



CITY OF LECLAIRE, IOWA

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LECLAIRE PARKS & RECREATION COMMISSION AGENDA

Wednesday, May 4th, 2022

6:00 PM at City Hall Conference Room

The Agenda is as follows:

- Roll Call
- Visitors
- Approve 3/9/22 Minutes
- Approve 4/13/22 Minutes
- Recreational Facilities Update
 - Huckleberry Park
 1. Soccer Parking
 2. Pickleball Windscreen
 3. Concessions
 - Hollyhock Park
 1. Fencing Bids
 2. Reseeding and Grading
 - Recreation Center
 1. Weight Room
 2. Programming
- Administrative Updates/Collaboration
 1. Mission Statement
 2. RFPs
 3. Needs
 4. Google Drive
- New Business
- Adjournment

Title VI Notice to the Public

It is the policy of the City of LeClaire to assure full compliance with Title VI of the Civil Rights Act of 1964 related statutes and regulation provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-6004.

Weight Room Usage

	# of users	Average usage	Highest Usage
March	20	5.9	22
April	26	7.6	28

Date: August 23, 2017

Re: Invitation to Submit Professional Proposals for a Comprehensive Parks, Recreation and Open Space Master Plan

Dear Firm:

The City of Urbandale, Iowa is seeking proposals from qualified planning and design firms with public sector experience to provide services to develop a City-wide Comprehensive Parks, Recreation and Open Space Master Plan.

The City's last Parks, Recreation and Open Space Plan was completed in 1995. This Plan was followed quite extensively, and successfully guided the City's Parks and Recreation Department through significant changes.

We are proud to say that 2017 is Urbandale's Centennial – 100 years since it was incorporated. After much growth and development, the park system currently encompasses 993 acres, 52 parks and 45 miles of trails. We are seeking a firm to evaluate the current parks and recreational facilities, and to lead our comprehensive planning effort. The development of this next successful long range plan for the parks, recreation and open space will help guide us into the next 20 (twenty) years.

The proposals submitted for this RFP will be evaluated by a panel of City staff in 2 (two) phases. For the first phase, the City will initially evaluate your firm's proposal. For the second phase the City will select the most qualified firms for an oral interview with the City's review panel. Only those firms selected for an interview would be required to submit a fee proposal at its oral presentation.

The RFP document may be obtained from the City's website at www.urbandale.org/bids.

Questions about the RFP should be directed to Jan Herke, Director of Parks and Recreation at jherke@urbandale.org. It is anticipated that the questions and answers will be posted continuously to the web site as a separate document at www.urbandale.org/bids. The questions will be posted anonymously. The questions and answers will remain posted until the RFP is due. The last day and time to submit questions is on: **Monday, September 18, 2017 at 1:00 p.m.**

We look forward to receiving your proposal to provide the professional services described in the RFP, which is due **by Friday, September 22, 2017 at 1:30 p.m. (CST).**

Sincerely,
Jan Herke
Director of Parks and Recreation
jherke@urbandale.org



CITY OF URBANDALE, IOWA

Invitation to Submit Professional Proposals for services to provide a Comprehensive Parks, Recreation and Open Space Master Plan

DESCRIPTION: The City of Urbandale is seeking qualifications and a sealed proposal from qualified firms for the services to provide the City with a Comprehensive Parks, Recreation and Open Space Master Plan.

PROJECT #: 2017-P011

RFP issued: Wednesday, August 23, 2017, and posted at
www.urbandale.org/bids

Proposal Due: Friday, September 22, 2017 at 1:30 p.m. (CST)

Onsite Interviews: Week of October 2, 2017

Contract Approved: Tuesday, October 24, 2017, 7:00 p.m., City Council meeting

Final Report Submittal: Monday, April 2, 2018

INTRODUCTION

The City of Urbandale is a dynamic and growing community located in the Des Moines metropolitan area and was incorporated in 1917. The current population, per the 2015 Special Census, is 42,449 and the City has 17,609 housing units and growing. By 2050 the City's population is anticipated to grow to 70,000 persons within the present City limits.

The City of Urbandale has a tradition of offering a high quality of life, based on good school systems, pleasant neighborhoods, easy access to Des Moines and an excellent Parks and Recreation system.

The City has an extensive park system with public lands spread throughout the City. The park system consists of 993 acres, 52 total parks, and 45 miles of trails.

As the City looks at leisure opportunities and activities that are available for the residents of Urbandale, a need exists to evaluate the current parks and recreation facilities and plan for future needs.

The Comprehensive Parks, Recreation and Open Space Master Plan is intended to help meet the needs of the current and future residents, by positioning the City of Urbandale to build on the community's unique parks and recreation assets and identify new opportunities. The plan should be resident-driven and establish a clear direction to guide City staff, advisory committees, and elected officials in their efforts to enhance the community's parks system, open space, trails, recreational facilities, programs and services.

PROJECT DESCRIPTION

The City of Urbandale is seeking to hire a firm or whose firm will act in partnership with another firm(s) to prepare a Comprehensive Parks, Recreation and Open Space Master Plan. It's envisioned that the plan will address all park and recreational aspects including facilities, trails, parks, programs, open space and special use areas.

SCOPE OF WORK/OBJECTIVES

The following is a list of anticipated deliverables that should be used as a guide in responding to this RFP, but is not intended to be all-inclusive. Respondents should use their own professional judgment in preparing a work plan outline, and the City remains open to recommended elements not identified here.

- Develop a strategic framework to guide decision-making by City officials, boards, and staff; including creation of department vision, mission, goals, objectives, and policies.
- The City of Urbandale last completed a Recreation Needs Assessment and Market Analysis in 2005. This document is provided to respondents as a resource to assist in your defining the recreational needs of the City of Urbandale. This document may also assist in identifying and prioritizing current and future parks and recreation needs in our community, including programming and facility development/ expansion at new and existing sites, as well as potential new park development. An updated and revised Recreation Needs Assessment and Market Analysis should be part of the final Parks, Recreation and Open Space Master Plan report.
- Review the City of Urbandale's pavement/trail management plan and make recommendations for trail maintenance funding.
- Coordinate with the Urbandale Complete Streets Committee on any bike/pedestrian studies which they may be conducting.
- Create and manage a comprehensive, yet efficient, public process for a Comprehensive Parks, Recreation and Open Space Master Plan project in conjunction with the City Council, Parks and Recreation Commission, Citizen's Advisory Committee, staff and residents.
 - Extensive community involvement effort is expected, and may use a variety of methods including surveys, focus groups, meetings with key stakeholders, and community wide public meetings.
 - In responding to this RFP, respondents should anticipate at least eleven (11) meetings as outlined below:
 - ✓ Kickoff meeting and four progress meetings with City staff (5 meetings)
 - ✓ Two evening meetings with the Citizens Advisory Committee – progress report and final presentation (2 meetings)
 - ✓ Minimum of two community wide public input meetings (2 meetings)
 - ✓ Final Master Plan presentation to the Parks and Recreation Commission (1 meeting)
 - ✓ Final Master Plan presentation to the City Council (1 meeting)

- Analyze inventory of existing recreation facilities, developed and undeveloped parks in the City, and city-wide trail system (including way-finding and trail signage). Use existing mapping, staff interviews, and on-site visits to verify amenities and assess the condition of facilities and surrounding areas.
- Prepare Master Plan documents, including necessary drawings, plans, reports, narratives, and other supporting documentation as required by City staff.
- Development of an action plan for capital improvements including estimated cost, funding source potentials, and timeframe/recommended phasing to support the implementation of the Master Plan. Address the needs and opportunities in the short term (1-3 years), mid-range (4-10 years) and long term (11-20 years).

TERMS AND CONDITIONS

- The City reserves the right to request clarification of information submitted and to request additional information of any firm.
- The City reserves the right, at its sole discretion, to terminate this process at any time or reject any or all proposals without penalty prior to the execution of an Agreement.
- Any Agreement resulting from this process shall be on forms either supplied or approved by the City and shall contain, at minimum, applicable provisions of the RFP and fee proposal. The City reserves the right to reject any Agreement that does not conform to the RFP proposal, and any City requirements for an Agreement.
- The City shall not be responsible for any fee incurred by the firm in preparing, submitting, or presenting its response to the RFP and any subsequent fee proposal, or oral presentation to or interviews with the City.

PROPOSED TIMELINE

Below is the project timeline for the RFP and contract approval.

- RFP issued: Wednesday, August 23, 2017
- Deadline for submittals: Friday, September 22, 2017
- Interviews of prospective firms: Week of October 2, 2017
- Contract Approved: Tuesday, October 24, 2017

Upon contract approval with a successful respondent, the timeline can be further refined if necessary and finalized between the City and the consultant.

- Kick-Off Meeting: Week of October 30 , 2017
- Preliminary report submittals: Monday, February 5, 2018
- Final Report Submittal: Monday, April 2, 2018
- Formal Adoption: Tuesday, April 24, 2018

APPROACH AND METHODOLOGY

The City of Urbandale is interested in a final product that provides direction to elected officials, Park and Recreation Commission members, and staff for the provision of leisure opportunities for its residents for the next 20 (twenty) years. The document should be a working, living tool that can easily be amended with variations of projects for inclusion in the City's capital improvement plan. In the consultant's response to this request, their proposed approach and suggested methods to achieve the objectives listed above is required.

PROPOSAL

A firm's proposal submitted in response to this RFP will be evaluated by City staff based on your written responses to the following 6 (six) items. Please provide a straightforward, concise description of your firm's capabilities to satisfy the requirements of this RFP. Answer all items (1-6) in the order presented below; use at least 12 point font size, and limit your responses to 25 (twenty-five) or fewer typed single-sided pages. Our evaluation of your responses will determine if your firm will be selected to proceed further in this process.

1. An organizational chart indicating key personnel assignments and overall organization of the work effort. Identify any professional credentials of the project management, principals in charge, and any other primary personnel to be assigned to the project.

Please note that those individuals identified as the project team or primary outside consultant(s) must attend the oral presentation and interview should the firm be selected for that phase (we are most interested in the principals, rather than support staffing).

2. A statement of the firm's understanding of the project and approach to address each objective as noted in the Scope of Work. Include any additional tasks that may be needed or modifications to those tasks previously outlined. Also provide an outline of services with a detailed responsibility list of what services are provided by each key personnel of the firm.
3. Previous comprehensive planning experience of the key personnel assigned to the project, including excerpts or examples of up to three completed plans. Also include references for the previous comprehensive plans provided. At a minimum this should include the reference's name and email address.
4. Firm's contact person name (first and last name with title), telephone number, and e-mail address.
5. Identify any services to be provided by outside consultant(s).
6. Describe the firm's approach to establishing a fee for services and its preferred form of final Agreement.
7. Supplemental: You may include a maximum of 10 (ten) pages of additional information not included in the above, if you feel it may be useful and applicable to the selection process and proposal review. Although you may submit supplemental information, City staff will focus its attention on your written answers to the above items (1-6).

METHOD OF EVALUATION

- A. The proposals submitted in response to this RFP will be evaluated by a panel of City staff using a two-step process. The City will initially evaluate the firm's proposal based on the firm's responses to the 6 (six) required items, and any supplemental information provided, item 7.
- B. Based on the proposal review, only the firms selected for an oral presentation and interview will be required to submit a Fee Proposal at the interview.
- C. After the oral presentations and interviews, and in consideration of the qualifications and fee proposal, the City will select one or more firms to enter into negotiations as to the terms of the Agreement.
- D. The firm's final Agreement must include an official offer to undertake the proposed work at the proposed fee, which will include an estimate of the number of hours to be spent by the firm on the project. The form of the final Agreement shall be agreed upon by the City and the successful firm.
- E. The City reserves the right to accept the proposal based on its best interests with all aspects of the proposal taken into account.
- F. The proposed final Agreement will be submitted to the City Council for acceptance.

FEE PROPOSAL

The **Fee Proposal will only be required of those firms selected for an oral presentation and interview.** Should your firm be invited to participate in this phase, **6 (six)** hard copies of the Fee Proposal will be due at the interview.

FEE TO PERFORM SCOPE OF PROJECT:

- A. Fee Proposal: Each firm selected for an oral presentation and interview with City staff will be required to submit a not-to-exceed (NTE) Fee Proposal to be discussed at the interview, including an easy to read chart listing tasks included in the proposed cost. The fee proposal shall provide both a fee and estimated number of hours to complete a final Comprehensive Parks, Recreation and Open Space Master Plan. The fee shall include all RFP services, personnel (own and outside consultant), supplies, reports, and miscellaneous expenses.
- B. If there are expenses that the Firm considers “reimbursable” that are NOT included in the fee for RFP services, such expenses shall be separately identified and quantified as fully as possible.
- C. Do not include taxes—the City is tax exempt.

DELIVERABLES

The Comprehensive Parks, Recreation and Open Space Plan should provide a clear and concise evaluation of current parks and programs, including tangible recommendations for improvements. The plan should develop and provide a vision of current and future leisure opportunities available for the residents of the City of Urbandale. Final deliverables shall include six (6) copies of the final plan and a CD with the final plan document in a PDF format.

The Firm will convert all documents (text, CAD, spreadsheets, photos, etc.) into Adobe Acrobat Document Format (PDF) for submission to the City with hard copies. At the completion of the project, the Firm will also submit to the City electronic copies of all project documents, including unprotected Microsoft Word files, unprotected Excel files, PowerPoint files, and AutoCAD files (if AutoCAD is used to develop plans, layouts, maps, or other diagrams).

Although the City anticipates successful completion of all project tasks, it reserves the right to terminate the work at any time it deems necessary. In the event of such termination, the Firm shall, at the option of the City, promptly deliver to the City all work products completed to date, including working papers, study notes, electronic files, and data previously collected by the firm for this City project.

PROPRIETARY INFORMATION

Propriety information is NOT desired. If your firm cannot adequately respond to the RFP without relying on propriety information, then clearly identify the proprietary information and submit it as a separate item at the time the proposal is submitted. The City may disclose the propriety information as required under Iowa Code Chapter 22 – Examination of Public Records (Open Records), which subjects all documents submitted with any proposal to become public documents.

SERVICES REQUIRED

The City of Urbandale requests responding firms to submit a work program that achieves the Scope of Work/Objectives as outlined in the previous sections. Questions concerning the objectives should be submitted to Jan Herke, Parks and Recreation Director in writing at jherke@urbandale.org, subject line “Parks Master Plan.” The last day and time to submit questions is on: **Monday, September 18, 2017 at 1:00 p.m. (CST).**

Qualification Proposal Due: Proposals must be received no later than **Friday, September 22, 2017, at 1:30 p.m. (CST)**. Submissions received after the due date (not per postmark) and time will not be considered.

Hard copies of the submittal are required. The City will not accept electronic submissions or by fax.

Submit 6 (six) hard copies to the address listed below. All submittals become the property of the City of Urbandale and will not be returned to the firm.

By Postal or Courier Service:

Jan Herke, Parks and Recreation Director
“Urbandale Parks Master Plan”
Urbandale Parks and Recreation Department
3600 86th Street
Urbandale IA 50322

Murfs Turf LLC
P.O. Box 2
LeClaire, IA 52753

Estimate

Date 8/12/2021
Estimate # 17023

Name / Address

P.O. #

Terms

Due on receipt

Due Date

8/12/2021

Other

Description	Qty	Rate	Total
Hollyhock Park		0.00	0.00T
Finish Grade and Hydroseed	937	2.25	2,108.25
Estimate void after 45 days		Subtotal	\$2,108.25
		Sales Tax (7.0%)	\$0.00
		Total	\$2,108.25

Murfs Turf LLC
murfsturf17@yahoo.com

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