



Request for Qualifications and Proposals

Legion Park Master Plan City of Grand Rapids, MN

Date Issued:

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Submittal Due:

August 28, 2025

Response Inquiries to:

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REQUEST FOR QUALIFICATIONS & PROPOSALS

LEGION PARK MASTER PLAN GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY GRAND RAPIDS, MINNESOTA

PURPOSE

The Grand Rapids Economic Development Authority (GREDA), on behalf of the City of Grand Rapids, seeks the services of a qualified consultant or consultant team who will be responsible for providing services that result in a Master Plan for Legion Park in Grand Rapids, MN. The selected consultant will have considerable experience in developing master plans, particularly for communities of a size and standing similar to Grand Rapids and possess significant planning abilities in the areas of: data collection, trend projection, feasibility analysis, mapping, visioning, and citizen involvement/participation and process facilitation.

The consultant will be expected to develop and lead a planning process that features active public participation in assessing the current state of the park, as well as future improvements that will help drive expansion and economic impacts to the community.

INTRODUCTION AND BACKGROUND

Legion Park, dedicated on March 12, 1966 by McVeigh Dunn Post No. 60 American Legion, spans approximately 160 acres. The only restrictions are: 1) The name of the area shall remain “American Legion Memorial Park”; and 2) “The property shall be used solely and exclusively for recreational, educational or other public purposes”.

Since the acquisition there have been many improvements to the park including the development of Yanmar Arena, Grand Rapids High School, the Reif Center, Bob Streetar Field, Tom “Mr. D” Drazenovich Field, Nobel Hall Field, Cody Seim Memorial Skatepark, and an expansive recreational trail system on the western side of the park.

Land ownership within the park consists of ISD 318 and the City of Grand Rapids. In 1978 the City accepted a \$6,000 grant from the federal Land and Water Conservation Fund (LAWCON), managed by the State, for the construction of hiking and ski trails, encumbering the entire park limiting the ability to make certain improvements to the park. Some existing structures were pre-existing to the LAWCON grant and would be non-compliant now. Some of the trails are located on property owned by Itasca County and a tax forfeited property managed by the county. This property is not within the LAWCON encumbered area but is adjacent to the west. There is interest from the public to purchase the properties from the county and ensure that it will exist in perpetuity for public use.

ECONOMIC IMPACT

Apart from Yanmar Arena, there has been little public thought into the economic benefits of Legion Park to the greater community. On April 11, 2018, the University of Minnesota issued an economic impact report that indicated the arena generated \$3.3 million in gross economic output, approximately 48 jobs (full and part-time), and \$1.7 million in value-added economic impact to the community on an annual basis. The primary source being 12 weekends of hockey tournaments between the months of November and early March. Since then, due to inflation, this impact has only grown. In addition to hockey, there are over 20 other activities

that occur on the grounds of Legion Park, yet their economic contributions remain unquantified. The University of Minnesota Extension will be contracted by GREDA to assess the current and future economic impact of the park. These assessments will be based on the findings and recommendations of the plan and the selected consultant will be required to work closely with the U of M during this evaluation.

Improvements to Legion Park have been on a project-by-project basis related to the specific enhancements or organization needs and timing. To maximize the potential use and economic benefits of Legion Park, the city feels that it is necessary to develop a master plan.

PROJECT SCHEDULE

City staff is on a schedule to recommend consultant selection at the regular meeting of the Grand Rapids Economic Development Authority on Thursday, September 11, 2025. The process to develop the Legion Park Master Plan should begin in earnest shortly thereafter.

Intermediate milestones in the development of the Plan will be established after the successful consultant is selected. The project should be finalized no later than October 1, 2026.

MINIMUM PUBLIC PARTICIPATION

As mentioned earlier there are over 20 extracurricular activities occurring within the park. These diverse stakeholder groups should be given ample opportunity to participate in the process of developing the Plan. Such groups include but are not limited to:

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| ▪ Arts and culture groups | ▪ Cross Country Running |
| ▪ Bands, choirs and other music groups | ▪ Football |
| ▪ Cross Country Skiing | ▪ Hockey |
| ▪ Dance | ▪ Pickleball |
| ▪ Figure Skating | ▪ Softball |
| ▪ Wrestling | ▪ Horseshoe/Bocce |
| ▪ Lacrosse | ▪ Concerts/Reif |
| ▪ Mountain Biking | ▪ Trade Shows |
| ▪ Track & Field | ▪ Conference / Meetings |
| ▪ Soccer | ▪ Banquets / Receptions |
| ▪ Frisbee Golf | ▪ Education (ISD 318) |
| ▪ Basketball | ▪ Tourism, history, and recreation facilities/groups |
| ▪ Theatre | ▪ Citizens at large |
| ▪ Baseball | ▪ And any others who are interested |
| ▪ Skateboarding | |
| ▪ Volleyball | |

The public participation process proposed must promote meaningful participation that educates, offers participants opportunities to discuss and resolve issues, and creates a sense of ownership of the Plan by the participants.

The project consultant's role in the public participation process, at a minimum, will include:

- Organizing and scheduling meetings – with aid provided by City staff.
- Conducting/facilitating meetings/visioning sessions, design charrettes, and surveys.
- Providing technical expertise/advice
- Recording public comments
- Identifying areas of consensus
- Translating the input received during the process into alternative visions
- Presentation of preliminary concepts to key stakeholders
- Presentation of final concepts to key stakeholders

The consultants suggested approach towards public participation and stakeholder participation shall be included within the work plan, required within the proposal contents section. At a minimum, the proposed public participation shall involve at least one meeting with each of the identified groups and two community input sessions. Additionally, a set of focused meetings with the user groups to review and discuss the recommendations should be planned. The precise method of optimizing public participation will be developed jointly by the consultant and the City after consultant selection, and early in the project schedule.

RELATED STUDIES AND AVAILABLE RESOURCES

GREDA will make available to the project consultant the City's GIS data, which includes the following layers of information:

- Color Aerial Photography
- Parcels
- Topography (2' contour intervals)
- Existing Zoning
- Future Land Use Map recommendations from the Comprehensive Plan
- Public Utilities: Sanitary Sewer, Water, Storm Sewer, Electric
- Roads/Easements
- City Limits
- Lakes and Rivers
- Trails and sidewalks

Additional information available to the selected consultant:

- Yanmar Arena Economic Impact Study (2015 and 2018)

PLANNING BODY

The City envisions process oversight, during the development stages of the Plan, will be performed by the Grand Rapids Economic Development Authority (GREDA). GREDA and City staff will be the communication link between community stakeholders and the project consultant and will act on a recommended draft which will be put forward to GREDA near the conclusion of the process.

REQUIRED PROJECT DELIVERABLES

Hard copies of the final Plan document containing text and graphics should be in 8 ½" x 11" format. Larger graphics in the report could be folded 11" x 17" sheets. Ten (10) copies of the final Plan are required.

Two electronic copies of the Plan document, including graphics, shall also be provided. One copy shall be provided in a MS Word format and the other shall be provided in PDF format.

CONCEPT

The development of a Master Plan will:

- Identify specific improvements catering to all park users.
- Collaborate with U of M Extension on the economic impacts associated with each activity.
- Explore expansion opportunities for various user events and project the economic impact of these enhancements. Establish a timeline to implement improvements and activities, complete with cost projections.
- Identify opportunities for improved coordination between user groups.
- Identify potential funding sources.
- Identify opportunities for new and expanded use of the park as an economic catalyst.

Potential improvements that have already been identified are:

- Installation of a digital reader board located near the intersection of Hwy 38/14th Street NW.
- Development of a trail/pedestrian connection between 14th Street NW and the intersection of 16th Street NW.
- Construction of a field house and locker rooms.
- Upgrades to turf and lighting on baseball and practice fields.
- Improvements to the arena parking lot.
- Implementation of a roundabout at Hwy 38/14th Street NW.
- Installation of trail lighting.
- Construction of a mountain bike skills or pump track.
- Roadway and pedestrian improvements to 16th Street NW.
- Neighborhood art installation.
- Construct a pavilion, play structure, and a splash pad in the green space adjacent to the Ryan Flood Basketball Court.

DESIRED PROJECT OUTCOMES/STATEMENT OF WORK

In the first phase of the Study, with input and data received, the project consultant will evaluate, measure and summarize the existing needs and uses of Legion Park. This evaluation shall also consider if present facilities could serve those needs of others not considered.

In the second phase, the Study should identify future options for expanding the park. This should account for input from stakeholders, industry trends and viability of the site. Economic impacts, user groups coordination and future management of the park should be

considered in the recommendations. In addition, the second phase will provide relevant data pertaining to the economic benefit of similar venues in other comparable communities.

PROPOSAL CONTENTS

The consultant's proposal should include, but not be limited to the following information:

- A summary of the consultant team and individuals that will work on the project.
- A description of the consultant's philosophy regarding social, economic, human, environmental, and related values that provide the basis for the consultant's approach to the project.
- A general restatement and/or enhancement of the desired project outcomes.
- A work plan that will lead to the desired outcomes.
- A description of the consultant's plan to optimize public participation.
- A proposed project schedule.
- A detailed description of the SINGLE past project that the consultant believes is most similar to this project.
- A list of three other projects with references.
- A statement of the consultant's ability to complete the project within the prescribed timeframe.
- A statement regarding the level of effort and degree of detail that can be provided in the project, given the proposed fee.
- A discussion of how the consultant plans to minimize communication and logistical hurdles that may be caused by the geographic separation between the consultant and the client.
- In a separate, sealed envelope, a cost proposal for providing the requested consultant services. The cost proposal shall be in the form of an "hourly, not to exceed fee". The cost proposal shall include a listing of hourly rates for each position within the consultant team and an estimate of staff hours for each task within the proposed work plan.

If a proposing firm is not selected for an interview, the "cost envelope" will be returned unopened.

PROPOSAL SUBMITTAL

Ten copies of the proposal (with only one cost envelope) shall be submitted to:

Matt Wegwerth, PE
Director of Public Works / City Engineer
420 N. Pokegama Avenue
Grand Rapids, MN 55744-2662

Proposals must be received by 4:00 p.m., August 28, 2025

Questions regarding the proposal process may be directed to Matt Wegwerth at (218) 326-7625 or at mwegwerth@grandrapidsmn.gov