
**REQUEST FOR PROPOSALS
TO PROVIDE PARK MASTER PLAN FOR THE CITY
OF BREEZY POINT**

**City of Breezy Point
Crow Wing County
State of Minnesota**

May 5, 2025

I. SUMMARY

Breezy Point is requesting proposals to provide park master planning services for the City. Proposals must be received no later than noon on Friday, May 30, 2025. Proposals should be sent to:

CITY OF BREEZY POINT
8319 County Road #11
Breezy Point, MN 56472

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City of Breezy Point shall not be liable for any losses incurred by the bidders throughout this process.

II. GENERAL INFORMATION

Breezy Point is both a tourist-oriented City and a residential City. Visitors from around the world come to enjoy the lakes area and participate in the recreational opportunities that are offered here.

III. SCOPE OF SERVICES

Project Scope Tasks / Line Items:

Project Task items are to be bid on a lump sum basis. If a project item is not needed it will not be paid for. Line items / tasks that are completed will be paid for upon completion. All costs for mileage, accommodation, printing and other incidentals shall be incorporated into the lump sum cost for the Task. No separate payments will be made. The firm can submit monthly invoices to the City Administrator Clerk/Treasurer for approval and payment.

Task 1: Site Visit, Meeting with Park & Recreation Committee and Preliminary Master Plan Design

The project team will conduct a site visit to the Breezy Point City Park Campus site and meet with Park and Recreation Committee. This visit may include the participation of public officials and the public. The primary goal is to create a project base map and establish an understanding of the physical condition of the study area. Using the information gathered in the background research and the site visit, the firm will develop 3 options to address the established goals and objectives of the project team.

The selected firm is tasked with developing a Preliminary Master Park plan from the 3 options presented to the project team, the chosen plan may be one of the presented options or a combination of the presented options. This plan will be presented to the public at an open house. The firm is required to attend this meeting to discuss the plan with the public. Using input from this meeting and from other public outreach activities, the firm will develop the final master plan.

Deliverables for Task 1

1. Site Visit, Park & Recreation Meeting, Determine Project Timelines
2. Site Maps, Renderings, and High-Level Cost Estimates of the plan.
3. Presentation to public open house.
4. Compiling open house feedback on Preliminary Master Plan.

Task 2: Compiling of the Master Plan.

Building upon the Preliminary Master Plan and public input obtained in Task 1, the selected firm will undertake the comprehensive compilation of the Park Master Plan. This phase involves synthesizing all relevant details, incorporating public feedback, and refining design elements to create a cohesive and detailed blueprint for Breezy Point Park Master Plan.

The firm will work on consolidating the Park Master Plan ensuring the plan reflects the Park and Recreation Committees goals and objectives. Special attention should be given to addressing any concerns raised during the open house and incorporating community input. The Park Master Plan compilation should include detailed site maps, renderings, and high-resolution graphics to effectively communicate the proposed elements.

Deliverables for Task 2:

1. Compiled Park Master Plan document incorporating finalized conceptual designs.
2. Detailed site maps, renderings, and high-resolution graphics.
3. Written narrative providing context, rationale, and alignment with project goals.
4. Presentation of the compiled Park Master Plan to the Park and Recreation Committee for review and approval.

Task 3: Identify Future Funding Sources

In this task, the selected firm will conduct a thorough exploration of potential funding sources to support the implementation of the Breezy Point Master Park Plan. The objective is to identify diverse funding opportunities, grants, and partnerships that align with the project's scope and objectives. Identify and evaluate relevant grants at the local, state, federal level, in addition to \$50,000 annual project budget that could contribute to the development and enhancement of Breezy Point City Hall Campus Master Park Plan. This includes exploring grants specifically tailored to recreational development and environmental initiatives.

Deliverables for Task 3:

1. Report detailing identified funding sources, including grants, partnerships, community engagement strategies and \$50,000 annual project budget.
2. Financial plan outlining estimated costs and potential funding allocations.

IV. Summary

Task	Description	Price (LS)
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1	Task 1: Site Visit, Meeting with Park & Recreation Committee and Preliminary Master Plan	
2	Compiling of the Master Plan	
3	Identify Future Funding Sources	
Total Price		

Task	Additional Tasks	Price (LS)
A1	Additional surveying of the site	
A2	Additional public input	
A3	Additional in person meeting with Park and Recreation Committee	

RFP Questions Due	May 22, 2025
Proposal Due	June 2, 2025
Selection	June 4, 2025

V. Proposal Requirements

You are invited to submit a 5 page or less proposal to the attention of Joe Zierden, Public Works Supervisor at 8319 County Rd. 11, Breezy Point, MN 56472. The submittal should include any information which may help in the selection process, including but not limited to; key project personnel, their backgrounds, and their portion of the project they will be responsible for and other similar projects your firm has completed in the recent past. Lengthy submittals of general company information are not necessary. Any sub-consultants needed to complete the professional services requested must be listed. The proposal must include a cost and schedule for each line item listed in the proposal.

• Inquiries

Prospective service providers may submit questions by e-mail or telephone to:

CITY OF BREEZY POINT
Joe Zierden, Public Works Supervisor
8319 County Road #11
Breezy Point, MN 5647
Phone: 218-820-8809
E-mail: jzierden@cityofbreezypointmn.us

VI. Selection

The proposals will be reviewed by the Park and Recreation committee, Public Works Supervisor, City Administrator Clerk/Treasurer and will be awarded based upon the factors described.

A 10-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

- Qualifications/experience of the project personnel/team ?%
- Understanding and implementation of the project scope ?%
- Cost ?%

VII. AWARD NOTIFICATION

The City will notify in writing the person or persons authorized to represent the prospective service provider, that they were not selected as a finalist.

VIII. OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the City of Breezy Point. Proposals and supporting materials will not be returned. The City of Breezy Point is not responsible for any costs incurred by the company in the preparation of the proposal.

Respectfully,

Joe Zierden
Breezy Point Public Works Supervisor

Attachment #1 Site Overview Map