

City of Northfield
Request for Qualifications
Park and Recreation
Capital Investment Plan

David Bennett
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BACKGROUND

The City of Northfield 2021-2024 Strategic Plan has a strategic priority of Quality Facilities for the residents and visitors of Northfield. A target of the strategic plan is to have all parks and recreation facilities judged satisfactory or above and exceeding community expectations.

The City has a 2008 Park, Open Space, and Trail system plan in which numerous park improvements were identified for the community, however only a couple projects have been completed over the last 13 years. The City is beginning to hear from the public related to unmet needs in the community and its deteriorating park infrastructure.

FiftyNorth the City's senior center located in the Northfield Community Resource Center (NCRC) is looking at expansion options with a study underway and nearing completion. In 2016, the City went through a process to evaluate the existing ice arena and ultimately went to a referendum to replace the ice arena with the "Cannon River Civic Center" but that vote didn't pass.

The City recently adopted the Riverfront Enhancement Action Plan, with a goal of activating and improving the riverfront. There are numerous parks along the river that will need to be master planned and improved at some time in the future.

In 2020, the City hired Fieldstone Research to conduct a survey to understand the perceptions and priorities of Northfield Residents as it relates to enhancing parks and recreation opportunities within Northfield.

INTRODUCTION

The City of Northfield is requesting qualifications from qualified professionals to identify park and recreation system needs both in replacing existing facilities and providing new amenities to meet the needs of the community and its visitors.

SCOPE OF SERVICES

The City wants a consultant to help create a capital investment plan for the communities Park and Recreation Facilities.

Proposers are required to be qualified in park and recreation planning, design, communications and engagement. Qualified firms should have successful experience related to:

Community Engagement:

- Create and engagement plan to facilitate discussion to understand park and recreation needs for underserved portion of the community.
- Create/facilitate with the Community draft capital investment plans to receive feedback from the Community.

Benchmarking

- Identify how the City compares to National Park and Recreation Association metrics, and

other comparable City's.

Strategy

- Research and identify ways in which the City can position itself strategically to ensure the City supports quality of life for all ages and the City's Diversity and Equity and Inclusion goals.

Existing Park and Recreation Infrastructure

- Work with City staff to provide condition ratings on existing park, recreation, and trail facilities (The City will have all existing capital items condition rated).

Develop Capital Investment Plan

- Utilize the condition ratings for the capital assets in existing parks, recreation, and trail facilities, prioritize needs and costs for the capital investment plan related to needs on the existing infrastructure (The City will have all existing capital items condition rated)
- Understanding the needs from the Community Engagement, City Plans, Benchmarking and Strategy, develop a capital investment plan for the City.
- The consultant develop the Capital Investment Plan based on condition of existing facility, Fieldstone Research Park and Recreation Survey, and needs heard through community engagement.
- Identify funding options, such as local option sales tax, referendum, levy increase, etc.

Inquiries about the request for qualification should be addressed to:

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To be considered, qualified firms must submit an electronic copy their qualifications to David Bennett, Public Work Director/City Engineer at 801 Washington Street Northfield, Minnesota by 2:00 p.m. on September 17, 2021. Three (3) hard copies are optional for submittal.

Firms submitting their qualifications will be requested to make oral presentations as part of the evaluation process. Following a review of the qualifications, a recommended firm will be identified. The City will negotiate the final scope and pricing for the contract.

Tentative Project Schedule:

- August 23, 2021 Issue Request for Qualification
- September 17, 2021 Consultant submittal deadline
- October – November 2021 Consultant interview, selection, and Contract
- November 2021 – April 2022 Park and Recreation Capital Investment Plan Complete