

**City of Falcon Heights
Parks & Recreation Commission**

AGENDA

City Hall

Monday, October 14, 2013

6:30 p.m.

___ Christina Erickson	___ Gordon Strom	___ Mary Hannon Jacobson
___ Liz Asmus	___ Dave Thomas	
___ Staff Michelle Tesser	___ Staff Tim Pittman	___ Council Liaison Chuck Long

1. Call to Order
2. Approval of August 12th Meeting Minutes and Public Forum Comments and September 9th Meeting Minutes
3. Nominate Elective Chair of Commission
4. Lending Library- Grove Park Petition
5. Evaluate, Synthesize and Organize Park Public Comments
6. Review Park Improvement Plan Request for Proposal (RFP)
7. Meeting Process and Procedures- Mary Hannon Jacobson
 - 1) Meeting minutes be more specific as to what is discussed (more details of ideas brought forth, decisions made, etc.)
 - 2) Meeting minutes being sent to the team for review within a few days of the meeting so that we can add/update anything on the minutes that might be missed (while it's fresh in our minds...) The "final" one would be sent prior to next month (like this one was) for review before approval
 - 3) To have a collaborative online place where we can all update what we heard at the meeting, to make the minutes more inclusive/representative of what occurred and allow us to update while it's fresh in our minds; This would also help offload some of this work from Michelle
 - 4) Collaborative online not just for meeting minutes, but for other documents related to park and rec (such as this playground safety spreadsheet, ideas from residents about improving parks, park plans, tree plans, etc.) Would be nice to have somewhere we can review current status of current topics and somewhere to review topics from the past and see what was done/discussed/etc (such as Emerald Ash Borer topic and such)
 - 5) Online place so we can view/reference and/or update (where applicable) at any time, 24/7, instead of going back n forth over email. Also sure we have the latest/greatest version of such documents.
8. Update on Fall Programming and Fall Events
9. Minimum Wage Increase Effect on the Parks and Recreation Department
10. Public Works Report -Tim Pittman

Next meeting dates: November 11th meeting cancelled (holiday)



Parks Improvement Study

Request for Proposal

1. Background Information

The City of Falcon Heights is a community of 5,321 people. The City is a first-ring suburb in the Twin Cities metropolitan area. Neighboring cities include St. Paul to the east and south, Roseville to the north and Lauderdale to the west. The City is home to the University of Minnesota, St. Paul campus and the Minnesota State Fair.

Falcon Heights enjoys a diverse housing stock including several apartments, senior living facilities and single-family homes. Major roadways in the city include Snelling Ave, a state highway as well as Larpenteur Avenue, a county roadway. The University of Minnesota owns the agricultural fields north of the University including the field located on the north side of Larpenteur Ave.

Falcon Heights has four developed parks totaling 24.65 acres. Of the 24.65 acres, the City owns less than 2.0 acres of park property. The City leases 16.5 acres of land for park use from the University of Minnesota. Falcon Heights Elementary School provides an additional 6.25 acres of park land. Of the four existing parks, one is classified as a Community Park, two as neighborhood parks and one as a mini-neighborhood park Curtiss Field, which serves one of the largest neighborhoods.

2. Project Description

The City of Falcon Heights recently received a park dedication amount from the redevelopment of a business site. After receiving resident feedback at public park forums, the city has decided a park improvement study is required to find out if the parks are meeting the needs of the community. The study must accurately reflect current and future needs of the community including park facilities, park amenities, playgrounds, landscape architecture and a wide range of recreation program needs including senior citizen trends, adult exercise classes, youth activities and recreational sports.

3. Project Objectives

The objectives of the study are as follows:

- a. To provide a full inventory and evaluation of each park site, including safety and accessibility concerns with recommendations for modifications provided to the City

based on the outcomes of the park improvement study. Audits are not required, but can be included in the scope of work.

- b. To provide guidance and information to the City related to current park and recreational trends and evaluate how the trends relate to the City and its park system
- c. To provide the City compiled census information and future projections of the market area, including neighboring cities.
- d. To provide the City with a statistically valid survey to determine an assessment of the needs of the community that takes into account park and recreational facilities of neighboring cities.
- e. To provide the City a list of all stakeholder and survey input gathered during the park improvement study.
- f. To provide assistance to the City in evaluating the current and future needs of the City's park facilities to include, but not be limited to, the following: park buildings/pavilions, children's playground areas, sports fields, sports courts, open space, passive recreational opportunities and landscaping/buffers.
- g. To provide recommendation and solutions to the City to accommodate the current and future park and recreational needs, as determined by the park improvement study.
- h. To provide the City with projected future land use designated by the University of Minnesota.
- i. To provide recommendations to the City regarding potential revenue generating opportunities

4. Project Timelines

Distribute RFP	Tuesday, October 15, 2013
Proposal Submission Deadline	Thursday, October 31, 2013
Consultant Selection	Wednesday, November 6, 2013
Present Draft Report	Wednesday, February 10, 2014
Present Final Report	Wednesday, March 26, 2014

5. Selection Process

The City will take into account such matters it considers appropriate in selecting the successful consultant. Evaluation criteria will include:

- a. The consultant's understanding of the assignment
- b. The proposed methodology
- c. The experience and qualifications of the consultants
- d. Project cost

e. References (provide a minimum of three references)

6. Proposal

- a. Clearly outline the methodology and approach to the work
- b. Include a schedule of fees and hourly rates of staff
- c. Specify a timetable for completion of the study
- d. Specify the principals and staff to be involved in the study, along with their general qualifications, and a summary of their experience
- e. Submit 5 bound copies of the statement of qualifications - Faxed or emailed statements will not be accepted.

7. Project Budget

The total budget for the study is not to exceed \$15,000 including all reproduction costs.

8. Project Deliverables

The consultant will prepare and submit:

- Six bound copies of the draft and final reports along with an unbound original
- An electronic copy of the final report in Microsoft Word format
- The final report will outline the methodology and findings, as well as detailed results of the inventory and recommendations
- All products from the conclusion of the study will become the property of the City of Falcon Heights.

GENERAL

The consultant should be aware of the following:

- The proposal should confirm that neither the consultant nor any member of the consulting team would be in a conflict of interest with respect to the project if the consultant were selected to perform the services required.
- All proposals will become the property of the City of Falcon Heights.
- The lowest proposal will not necessarily be accepted. The City reserves the right to award the contract, negotiate the specific terms of the contract, and make other adjustments as required in consultation with the successful bidder.
- Sealed envelopes marked "Request for Proposals, Parks Improvement Study", with the proponent's name and address shown on the upper left hand corner of the envelope will be received by **Falcon Heights City Hall, 2077 W. Larpenteur Ave. W. on Thursday, October 31, 2013**. Faxed or emailed proposals will not be accepted.

ADDITIONAL INFORMATION

If you have any questions regarding this RFP, please contact Michelle Tesser, Assistant to the City Administrator, at 651-792-7617 or via email at

michelle.tesser@falconheights.org