



Proposal to Provide a

Park Systems Master Plan for the City of Columbia Heights



**Submitted to the City of Columbia Heights
Community Development Department**

February 13, 2026

Steven Foss, PLA, ASLA, Project Manager

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February 13, 2026

Ursula Brandt
City of Columbia Heights Community Development Department
3989 Central Ave, NE
Columbia Heights, MN 55421

RE: Proposal to Provide a Park Systems Master Plan for the City of Columbia Heights

Dear Ms. Brandt and Members of the Selection Committee,


A robust system of parks, open space, and trails is vital to enhancing quality of life and supporting healthier lifestyles. Parks provide recreational opportunities and create community connections. These amenities are a key component to maintaining a high quality, family-oriented residential community with a spacious, natural feel such as Columbia Heights. There are opportunities and challenges in keeping parks and recreation opportunities vital, accessible, safe, environmentally sound, and fiscally responsible. Planning for these parks must equitably balance community recreation needs, stewardship of natural resources, and city operation funding. TKDA recognizes the importance of a visionary and practical Park System Master Plan that will continue to be a foundation for future development and while preserving and promoting the unique character of Columbia Heights.

Leading the master planning process will be Senior Landscape Architect and Project Manager, Steve Foss. He has extensive park master planning and on-the-ground project implementation experience, the latter of which strengthens his understanding of complex park planning issues leading to creative solutions for neighborhood-, community-, and natural resource-based parks. Joining him are Andrew Boucher, who has extensive knowledge of demographics of the City, previously serving as the City Planner as well as CJ Sykes who will lead the Community Outreach and Engagement process. Also supporting the effort is Doug Fischer and his vast knowledge of funding systems and grant opportunities, expert communication skills with the public and elected officials to gain project consensus, and leadership skills in building collaborative teams and partnerships. The TKDA team is supported by a deep bench of planners, GIS analysts, and technicians who will serve as valuable resources. TKDA has also teamed with YEP!, a parks and recreation consulting firm of former practitioners who serve the profession through their foundational pillars of ethics, leadership, and financial sustainability.

Thank you for considering the TKDA/YEP! team for this exciting opportunity. We look forward to collaborating with the City of Columbia Heights on this planning process. This proposal is valid for 120 days after the due date. If you have any questions regarding our proposal, please contact Steve Foss directly at 651.955.1471 or steven.foss@tkda.com.

Sincerely,


Steven Foss, PLA, ASLA
Project Manager


DJ Heinle, AIA, CID, NCARB
Vice President, Architecture



UNDERSTANDING

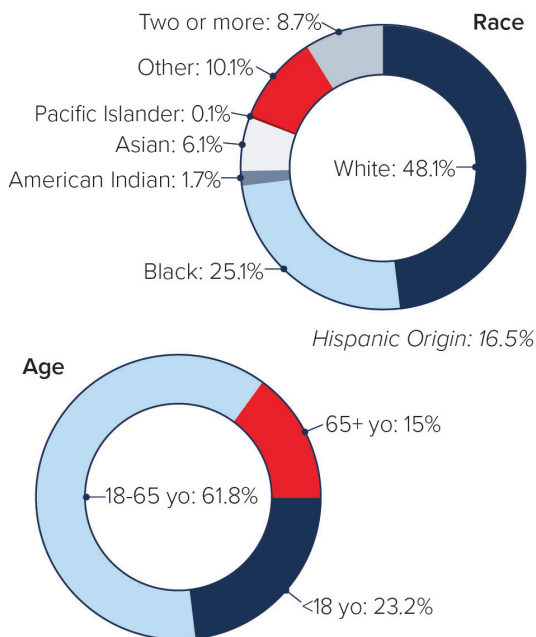
The City of Columbia Heights is a first ring suburb, located directly northeast of Minneapolis, in southern Anoka County.

This Parks & Recreation Master Plan will be a community-driven and future-focused effort, describing a process and criteria for prioritized investments. The process will identify low-, mid-, and high-level priorities, including cost estimates for high-priority investments, and assess the City's recreation capacity, level of service, and funding in relation to cities of comparative size.

Specific key objectives to the planning process include a thorough inventory all parks, community outreach and engagement, existing park analysis, parks and recreation needs assessment, an improvement plan that identifies and prioritizes short- and long-term improvements, and a final report that thoughtfully and clearly presents all information for presentation to the City of Columbia Heights Park and Recreation Commission and City Council.

The final report will include the following:

- Planning Framework
- Columbia Heights Park System Today
- Community Trends
- Needs Assessment
- Vision and Goals
- Funding Analysis
- Implementation Strategy



APPROACH

The team of TKDA and YEP! are committed to providing a Parks & Recreation Master Plan that presents a framework and direction to assist the City in the stewardship and update of its parks and recreation master plan. We are big-picture thinkers and will consider nearby facilities in adjacent communities as part of your community access to park amenities. We'll also present current and potential future trends and the impacts those bring to park resources and residents. Creating a balance between programmed recreation, flexible passive space, and protected natural resources, while allowing flexibility, will be a key component to a successful planning effort. We will create a plan that is a go-to tool for years to come as you develop annual planning budgets, or as acquisition opportunities arise.

PROJECT MANAGEMENT

We have assembled a team and organized an approach that is comprehensive and addresses innovative problem solving, community engagement, long-term feasibility, and funding strategies. As a first step, Steve will coordinate with City staff in identification of a Project Management Team (PMT) composed of key individuals to be present at recurring monthly meetings to keep all informed of progress and coordination of key next steps to keep the project on schedule. In addition, TKDA will work closely with HKGi, your comprehensive planner, through conducting monthly check-in meetings to review and coordinate community engagement events.

Our expertise in park planning and recreation operations and our focus on open, transparent communications, will be vital in creating a successful roadmap for the future of the Columbia Heights park system. Our goal is to create a plan that is implementable, used often, and provides a strong foundation for future planning and funding processes.

Understanding that inclusivity is a high priority for the city, we have partnered with Corrin Wendell, to leverage her expertise with engaging youth. Our community engagement approach is centered around capturing feedback from this important, and often overlooked, population.



PLANNING PROCESS

Our process is organized into three phases:

- **Phase 1** - Assess and Engage
- **Phase 2** - Visioning
- **Phase 3** - Park System Master Plan Recommendations and Prioritization

For each phase we have identified specific tasks which align with the expectations identified in the RFP, including related meetings and project deliverables. We propose a combination of in-person and virtual meetings throughout the process. Consistent and clear communication will be maintained between the consultant team and the City to ensure the plan is consistent with City goals and to maintain the project schedule.

We approach the planning process as a team, with experience not only developing planning documents, but with extensive experience implementing plans and projects. We understand that these planning efforts set the stage for work 10-15 years into the future and our goal is to create realistic, data-driven priorities to guide park development, support funding applications and requests, and support the city's comprehensive plan goals and policies.

Phase 1: Assess and Engage

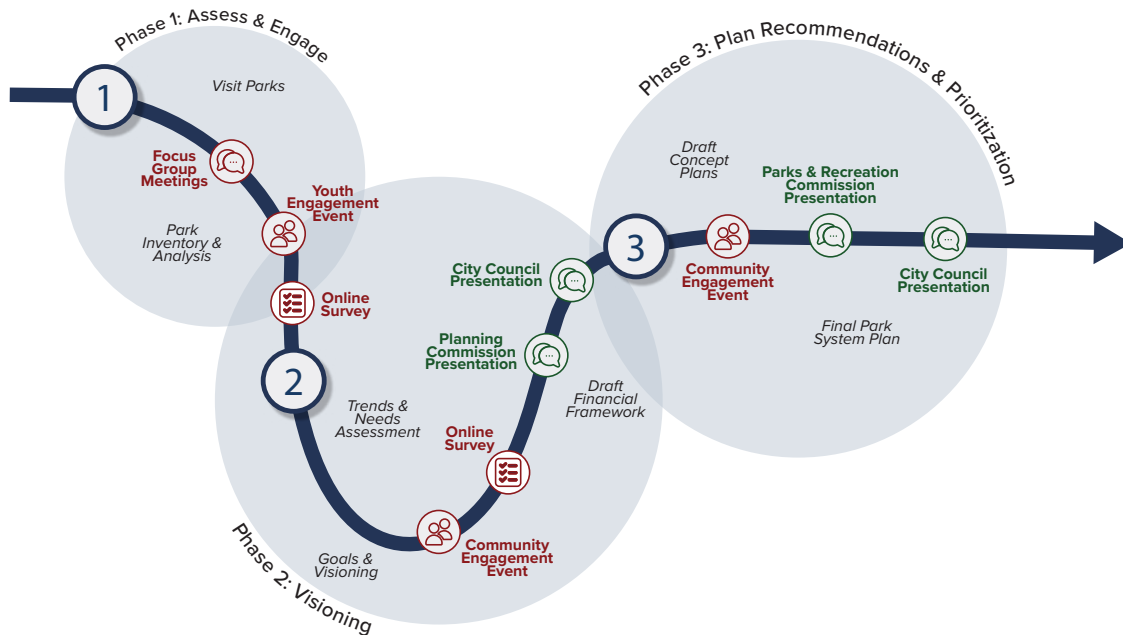
This phase organizes the effort to understand the state of where parks and recreation in the City of Columbia Heights is today and how that aligns with current and future trends. We will conduct a robust engagement campaign with staff, stakeholders, and the community to understand current use and a wish list of programmatic activities.

1.1 Project Management and Communications

We start the project by scheduling a kickoff meeting with City staff and key stakeholders (the Project Team) identified by the City that will guide the planning process. At this meeting we will review the project scope and schedule and overall review of previous planning documents; we'll review the plan for site visits and evaluation; and finally review the plan for community outreach and engagement. We will conduct monthly check-in meetings with HKGi. We will also hold monthly meetings with the Project Team to review engagement initiatives, communication, and findings through each of the three phases.

1.2 Park Inventory and Analysis

Our staff will visit each park to review existing conditions of all site features including a visual assessment of all buildings. Following our thorough inventory, we will create a park system map and list of improvements identifying the opportunities and constraints of each facility. We will also review prior planning efforts and documentation and summarize our key findings to establish and/or reinforce established goals for the plan, such as those identified in the comprehensive plan prepared by HKGi. These will combine to form a prioritization methodology for future analysis.





1.3 Existing and Future Demographics

In addition to being composed of a mostly non-white population with a variety of different language needs, the City has a wide range of users with specific needs that are not being addressed by the current parks system. The City has a significant elderly population with 16% or 3,733 members of the population aged 65 or older as well as 2,024 households or 22% of households containing an individual that has a disability. Other noteworthy demographic trends that should be considered in the planning framework when reviewing the Columbia Heights Park System Today along with the needs of the current and anticipated users. The City contains 1,360 or 15% of households below the poverty rate which is higher than that of other peer cities and reflected in the 938 households or 10% that do not have a vehicle and are reliant on multi-modal transportation including Bus Rapid Transit. The City also has one of the most consistent levels of housing affordability which is reflected in the 5,073 children or 22% of the population under the age of 18. The various language, accessibility, and wide age ranges of users provides a unique opportunity to create a cohesive vision for the City's Parks System Plan.

1.4 Focus Group Meetings

Following park inventory, we will conduct focus group meetings to better understand the current and future needs of each recreational program through discussions with coaches. Prior to holding these meetings, questionnaires will be prepared in advance for city feedback. Concluding this task, TKDA will provide a summary of what we heard to share with the PMT.

1.5 Community Engagement

YOUTH ENGAGEMENT

TKDA and YEP! will hold a youth engagement event to collect feedback on desired needs sought by the youth community. We will collaborate with the PMT and HKGi on the deliverables and approach prior to holding the event. Following the event, we will provide a summary of what we heard.

ONLINE SURVEY

In addition to holding a youth engagement event, TKDA will prepare an online survey to obtain feedback from the community on deficiencies and improves desired by the community. We feel strongly that having multiple platforms to engage community in obtaining feedback has proven to be successful and allows greater flexibility and comfort for individuals who may not be inclined to provide feedback in group situations.

1.6 Trends and Needs Assessment

TKDA will evaluate the information we've gathered from the community to identify trends at a local and regional scale. Through this process, we will review with the PMT to gain consensus, identify gaps, and prioritize future investments of the park system.

1.7 Summary of Phase One Findings

We will create a summary of our findings of existing park facilities, recreation services programming, and the results from initial engagement efforts soliciting input on current use of the park facilities and community priorities for new recreation opportunities, keeping in mind programming that is offered within neighboring communities. This information sets the foundation for plan recommendations and the initial chapters of the Parks System Master Plan document. A meeting will be held with the Project Management Team (PMT) to review findings and recommendations from the existing conditions and needs assessment.

CONSULTANT DELIVERABLES

- Meeting agenda, notes, and action items
- Park inventory and analysis, including opportunities and constraints
- Feedback received from meetings with recreational groups
- Summary of recreation trends in communities of comparable size
- Youth engagement event and online survey to identify desired needs sought by the community
- Summary of community engagement event and online survey responses
- Trends and Needs Assessment
- Summary of phase one findings

CITY RESPONSIBILITIES

- GIS mapping information for existing parks if available
- Coordination of meetings and promotion of engagement activities



Phase 2: Visioning

2.1 Project Management and Communications

We will continue monthly check-in meetings and Project Team meetings with City staff to review engagement activities, prioritize park program initiatives, and develop a vision for the South Shore Park and entire park system.

2.2 Goals and Visioning

Our team will create guiding principles, goals, and objectives to clearly define the vision and framework for decision-making for the next ten years. These will be used to develop prioritization strategy criteria.

2.3 Community Engagement Event

A summary of “what we heard” draft recommendations, and park prioritization plans will be made available for community input in two formats: an in-person public event and posted to the project website for digital feedback.

2.4 Online Engagement

A summary of “what we heard” draft recommendations, and park prioritization plans will be made available for community input in two formats: an in-person public event and posted to the project website for digital feedback.

2.5 Draft Financial Framework

Our team led by Doug Fischer, will work with staff to review how current funds are being utilized and provide recommendations to the Capital Improvement Plan based on our findings. We will analyze this information and identify potential funding sources. We will also review potential grant funding programs through the Minnesota Department of Natural Resources and Legacy Amendment, such as the Outdoor Recreation Grant Program and Outdoor Heritage Fund.

2.6 Draft Park System Master Plan

We will draft the final chapters of the Master Plan, which include implementation and prioritization strategies. TKDA will share the initial development of the draft Park System Master Plan with the PMT as well as with HKGi for review and feedback before presenting to the Park and Recreation Commission and City Council. Following presenting to City Council, TKDA will make updates to the plan reflecting feedback received before proceeding into the final phase.

2.7 Draft Concept Plans for Two Priority Parks

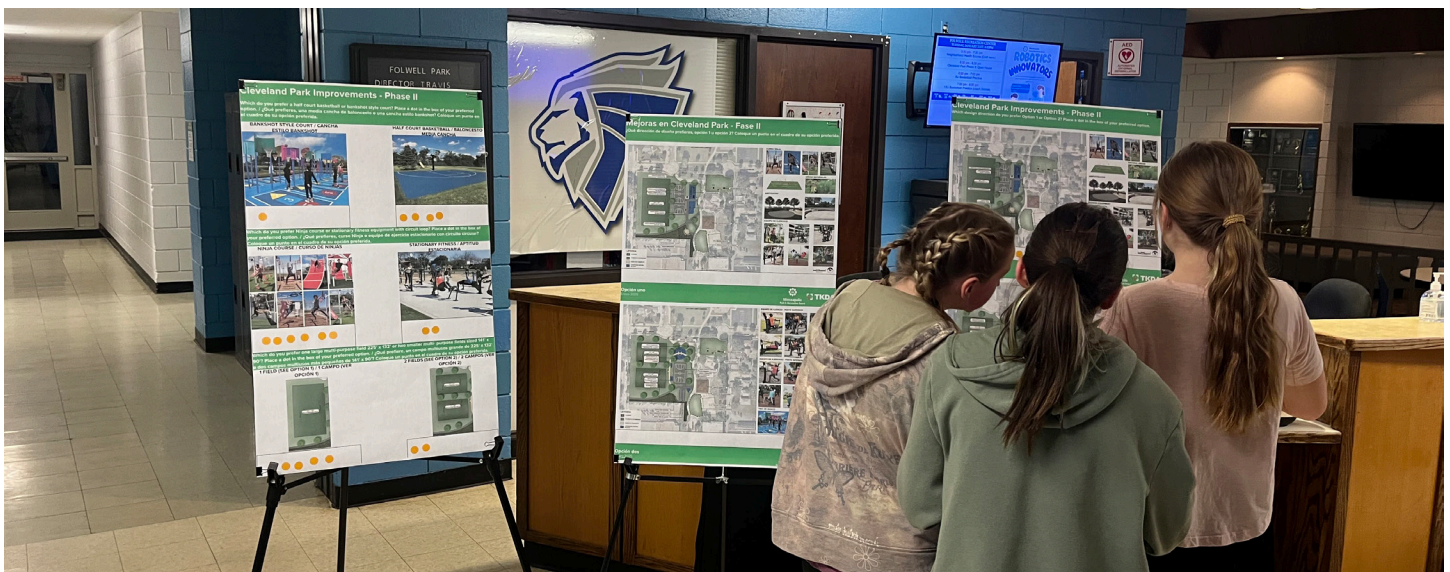
TKDA will prepare draft concept plans of the two premier parks concurrently with development of the draft Park System Master Plan. TKDA will follow a similar process with obtaining feedback before presenting to the Park and Recreation Commission and City Council.

CONSULTANT DELIVERABLES

- Meeting agenda, notes, and action items
- Park System Master Plan goals, objectives, and vision
- Community engagement event
- Creation of online engagement activities
- Summary of community engagement event and online engagement
- Draft Financial Framework
- Draft Concept Plans for two premier parks
- Draft Park System Master Plan

CITY RESPONSIBILITIES

- Review and comment of draft plan
- Coordination of presentation for Park Commission and City Council meetings



A. PROJECT APPROACH



Phase 3: Park System Master Plan Recommendations and Prioritization

3.1 Project Management and Communications

We will continue to hold monthly meetings with the PMT and HKGi as we work towards finalizing the Park System Master Plan and Concept Plans for the two premier parks. Prior to finalizing, TKDA will present the Park System Master Plan and Concept plans to the Park and Recreation Commission and City Council for final feedback.

3.2 Community Engagement Event

A final in-person community engagement event will be held, capturing information received from phases one and two to summarize planning efforts and capture any remaining feedback.

3.3 Finalize the Park System Master Plan and Concept Plans

Following the community engagement event, the TKDA team will finalize the Park System Plan and Concept Plans taking into account feedback received throughout the process. We will continue to meet with PMT and HKGi, making any final updates before presenting the final deliverables to the Park and Recreation Commission and City Council for final feedback. After presentations are held, TKDA will make updates accounting for all feedback received before submitting final deliverables.

CONSULTANT DELIVERABLES

- Community engagement event including summary of feedback received- Final Park System Master Plan presentation to Park and Recreation Commission and City Council

CITY RESPONSIBILITIES

- Coordination of presentation for Park Commission and City Council meetings
- Review and comment of final Park System Plan and Concept Plans



B. PROPOSED PROJECT TEAM AND EXPERIENCE



460+
STAFF

25
SERVICE AREAS

6
OFFICES

1910
ESTABLISHED

100%
EMPLOYEE-
OWNED

Established in 1910, TKDA is more than 100 years strong and focused on the future, with a tradition of trusted relationships and sustainable solutions.

We are a comprehensive, single-source engineering, architecture, and planning firm offering effective design solutions across the transportation, industrial and manufacturing, buildings and sites, and water markets. We dig deep into each client's core priorities, allocating professionals from various disciplines at every project stage. This proactive approach keeps the client's timeline, scope, and budget in mind, ensuring the delivery of outstanding outcomes.



TEAM APPROACH

TKDA's architects, interior designers and landscape architects approach every project with the goal to improve the spaces where we live, work and play. Our multidisciplinary teams deliver high-quality results that serve our public and private clients well beyond the completion of a new facility, renovation, expansion, or restoration project.

Strong project management is TKDA's specialty, and is the reason behind its many successful projects. Steve Foss will serve as the Project Manager and work alongside City staff to set the schedule and ensure the design meets the goals established by the City. Steve is supported by a team comprised of Funding and Planning and Community Engagement Specialists. This team has worked together on similar projects and understands the goals for the City of Columbia Heights parks.





TEAMING PARTNER



YEP! Youth Engagement Planning

Corrin Wendell

corrinwendell4@gmail.com

Firm’s Experience Providing Similar Services

YEP! Youth Engagement Planning (YEP) specializes in educating and involving young people in urban planning and civic engagement. Their experience includes organizing interactive workshops, community engagement events, plan making, and educational programs tailored for youth. They focus on empowering young voices to contribute to planning and development processes in their communities. They provide guidance and consultations with planners, cities, organizations, schools, and universities about youth engagement activities, events, policies, programming, strategies, planner events, workshops, webinars, conference sessions, and youth events.

About the Organization

An International and National award-winning non-profit organization, YEP! is a non-profit organization focused on educating young people in grades K-12 by introducing them to urban planning and civic engagement and creating opportunities for youth to have meaningful participation in advocating for change in their communities and the built environment. Visit their website at youthengagementplanning.org for additional information.

YEP! hosts internationally and nationally attended workshops, events, sessions, webinars, classroom engagement, as well as focusing on teaching Planners how to include youth into the planning process, and teaching youth about planning and civic engagement. Their mission is clear: to empower youth to contribute to positive change in their communities through civic engagement in planning processes and be included in the planning process.

Our Mission

To educate young people about the planning process, effective governance and advocacy, and good citizenship.

To introduce young people to careers in planning, local government, and related professions – especially youth in underserved communities, so that future generations of planners genuinely represent the communities they serve.

To facilitate real leadership opportunities for young people so that they can meaningfully participate in advocacy, provide input in community plan-making, and share their perspectives.

To support volunteers focusing on educating students K-12 about urban planning and civic engagement.

To provide tools and resources so that planners feel empowered to involve youth in local planning processes.

Awards

- American Planning Association - Divisions Council Educational Excellence Achievement Award 2019
- Thornton Education Trust Award for Best International Non-Profit 2023
- APA Minnesota Planning Excellence Award for *Ava Tanner* the City Planner Children’s Book 2024

Number of Years Providing Such Services

YEP! has been providing these services for 19 years, since 2006. During this time, they have built strong partnerships with schools, community organizations, and local governments to foster youth involvement in urban planning.

B. PROPOSED PROJECT TEAM AND EXPERIENCE



ORG CHART



Legend

- TKDA
- YEP!

TKDA Steve Foss, PLA, ASLA
Project Manager and
Lead Landscape Architect

TKDA Andy Gardner, AIA, LEED AP, NCARB Lead Architect	TKDA Andrew Boucher, AICP Planning and Demographics
TKDA Doug Fischer, PE Funding Sources Lead	TKDA CJ Sycks Community Engagement
	YEP! Corrin Wendell, AICP Youth Engagement Planning



FIRM

TKDA

YEARS OF EXPERIENCE

14 Years

LICENSURE

LA MN #56852, CT, NE,
ND

EDUCATION

Master of Landscape
Architecture, University of
Minnesota

Bachelor of Landscape
Architecture, Bachelor of
Environmental Design,
North Dakota State
University

CERTIFICATIONS

ASLA

Steve Foss, PLA, ASLA

Project Manager and Lead Landscape Architect

Steve will be involved in all aspects from project kickoff through the final development of the park system master plan. Steve has been designing civic spaces, parks, streetscapes, and site development plans for 14 years. He has developed comprehensive park system plans including site inventory and analysis, master planning, and cost estimating for future development efforts. Steve works in collaboration with the external clients, internal team, public groups, and other design professionals throughout the design process. He has demonstrated abilities to consistently meet project construction budgets with creative aesthetic design solutions.

Park System Master Plan, City of Crystal, MN.* The park system master plan was developed to create a clear vision for how recreational improvements should be developed in both the immediate future and long term. The plan encompassed gathering feedback from multiple neighborhood and focus group meetings, assessments of existing parks, evaluation of trail connections and gaps, as well as an implementation plan. This project won the Minnesota Recreation and Park Association 2017 Award of Excellence. Steve participated and assisted with community engagement and development of the park system master plan.

Park and Recreation System Master Plan, Blaine, MN.* The park system master plan, adopted in 2020, serves as a visioning plan for the future of its park and trail system and it helps guide future improvements and aid in budgetary decisions. This planning document includes recommendations and implementation options for the next 10- to 15-year vision for the City's park and trail facilities including recreational facilities, special program uses, preservation areas, and community-wide trail linkages. Steve participated and assisted with community engagement and development of the park system master plan.

St. Croix Bluffs Regional Park - Conference Cottage, Washington County, Stillwater, MN. Steve prepared construction documentation for demolition, grading, and restoration of the site.

Plum Creek Park Expansion, Redwood County, near Walnut Grove, MN. TKDA was hired to create a development plan for the 10-acre property surrounding the main campground and a redevelopment plan for the main swim beach to expand both camping and recreational opportunities. Engagement with the Plum Creek Park Committee, public, and county staff was crucial to the creation of redevelopment plans for the lakefront.

Farwell Park Improvements, Minneapolis Park & Recreation Board, Minneapolis, MN. Steve prepared construction documentation for park improvements at Farwell Park.

Hall Park Improvements, Minneapolis Park & Recreation Board, Minneapolis, MN. Steve prepared construction documentation for park improvements at Hall Park.

UMore Ballfields Phase II Improvements, Rosemount, MN.* Design of new parking lot and two ballfields, including site amenities and ballfield lighting.

Flint Hills Athletic Complex Phase II Improvements, Rosemount, MN.* Design of drive and new parking lot, four multi-purpose fields, trail connections, shelter, and play area.

**Projects completed with previous employer.*



FIRM

TKDA

YEARS OF EXPERIENCE

40 Years

LICENSURE

Engineer - MN (#20235),
OH, MI

EDUCATION

Bachelor of Science, Civil
Engineering, Iowa State
University

Doug Fischer, PE

Funding Sources Lead

Doug, Program Director – Government Markets at TKDA, has more than 40 years of experience working on highway, bridge, street, drainage, and utility projects. From planning and preliminary engineering to environmental review, final design, funding, construction, and construction administration, Doug brings extensive expertise that helps clients successfully deliver projects. Doug’s background in the public sector provides a deep understanding of client needs and the pressures that accompany complex projects, allowing him to offer practical solutions that navigate legal, regulatory, and political challenges.

As the former County Engineer and Transportation Division Manager for Anoka County for over 17 years, Doug oversaw \$478 million in highway reconstruction and rehabilitation projects, \$60 million in engineering services contracts, and \$71 million in right-of-way acquisition. This strong program delivery stemmed not only from technical skill but also from Doug’s comprehensive understanding of funding systems and grant opportunities, ability to communicate effectively with the public and elected officials to build consensus, and leadership in forming collaborative teams and partnerships.

Grant Manager, Grant Application Services, City of Minneapolis, MN. The City of Minneapolis hired TKDA to perform a feasibility study for potential grade separations of Lyndale Avenue, 45th Avenue and Humboldt Avenue with the CPKC Railroad in the Camden neighborhood. Part of this study included the preparation of a Federal Railroad Administration (FRA) Railroad Crossing Elimination (RCE) grant for the future planning and project development of these grade separations. The grant application was successful.

Grant Manager, Grant Application Services, City of Coon Rapids, MN. The City of Coon Rapids hired TKDA to prepare a grant application for the Minnesota Highway Freight Program (MHFP) to convert a partial-access interchange on TH 610 at CSAH 1 (East River Road) into a full-access interchange to better serve the industrial and commercial uses near this location. Major components of this application included project summary, truck volumes, safety benefits, mobility benefits, freight facility access, environmental justice and equity, sustainability and emissions, environmental issues, concept drawings, cost analysis and funding, and agency letters of support. The grant application was successful.

Grant Manager, Grant Application Services, City of Minneapolis, MN. The City of Minneapolis hired TKDA to prepare a grant application for the Met Council’s 2024 Regional Solicitation for the replacement of the Cedar Lake Road bridge over the BNSF Railway. Major components of this application included project summary, compliance with regional goals, cost analysis and funding, mobility benefits, environmental justice and equity, risk assessment, preliminary design, and agency letters of support. The grant application was successful.

Project Manager, Grant Application Services, City of Blaine, Blaine, MN. The City of Blaine hired TKDA to prepare grant applications for local road improvements associated with the TH 65 Corridor Improvements Project under the MnDOT Metro District Local Partnership Program (LPP) and the Highway Safety Improvement Program (HSIP), administered by the MnDOT Metro District and the Metropolitan Council Transportation Advisory Board. Services included project identification, evaluation of project eligibility, and cost estimating for eligible and non-eligible items. Funding applications required data collection, engineering concept development, technical writing, and preparation of final submittals. Both grant applications were successful.



FIRM

TKDA

YEARS OF EXPERIENCE

4 Years

EDUCATION

Bachelor of Science,
Environmental Planning,
Minor, Sustainable Studies,
University of Wisconsin-
River Falls

CERTIFICATIONS

Accessible Document
Specialist (ADS), IAAP

AFFILIATIONS

American Planning
Association (APA) Member
International Association of
Accessibility Professionals
(IAAP) Member

CJ Sycks, ADS Community Engagement

CJ brings four years of experience in planning. She earned her bachelor's degree in environmental planning, along with a minor in Sustainable Studies, from the University of Wisconsin - River Falls. Her role involves designing and analyzing surveys, preparing engagement materials, facilitating public meetings, reviewing planning and zoning applications, updating land use ordinances, and working with ArcGIS and Adobe products. CJ is an Accessible Document Specialist (ADS), with training in ensuring digital documents meet the WCAG 2.1, Level AA requirements, including PDF remediation. Her keen attention to detail and effective communication skills make her an asset in fostering meaningful community engagement.

Planner and Community Engagement, Fergus Falls Vicinity Rest Area Site Selection Planning Study, MnDOT.

TKDA provided MnDOT public and stakeholder engagement, research and analysis, and final report productions services. CJ's duties included map production of existing conditions, community group meetings, hosting engagement activities at existing rest areas, engagement result analysis, and ensuring digital accessibility standards were met. Completed in May 2025.

Community Engagement, Capital City Bikeway on Kellogg Boulevard Phase 2 and 3, Saint Paul, MN.

TKDA provided the City of Saint Paul final design and community engagement services. CJ's role included creating public friendly layouts, preparing outreach materials, hosting targeted stakeholder engagement, and planning, preparing, and hosting public open houses. Ongoing.

Planning Support, Railroad Grade Separation Feasibility Study & Grant

Application, Minneapolis, MN. Provided community engagement support, developed an RCE grant application, and ensured digital accessibility standards were met. Completed in December 2024.

Township Planner, Planning and Development Services, Stillwater Township, MN.

CJ provides planning services to Stillwater Township. Duties include managing land use and zoning administration, reviewing site plans, preparing reports to guide city decisions, updating Town ordinances to align with best practices and Gem Lake's future goals. Ongoing.

Communications Specialist, Lead Service Line Inventory, Minnesota Department of Health.

In 2025, TKDA has provided Lead Service Line Inventory services to the Cities of Stillwater, Golden Valley, Farmington, and the Town of White Bear. CJ's duties on each of these projects included producing all outreach materials, publishing and updating a website regarding lead water service lines and the active projects, scheduling home inspections for residents, managing the scheduling software. Ongoing.



FIRM

TKDA

YEARS OF EXPERIENCE

9 Years

LICENSURE

American Institute of
Certified Planners - AICP
#390374

EDUCATION

Bachelor of Science,
Sustainability & Economics
– Environmental Policy
Emphasis, Minnesota State
University – Moorehead

CERTIFICATIONS

Professional Certificate in
Geographic Information
Systems (GIS)

Envision Sustainability
Professional - #71799
Institute for Sustainable
Infrastructure

Andrew Boucher, AICP Planning and Demographics

Andrew is a professional planner (AICP) with a background in environmental policy, sustainability, and equitable development. He has supported and led comprehensive planning, zoning reforms, and housing policy initiatives across diverse communities, including Columbia Heights, Shakopee, and Blaine. Andrew brings experience coordinating cross-agency development reviews, advancing inclusive housing strategies, and integrating climate and equity goals through programs like GreenStep Cities, SolSmart, and Partners in Energy. His approach centers on collaboration, community engagement, and aligning land use with long-term sustainability and regional planning objectives

City Planner, Medtronic Redevelopment Comprehensive Plan Amendment, City of Columbia Heights, MN.* Led and implemented a Comprehensive Plan Amendment to establish redevelopment parameters for a property containing a decommissioned corporate campus to allow for two multiple-family apartment complexes, a mixed-use commercial and residential building, townhomes, and reconfiguration of the existing Sullivan Lake Park. Duties included preparing an Environmental Assessment Worksheet, conducting public engagement with elected and appointed officials, refining comments into design concepts, and leading the land use applications through approvals. (April 2023 – June 2025).

City Planner, Zoning Code Updates, City of Columbia Heights, MN.* Executed zoning code updates in response to observed trends such as streamlining code into form-based tables for uses and standards, allowing for different types of housing permitted outright, implementing tree preservation and replanting standards, and leading citywide initiatives to implementation including the City's Energy Action Plan, a Complete Streets Policy, and codifying these plans into the City Zoning Code. Duties included preparing scopes of work, identifying and collaborating with key stakeholder groups including MnDOT, Metropolitan Council, and Xcel Energy to develop plans and policies, and managing these projects through approvals. (Completed May 2025).

Planner, Canterbury Southwest Planned Unit Development, City of Shakopee, MN, Shenandoah Drive and Vierling Drive East.* Provided technical project support as a planner to other Community Development staff for overall PUD concept planning and specific amendments to the PUD as different users became interested in newly platted lots for a day care facility, restaurant and brewery, corporate headquarters, and related entertainment amenities to Canterbury Park. Duties included intake of applications for completeness review, schedule and facilitation of development review, and preparation for public meetings. (Completed April 2023).

Planner, Woodberry Planned Unit Development, City of Blaine, WA.* Responsible for intake of the PUD and preliminary plat including reviewing for completeness, scheduling and facilitating internal development review as well as external agency coordination and conducting the public engagement which focused on residents within a gated community and subject to the Semiahmoo Resort Association. Duties included tracking and responding to all public comments, incorporating feedback into conditions of approval, and providing timely updates to interested parties based on responses to concerns.

**Projects completed with previous employer.*



FIRM

TKDA

YEARS OF EXPERIENCE

18 Years

LICENSURE

Licensed Architect – MN
#57976, GA, HI, ID, IN, MD,
MI, MT, NE, NC, OH, SC,
UT, VT, WI, WY

EDUCATION

Master of Architecture,
University of Minnesota

Bachelor of Science,
Architecture, University of
Minnesota

CERTIFICATIONS

LEED AP

Andrew Gardner, AIA, LEED AP, NCARB Lead Architect

Andrew brings 18 years of experience to space planning, programming, schematic design, design development, construction documents, detailing, interior design, and construction administration. His work involves government, education, and corporate/industrial projects. Andrew is active in the design community, serving on local boards and as a mentor for college design students. He is a collaborative team member who strives to develop sustainable solutions. Andrew is adept in Revit, AutoCAD, SketchUp, and other design programs.

Project Architect, Blue Mounds State Park Manfred House and Eagle Rock Trailhead, Minnesota Department of Natural Resources, Rock County, MN. Within Blue Mounds State Park sits the former residence of author Frederick Manfred. Andrew and team performed building assessments and determined the existing building was unsafe and unrepairable due to persistent water intrusion, environmental hazards, and irreversible degradation. The project explored redesigning the facility's site as a formal trailhead and entry into the park.

Architectural Designer, Truck Station Facility Condition Assessments, MnDOT, Willmar, MN. Observed, documented, and reviewed code compliance for five buildings at the Willmar truck station. Andrew prepared schematic building site plan depicting code compliance issues. The plan also located new buildings: brine building, unheated storage building, and five covered storage bins. He also provided architectural code review, technical memorandum, photo documentation of buildings, recommendations for bringing buildings into code compliance, and cost estimate for revisions.

Architect, Facility Condition Assessments (2018, 2019, 2020, 2022, 2023, 2024, 2025) Minnesota State Fair, Saint Paul, MN. TKDA conducts annual building condition surveys for one third of the fairgrounds each year, identifying critical work to be performed as well as recommended ongoing maintenance. Work includes additional specific building reviews as requested. Andrew leads the architectural assessment team, and has helped the Minnesota State Fair keep their structures safe and operational.

Architect, St. Croix Bluffs Regional Park–Conference Cottage, Washington County, MN. TKDA determined alternatives for potential reuse of a day-use rental building that had multiple maintenance concerns. Working with 106 Group, TKDA provided historic and cultural assessment of the Cottage and the surrounding area. The County used the Feasibility Study to make a final determination to remove the Conference Cottage and restore the bluff to a natural woodland. TKDA provided construction documents for the removal and restoration.



FIRM

YEP!

YEARS OF EXPERIENCE

20 Years

EDUCATION

Bachelor of Science in Architecture, Ohio State University

Masters of City and Regional Planning, Ohio State University

CERTIFICATIONS

AICP

Corrin Hoegen Wendell, AICP

Principal Consultant

Corrin is the Founder and Executive Director of YEP! Youth Engagement Planning, Past Chair of APA's Women & Planning Division, a National and International Keynote Speaker, a Children's Book Author of *Ava Tanner, the City Planner*, and a former Community Development Director. She is a member of AICP and a two-time graduate of The Ohio State University, where she received a Bachelor of Science in Architecture and a Masters of City and Regional Planning. Corrin's passion for nurturing current and future planners, and her commitment to enhancing the planning profession, were cultivated over a 20-year career spanning diverse planning disciplines including architectural and urban design, regional and land use planning, comprehensive planning, zoning administration, and community and youth engagement. Corrin is a champion for children and her commitment is strongly exemplified through her service to the planning profession including mentorship of students and young professionals, frequent guest lecturing, and teaching urban planning in K-12 classrooms. She has been awarded the APA Minnesota Chapter Planner of the Year Award, APA Women & Planning Division Excellence in Leadership Award, Divisions Council Educational Excellence Achievement Award, the Thornton Education Trust Award for Best International Non-Profit, and is The Planner 2024 International Woman Planner of Influence.

Project 1: Working with youth to develop a new park as part of the City of Little Canada's Master Park Plan engaging over 600 youth.

Project 2: Working with youth from underserved communities - Girls Inc Oakland and Minneapolis Girls Who Plan program - after-school programs.

Project 3: Working with youth from the City of Ramsey, MN, conducting activities for youth focused on comprehensive planning.

Project 4: Working with youth experiencing housing instability - Neighbors for More Neighbors Youth Engagement event at the street fair in Minnesota.

Project 5: Working with youth in research - Research developed thesis and capstones based on YEP! from University of Minnesota, The Ohio State University, Rutgers University. Planning, Zoning, and Economic Development | Riverdale, GA

Project 6: Working with planners from diverse backgrounds - workshops, training, webinars, Youth Action Plan.

Project 7: Working with youth with Neurodiversity and Autism - Kamp for Kids sensory kits with APA Planners Day of Service.

Project 8: Working with youth from diverse socio-economic backgrounds - Boys & Girls Club of Southeast Louisiana with students experiencing extreme poverty.

Project 9: Engaging youth for the Imagine 2050 Regional Framework Plan with the Metropolitan Council of the Twin Cities.



Blaine Park and Recreation Master Plan

City of Blaine, MN

In December 2020, the Blaine City Council adopted the Park and Recreation System Master Plan as a guiding document for future park planning and improvements. This plan is the first of its kind for the City of Blaine and will be used to help guide future improvements and aid in budgetary decisions.

The Park System Master Plan serves a “Visioning Plan” for the future of its park and trail system. This plan is intended to help guide future improvements and aid in budgetary decisions. This planning document includes recommendations and implementation options to provide a 10-15 year vision for the City’s park and trail facilities including recreational facilities, special program uses, preservation areas, and community-wide trail linkages. Steve participated and assisted with community engagement and development of the park system master plan.

*Work performed by Steve Foss for a previous employer.



Crystal Park and Recreation System Master Plan

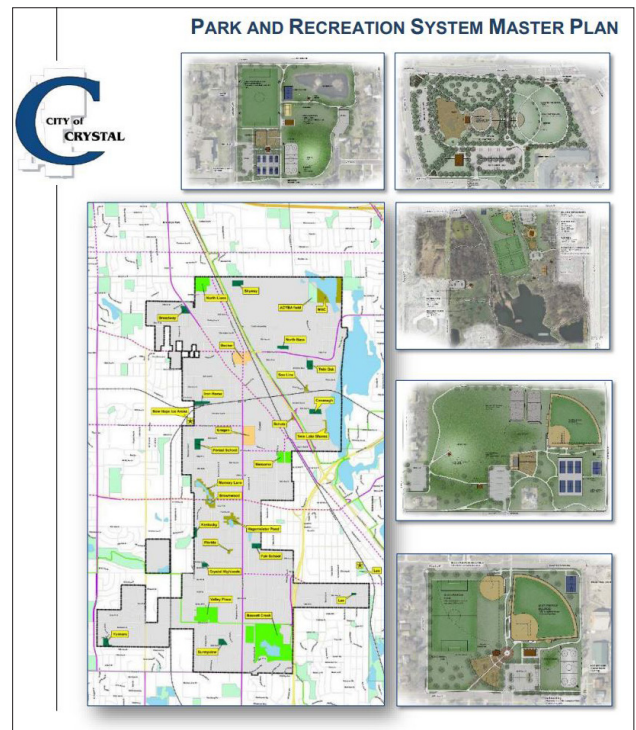
City of Crystal, MN

The City of Crystal has a strong commitment to providing high-quality parks, trails, recreation facilities, and programming for all citizens and visitors to the community. The City maintains 263 acres of parkland in 27 parks. In 2017, the City of Crystal reviewed all of its parks, trails and natural areas as part of a Park Systems Master Plan process. The park system master plan was developed to create a clear vision for how recreational improvements should be developed in both the immediate future and long term. The plan encompassed gathering feedback from multiple neighborhood and focus group meetings, assessments of existing parks, evaluation of trail connections and gaps, as well as an implementation plan. This project won the Minnesota Recreation and Park Association 2017 Award of Excellence. Steve participated and assisted with community engagement and development of the park system master plan.

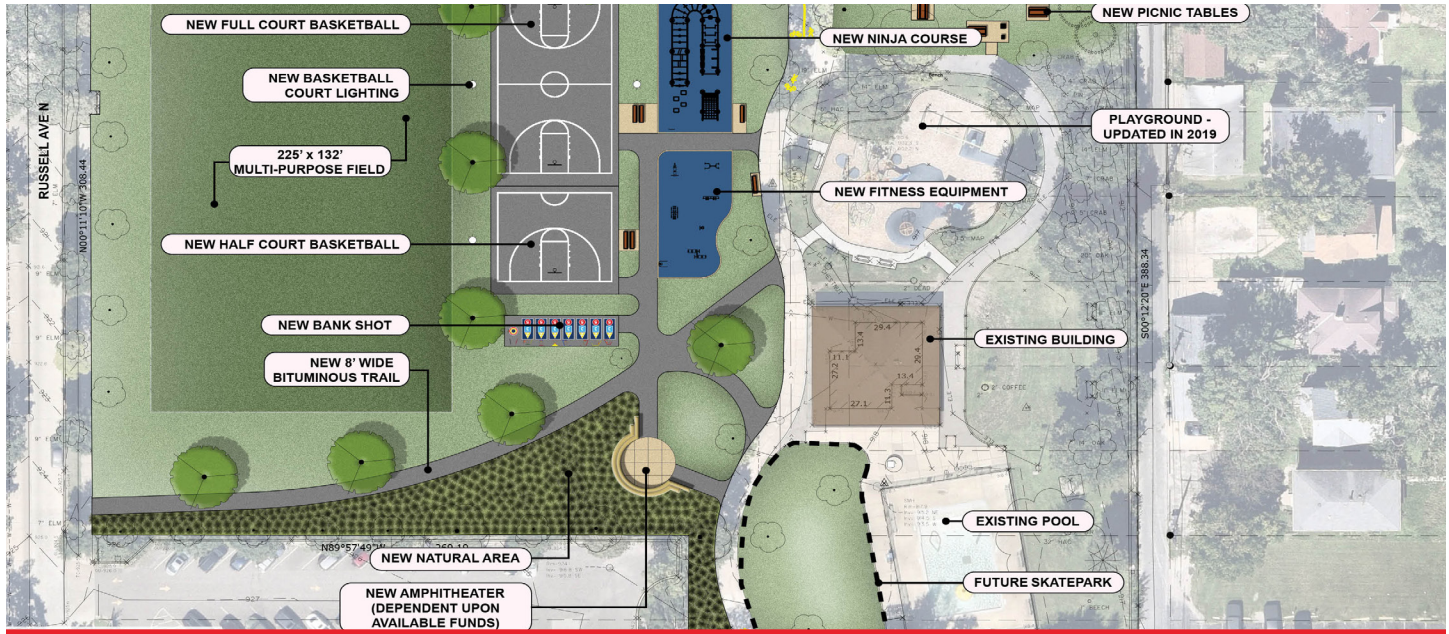
The system plan included the following types of parks:

- Natural Areas – Little to no development
- Neighborhood – Small park within a 10-minute walk
- Community – Large recreation facilities
- Destination – Specialized facilities

*Work performed by Steve Foss for a previous employer.



B. PROPOSED PROJECT TEAM AND EXPERIENCE



Cleveland Park Phase II Improvement Project Minneapolis, MN

Building on the successful adoption of a conceptual Master Plan for Cleveland Park in 2019, TKDA was asked to determine the next phase of improvements that could be completed within the current budget. Steve served as project manager and coordinated with the client to develop community engagement sessions and deliverables that identified the community's preferred priorities.

Following the identification of these priorities, the TKDA team produced two concept plans and held additional community engagement sessions to select a preferred concept plan to advance into final design. In spring 2025, plans were finalized with identified alternatives based on available funding and were subsequently solicited for bids. In April 2025, bids were received, and the project was awarded under budget. Construction began in August 2025, with anticipated completion in the summer of 2026.

Proposed improvements include:

- Adult fitness area
- Multi-purpose field
- Full and half-court basketball
- Bank shot
- Stormwater improvements
- Electrical/lighting upgrades for courts and pathways
- Security upgrades
- Irrigation

PROJECT DURATION

2025-2026 (under construction)

TKDA KEY PERSONNEL

TKDA's team composition included resources and scope similar to this request for qualifications. The team included:

Steve Foss, Project Manager

Todd Volkmeier, Electrical Engineer

CLIENT REFERENCE

Crystal Passi

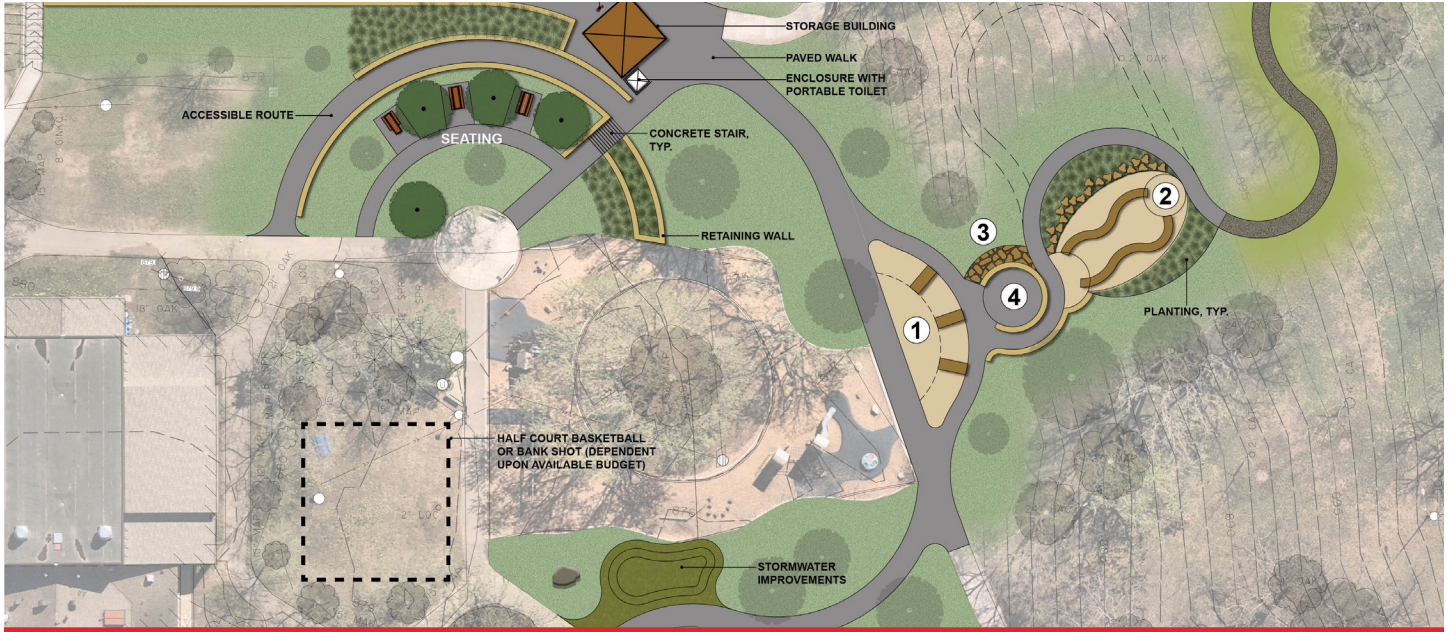
Design Project Manager

Minneapolis Park & Recreation Board

612.230.6455

cpassi@minneapolisparcs.org

B. PROPOSED PROJECT TEAM AND EXPERIENCE



Farview Park Phase II Improvement Project Minneapolis, MN

Following a similar process as the Cleveland Park Phase II Improvement Project, TKDA began the project by performing community engagement with MPRB to determine the preferred park improvements with a specific focus on cost to ensure the proposed improvements would be within the allocated budget. Steve served as the Project Manager and coordinated with MPRB and the TKDA multidisciplinary team through the design with similar scope to that of the proposed improvements identified in this RFQ. This project is currently under construction and anticipated to be completed in the summer of 2026.

Proposed improvements include:

- Adventure play with hillside slide
- Storage building
- Full court basketball
- Picnic area improvements
- Electrical/lighting upgrades for courts and pathways
- Security upgrades
- Irrigation



PROJECT DURATION

2024-2026 (under construction)

TKDA KEY PERSONNEL

TKDA's team composition included resources and scope similar to this request for qualifications. Team consisted of:

Steve Foss, Project Manager and Lead Landscape Architect

Todd Volkmeier, Electrical Engineer

CLIENT REFERENCE

Crystal Passi
Design Project Manager
Minneapolis Park & Recreation Board
612.230.6455
cpassi@minneapolisparcs.org

D. FEE QUOTATION



Client:		City of Columbia Heights											2/11/2026				
Project:		Park System Master Plan															
Phase	Task	Estimated TKDA Hours Required									TKDA Hours	Total TKDA Labor	TKDA Expenses	YEPI Hours Principal	Total YEPI Labor	YEPI Expenses	Total Cost
		PM/LA	Planner	C.E.	Funding	GIS	Arch	Arch Tech	Arch Tech	Admin							
1	Assess and Engage																
	1.1 Project Management and Communications	8	9	3	-	-	-	-	-	-	20	2,932		2	\$ 250		
	1.2 Park Inventory and Analysis	16	-	-	-	8	4	16	8	2	54	\$ 7,234	\$ 80				
	1.3 Existing and Future Demographics	2	8	-	-	4	-	-	-	-	14	\$ 1,902	\$ -				
	1.4 Focus Group Meetings	10	10	-	-	-	-	-	-	-	20	\$ 3,040	\$ 20				
	1.5 Youth Engagement (in-person event #1)	5	4	22	-	-	-	-	-	-	31	\$ 3,995	\$ 40	11	\$ 1,375	\$ 20	
	1.6 Trends and Needs Assessment	4	-	-	-	4	-	-	16	-	24	2,872					
	1.7 Finalize Phase 1: Assess and Engage	4	-	-	-	-	-	-	-	2	6	878					
	Phase 1 Subtotal	49	31	25	-	16	4	16	24	4	169	\$ 22,853	\$ 140	13	\$ 1,625	\$ 20	
	Phase 1 Total																\$ 24,638
2	Visioning																
	2.1 Project Management and Communications	21	13	-	-	-	-	-	-	-	34	5,240	\$ 40	0	\$ -		
	2.2 Goals and Visioning	12	4	-	-	-	-	-	-	-	16	2,504	-				
	2.3 Community Engagement (in-person event #2)	7	2	22	-	-	-	-	-	-	31	4,031	\$ 40	9	\$ 1,125	\$ 20	
	2.4 Community Engagement (Online Survey)	3	1	9	-	-	-	-	-	-	13	1,697					
	2.5 Funding Systems Analysis	8	4	-	4	-	-	-	-	-	16	3,112	-				
	2.6 Draft Concept Plans for (2) two parks	16	-	-	-	-	-	-	24	-	40	5,264	-				
	2.7 Draft Park System Master Plan	16	4	24	-	-	-	2	-	4	50	6,800	-				
	Phase 2 Subtotal	83	28	55	4	-	2	-	24	4	200	\$ 28,648	\$ 80	9	\$ 1,125	\$ 20	
	Phase 2 Total																\$ 29,873
3	Plan Recommendations and Prioritizations																
	3.1 Project Management and Communications	17	10	-	-	-	-	-	-	-	27	4,167	\$ 20	0	\$ -	\$ -	
	3.2 Community Engagement (in-person event #3)	9	2	22	-	-	-	-	-	-	33	4,353	\$ 20	9	\$ 1,125	\$ 20	
	3.3 Finalize Park System Master Plan and Concepts	40	-	-	-	-	-	-	8	8	56	8,272	-				
	Phase 3 Subtotal	66	12	22	-	-	-	-	8	8	116	16,792	\$ 40	9	\$ 1,125	\$ 20	
	Phase 3 Total																\$ 17,977
TOTAL FEE AND EXPENSES																	\$ 72,488

