



## **Parks and Recreation: Park System Master Plan and Aquatore/Happy Acres Master Plan**

### **Project Overview**

The City of Blaine conduct a park system-wide master plan. The City maintains 1,132.5 acres of parkland in 65 parks; 27 mini, 28 neighborhood, and 10 community parks.

The City of Blaine is seeking professional services to create a Park System Master Plan, and create a conceptual master plan for two of the City's most used parks, Aquatore and Happy Acres Park. The Consultant will work closely with City staff, Park Board, and other community groups in preparing these plans.

### **Scope of Services**

#### Proposed Timeframe

- Kick-off: April 15, 2018
- Inventory/Evaluation April – August, 2018
- System Visioning September – December 2018
- Prepare System & Parks Plan January – March 2019

#### **Public Process**

- Establish a clear and extensive community involvement plan
- Gather information from key leaders and stakeholder groups
- Facilitate input on Aquatore Park from stakeholders such as, but not limited to: Parks and Recreation Staff, Blaine Festival Committee, Fogerty Arena Staff, Four Seasons Curling Staff, and Senior Center.

- Facilitate input on Happy Acres Park from stakeholders such as, but not limited to: Parks and Recreation Staff, Hockey Associations, and Baseball Associations.
- Coordinate efforts to provide information and solicit input from general public at community functions such as Family Fun Night, World Fest, public open houses, and surveys.
- Identify key times to engage the City Council and Park Board
- Provide records and summaries of the public process and communication strategies.

### **Demographic Trends/External**

- Review and interpret demographic trends and characteristics of the City of Blaine
- Integrate information on how the City can respond to a population that is aging and increasingly diverse; to include compatibility with current ADA requirements.

### **Existing and Future Facilities – Analysis of Level of Service**

- Update the City’s Park Inventory
- Develop/Update comprehensive trail system and network plan, identifying long range opportunities to interface and coordinate trail links between city, county, state and regional systems.
- Provide an assessment of current facilities to include peer community analysis, comparisons to national standards, and the identification of key strategies to advance service levels.
- Provide recommendations on the removal of obsolete facilities and inclusion of new types of recreation facilities or amenities to engage the community.
- Provide recommendations for enhancing partnerships and minimizing duplication where appropriate.
- Analyze the quantity and distribution of recreation amenities throughout the city.

### **Rank and Prioritize Demand and Opportunities**

- Prioritize recommendations for improvement to current park facilities.

- Create schedule for major new and replacement infrastructure with emphasis on hard surface courts, picnic shelters, and park buildings.

## **Deliverables**

### **Park System plan must include:**

- Goals, objectives, and policy statements that state a clear vision and direction for Park and Recreation in the City of Blaine
- An updated City of Blaine Park Inventory
- An updated trail system and network plan
- A summary of existing conditions and level of service analysis
- A major park infrastructure repair and replace schedule, considering potential changes in the existing infrastructure
- Charts, graphs, maps, and other data as needed to support the plan.
- A color version of the Final Park System Plan document consisting of three printed and bound copies and an electronic copy.

### **Aquatore & Happy Acres Park Master Plan must include:**

- Evaluation of existing park use, layout and facilities
- Summary of the work completed including vision statement
- Determination of changes or improvements needed to implement the vision
- Concept Plan showing proposed park modifications and improvements
- Phasing Plan showing a step by step process to implement the Concept Plan
- Capital Improvement Plan based on the phasing plan
- Charts, graphs, maps, and other data as needed to support the plan.
- A color version of the Final Aquatore & Happy Acres Park Master Plan document consisting of three printed and bound copies and an electronic copy.

### **All proposals should include the following background information:**

- A letter of submission with the name, address, phone number, and email address of the person who is authorized to legally represent the firm.
- Background on the firm and its experience in preparing Park and Recreation System Master Plans and “Signature Park” master plans for public agencies
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables, and client meetings to be provided.
- Identification of the personnel to be assigned to this engagement including a resume of related experience.
- A timeline for preparation and delivery of the Park and Recreation System Plan and Aquatore/Happy Acres Park Master Plan.
- Provide the total project cost with a specific breakdown detailing project tasks, associated hours, and individual costs for each of the projects.
- The total project cost for services shall be a “not to exceed cost for services.”

\*The City of Blaine reserves the right to reject any and all proposals, or to request additional information from any or all proposers.

### **Proposal Submission**

Email an electronic PDF version to Nate Monahan, Recreation Manager to [nmonahan@blainemn.gov](mailto:nmonahan@blainemn.gov)

Proposals will be accepted until 4:00pm on Wednesday, March 14, 2018.

The City shall not be liable for any expenses incurred by the consultants, including but not limited to, the expenses associated with the preparation of the proposal or final contract negotiations.

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From the proposals received, the City will select a preferred consultant. A final scope of services and contract will be negotiated with the selected consultant.

