive irregularities in the Proposal content or to request supplemental information from Proposers.

The City is not responsible for any costs incurred by the responding Vendor in the preparation of the Proposal or for any other cost to the Vendor associated with responding to the RFP. No reimbursement will be made by the City for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation. This RFP does not obligate the City to award a contract or complete any specific Project. The City reserves the right to cancel this solicitation or to change its scope if it is considered to be in the best interest of the City.

All design drawings, plans, and Proposals submitted in response to the RFP will be retained by the City and not returned.

### Proposal Evaluation Criteria

A committee of City staff and the Park Board will consider the following criteria in selecting a Consultant Team using the matrix below. **A minimum equity score of 35 points must be achieved for the Consultant Team to move forward to interviews.** A shortlist of Consultants will be created from the top ranked Proposals. Interviews will only be conducted with the Consultants on the shortlist.

<b>APPROACH &amp; UNDERSTANDING</b>	
The proposal clearly understands the opportunities and desired outcomes of the project and has provided a strategy which reflects this	10 points
Acknowledgement of future trends and issues included in proposal, experience planning for these issues and clear process to identify strategies	5 points
Planning process is designed to gather and analyze data; data is used to influence decision making and proposed strategy	5 points
Design and language techniques will be engaged to make the plan accessible, easy to reach and easy to use	5 points
The work plan is realistic and identifies specific goals, strategies, and timeline	15 points
<b>COMMUNITY ENGAGEMENT</b>	
Community engagement plan is robust and includes multiple engagement techniques	15 points

Work examples show projects which have gathered high levels of engagement reflective to the size of the community, particularly with target populations.	10 points
A process is identified to work with staff, stakeholders, appointed and elected officials	5 points
<b>EQUITY</b>	
Specific tactics are proposed to target high priority populations and create a document which is representative of this feedback	15 points
Project team has considered ways to compensate some community members for time and expertise	10 points
Project team can provide examples working with diverse populations in relevant projects	10 points
Project team or subcontractors are certified as a DBE with the State of Minnesota and are budgeted for at least 50% of the work plan	15 points
Project team has members who speak Spanish, Somali, or another East African language which is prevalent in Hopkins. <i>Points will not be awarded if only an interpreter or translator service is budgeted for.</i>	10 points
<b>EXPERIENCE</b>	
Project team has experience creating innovative, accessible and engaging park master plans	10 points
At least one person with the firm shall be a duly registered Professional Engineer/Architect/Landscape Architect/Planner of the discipline required for the specific portion of service on the Project, licensed under the laws with the State of Minnesota as required for each portion of the required work, have a currently valid Registration / License Number(s), and if needed, be able to sign and seal documents.	5 points
Project team has experience creating strategic, phased implementation plans that includes realistic strategies and tactics	10 points
Project team has experience working in the Midwest and is familiar with climate, culture, and economics	5 points
Project team has the comprehensive skills, capacity and technological resources needed to complete the project	10 points
At least three references are provided	5 points
<b>BUDGET</b>	
Proposed budget is reasonable and reflective of project needs	5 points
Language is included stating the budget is “not to exceed”	5 points
<b>TOTAL</b>	<b>185 points</b>