



Request for Proposals (RFP) For Spring Lake Park - Parks Master Plan
Spring Lake Park - Parks and Recreation
Spring Lake Park, MN
Date: Tuesday, November 3, 2020

Notice to all Potential Respondents

Questions and Answers

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP.

1. QUESTION: What has your experience been with public engagement Spring Lake Park? What has worked well, and what hasn't worked well to get people involved?

ANSWER: The City of Spring Lake Park has conducted open forums for city development planning with mixed results.

2. QUESTION: Will this Master Plan have a continued focus on trails and trail connections (the Comprehensive Plan talks about parks, trails, and gaps)?

ANSWER: Even though this is an important part of our community the Trails and trail connections is a small portion of the Master plan. The City of Spring Lake Park is currently coordinating with the City of Mounds View to fill in a gap in the trail existing between the two cities.

3. QUESTION: Describe the selection process?
 - a. Who will review the proposals? The proposals will be reviewed by the Parks and Recreation Director, City Administrator, and the Park and Recreation Commission.
 - b. Do you plan to short-list a particular number of firms? We will not short list firms.
 - c. Will interviews be conducted, if so with how many firms?

The City of Spring Lake Park may, at its discretion, request firms(s) to make oral presentations. Not all firms may be asked to make an oral presentation. If interview is necessary, it will be conducted via video conference. Oral presentation will be limited to two firms.

4. QUESTION: The RFP doesn't specifically ask for our fee for the project. I am assuming that should be included – do you have a particular format or breakdown you are looking for from proposers?

ANSWER: Consulting firm shall identify total fee to complete described work with a breakdown of tasks identified in the plan. The fee shall be structured as hourly not-to-exceed. Total of all fees and expenses to be listed separately. Note: all costs for project meeting and site visits necessary to facilitate completion of the project are to be included in the total fees and expenses listed.

5. QUESTION: Similarly, the RFP doesn't list any specific schedule requirements or completion date. Should we include a proposed schedule / timeline for the project, or is that something that will be collaboratively worked through after the project is awarded?

ANSWER: Please include a proposed timeline indicating key work tasks, milestones and with the date of July 2021 for the Preliminary Master Plan presentation in mind. The City of Spring Lake Park is willing to work with contractor on a reasonable timeline.

6. QUESTION: What resources will the City be providing for the inventory and analysis portion of work – GIS/ CAD data, park facility inventory information, City planning documents and resources, etc.?

ANSWER: The City will provide park facility inventory information and the 2040 Comprehensive Plan.

7. QUESTION: Has a budget for this effort been established?

ANSWER: Budget range for this project is \$20,000-\$25,000

8. QUESTION: Will there be an oversight committee the consultant team will be required to regularly meet with, such as the Parks & Recreation Commission?

ANSWER: The Director of Parks and Recreation Director, Parks and Recreation Commission member, and the City Administrator will be the oversight committee.