

REQUEST FOR PROPOSALS (RFP)

LANDSCAPE AND BUILDING ARCHITECT SERVICES FOR THE DESIGN OF WANNIGAN REGIONAL PARK IMPROVEMENTS

February 2023

A “Best Value” method will be used to review proposals in response to this RFP.

This RFP does not obligate Frazee Community Development Corp. to award a contract or complete the project. Frazee Community Development reserves the right to cancel the solicitation if it is considered to be in its best interest.

I. Introduction

The Frazee Community Development Corp. (FCDC) seeks proposals from qualified and experienced firms to facilitate a Design Process for improvements at Wannigan Regional Park, that will ensure the FCDC’s ability to adhere to the construction timeline, budget and standards set forth in the Park Master Plan, Phase I 2024 – 2026. The goal is to develop a plan that results in a construction document set that will meet the standards set forth in the DNR’s Outdoor Recreation Grant. The design process should incorporate The Greater Minnesota Regional Parks and Trails Commission (GMRPTC) report “Policy & Planning Report - 2022” with emphasis on the pillars 1) Connect People to the Outdoors and 2) Acquire Land, Create Opportunities. The report is here: https://www.gmrptcommission.org/uploads/5/1/2/9/51294637/2022-gmrptc-policy-planning_final.pdf

FCDC requests the design process to be complete within 9 months or less to ensure readiness for construction in 2024-2026.

Wannigan Regional Park is a 158-acre nature-based park along the Otter Tail River. The park will provide for new recreational opportunities for workers, residents, and visitors to our area. Becker County is one of the fastest growing counties economically, with tourism and agriculture being the top two industries. The park is located for easy access about 1 mile from Highway 10. It will be a unique recreational hub as a meeting spot for the North Country National Scenic Trail, Otter Tail River Trail, and the Heartland Trail. Access to the park will be multi-modal, which includes motorized vehicles, kayaks/canoes, bicycles and walkers. The park is categorized as a “natural resource based park” within District 3 of GMRPTC. Although this RFP is for phase 1, fully developed, Wannigan will provide a variety of recreational opportunities that include: camping, birding/wildlife viewing, fishing, hiking, picnicking, outdoor events/education, biking, roller-skating, cross country skiing and snowshoeing. The park is adjacent to the Frazee school campus and will provide many outdoor educational opportunities for students and enterprising teachers.

Population Served Estimate

From the DNR 2019 State Trail Visitor Study, tourists will travel 50-100 miles for a destination. The park planning team expects Wannigan will become a special destination for kayaker and canoeists because it will be filling a vital gap in the state water trail network. Within a one-hour drive is the Metropolitan Area of Fargo/Moorhead (pop. 245,000). Larger nearby cities including Detroit Lakes (pop. 9,200), Fergus Falls (pop. 14,000) with other leading cities in the region being Perham, Pelican Rapids, Park Rapids and Vergas. Total Population served within a 1-hour drive of the park is estimated to be 350,000. Population in the area is projected to increase 6% over the next 12 years. From the US Census Bureau, the 2021 population profile reflects a median age of 42.9. The median household income is \$64,296. Children under age 18 represent 24% of total population. People of color represent 15% of the total population in Becker County and 8.6% in nearby Otter Tail County. The design process should attempt to project weekly park usage, by

referring to relevant sources and the GMRPTC report “Parks and Trails Legacy Partners Usage Report – 2022” with trail research to be released in the first quarter of 2023.

<https://www.gmrptcommission.org/parks-and-trails-legacy-partners-usage-report.html>

The development goals of Phase 1 are to open the park to hiking, kayaking, walking, biking, and camping. All of Phase I development will take place on the west side of the river and includes the covered bridge to access the east side of the river before the east side is developed. Eventual facility development of phases 2 and 3 includes interpretive signage, bird viewing platforms and walkways, more picnic shelters and parking, possibly more camping and another bathhouse/shower facility, an amphitheater, and an interpretive center, which will focus on the Native American Ojibwe culture and history as well as the local logging industry history. Wannigan Regional Park will be the only regional park in the nation with this dual programmatic focus.

The park will be used for 1) passive recreation such as walking on aggregate trails and boardwalks through forest, wetland and open grassland and 2) active recreation including camping, hiking, river bank fishing, biking and canoeing. The park will be primarily sustainable using water conservation measures and rooftop solar and passive solar. The concept plan design is complete and attached to this RFP. The development features in this list are described more fully in the master plan beginning on page 49. The master plan can be accessed at <https://wanniganpark.com/park-news>. In addition to the master plan, a Phase I Archeological Survey of the west side has been completed. Two sites were identified with evidence suggesting prehistoric remains may be present. The master plan, the archeological survey and other important documents about the project site can be found on the website.

This RFP seeks a consultant to provide services for the design and construction of features and structures shown in the list below, all of which are on the west side of the river. In all instances of design and engineering services, FCDC seeks consultant recommendation on design, size and site placement, with the concept plan design being a starting point.

1. Maintenance Building – to house park maintenance equipment
2. RV Camping – 28 spaces including hook-ups
 - a. 2 for pull-through RVs
 - b. 25 for RV camper/vehicle combinations, variety of sizes parking pads and electric and non-electric hook up
 - c. 1 for a park host to include a small storage building for personal equipment
 - d. On the concept plan design this area is shown as brown with a white circle
 - e. Each space shall include a fire pit, picnic table, and 12’x12’ pervious tent pad
 - f. Water at shared locations
 - g. For the spacing, allow enough space inbetween sites for enough native vegetative screening to be planted so as to give each campsite visual privacy. On the concept plan, Phase 1 RV sites are in the southernmost pod, positioned on a flatter area, to accommodate 30 spaces (28 RVs and 2 for the Unique Camping Experience). A one way circular road seems to work best. Include sites on the inner side of the loop road with similar spacing and vegetation.
3. A dumping and filling station to service the RV campers
4. Tent Camping / (Backpack sites, Bikepacksites) – 19 spaces
 - a. 9 individual tent pads
 - i. On the concept plan design shown as tan with a white circle
 - ii. Individul sites leveled areas big enough for tents scattered around but nothing else—no individual fire pits or tables
 - iii. Some vegetation between tent sites to make the area more visually appealing and provide screening
 - iv. Water spigot at shared location

- b. 1 group camping area / pod with room for 10 spaces
 - i. On the concept plan design shown as gray with white circle
 - ii. Group area to have 1 large central fire pit and several picnic tables
 - iii. Some vegetation between tent pads in the group area to add interest
 - iv. Water spigot at shared location
- 5. Unique Camping Experience Design
 - a. Design and site placement
 - b. To be equal in size and space to 2 RV-campsites
 - c. Temperature controlled for spring, summer and fall
 - d. Kitchenette to include single induction cooktop, sink for handwashing dishes, refrigerator
 - e. Experiential ideas include but are not limited to: Scandinavian Modern, Prairie Sustainable, Logging, Wannigan Logging Cookshack, Back-to-Nature, and European Settlement
- 6. Canoe/Kayak Launch launch pad, kiosk and surrounding access area
- 7. One Road to the Group Camping Entrance off of the road leading south from 120th St, shown on concept plan as an existing gravel road
 - a. Ideally separate spur roads to each of the three group camping areas
- 8. One Road to and through the RV camping area
 - a. Suggested that the roads between the RV “pods” will need to be two way, so that they will be a reasonable grade for inexperienced RV drivers.
 - b. Road within the RV pod camping area to be one way circular
 - c. Gravel / Natural surface
- 9. One Trail to access individual tent camping area
- 10. One Trail to access group tent camping area
- 11. Riverbank fishing spots accessed from trails
 - a. FCDC seeks consultant recommendation on number and placement
- 12. Open Picnic Area
 - a. Design and site placement
 - b. 5 Tables with at least one ADA
- 13. Covered Bridge and Space Within
 - a. FCDC seeks consultant recommendation on covered bridge design as refurbished or replaced
 - b. Suggested to allow limited vehicle sizing, to cross in a single lane to and from the east side of the park
 - c. Allow walkers to safely cross and view the river from the bridge
 - d. To include lighting and interior walls conducive for displays of historic photos possibly using video projection or other display solutions
- 14. Picnic Shelter 1 large
 - a. FCDC anticipates gatherings of 25-100 people
 - b. Electricity for lighting and the use of electric cooking appliances
 - c. Counter top for food preparation
 - d. Concrete flooring
 - e. Storage area for cleaning supplies and equipment
 - f. Sink with water for food prep cleanup
- 15. Picnic Shelters 2 small with seating for 2-4 tables
 - a. Concrete flooring
 - b. One of the small picnic shelters to include a satellite structure (1 ADA biff with separated garbage can under a 3 sided shelter with a concrete footing) near the main parking area
- 16. Two Parking Areas featuring multi-modal parking and EV charging
 - a. Bicycles
 - b. Cars and Ligh Duty Trucks

- c. 2 Track Chairs, such as Action Trackchairs, 1 in each parking area with storage recommendations
- d. Northern parking area to be limited to 6-8 cars, limited to only trail users
 - i. Accessed off of 120th St.
 - ii. Goal is to be a good neighbor & limit traffic on 120th St.
- e. Southern parking area to be main park entrance
- 17. Two Heartland and North Country Trailheads combined, one by the main park entrance, the other off of 120th street trailhead parking area.
- 18. One Bathhouse / Shower / Emergency Shelter / Parking
 - a. Include parking spaces adjacent to the building
 - b. At least one ADA space
- 19. Heartland Trail segment on the west side
 - a. Paved / ADA compliant surface
 - b. In coordination with Partnership4Health and possibly others
- 20. North Country Trail segment on the west side
 - a. Natural grassy surface
 - b. In coordination with North Country Trail Association and possibly others
- 21. Satellite Structure (3 sided) for placement of 2 ADA compliant Biffys
 - a. One structure with two gender neutral facilities
 - b. Lighting and 110 volt plug-ins for charging of electronics and ebikes
 - c. Storage room for supplies
 - d. Sited in area of tent camping
- 22. Whole Park security system and cameras
 - a. West side and East side, suggested Phasing of installation
- 23. Rooftop solar and passive solar throughout the park
- 24. Conceptual recommendation on space usage and sizes and site placement for important Phsse 2 elements
 - a. Interpretive Center
 - b. Additional restroom building with parking

Additionally Becker County, together with the City of Frazee, will be designing and constructing an entrance road together with sewer and water utilities for the park under a separate contract. The RFP performance responsibilities are in concert with the city and county staff, consultants and FCDC board members.

II. Objectives

The objective of this RFP is to select a consulting firm to provide the design, specifications, and construction administration of the aforementioned Phase 1 items on the west side of Wannigan Regional Park. The Project is expected to include the following process items:

- Meetings, communication, and project coordination
- Preliminary Design
- Public engagement process that creatively engages all demographics including youth, teens, members of marginalized communities, senior citizens, people with special needs and people likely to use the park such as the angling community, hikers, campers, bicyclists and nature lovers.
- Final Design
- Construction Administration

It is the intent of FCDC to have the design, specifications, contract documents, and Becker County approval completed by January 2024. Bid opening will be scheduled for February of 2024 with construction following that summer. For more, see VI. Time Schedule.

III. Summary of Tasks

The objectives of the scope are to support each section of the plan. To stay within budgetary constraints, FCDC may opt to include a subset of the items to be carried out by staff or phased into the plan at a later date. proposals can suggest alternative methods or approaches that achieve the Phase 1 project goals.

Task 1 - Project Management

- 1.1 Administration of the project will include monthly progress reports with budget status, invoicing, contract amendment requests (if necessary), cost and schedule updates, billing preparation, other non-technical work, communication with the necessary project personnel and all other work to ensure all the project tasks are completed on time, within budget.
- 1.2 Progress reports and invoices will be submitted on a monthly basis. The progress report will show the progress for the month and the progress to date for each task, including budget status.
- 1.3 General coordination of the project will include:
 - Scheduling a project kick-off meeting (may be virtual).
 - Up to 8 work sessions with FCDC board members and the Wannigan Design Committee for development and review – (may be virtual)
 - Communication as needed via email, phone or text to share ideas and ask questions
 - Produce information that is sharable with the public online and through social media
 - The consultant will be responsible for securing the location for the 1 public open house meeting, either virtual or in person.
- 1.4 Public Engagement will include:
 - Conduct public engagement that reaches as wide of demographic as possible through at least 1 in-person event and an online survey process. More in-person events will be considered if they are to reach groups that are otherwise unreachable.
 - COVID precautions are expected to be taken. Consultant should provide all necessary materials for effective interaction.
 - While the public engagement plan details will be developed collaboratively with FCDC staff, proposals will be partially evaluated based on creative suggestions for ways to engage a wide audience. The public engagement task will also provide interactive online opportunities.
 - Each in-person meeting and the online survey will be documented in a summary.
 - Public engagement to be supported by signage: FCDC seeks a consultant-designed sign with interactive design, to showcase Wannigan Regional Park design plans, the MN Environmental Resources Trust Fund logo, and engage visitors on Main Ave. in Frazee and at the park site. Signs should meet current DNR sign grant requirements. Anticipated installation date of signage is June 1, 2024.
- 1.5 The successful consultant shall identify any permits that are needed for the construction of the structures. FCDC will then obtain those permits identified by the consultant.
- 1.6 The successful consultant will be responsible for coordinating the wetland delineation and impacts.

1.7 The successful consultant will be responsible for providing all preliminary survey and construction survey.

Fraze Community Development Deliverables:

- Provide mailing addresses to the consultant for public notification
- Obtain necessary permits
- Recent land survey data
- Existing park amenities inventory
- GIS shapefiles for parks and trails

Consultant Deliverables:

- Monthly progress and status reports.
- Schedule monthly project management team meetings, 1 open house and other meetings as needed. Meeting minutes.
- Coordinate activities with FCDC via phone, e-mail and written correspondence.
- Submit invoices in a timely manner.
- Public engagement summary
- Identify environmental or other permits

Task 2 - Preliminary Design

- 2.1 The consultant will provide conceptual design alternatives for each structure with a preferred alternate. All alternatives will be reviewed with staff and summarized.
- 2.2 Prepare preliminary rough cost estimates for structures by June 1, 2023 to use for grant applications.
- 2.3 Prepare preliminary cost estimates for the design alternatives for each structure.
- 2.4 Provide FCDC the number of proposed parking stalls and building sizes based upon anticipated park usage.

Fraze Community Development Deliverables:

- Concept design for Wannigan Park Concept Plan 3-21-22.
- Approve preferred alternative.

Consultant Deliverables:

- Provide design alternatives with preliminary cost estimates.
- Provide number of parking stalls for proposed parking lots – 1 for each trailhead.

Task 3 - Final Design

- 3.1 Perform final design with the preparation of construction plan sheets and specifications for the structures. Plans and specifications will be submitted to FCDC for review. Construction plan sheets and specification will be incorporated into FCDC prepared construction plans and specifications.
- 3.2 Coordinate with service providers for the connection of sewer, water and electric power to the park and all such components within the park for Phase 1.
- 3.3 Prepare bid items with cost estimates.
- 3.4 FCDC will prepare bidding documents and coordinate the bid opening.

Frazee Community Development Deliverables:

- Bidding Documents
Coordinate the bidding documents, which includes distributing plans and specifications, schedule and attend the bid opening, prepare bid tabulation, prepare and approve contract documents.
- Project Award
Prepare and distribute award documents, obtain the required contract documents from the contractor.

Consultant Deliverables:

- Construction plan sheets and specifications for the structures. For these purposes, “structures” refers to all Phase 1 development features.
- Provide bid items of structures for bidding documents.

Task 4 - Construction Administration

4.1 The consultant shall provide construction observation services and construction inspection for the construction of the structures, meaning all Phase 1 development features.

4.2 The consultant shall coordinate the electrical hook-up and electrical inspections as well as the water and sewer hook-ups and inspections.

4.3 The consultant shall provide record drawing of the structures.

4.4 The consultant shall be responsible for the construction observation of the connection of the Heartland Trail and North Country Trail connection to the park.

4.5 Perform construction inspection of the entrance road links to city or county roads

Frazee Community Development Deliverables:

- Prepare and make payments to the contractor

Consultant Deliverables:

- Perform construction administration for the structures
- Provide monthly quantities to FCDC for contractor payments
- Prepare any change orders that pertain to the construction of the structures

IV. Content and Structure of the Proposal

The Proposal is due by 10:00 a.m. on March 23, 2023. Please limit the Proposal to a maximum of 20 pages (8.5’x11”, 11pt font. Cover Letter, Cost Proposal, Examples of Work, and Resumes do not count toward the 20-page maximum.) Please email an electronic PDF version of the Proposal to:

ashleyr@ucbankmn.com

Ashley Renollet – Frazee Community Development

The email subject line should read: “**Proposal: Wannigan Park Improvements**”

Phone inquiries can be directed to Erik Anderson – Frazee Community Development 218-234-6648

It is the intent of FCDC to approve the contract with the successful consultant by March 30, 2023.

Late proposals will not be accepted. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. All proposals shall become public information after selection and remain the property of Frazee Community Development.

Where questions arise that are relevant to all firms preparing a response to this RFP, up to one week prior to the date the Proposals are due, Frazee Community Development will formulate the question and its response in writing and forward this information to all firms planning to submit a Proposal.

Work shall be performed by or under the direct supervision of a Landscape Architect, Building Architect, and/or Professional Engineer licensed to practice in the State of Minnesota.

Respondents shall demonstrate extensive experience completing comprehensive (master) planning for county or regional park departments.

Respondents are encouraged to propose additional tasks or activities that may likely enhance the results of the project. Additional tasks should be separate from the required items and identified as optional services with additional fee rates.

All printed and electronic data and documents related to the planning process must be submitted in a format approved by FCDC and shall become property of FCDC at the completion of the project.

The Proposal shall contain the following information:

1. Letter of interest that includes an overview of the firm and sub-consultants that lists the team's qualifications, specifies the project manager, the primary contact, a secondary contact and the project principal representing the contractual authority of the firm.
2. A project organizational chart that illustrates team composition with key staff members and their roles defined.
3. Resumes of the project manager, principal, and key staff.
4. Cost of Services for each task: List the estimated hours and rates for each staff member. For Design Service, include a good faith "not to exceed cost amount". For Construction Services and Inspection, please submit estimated hours and rate with a good faith "not to exceed percentage of construction cost amount".
5. Statement of project understanding, proposed approach, and coordination methods.
6. Three project descriptions for recent projects similar in scope (county, regional or local park master plans) that highlights the following:
 - a. Facilitation of effective public input for park planning
 - b. Planning and designing around nature-based park systems that protect resources and enhance user experience
7. Schedule that outlines key tasks, milestones and critical sequence based on upon FCDC's proposed timeline.

V. Evaluation and Selection

FCDC will evaluate, and rank Proposals based on the following:

- Consultant's demonstrated experience and knowledge;
 - o Consultant's experience working with Native American tribal representatives to rank higher;
- Consultant's understanding of the goals and objectives of the project;
- Consultant's approach to the project;
- Staff assigned to the project and their related experience;
- Previous experience with similar type and size projects
- References; and
- Proposed cost.

FCDC may decide to conduct virtual interviews or simply select the proposal that is determined to be the most advantageous to its organization. A contract will be negotiated with the selected firm. FCDC reserves the right to reject any or all proposals.

VI. Time Schedule

February 28, 2023	Solicit Request for Proposal
March 9, 2023	Deadline for Questions
March 16, 2023	Clarifications sent to all firms
March 23, 2022	Proposals Due
March 30, 2023	Awarding of contract to Service Provider
September 30, 2023	Heartland Trail interim – see below note
December, 2023	Construction plans and specification completed
January, 2024	Advertise for Bids
February, 2024	Open bids
March, 2024	Award contract
May, 2024	Begin Construction

Note: there is an interim date of September 30, 2023, relating to the Heartland Trail connection. The Heartland Trail inside the park must be identified, located and surveyed at the location where it will connect to the Heartland Trail outside the park. This is partnership with the City of Frazee and the Partnership4Health Trail Study of the Heartland Trail.

This concept map is also available at <https://wanniganpark.com/park-news> where it can be viewed more closely in its full format.

