

Memorandum



To: Mayor and City Council
From: Kay Okey, Parks & Recreation Director
Date: December 21, 2020
Subject: Award Park Master Plan

Summary

The Parks and Recreation Department, posted on October 20, 2020 the Request for Proposals for the Park Master Plan. Evaluated were four proposals submitted by the deadline of November 19th. Evaluators from the Parks and Recreation Commission, the City Administrator Dan Buchholz and the Recreation Director rated the proposals, in accordance with the criteria outlined in the RFP, and would like to award the contract to WSB design team.

WSB design team has been specifically focused on park and recreation projects for the past 25 years. They are familiar with the area, having recently completed Park System plans in Blaine, New Brighton and are developing a master plan for Fridley. Their plan for Spring Lake Park will efficiently gather information from the community using a variety of methods and identify the needs of the community.

Request

I am asking for the Mayor and City Council's approval of funding for the Park Master Plan expected to not exceed \$25,000. This amount is over WSB's fee proposal however there are some optional services we may wish to explore after we have begun the process.

Attachments:

WSB submitted proposal
Request for Proposal

Respectfully submitted by

Kay Okey
Parks and Recreation Director