

City of Bayfield
REQUEST FOR PROPOSALS
EAST DOCK PARK: PLANNING AND SITE PLAN DEVELOPMENT

July 1st, 2024

The City of Bayfield Wisconsin will be receiving proposals for the above noted project until **July 31st 2024 at 4pm CT**. All proposals should be submitted as a pdf to the Bayfield Playgrounds Subcommittee at **bayfieldplaygrounds@gmail.com**.

The City of Bayfield reserves the right to reject any and all proposals not judged to be in the best interest of the City.

Questions or further information on this RFP may be directed to the Bayfield Playgrounds Subcommittee, **bayfieldplaygrounds@gmail.com**

REQUEST FOR PROPOSALS
EAST DOCK PARK PLANNING PHASE: SITE PLAN DEVELOPMENT

Date of Request: July 1, 2024

Project Title: East Dock Park: Planning and Site Plan Development

Submittal Due: 4 PM Local Time, July 31st. There will not be a public opening for this RFP.

Late Proposals: Any proposal received after the exact time and date specified will not be considered.

Withdrawal of Proposals: Proposals may be withdrawn by written notice received at any time prior to the proposal closing date and time.

Submit electronically to: bayfieldplaygrounds@gmail.com

Contact Person: Grace Hogan, Playground Subcommittee Member

Purpose of RFP: The City of Bayfield is seeking proposals from qualified firms who offer integrated design services specializing in waterfront and park design, and who have expertise in accessible recreation areas, for the redevelopment of East Dock Park. The proposal will include a description of services and costs for leading facilitation of the design process and the development of a site plan that meets identified community needs.

Project Background: The City of Bayfield has made many improvements to the waterfront, harbor, Turning Point Fountain, and parks over the last several years under the leadership of the Parks and Recreation Committee and Harbor Commission. This has been accomplished thanks to significant volunteer efforts, grants and donations, and capable support from Public Works and City Hall staff.

As the Playground Subcommittee and Parks and Recreation Committee have turned their sights toward improving East Dock Park, it has become very clear that this is a central focal area for residents and visitors of all ages. East Dock Park is located on a uniquely high potential portion of property within the City of Bayfield. It is one of the few lakefront parks in the area, and it is also adjacent to popular destinations such as the Harbor, the Maritime Museum, and downtown shopping areas of Bayfield.

Replacement of the East Dock playground is projected to cost at least \$250,000. The Playground and Parks and Rec Committees believe that such a large investment is best made with an appreciation of how the new facility can both complement and benefit from its broader setting, that is, the city's adjacent land and amenities. Additionally potential funders of the playground will find the project more attractive if we can show how it fits into a broader vision of this recreation-oriented corner of the city.

Public physical access for water-based activities such as swimming or boating is extremely limited within the City; this location has potential for expanding opportunities for such activities. With the exception of the existing accessible fishing pier at East Dock Park, the park amenities throughout the city are relatively inaccessible for people with disabilities. There is an opportunity to take inspiration from other local efforts such as the Friends of the Apostle Island's Access for All initiative and ensure the features of East Dock Park are available and accessible to all park goers. Additionally, continuing to increase resilience of this area is also increasingly important with changing lake levels and extreme storm events. This is highlighted when the park often experiences standing water under the playground equipment. Lastly, the community has expressed interest in finding better ways to utilize this incredible location within the city to provide outdoor play and reaction space during the colder seasons. It is important to note that the oversight/management of this area is complex as it falls under the jurisdiction of the Parks & Rec. Committee, Harbor Commission, and Public Works Committees.

The City of Bayfield is requesting proposals from qualified project consultants to develop a cohesive plan with public involvement in order to bring all of these elements together and create a vision and blueprint for making this an even more spectacular place.

Project Area: We propose taking a phased approach to site planning at East Dock Park, as outlined in [these slides](#).

Project Objectives: The project consultant will engage the community and appropriate City of Bayfield oversight entities in a planning process, to develop a site plan for East Dock Park and adjacent areas that:

1. Ensures the recreational equipment at East Dock Park is up-to-date and sustainable.
2. Increases coastal resilience and water absorption.
3. Expands recreational use opportunities in all seasons for East Dock Park.
4. Enhances public access to the shoreline and lake along the City's waterfront.
5. Expands accessibility of East Dock Park recreational spaces to people with disabilities.
6. Optimizes geographic area to best meet the needs of both park and marina users.
7. Provides a phased implementation plan that guides City departments & staff in initiating and building out next steps.

Planning Considerations: Some questions to be answered through the planning process

1. What playground and additional recreational equipment/spaces are most aligned with the community's needs?
2. How can we expand accessibility throughout East Dock Park for people with disabilities?
3. What opportunities are there to utilize East Dock Park and the surrounding spaces for all season recreation?
4. What should be the future of the L.E. Building and its grounds? (see slide 13 for more details on this structure)
5. How can existing parking be altered to better accommodate project objectives?

6. How can we increase resilience and water absorption?
 - a. For example: Should we reduce “hardened” surfaces, including pavement, in this area? Or should we increase deep-rooted vegetation?
 - b. If so, how and where (e.g. green space, rain gardens, vegetation, and/or other methods for infiltration)?
7. How will winter park activities impact/relate to the critical winter boat storage needs?

Proposed Process: The selected project consultant will:

1. Meet with designated City officials to establish clear understanding of project objectives, process, outcomes, and products.
2. Lead a public scoping process including public input sessions, meetings with Parks and Rec Committee, Harbor Commission, and City of Bayfield staff to understand opportunities and limitations of the space and City resources
3. Provide initial recommendations to address the planning considerations described above.
4. Coordinate public comment on the initial recommendations for feedback (a potential onsite opportunity)
5. Develop draft site & implementation plans, with estimated time frames
6. Revise site and implementation plans as needed to secure approval of site & implementation plans by Parks and Rec, Harbor Commission, and City Council

Products/Deliverables The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Proposing consultants may suggest a modified scope as part of their proposal. At a minimum, the project consultant will provide:

1. One or more site plan diagrams displaying recommended changes to the site, including but not limited to structures, ground cover, sidewalk and access points, and vegetation.
2. A written report that documents the process, findings and recommendations for the site, description of the site plan(s), steps to implement the recommendations, and cost estimates for the recommended site changes.
3. A general cost estimate for implementation of recommended projects, along with information on sources of funding (if known and available).
4. Designs, drawings, specifications, and a scope of work with sufficient detail to obtain bids for the construction and implementation of the plans.

These are the general requirements for the creation of a Project and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the City with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work.

Copies of all photos and videos taken in fulfillment of this RFP. *(Note: All photos and videos shall be given to the City. The City reserves the right to use these photographs and videos as required for future reference or projects).*

Public Engagement: The project consultant will coordinate a public engagement process, which is an important part of this project. The design(s) are to be presented to residents during a public engagement phase to seek input from the public and key stakeholders. Public engagement can be done throughout a public meeting(s) to be advertised and promoted to residents in advance. Presentation materials are to be provided during the meeting.

Collaboration: The Consultant shall work in collaboration and cooperation with City Staff and Parks and Recreation Committee and Playgrounds Sub-Committee and others as determined by the City.

Submittal of Work: Final submittal documents for the proposed improvements shall include:

- One bound color copy, including site plans, drawings and text of final plans of every stage of the project
- All documents in a digital PDF format on (2) identical USB Thumb Drives

Budget/Funding: The Parks and Rec Committee is committed to spending up to \$25,000 for the planning phase of this project.

Time Frame: The Parks and Rec Committee anticipates this project should take no more than 6 months from when a planning firm is secured to when a site plan is approved.

Proposal Requirements: Proposals that do not address the items listed in this Request for Proposals may be considered incomplete and may be deemed non-responsive by the City of Bayfield at its sole discretion. It is the responsibility of the consultants submitting proposals to determine the actual efforts required to complete the project. Proposals shall include the following:

- 1) A brief description of the firm including its experience and the experience of key staff members with similar projects. Brief resumes of the project manager and key technical personnel assigned to the project. Include what portion of the project each person would be working on.
- 2) Provide a list of relevant projects undertaken or designed by or under the direction of the individual or consultant submitting the proposal. Provide the names, addresses, and phone numbers of three client references.
- 3) A technical proposal that includes a description of the firm's understanding of the project, the proposed work plan, and the schedule of work and public engagement points intended to be followed in order to complete the proposed work.
- 4). A fee proposal (see below)

Fee Proposal that includes:

- 1) Provide an exact statement of the services to be provided within the fee proposal.

- 2) Provide the total cost based on the fee schedule for the billing of services.
- 3) Provide a schedule of the hourly rate of employees working on this project and other expected expenses.

Evaluation and Selection Process: The City of Bayfield will evaluate proposals and make a decision for award based on the following criteria:

- 1) Qualifications and Experience of the Project Manager and key technical personnel as based on the submittal proposal and knowledge of the consultant. The Project Manager is the person actually leading and coordinating the project.
- 2) Ability to meet Design Schedule as committed to by the consultant in its response to this Request for Proposals.
- 3) Scope of Work. Evidence that the consultant expresses a clear understanding of the scope of work and that the proposal contains all information requested in the Request for Proposals.
- 4) Fee Proposal. Fee proposals will cover all services as outlined in the Request for Proposals and the submitted proposal.

Rights Reserved by the City of Bayfield: This Request for Proposals does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals in anticipation of a contract.

The City of Bayfield reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals without prejudice
- Issue subsequent Requests for Proposal
- Postpone opening for its own convenience
- Remedy technical errors in the Request of Proposal process
- Approve or disapprove the use of particular sub-consultants
- Negotiate with any, all, or none of the Proposers
- Solicit best and final offers from all or some of the Proposers
- Accept other than the lowest offer
- Waive informalities and irregularities in the proposal
- Request clarification of the information submitted
- Request additional information

Inquiries: Questions regarding this RFP must be in writing and sent via email to bayfieldplaygrounds@gmail.co up to three (3) days before the proposal is due. After this date questions involving the content or intent of the proposal will not be answered. All questions will be responded to in writing, provided to all parties requesting an RFP for which the City has contact information, and treated as an addendum to the proposal packet.

Proposer Responsibility: Interested proposers have the responsibility of understanding what is required by this solicitation. The City shall not be held responsible for any firm's lack of understanding. This solicitation contains a brief description of the project site. The City makes no representations as to the conditions of the project site and no employee or any other representative of the City of Bayfield has authority to make any oral or written representations as to the conditions of the project site.

Contract. No contract shall be in effect until the City executes a signed contract agreement.