



## Request for Proposals

Neighborhood Parks Plans  
8811 Campus Drive, Mount Pleasant, WI 53406

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### 1 Invitation

The Village of Mount Pleasant (*the village*) seeks proposals from qualified consulting firms to provide services to develop updated plans for four neighborhood parks. The plans for each park should create a roadmap ensuring just and fair quantity, proximity, and connections to quality parks and green space, recreation facilities, and programs now and into the future. The plans resulting from this work will guide the development and redevelopment of the four parks' green space, recreation, and programs over the next five years and beyond.

### 2 Background

The Village of Mount Pleasant is a growing and vibrant community with much to offer its residents, businesses, and guests. The village prides itself on one of its greatest assets - our location. Comprising 34 square miles in eastern Racine County, Mount Pleasant is one of the fastest-growing communities in the State of Wisconsin. Stretching from Lake Michigan to Interstate 94, our location provides easy access to metropolitan Milwaukee and Chicago. Location, accessibility, a hometown feel, and a progressive attitude are just a few of the valuable qualities that make Mount Pleasant a great place to live, work, and visit.

The mission of the Village of Mount Pleasant Parks and Recreation Division is to provide for the health, inspiration and recreation opportunities for the people of Mount Pleasant through the creation and maintenance of high-quality programs, facilities, and special community events. Dedication and preservation of natural resources will ensure the opportunity for high-quality leisure experiences for generations to come.

The Village of Mount Pleasant currently operates fourteen parks, totaling over 300 acres of parkland, offering a wide variety of recreational activities. Our parks contain baseball diamonds, trails, shelters, and picnic facilities.

Racine County – Multi-Jurisdictional Comprehensive Plan: 2035

[www.mtpleasantwi.gov/DocumentCenter/View/639/](http://www.mtpleasantwi.gov/DocumentCenter/View/639/)

Village of Mount Pleasant – Park and Open Space Plan: 2050

<https://www.mtpleasantwi.gov/DocumentCenter/View/3651/>

### 3 Project Description

The village seeks proposals from qualified consulting firms to provide services to the community and develop updated plans for four neighborhood parks. The village is strongly committed to providing fair and just access to high-quality parks, green space, recreation facilities, and programs for all community members, and these plans will help us achieve our commitment. Specifically, the consultant will collect and analyze data to develop goals, policies, and standards for the four parks' green spaces, trails, recreation facilities, and program development. This planning process will allow the village to assess current and future recreational needs, evaluate feasible options, develop implementation strategies, and budget for long-term or phased-in development and improvements. The plans must consider the limitations of current and future funding available; therefore, it is necessary that the plan balances wants and needs with fiscal reality.

The consultant will work closely with the village staff, the Plan Commission, and other key stakeholders in preparing these plans. The consultant will create planning documents and develop a vision for the four neighborhood parks through a staff and community input process.

## 4 Neighborhood Parks Overview

### 4.1 Dirkse Park

Dirkse Park is a one-acre playlot located in the southeastern portion of the village. Facilities include a playfield and a playground. The site also provides access to the County's North Shore Trail, which abuts the park.

### 4.2 Drozd Park

Drozd Park is a six-acre neighborhood park located in the northeastern portion of the village. Facilities include a playfield, a playground, a sandlot softball diamond, a sand volleyball court, and a picnic shelter.

### 4.3 James Turek Park

James Turek Park is a six-acre neighborhood park located in the southeastern portion of the village. The park includes a playfield, a playground, and a wetland area.

### 4.4 Pheasant Creek Park

Pheasant Creek Park is a four-acre neighborhood park located in the northeastern portion of the village. The park includes a playfield and a storm water pond.

## 5 Scope of Work and Deliverables

The plans for each park will guide each parks' infrastructure and programming for at least the next five years. Deliverables of each park plan must include the following items provided in PDF and digitally editable formats.

### 5.1 Professional Staff

The consultant must provide a professional team of staff who adhere to the guiding principles of this RFP. The consultant shall maintain documentation from all meetings, correspondences, site visits, and workshops.

### 5.2 Community Engagement

The consultant shall develop and conduct a public engagement to gather opinions regarding the adequacy of the parks' existing facilities and their proposed improvements. Public engagement opportunities should include in-person open houses, virtual meetings, or surveys. Community engagement strategies should engage a diverse audience of park users, including those from different geographic, generational, ethnic, socio-economic, and accessibility backgrounds. The consultant shall communicate regularly with village staff. Consultants shall also provide at least one presentation to the Plan Commission and the Village Board.

### 5.3 Parks Plans

#### 5.3.1 Background Information

The consultant shall review demographic information, projected needs, and the adopted ***Village of Mount Pleasant Park and Open Space Plan: 2050***.

#### 5.3.2 Facility Assessment

The plan for each park shall analyze existing facilities, assess the quality of assets regardless of current condition, and assess the functionality of assets compared to community needs. The village shall provide the consultant its recent playground structure assessments for the subject parks.

#### 5.3.3 Recommended Improvements

The consultant shall recommend improvements for each park including recommended buildings, sports fields, signage, natural areas, play areas, and accessibility improvements. The consultant shall prioritize the recommended improvements within each plan based on probable cost, location, logical installation order, and funding source recommendations. The consultant shall also consider areas intended for expansion as identified within the ***Village of Mount Pleasant Park and Open Space Plan: 2050***.

### 5.3.4 Illustrations and Figures

The consultant shall provide illustrations and plans to show the physical layout of each proposed park plan. The consultant shall provide the village the files in PDF format.

## 6 RFP Responses

### 6.1 Letter of Interest

The letter of interest must be no more than two pages in length, include contact information, and include a signature of the project manager.

### 6.2 Summary of Qualifications

The summary of qualifications, experience, and availability must be no more than four pages in length. It should summarize qualifications, relevant experience, and availability to participate in the RFP process, including interviews, and provide services to the Village. It should also identify key staff members who will be participating.

### 6.3 Project Approach

The proposed approach to the project must be no longer than four pages long and include a schedule and description of public involvement methods.

### 6.4 Relevant Examples

The consultant shall provide three examples of relevant work prepared on behalf of a municipality.

### 6.5 Budget

The proposed budget must be no more than two pages and include detailed project costs by task and estimated hours.

### 6.6 Professional References

The list of professional references must be no more than one page and list three recent professional references and their contact information.

### 6.7 Insurance Requirements

The consultant must state their ability to meet the Village's insurance requirement of commercial general liability insurance and professional (errors and omissions) insurance in amounts not less than \$1,000,000 for the duration of the project.

## 7 Response Submittal

Each proposal shall consist of one hard copy and electronic version of the complete proposal. Proposing firms should submit the proposal no later than 12:00 p.m. on July 12, 2024.

Firms should direct submittals to:

George Baumgardt, CPRP  
Parks & Recreation Manager  
Village of Mount Pleasant  
8811 Campus Drive  
Mount Pleasant, WI 53406  
[gbaumgardt@mtpleasantwi.gov](mailto:gbaumgardt@mtpleasantwi.gov)

It is the responsibility of the proposer to ensure that their proposal is received prior to the deadline. Prospective proposers mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals.

Consideration of RFP Proposals will begin on July 12, 2024. Proposals received after the deadline may not be considered. The village reserves the right to consider or award or reject to any proposal regardless of any defect or variance for the requirements set forth in this RFP.

This solicitation does not commit the village to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The village reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part of this proposal process if it is in the best interest of the village. Following contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract in accordance to this proposal is dependent upon the recommendation of the village staff and approval by the Village Board.

## **8 Project Budget Range**

The Village Board established a budget of \$65,000 for this project.

## **9 Evaluation Criteria**

The village will evaluate each proposal considering:

- Completeness of response to the RFP requirements
- Experience with similar projects
- Creativity of approach
- Experience in effective public involvement and incorporating citizen input
- Demonstrated facilitation skills in successfully working with village staff, boards and commissions, community organizations, businesses and citizens
- Demonstrated knowledge/experience with actual development of strategic plans and implementation of possible strategies
- References
- Not to exceed cost

## **10 Preliminary Project Schedule**

The following tentative schedule is anticipated for selection, contract negotiations and contract award.

- Proposals due July 12, 2024.
- Proposal review to take place July 15, 2024.
- Contract award expected in July, 2024
- The planning associated with this proposal will commence on or about August 5, 2024.
- The projected timeline for the preparation and completion of all plans is five months from the award date. If no needs assessment survey is required, this timeline may shorten by two months.