

MEMO



Engineering Department

To: Board of Public Works
From: John Neumeier, Director of Public Works/City Engineer
Date: 4/8/2026
Re: Recommend Award for LaFollette Park Restroom Building and Site Design Proposal.

Background information:

LaFollette Park is located along Kenneth Avenue at Park Street and has close ties to the downtown, bus routes, the Nelson trail, and future bike lanes, giving us an opportunity to make it a destination for local and regional users. The park has aging restroom facilities, basketball surface, parking lot, and walking trails that all need updates to bring the park back up to safe and accessible conditions. We intend to exceed requirements and work with the surrounding neighborhoods and community to make the park a neighborhood gem, a destination for visitors, and continue to restore a great asset for the city.

Engineering Department worked with the Community Enrichment and Recreation Director and Street/Park Departments to send a request for proposals (RFP) for the design, bidding, and construction services. We received five proposals from consultants or teams of consultants from around the region. Five staff members individually reviewed and scored proposals based on criteria in the RFP including:

- Experience with similar recreational and public facility projects.
- Qualifications of the project team
- Understanding of the project scope and community needs
- Proposed methodology and timeline
- Cost-effectiveness and value
- References and past performance

A summary of the average scoring is attached. Staff, including representatives from Street, Parks, Community Enrichment, and Engineering reviewed the proposals individually and then met with additional internal staff to discuss the recommendation. Our recommendation is based on the information and opinions developed through the entire process.

Strategic Plan:

This proposed project, brings a much-needed update to an aging but popular park. The project will be improving quality of life, increasing park usage, and will help work toward being a community of choice.

Budget: Funds were previously borrowed in 2025 to begin the design and construction of the LaFollette Park Upgrades. Estimated budget for this agreement is \$125,000-150,000.

Staff Recommended Action:

Authorize Director of Public Works to enter into an agreement for Lafollette Park Restroom Building and Site Design including design, bidding, and construction services with McMahon Associates.

Proposal Review Scoring

Consultant	Avg Individual Review Total
McMahon Associates	53.6
Point of Beginning	51.4
Ayres and Associates	47.4
Thrive Architects	46.8
InToto Studio	42.0