

REQUEST FOR PROPOSALS
For Professional Consulting Services
Braem Park Master Plan

DATE DUE:

2:00 PM, Thursday, June 14, 2018
at the Office of the Director of Parks and Recreation
211 E. 2nd Street, Suite 111
Marshfield, Wisconsin 54449

REQUESTING ENTITY:

Board of Public Works
City of Marshfield, Wisconsin



CONTACT:

Justin Casperson
Director of Parks & Recreation
211 East 2nd Street, Suite 111
Marshfield, WI 54449
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April 12, 2018

I. INTRODUCTION

The City of Marshfield, Wisconsin is requesting proposals from firms for professional architectural/engineering services. The project will entail the assessment of Braem Park’s existing facilities and conditions and develop a comprehensive strategic phased plan for the needed improvements.

Braem Park was donated to the City in the 1970s. Since then, many of the park’s amenities were added over a period of time when much of the surrounding neighborhoods were developed. Braem Park is a popular park in the City’s park system and one of only two parks on the City’s northeast side. Currently, the parking lot, tennis courts, and softball fields are in need of repairs. Also, as part of this plan, a detailed storm water management plan shall be conducted to address the erosion of the creek banks.

Braem Park is a 33 acre park that contains a 1,200 SF open air shelter with adjoining men’s & women’s restrooms, a horseshoe court with 27 stakes, 4 tennis courts, one regulation adult softball field, 16,850 SF skatepark, a 2,700 SF playground structure, natural surface walking trails, an 18-hole disc golf course and a 34,000 SF parking lot. Also, there are two storm water creeks that enter the park from the west and south and exit to the northeast.

II. PROJECT SCHEDULE

April 25, 2018	RFP dissemination
June 14, 2018	RFP submittal deadline
June 4, 2018*	Proposal Interviews
June 18, 2018	Board of Public Works/Common Council Approval
October 26, 2018	Project Completed
November 8, 2018	Presentation to Parks, Recreation and Forestry Committee
November 27, 2018	Presentation to Common Council

* This is date is flexible based on need and availability.

III. SCOPE OF SERVICES

The firm will work with City of Marshfield’s Parks, Recreation and Forestry Committee (PRFC) and City staff on plan preparation and submittal to the Common Council.

The Braem Park Master Plan entails the development of a comprehensive master plan that incorporates a strong vision for property in context with its location, amenities, natural resources, and current and future uses. The Plan will evaluate current conditions, facilities, programs, woods and open space and propose future programming and facility improvements and additions.

The City recognizes the expertise of the consultants responding to the RFP and wishes to rely on that expertise to provide analysis that meets the specific needs identified. The following scope of work presents the minimum activity that the City envisions as being needed to complete the scope of this project:

1. Meet and participate in meetings with the PRFC and staff on a regular basis to discuss findings, and determine the needs and objectives. (3 meetings)
2. Review existing stream corridors from Cedar Avenue to Ives Street and from Grant Street to Ives Street to identify needs for streambank stabilization. Recommend strategies to incorporate stormwater management improvements identified in the 2014 Stormwater Quality Plan, that offer benefits to the park while minimizing impact to wooded areas and park uses. Develop a streambank stabilization plan and timeline for identified improvements.
3. Provide a Wetland Delineation for the entire site.*(Alternate Price)
4. Meet with City staff to determine any requirements and/or constraints that should be taken into consideration. (1 meeting)
5. Coordinate, facilitate and attend one public outreach session to solicit community input. (1 meeting)
6. Attend any required public hearings specific to the plan. (1 meeting)
7. A final presentation to City's Common Council. (1 meeting)
8. Speak on behalf of the City for technical, design and cost questions.
9. Review 2014 Comprehensive Outdoor Recreation Plan; City of Marshfield Comprehensive Plan 2017-2037; Storm water Quality Plan – 2014
10. A detailed report explaining the analysis of current condition and future needs.
11. A detailed site concept plan.
12. A phased capital improvement program with cost estimates and systematic implementation schedule.

IV. PROPOSAL SUBMISSION

1. Letter of Intent – Submit a brief letter of interest and other relevant information.
2. Experience – Submit information and descriptions of similar projects and/or studies. Include the name of the client and project, location, services provided, date completed, and contact person, including telephone number. Emphasize the specialties and strengths of your firm. Specifically, why do you feel your firm should be selected for this project?
3. Organization –
 - A. List the credentials or key personnel who will be responsible for this project. Provide an organizational chart as required, and describe the responsibilities of all relevant firm or team members.
 - B. Identify the key contact and/or project manager.
 - C. If the prime consultant is proposing a joint venture or similar arrangement with another firm, state the nature of the relationship, and state how (if) the team has worked together on past projects.
 - D. Location of office(s) where work will be performed.
4. Services and Deliverables – Clearly state the services and deliverables to be provided to the city.
5. Approach – Clearly describe your firm’s process, planning methodology, or approach for the plan and how it will ensure the provision of the above stated services.
6. City Services – List any requested use of city staff, office staff, as well as any equipment or materials (e.g. maps) that will be expected from the city at the onset of the study.
7. Project Schedule - Provide a proposed timetable for all stages of your proposed services, indicated in calendar days.
8. Compensation – Expected fees and schedule of work, all billable hours, including meetings (minimum of 6) and site visits (state how many) to be included in a “not to exceed” fee. Include a cost a breakdown of each task for staff/team member and hours assigned to each staff/team member. If the use of the sub-consultants is proposed, a separate schedule of expenses must be provided for each sub-consultant.
9. Statement that no personal or corporate conflict is known to exist.

10. References – Submit a minimum of the three most recent references, similar projects, the project manager’s name, the client contact information and the project schedule.
11. Additional Information – Include any additional information you feel will assist us in the evaluation of your firm’s qualifications and proposal.

V. PROPOSAL SUBMITTAL

In submitting a proposal, the firm certifies they have reviewed this RFP and are familiar with the conditions contained therein. The City of Marshfield will not be responsible for, nor incur any cost associated with responding to this RFP. The City of Marshfield reserves the right to interview selected firms for this project and reserves the right to reject any and all proposals with or without cause.

Submit two (2) copies of the proposal and one electronic version in pdf format on a CD or USB drive no later than **2:00 p.m., Thursday, June 14, 2018**. Envelope must be clearly marked “Braem Park Master Plan Proposal”.

Submit Proposals to:

Justin Casperson
Parks and Recreation Director
211 East 2nd Street, Suite 111
Marshfield, Wisconsin 54449
justin.casperson@ci.marshfield.wi.us

VI. SELECTION PROCESS

An evaluation team consisting of members of Marshfield Parks, Recreation and Forestry Committee and City Staff will review proposals. Firms are prohibited from lobbying or contacting city officials or employees to persuade the decision of the committee. If this occurs, their proposal may be rejected.

Selected firms may be invited to partake in an on-site, in-person interview. The interview will enable the firm to present their proposal and approach to the project. The Project Manager is expected to take an active part in making the presentation at the firm’s interview. The Project Manager is defined as a person having day-to-day responsibility to conduct the project work or to very closely supervise the work of others working on the project. Your firm may include other key people you feel will aid in the interview process. The interview will last approximately one hour. Your presentation should be limited to 30-40 minutes to allow the remaining time to be used for follow-up discussion and questions.

The evaluation team will select a firm and make its recommendation to the Parks, Recreation, and Forestry Committee for their approval. The goal of the selection process is to identify the most qualified firm with exceptional project history that is able to provide the desired services within the identified time line, in the most cost effective manner. Cost alone will not determine the firm, but references and experience on similar projects will be a major factor.

VII. INSURANCE

The successful firm will be required to have in force professional liability insurance of at least \$2 million.

VIII. NON-DEBARMENT CLAUSE

The firm hereby certifies that neither it nor any of its principal officers, architects, engineers or officials have ever been suspended or debarred, for any reason whatsoever, from doing business or entering into contractual relationships with any governmental entity.

IX. MISC.

Any additional terms or conditions which are deemed necessary for entering into a contract with the City should be attached or incorporated as part of the proposal.

All proposals become the property of the City of Marshfield and will not be returned. The City of Marshfield reserves the right to reject any or all proposals, waive technicalities, or to negotiate further with a responder who appears to clearly meet the City's needs.

All work products, regardless of format, produced as a part of this project shall become the property of the City of Marshfield upon completion of the contract. Rights to all work products, regardless of format, shall revert to the City of Marshfield upon completion of the contract.

The City of Marshfield shall remain free to copy and edit any and all work products, regardless of format, produced as part of this project. Electronic documents shall not be locked or password protected and the City of Marshfield shall retain the ability to copy and edit such documents.

END OF REQUEST FOR PROPOSALS