



Legislation Text

File #: 21-698, **Version:** 1

City Council Meeting Date: December 7, 2021

To: Mayor and City Council
City Administrator

From: David E. Bennett, Public Works Director/City Engineer

Consider Approval of Contract with 292 Design Group for Parks and Recreation Capital Investment Plan.

Action Requested:

The Northfield City Council motions to approve a contract with 292 Design Group for the Parks and Recreation Capital Investment Plan.

Summary Report:

As part of the City's 2021-2024 Strategic Plan, the Council has set a target to have all parks and recreation facilities judged satisfactory or above and exceeding community expectations. A strategic initiative related to this is to create a park and recreation capital investment plan. This plan will look at the existing parks and recreation system needs both in replacing existing facilities and providing new amenities to meet the needs of the community and its visitors.

To assist in the creation of this new plan, the City has solicited qualification from professional firms that are qualified to perform this work. Staff reached out to nine (9) firms, and five (5) firms responded with their qualifications (Bolton & Menk, SRF, HKGI, 292 DesignGroup + Pros Consulting + Damon Farber, WSB). A review team consisting of City staff and Community Recreation staff reviewed the firm's qualification and held interviews.

The review team has identified the consulting team of 292 Design Group, Pros Consulting, and Damon Farber to perform the work for the City. Their qualifications and interview provided the best background, experience, communication, and delivery for the key scope of work areas. Staff is requesting Council approve the contract with 292 Design Group.

A summary of the scope of work included in the contract is below.

Community Engagement:

- *Create an 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 Cities.

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.*

Alternative Options:

NA

Financial Impacts:

\$87,000 for this contract. Funding for this is included in the 2021 & 2022 Operating Budget.

Tentative Timelines:

- ✓ August 23, 2021 Issue Request for Qualification
 - ✓ September 17, 2021 Consultant submittal deadline
 - ✓ October - November 2021 Consultant interview and selection
- December 7, 2021 - Consultant Contract
- December 2021 - April 2022 Park and Recreation Capital Investment Plan Complete