



REQUEST FOR PROPOSAL

City of Marion Department of Parks and Recreation

Neighborhood Park Master Plans: 29th Avenue & 50th Street Park and Gill Park

The City of Marion, Iowa is accepting proposals from qualified professional planning and design consultants to develop a Master Design Plan for two neighborhood parks within the city. The two parks are Gill Park and 29th Avenue & 50th Street Park. The purpose of this plan is to develop a conceptual park plan for two neighborhood parks with estimated project costs. These designs should consider location, community impact, maintenance, and recreation needs. The Request for Proposal will be released and interested firms should submit their proposals by 4pm on Friday, August 30, 2019.

Please Submit your proposal electronically or by mail to:

Seth Staashelm
Deputy Director
Marion Parks and Recreation
343 Marion Boulevard
Marion, IA 52302
sstaashelm@cityofmarion.org

BACKGROUND

Marion is in Linn County with a population of approximately 40,000 people. There are 21 parks and 29 green spaces within the city limits. Marion's park system has wide variety of recreational opportunities including the two designated parks for this project.

J.W. GILL PARK

J.W. Gill Park is an existing park located at 3450 Hawthorne Avenue. The park includes a small walking trail, playground equipment, a splash pad, gazebo, baseball field, and open green space. The total area is 6.5 acres. The park was dedicated to the city in 1998 by Mr. and Mrs. Curt Gill and is named after Curt Gill's grandfather. In 2001, the City of Marion secured dollars from the Iowa DNR Infrastructure Grant Program to implement the park amenities we see today. The park will have an increased area of land on the north side with the development of Irish Drive. In Spring of 2019, 1.6 acres were obtained to provide an extension of the existing park. This property is on Irish Drive.

The area surrounding Gill park will be greatly impacted with the continued development of Tower Terrace Road. The new YMCA and the new Marion Fire Station will be in close proximity to the park. Lowe Park, along with several schools from elementary, middle, and high school is close to the area and will have an environmental impact on Gill Park.

PROPERTY AT 29TH AVENUE AND 50TH STREET

The future park at 29th Avenue and 50th Street is approximately 5 acres. This property is an undeveloped area that is shared with a small water sub-station. Squaw Creek resides just east of the property. The area is near the Linn Grove Elementary School.

PROJECT OBJECTIVES

Marion Parks and Recreation Department's Mission is to enrich Marion and the lives of our residents and surrounding communities by providing a wide-range of recreational and educational opportunities for people of all ages that encourage healthy, active lifestyles and life-long learning.

The main objectives of this project in keeping with our mission will be:

- Receive public input for design of the two park plans
- Create a conceptual plan for a new park development located at the property of 29th Ave and 50th Street.
- Develop a conceptual plan for the existing J.W. Gill Park while keeping/replacing current infrastructure.
- Develop preliminary construction cost estimates for both plans.

The conceptual plan will be used as visioning tools to develop both areas into quality parks for the community. It will also be a tool to help guide the City of Marion's Capital Improvement Project budgeting and planning.

SCOPE OF WORK

The selected firm will provide the City with professional services to create two quality park space plans.

- To assess the recreation needs for the two associated neighborhoods by hosting at least one public input meeting for each park.
- Compare those needs to the already existing infrastructure within the Marion Parks and Recreation department.
- Create a conceptual plan for a new park development located at the property of 29th Ave and 50th Street.
- Develop a conceptual plan for the existing J.W. Gill Park utilizing existing infrastructure and/or replacement of current infrastructure
- Develop preliminary construction cost estimates for both plans
- Present both completed plans to the Marion Park and Recreation Board in addition to the public input meetings
- Align design with current plan documents and standards from the Marion Parks and Recreation Department. These plans as follows:
 - 2016 Marion Parks and Recreation Master Plan
 - 2014 Marion Master Trails Plan
 - 2010 City of Marion Comprehensive Plan

PROPOSAL CONTENT

1. Provide a cover letter with a statement of your qualifications that contains firm name; business address; telephone/Fax number; email address/website address; and related types of services your firm is qualified to perform.
2. Provide a list of personnel assigned to the project team, including a list of firms or individuals you are subcontracting with. Include their resumes and prior related work experiences.
3. Provide a project list of similar work completed, and names and phone numbers of references for similar projects.
4. Provide a detailed scope of work that clearly and specifically illustrates the tasks that you will be completing and accomplishing to reach and develop the Neighborhood Park Master Plans work product.
5. Provide an estimated time line for completion of the Neighborhood Park Master Plans.
6. Provide an hourly fee schedule for each team member and/or their subcontracted cost.
7. Provide an estimated breakdown of costs for each phase of the project that you have outlined within your detailed scope of work. Provide the “not to exceed” final total project cost for completing the Conceptual Plans. Travel, lodging, mileage, printing, photocopy and miscellaneous costs should be included in lump sum figures.

PROPOSED PROJECT SCHEDULE

August 5, 2019	Issue Request for Proposal
August 26, 2019	Deadline for submitting questions
August 30, 2019 by 4pm	Proposals submittal deadline
September 2-6, 2019	Interviews if necessary

September 11, 2019

Selection and Award of Contract

INQUIRIES

All questions and inquiries must be submitted in writing by 4pm on August 26, 2019. Please direct all inquires to Seth Staashelm at sstaashelm@cityofmarion.org

SUBMISSION DEADLINE

Proposals are due Friday, August 30, 2019 by 4:00 p.m. Proposal responses received after the 4:00 p.m. deadline will be placed in a file, unopened and will not be considered.

Proposals can be received by mail or electronically.

Please send proposals to

Seth Staashelm,
Deputy Director
Marion Parks and Recreation
343 Marion Boulevard
Marion, IA 52302
sstaashelm@cityofmarion.org

RIGHT TO REJECT PROPOSALS

The City of Marion, Iowa reserves the right without prejudice to reject any or all proposals. The award of contract is subject to approval by the Marion Parks and Recreation Board with authorization by the Marion City Council.

ALL PROPOSALS MUST INCLUDE THE PROPOSAL CONTENT REQUIREMENTS LISTED IN THE RFP.