



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** June 4, 2025

**Originating Department:** Community Redevelopment Agency (CRA)

**Agenda Title:** Request for Qualifications (RFQ) Selection - Design Consultant  
Recommendations - Bert Bostrom Park Master Plan

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Agenda Category** (i.e., Consent, New Business, etc.): \_\_\_\_\_

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**Cost of Item:** \$ .00 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:**

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** \_\_\_\_\_

\_\_\_\_\_

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

AJ \_\_\_\_\_ Not applicable in this case

### Summary Explanation/Background:

On March 6, 2025, the Town issued a Request for Qualifications (RFQ) for Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom Park (RFQ 108-2025). The intent of this RFQ was to select a team of design/engineering professionals to assist the CRA with a community-led design of Bert Bostrom Park, which may include various improvements (i.e., playground, sports and/or multi-purposed facilities/fields, Community Center, etc.).

The RFQ provided the following objectives for the proposed Park Master Plan:

“The public should be heavily involved in the process to determine the amenities to be provided within Bert Bostrom Park. The anticipated project would include a community center, the size of which is to be designed so as to have no less than 20,000 square feet of space. The Community Center would include facilities such as, but not limited to, an indoor gymnasium for at least two full-size basketball courts, multi-purpose rooms, offices and conference room space. The design of the Community Center must include a parking lot and space for other ancillary improvements. Depending on the outcome of the public engagement and the availability of sufficient funding, a 6-8 lane pool, concession area, locker rooms and splash pad may be included in the final planning of the park. Ancillary improvements to the park could include multi-purpose or soccer specific fields, basketball courts and a playground.”

Following the closing of the RFQ on April 10, 2025, the Town received qualification packages from seven (7) firms:

- Chen Moore and Associates
- CPZ Architects
- Fawley Bryant Architecture
- MAP Construction
- REG Architects
- Wannamaker Jenson Architects (WJ)
- WGI, Inc.

An Evaluation Committee met on May 7, 2025 and consisted of five(5) staff members: Allison Justice (CRA Administrator), Nadia DiTommaso (Community Development Director), Jaime Morales (Public Works Director), John Willie (Capital Projects Manager), Riunite Franks (Parks and Special Event Director).

The evaluation committee reviewed all qualification packages and ranked all firms based on various evaluation criteria, including experience and qualifications, performance on past projects, public process and involvement and project understanding and knowledge of area. As a result, the rankings (and total points provided by the evaluation team) for each firm for this project are as follows:

1. Wannemacher Jenson Architects – 470 points
2. WGI, Inc – 468 points
3. Chen Moore and Associates – 457 points
4. REG Architects – 449 points
5. Fawley Bryant Architecture- 435 points
6. CPZ Architects – 423 points
7. MAP Construction and Design – 207 points

A Notice to Negotiate with the top ranked firm of Wannamaker Jenson Architects was prepared and published on May 19, 2025. As of this publishing, no protests have been filed.

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk’s Office, including, but not limited to, Notice to Negotiate, final scoring matrix, RFQ 108-2025 and published addendums, RFQ Advertisement, etc.

Upon approval of the RFQ rankings and approval to proceed with the development of the proposed Master Plan, this project is expected to be completed in four (4) phases:

- Phase 1: Master Planning and Community Engagement
- Phase 2: Design of Community Center and other park elements
- Phase 3/4: Construction

Initial funding for Phase 1: Master Planning and Public Engagement as well as a portion of Phase 2 is available within the FY 2025 Budget - CRA. (total \$500,000)

Note: Final design and construction funding is expected to be determined based on the amenities/facilities that are approved within the final (approved) Master Plan for Bert Bostrom Parks. This funding may include, but is not limited to, , CRA TIF funding, Town Funding, CRA Bond issuance, Federal, State or Local Grants, private contributions/sponsorships, etc.

As a result, the CRA Board is requested to:

1. Approve the proposed Professional firm Consultant rankings for the Bert Bostrom Park Master Plan project following the advertisement and solicitation of qualification (Request for Qualifications - RFQ) in accordance with the Consultants Competitive Negotiations Act (CCNA) as outlined within state law.
2. Authorize CRA Staff to negotiate a contract with the top ranked firm, Wannemacher Jenson Architects.

Note: The CCNA provides for a process whereas if a contract cannot be negotiated with the top ranked firm, then the second ranked firm has the opportunity to enter into contract negotiations with the Town.

If approved, the selected consultant is expected to begin the Master Plan process immediately.

**Recommended Motion:**

I move to approve final rankings of RFQ 108-2025 and authorize staff to negotiate a contract with the highest ranked firm, Wannemacher Jenson Architects, to develop a Master Plan for Bert Bostrom Park.