



**REQUEST FOR PROPOSAL
CITY OF MEQUON PARK AND OPEN SPACE BOARD
2024 UPDATE: COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN**

The City of Mequon Park and Open Space Board is seeking proposals from a select group of qualified consultants for the preparation of an update to its Comprehensive Park, Recreation and Open Space Plan.

Scope of Services:

At a minimum, planning services should include the following items: review, update, revise, and bring new ideas for consideration of innovative new trends. The consultant should feel free to expand items as necessary in preparing the proposal.

Task 1* – Comprehensive Park, Recreation & Open Space Plan Update

Scope to update the existing plan include, but are not limited to the following:

- Attend a kickoff meeting at the April 17, 2024, Park and Open Space Board meeting.
- Compile feedback regarding the existing Plan from the Park and Open Space Board and City Staff to utilize for the updated document and to serve as the Citizen Committee Public Input.
- Create user group survey to serve as the Informal Public Input.
- Provide standardized survey questions for an online resident survey platform to serve as the Needs Assessment Survey Public Input. Survey questions shall be provided first in draft form to be approved by the Park and Open Space Board and ultimately established in an online resident survey platform (i.e. SurveyMonkey) which includes analysis capabilities.
- Work with the Park and Open Space Board to either update the existing or generate new goals and objectives which are specific, measurable, achievable, results-focused, and time-bound.
- Update the existing document, dated 2019, in conformance with the Wisconsin Department of Natural Resources Bureau of Community Assistance Guidelines for Development of Local Comprehensive Outdoor Recreation Plans.
- Format the document to be easily consumable to the general public. Include information that can serve in a stand alone capacity, i.e. for budget requests, education of user groups, etc.
- In the document update, streamline the format of the document to eliminate duplicity, consolidate information, and provide an easy to read, user-friendly plan.
- In addition to the Individual Park Recommendations, create consolidated lists of all recommendations sorted by cost in descending order, by park type and by category, i.e. policy, ADA/inclusivity, operations/maintenance, repair, capital improvement, user group request, new initiative, etc.

- Present a draft document in a Public Meeting and subsequently to the Park and Open Space Board to serve as the Public Meetings and Workshop Public Input.
- Attend meetings as outlined.

*The City of Mequon reserves the right to award a contract for Task 1 only.

Task 2 – Playground Inventory and Safety Assessment and Recommendation Analysis

There are six existing playground structures with the City of Mequon parks and open spaces. All but one of the structures currently exist within one of the Mequon Park systems, Community Parks. The only exception is the play structure in Riverview Park.

The Park and Open Space Board is looking to undertake a needs assessment plan that will incorporate the long and short term recommendations to make the play structures both safe and compliant from now and into the future, as well as the costs attributed with doing so. Needs assessment for long and short term needs of each existing playground structure. Recommendations for replacements or additions to the current playground structure inventory.

- Needs analysis of whether Mequon current has an adequate number of playground structures per capita.
- Safety analysis and recommendation for each structure, in accordance with a generally accepted standard, i.e. National Recreation and Park Association, National Program for Playground Safety of US Consumer Product Safety Commission
- Cost analysis of both maintenance or replacement of each structure
- Photographic documentation of deficiencies/safety needs
- Recommendation for replacement based on age and condition rating.

Task 3 – Impact Fee Review

The City of Mequon charges a Park Impact Fee per Wis. Stat. § 66.0617. If awarded, Task 3 would include completing a revised public facility needs assessment for the parks facilities utilizing the information from Task 1.

Task 4 – Katherine Kearney Carpenter Park Master Plan

In 2024, the City will design amendments to the City’s only dog park, primarily consisting of the elimination of the west parking lot due to safety concerns with the new interchange, adding parking to the existing parking lot to the north and implementing drainage improvements. As a result of that design and recent tree removal, there is an opportunity to redesign how the dog park is used and the offerings of the park.

If awarded, Task 4 shall include a master plan for the dog park. The master plan shall consider both improving the existing park facilities and supplementing the park with additional appurtenances. The master plan shall also assess the safety of the park and make recommendations for improvements.

Task 5 – River Barn Master Plan Update

In 2019, the City completed master plan documents for three of its Community Parks. During the last five years amendments to the document that was approved for River Barn have been requested. As a result, the city is seeking a master plan update for River Barn Parks, master plan document.

If awarded, Task 5 shall include a master plan update for River Barn Park. The plan shall include the proposed new features, with identified locations, cost analysis, and park needs assessment updates.

Pre-Proposal Meeting

Staff will be offering a pre-proposal meeting to answer questions from possible consultants on Thursday March 7. The meeting will be held at the Mequon DPW Building (10800 N. Industrial Drive, Mequon, WI 53092 at 1:00pm.

Proposal Format

Consultants' proposals should include a brief resume of the firms' qualifications and a copy of a recently completed report in similar format. Proposals shall include an introduction to the project team and plan approach. The cost for each task shall be broken down as provided in the attached format.

The City reserves the right to reject any and all proposals. The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the preferred proposer, the City may negotiate a contract with the next preferred proposer.

Consultants must submit their proposals to the City of Mequon Department of Public Works by 3:30 P.M. on **March 13, 2024**. Please provide 10 proposal copies and one example report. Consultant selection will be based on quality of proposal, qualifications of the design team, and fee to complete the work. The City will interview select consultants as part of the review process.

Consultant Interviews

Consultant interviews will be scheduled for **Thursday, March 21**. Please note that not all consultants may be requested to complete an interview. City Staff will contact consultants on Monday March 18 with their scheduled time slot.

Project Schedule

The schedule shall adhere to the following:

March 7:	Pre-proposal Meeting
March 13:	RFPs due to City Staff
March 14:	Proposals provided to review team for scoring
March 19:	Proposal Scoring Complete, due to Mike by 12:00 pm/PM – Schedule Interviews
March 21:	Consultant Interviews
March 25:	Final Consultant Selection

March 28:	Park and Open Space Board recommendation for Contract Award
April 9:	Contract Award at Common Council
April 10:	Notice of Award
April 17:	Project Kick-off Meeting/Park Board Meeting
May 6:	Consultant submittal deadline for draft survey questions
May 22:	Present Draft Survey Questions for Approval
June 3:	Consultant submittal deadline for draft Goals and Objectives
June 19:	Review of Draft Goals and Objectives
	Resident Deadline for Needs Assessment Study
	Review of Mini-Master Plan update
September 18:	Public Input Session/Park Board Review of Draft CORP
October 16:	Park Board Approval of CORP
October 21:	Planning Commission Approval of CORP
December 10:	Common Council Approval of CORP
December 31:	Deadline for Submittal to WDNR

Thank you for your interest in this project, and feel free to call (262) 512-1297 to discuss the scope of work.

Sincerely,

Michael Gies
City of Mequon, Parks and Forestry Superintendent

Task	Description	Cost
Task 1	Comprehensive Park, Recreation & Open Space Plan Update	
Task 2	Playground Inventory and Safety Assessment and Recommendation Analysis	
Task 3	Impact Fee Review	
Task 4	Katherine Kearney-Carpenter Park Master Plan	
Task 5	River Barn Master Plan Update	
Task 6		
TOTAL		