



City of Mountain Iron, Minnesota
Parks and Recreation Department
REQUEST FOR PROPOSALS

**Seeking a Parks and Recreation Planning Consultant
to Develop a Master Plan for the South Grove
Recreation Complex**

RFP's Due: June 15, 2018, 4:00 P.M. Local Time

Introduction. The City of Mountain Iron Parks and Recreation Department is seeking proposals from Professional Parks and Recreation Planning Consultants to prepare a park master plan for the South Grove Recreation Complex. The South Grove Recreation Complex is a 12.42 acre park located at 8876 Mud Lake Road — see attached park location map.

South Grove Recreation Complex information can be found online at:
<https://mtniron.com/parks-rec/city-parks-and-playgrounds/>

Proposals. All proposals shall be received by the City of Mountain Iron no later than June 15, 2018; 4:00 P.M. Local Time.

Proposals shall be delivered to:

City of Mountain Iron
ATTN: Craig J. Wainio, City Administrator
8586 Enterprise Drive South
Mountain Iron, MN 55768

Please submit 6 (six) hard copies and an electronic copy of the complete RFP. All questions regarding this RFP shall be submitted in writing (mail or e-mail) to Craig J. Wainio at the above address or to cwainio@ci.mountain-iron.mn.us. All updates and amendments to this RFP as well as any changes to the proposed schedule will be posted on the City of Mountain Iron website, www.mtniron.com. Notification of these postings will be e-mailed to prospective Parks and Recreation Planning firms who request the RFP package and provide an e-mail address to the City.

Schedule of Events: The proposed tentative schedule for the RFP process is as follows:

- Issue Request for Proposals: May 1, 2018
- Proposals Due: June 15, 2018 by 4:00 P.M.
- Review and Select: Week of June 25, 2018.

Technical Specifications:

1. General. The City of Mountain Iron Parks and Recreation Department is soliciting proposals from Parks and Recreation Planning Consultants to develop a South Grove Recreation Complex Master Plan. The selected planning consultant will enter into a contract with the City to conduct a study and develop the master plan; to be completed no later than December 31, 2018.
2. Master Plan Specifications. At a minimum, the Master Plan will include these key components:
 - Inventory of current park facilities, amenities and their current life cycle status.
 - Conduct an open house and/or public meetings to gather input from public/user groups of Park and Recreation facilities in City of Mountain Iron.
 - Recommendations for future improvements to facilities and amenities including phasing and cost estimates.
 - Potential improvements may include: improved vehicular and pedestrian access, parking, shelter, walking trail, water features, playground, active and passive recreation.
 - Analysis of current and future community recreational needs.
3. Required Information for Proposal
 - Provide a sample of your standard contract for services.
 - Include a Project Understanding which details your understanding of the proposed project as described in your proposed Scope of Work. Discuss and explain the methodology proposed to achieve the required services of this project.
 - Provide a detailed Scope of Work including project schedule for completion of the Master Plan.
 - Provide a detailed Public Participation Plan as part of the proposed scope of work regarding your proposed public outreach efforts (e.g., surveys on website; social media efforts; public input meetings) associated with the public input process.
 - Provide a detailed breakdown of all Master Plan project costs.
 - Provide name and qualifications of all personnel expected to work on the project, including those of any sub-consultant.
 - Provide three municipal references where you have completed similar Parks and Recreation Planning projects.
 - If applicable, please identify any past or current litigation that you or your firm is involved with and the outcome.

4. City of Mountain Iron obligations in support of the Master Plan. Once RFPs are received the City of Mountain Iron Parks and Recreation Board will review the proposals and determine which consultants to interview. Upon the City of Mountain Iron's selection of a Parks and Recreation Planning consultant, the City will assist the consultant, where applicable, and oversee the study and Master Plan development.
5. Evaluation Criteria. The City of Mountain Iron will evaluate the proposals based on, at a minimum, the following criteria (in order of importance):
 - Experience of Consultant in similar projects
 - Completeness of Proposal
 - Project Approach and proposed Scope of Work
 - Total Project Cost
 - Technical Aspects of the Proposal

Summary:

The City of Mountain Iron reserves the right to waive any technicalities and to select the proposal which it deems, at its sole discretion, best suited for the intended purpose and which best serves the interest of the City of Mountain Iron.

All work to be undertaken as part of this project must be undertaken in accordance with all local, state, and federal regulations and requirements. The City of Mountain Iron hereby notifies all interested parties that it will affirmatively assure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, color, or national origin on consideration for an award. Successful firm shall comply with all federal state, and local MBE/DBE requirements applicable to this project.

RFP respondents who chose to participate in this RFP process will receive no compensation for their submissions from the City of Mountain Iron. Submission Date and Time: June 15, 2018 by 4:00 P.M.

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LATE SUBMISSIONS WILL NOT BE ACCEPTED