

# Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Outdoor Recreation and Open Space Plan Update

Date: June 2<sup>nd</sup>, 2015

---

## Background Information:

The Village of Allouez Outdoor Recreation and Open Space Plan 2010-2015 is coming up for an update for the next five year period. This plan is a guiding document that summarizes the village's current parks and recreation facilities, determines future needs, provides goals and objectives, and provides capital improvement recommendations. This Plan is also a requirement for the Village to be eligible for state and federal recreational grant opportunities.

The Parks, Recreation, and Forestry Department is seeking authorization to proceed with a Request For Proposals (RFP) from qualified consultants to undertake the update to this plan. Selection of a consultant will be determined by the Parks, Recreation, and Forestry Committee and staff with final approval by the Village Board.

To summarize the scope of work in the RFP, the consulting firm will be required to determine goals and objectives, provide a needs assessment and summary, and provide an overview of the community, demographics, and characteristics. They will need to reference the National Recreation and Park Association standards as well as our community level of service. In addition they will be required to complete an inventory of all of the parks and recreation facilities and recommend future improvements. The consultants will also be required to obtain input from the community and conduct community involvement meetings to gather information from the residents and park users.

Draft and final plans will be presented to the Committee, the Village Board, and all stakeholders. In the end, the final plan will serve as a guide for the village to follow to continue to provide the Village of Allouez with great parks and recreation opportunities not only for the next five years but well into the future.

## Previous Information/Action:

The Parks, Recreation, and Forestry Committee reviewed and recommend that the Village Board proceed with obtaining RFP's from consultants to update the plan.

Budget Item/Funding:

The estimated cost for a consultant to update the plan could range from \$10,000-\$15,000. Funding for this is available in the Culture and Recreational Capital Project Fund.

Staff Recommendation:

Village staff recommends the Village Board authorize proceeding with the RFP for the update to the Allouez Outdoor Recreation and Open Space Plan.

Attachments:

- Request for Proposals for the Outdoor Recreation and Open Space Plan Update

## **REQUEST FOR PROPOSALS**

### **OUTDOOR RECREATION AND OPEN SPACE PLAN – UPDATE VILLAGE OF ALLOUEZ PARKS, RECREATION, and FORESTRY DEPARTMENT**

#### **Summary:**

The Village of Allouez Parks, Recreation, and Forestry Department is soliciting proposals to revise and update its Outdoor Recreation and Open Space Plan. Prospective bidders should review the scope of work prior to bidding, to understand expectations and responsibilities of the consultant. Bidders may be given the opportunity to provide a 15 minute presentation on their proposal at a future Parks, Recreation, and Forestry Committee meeting. Upon Notice of Award to the consulting firm, the consultant shall have 90 days to complete the project.

#### **Request for Proposal Criteria:**

Interested consultants should ensure to include the following information (but not limited to) in their proposal to the Village.

1. Firm qualifications and experience
2. Staff qualifications and experience
3. List 5 references
4. List 5 similar projects with contact name
5. Proposed timeline for project
6. Proposed number of meetings (public meeting(s), presentation(s) to PRF Committee, and/or meeting(s) with Village staff
7. Demonstrate understanding of project
8. Examples and explanation of mapping products
9. Summary of addressing Scope of Work
10. Lump sum fee

#### **Scope of Work:**

Review and revise all sections in the 2010-2015 Outdoor Recreation and Open Space Plan that has been impacted by changes and/or revisions since the plan was completed. Some of the areas that should be reviewed are as follows, but not exclusive:

1. Goals & objectives
2. Overview/community profile (to include demographics, physical characteristics, and map)
3. Park type criteria and terminology
4. Reference and utilize the National Recreation and Parks Association standards and levels of service recommendations
5. Utilize current Level of Service (LOS) at minimum

6. Park and open space matrix (to include amenities of each location)
7. Park and open space location map (identified by park type)
8. Outdoor Recreation Facility Inventory (to include size/type of park, purpose of park, inventory of amenities, and evaluation of facilities for replacement and/or repair, recommendation for new/added amenities/facilities)
9. Green space analysis (to include regional comparison, evaluation to national standards, recommendations for future park land, current service area map, and recommended service area map with new locations, map indicating location of recommended acquisition of park land and type of park)
10. Needs assessment and summary
11. Review and update all park/recreational property maps
12. Aerial maps of each park
13. American Disabilities Act (requirements/needs)
14. Summary page identifying all recommendations and associated costs
15. Consistency with local, regional and state plans
16. Review regional and/or Green Bay area needs
17. Review needs of various user groups and/or special interest groups
18. Review growth areas and needs
19. Review and update capital improvement projects to meet growth and/or project demand
20. Identify private and/or public funding methods
21. Provide analysis and recommendation for a Parkland Dedication Policy
22. Meetings/Public Input
  - a. Regular meetings shall be conducted with the consultant and village staff liaison
  - b. A minimum of two public input/involvement meetings shall be conducted, and one survey to user groups shall be implemented.
  - c. Utilize technology to communicate with user groups and community members (i.e. company website, web based survey, social media, crowd sourcing, etc.).
23. Plan review
  - a. The plan shall be reviewed on a regular basis with village staff during the process.
  - b. A draft plan shall be sent to the PRF Committee for review prior to finalizing. (This shall be done by providing the Village one digital copy.)
  - c. Final plan shall be presented to the Parks, Recreation, and Forestry Committee for approval and to the Village Board for approval. (This shall be done by providing the Village one digital copy.)
24. Final Plan requirements/submittal
  - a. Shall include Village resolution and signatures
  - b. One digital copy (compatible with Village software) to the Village
  - c. Twenty (20) colored hard copies submitted to the Village



The Parks, Recreation, and Forestry Committee and/or Staff would also like the following items incorporated into the revised plan:

1. Review trail corridor concept with surrounding communities.
  - a. Trails to connect the Fox River Trail with the Resch Family East River Trail
  - b. LeBrun Rd. corridor
2. Review sharing of facilities
  - a. School Districts
  - b. YMCA
  - c. Surrounding Communities
  - d. Private sector
3. Review vehicle parking needs at each park/facility and recommend improvements
4. Review future development
  - a. Village owned property
  - b. County owned property
  - c. State owned property
5. Review property acquisition to meet future park and/or recreational needs
6. Review Community Center facility for future renovation and to maximize use
7. Review Urban Forestry concepts to preserve our ecological system within our community
8. Review and recommend recreational uses of the East River, the Fox River, and storm water detention ponds
9. Review and recommend upgrades to sport fields and courts
10. Review natural area habitat and recommend best management practices

Village staff will meet with successful consultant periodically through the planning stages to ensure that the project is progressing in accordance with the scope of work and/or mutual understanding.

Proposals should address the timeframe for completion of the plan, the cost of the completed plan, and the individuals from your organization that will be working with Village Staff.

Projected time to complete this project is 90 days from the date the contract is signed.