



## REQUEST FOR PROPOSAL

### Comprehensive Outdoor Recreation Plan (CORP) Update Bike and Pedestrian Plan Update

The Village of Little Chute is issuing a Request for Proposal (RFP) for interested consultants to submit proposals for professional planning services to develop a strategic, and forward looking Comprehensive Outdoor Recreation Plan (CORP) 5-year update. An alternate bid is also being requested for our Bike and Pedestrian Plan Update.

Sealed Proposals: Consultant will either deliver one proposal to the physical address listed below or by email to [adam@littlechutewi.org](mailto:adam@littlechutewi.org).

Little Chute Village Hall  
Attn: Adam Breest, Parks, Recreation & Forestry Director  
108 W. Main Street  
Little Chute, WI 54140

**PROPOSAL DEADLINE: December 14<sup>th</sup>, 2020 at 12 P.M.**

Proposals received after the cited time will be considered a late submission and are not acceptable unless waived by the Parks, Recreation & Forestry Director.

- The envelope or email should be clearly marked "RFP"
- Please direct questions to Adam Breest, Parks, Recreation & Forestry Director at 920-423-3868 or [adam@littlechutewi.org](mailto:adam@littlechutewi.org)

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#### 1.0 Introduction and Background

The Village of Little Chute Parks Department is seeking professional planning services to develop a strategic, and forward looking Comprehensive Outdoor Recreation Plan (CORP) 5-year update. This comprehensive planning document will serve as a five-year plan to further develop, enhance and sustain a safe and accessible parks system for the Village of Little Chute. The plan will guide the future preservation, enhancement and redevelopment of Little Chute parks, trail and greenway connections, recreational opportunities, and funding.

#### 2.0 Project Description

The consultant shall collaborate with the Little Chute Parks Department and Park Planning Committee to develop a user-friendly Comprehensive Outdoor Recreation Plan (CORP) document to include reports, maps, photos, diagrams, charts and narrative. The CORP document shall guide the implementation of the community's visions for a sustainable Village parks system. The consultant shall prepare a CORP in accordance with the Wisconsin Department of Natural Resources guidelines NR 50 of the Wisconsin Administrative Code and the Scope of Services contained herein.

### 3.0 General

The Village of Little Chute is located in east central Wisconsin, north of Lake Winnebago and south of Green Bay, and has a population of approximately 12,000 residents. The Village of Little Chute Parks Department maintains 11 park facilities, comprising 85.39 acres, ranging from small tot-lot parks to large multi-use parks.

### 4.0 Previous and Current Planning Efforts

Village of Little Chute 2016-2020 CORP: The Village's 2016-2020 Outdoor Recreation & Open Space Plan, serving as the Village's official CORP, was developed by RETTLER Corporation, the Village's Park Planning Committee, and Village Staff. This document evaluated existing park and recreation areas and provided goals, objectives, and recommendations to be implemented over a five-year period.

Village of Little Chute Bicycle and Pedestrian Plan (2009): In 2009, the Village, in coordination with Rettler Corporation, initiated a Bicycle and Pedestrian Plan for the Village's trail system and on road bike and pedestrian accommodations for the future.

### 5.0 Scope of Services

#### **Comprehensive Outdoor Recreation Plan Update**

The consultant will be responsible for providing the following scope of services in leading a planning process and developing the Village's updated 5-year CORP. Village Parks Department will liaison with the selected consultant and provide direction, data, logistical, and other support as needed.

#### 1. Development of CORP

- A. Prepare an updated CORP document in accordance with the Department of Natural Resources funding eligibility requirements found in Chapter NR 50, Wisconsin Code, to span a 5-year period. The document will assist the village in developing parks, open space, and trails to satisfy the current and future needs of its citizens.
- B. Prepare a report containing summarized findings, recommendations and action steps resulting from items 2-6 below. The report shall be prepared in a manner that will guide staff and elected officials with regards to future decisions and priorities for the Little Chute Parks System.
- C. As requested by Village Staff, attend and liaison with the Village CORP Park Planning Committee, and Village Board throughout plan development & adoption proceedings.
- D. Ensure the plan meets the minimum requirements to maintain the Village's eligibility with the Wisconsin Department of Natural Resources Stewardship Fund.

#### 2. Document & Evaluate Existing Conditions

- A. Evaluate existing parks facility conditions, including infrastructure, trails, play equipment, and other amenities.
- B. Identify and evaluate current Village demographics and assess makeup of current Village park users.
- C. Update inventory of the existing Village Park System (properties, facilities/equipment, and trail system) in detail. At a high level, illustrate surrounding area assets that may be utilized by Village residents. (ie. A park located on the boarder of Appleton and Little Chute that may be serving our residents)

### 3. Public Engagement & Visioning

- A. In coordination with village staff, engage the public using various methods of outreach that aim to reach residents from all demographic groups within the Village. Ensure public input is documented, evaluated, and incorporated into various elements of the CORP. As a note, Village wide surveys have received excellent response rates in the past.
- B. Identify current and potential Village Park System users.
- C. Hold a public informational session onsite at each of our 6 major parks. These include Creekview Park, Doyle Park, Heesakker Park, Van Lieshout Park, Island Park, and Legion Park. These short sessions can be completed in 6 days or we can combine more than 1 park in 1 day.

### 4. Outline Issues & Opportunities; Vision, Goals, and Objectives

- A. Identify key issues & opportunities for the Village Park System.
- B. Using data and input from the above items, village staff, the park planning committee and other stakeholders, develop a vision, goals and objectives for the 2021-2025 CORP.

### 5. Identify Priority Projects, Improvements & Enhancements

- A. Identify specific projects, improvements and enhancements recommended, along with high level cost estimates. Include any key elements and features to be maintained and/or incorporated into existing park facilities.
- B. Prioritize needed projects, improvements, and enhancements.
- C. Identify an ideal location for a future splash pad within the park system.

### 6. Funding

- A. Identify and evaluate existing Village park system funding programs. Include deficiencies in resources for existing programs, maintenance, and operations.
- B. Identify alternative funding options
  - i. Based on the evaluation of existing funding programs, determine what methods of alternative funding may be feasible in the village, such as:
    - a. Village General Fund
    - b. Park Fees
    - c. Grants
    - d. Convention and Visitors Bureau
    - e. Endowments
    - f. Private Foundations
    - g. Other
  - ii. Identify options to help mitigate potential funding gaps.

### 7. GIS/Mapping

- A. GIS/Mapping shall be used to create exhibits for use during the planning process, and maps for inclusion in the planning document. Most geographic data will be existing; it is anticipated there may be other geographic information pertinent to the plan that may need updating and/or creation by consultant in other planning scope of work items by the consultant. After plan completion, Consultant shall provide Little Chute with all GIS data used to create the plan in a format that can be imported into ESRI ArcGIS.

## 6.0 Pricing

We are seeking a not to exceed lump sum price for the project to include all components (1-7) of the Scope of Services. There will be no reimbursable items, thus all expenses (i.e. travel, photocopying, etc.) must be included in you lump sum proposal price.

### Alternative #1

We request an alternative lump sum price where the consultant would also perform an update to the Village of Little Chute Bicycle and Pedestrian Plan. The work for the Bicycle and Pedestrian Plan could be coordinated with the Comprehensive Outdoor and Recreation Plan. For instance, 1 survey could be created for both plans and funding opportunities could be outlined that would fit all infrastructure improvements. A separate document would be required to be completed.

## 7.0 Supporting Exhibits

Reference the following support exhibits:

1. 2016-2020 Village CORP
2. 2009 Village Bicycle and Pedestrian Plan
3. 2016 Doyle Park Pool Study

## 8.0 Deadline for Vendor Questions

The deadline for vendor questions is 12 pm CT December 4<sup>th</sup>. All questions shall be emailed to Adam Breest at adam@littlechutewi.org. All questions will be answered online by end of day December 7<sup>th</sup>. The answers will then be posted on the Village website via <https://www.littlechutewi.org/648/2021-2025-Comprehensive-Outdoor-Recreati>.

## 9.0 Proposal Submittal

Failure to provide all requested information below may result in the rejection of your proposal. Your proposal must include the following in one PDF or hardcopy document –

- Cover Letter (not more than one page) which will reference the contacts for this project along with their email and telephone numbers.
- Tab 1: Statement of Qualifications – Indicate your firm’s particular abilities and qualifications related to this project, addressing both general capabilities and specific capabilities for the Scope of Service.
- Tab 2: Resume(s) of Key Individuals – provide the resume of key individuals who will be assigned to this project.
- Tab 3: Project Understanding / Approach – Explain your understanding of the scope of services to be performed and the detailed process that you will use to complete this project.
- Tab 4: Similar Projects – Provide a minimum of three and a maximum of five similar projects. Include project description, date of project, client name, address, contact name with phone number and email.
- Tab 5: Schedule - Present a schedule for this project. Indicate key events in a bar graph format from contract signing to project close out. Start your schedule with a notice of award by December 18, 2020. The project should be completed by December 31, 2021.
- Tab 6: Subcontractors – Reference any subcontractors that will be used and their role.
- Tab 7: Proposed Fee – Include “Attachment A” with the consultants pricing.

Failure to provide all information as requested may result in the rejection of your proposal.

## 10.0 Contact Information

Adam Breest  
Parks, Recreation, & Forestry Director  
(920) 423-3868  
[adam@littlechutewi.org](mailto:adam@littlechutewi.org)

## 11.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer must examine the RFP documents carefully and before submitting a proposal may request from the Village's contact person(s) additional information or clarification by December 14<sup>th</sup> at 12:00 pm CT. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The Village will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. The Village will post any addenda online at [www.littlechute.org](http://www.littlechute.org) under Parks, Recreation, & Forestry then the 2021-2025 Comprehensive Outdoor Recreation Plan tab. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

## 12.0 Village Reservation

- a. This proposal request does not commit the Village to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of the Village's files without any obligation on Village's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Village for any purpose.
- d. The Village of Little Chute reserves the right to request clarifications for any proposal.

## 13.0 Closing Date

Proposals will be received up to 12 pm December 14, 2020.

## 14.0 Proposal Submittal

Email and hard copy proposals are accepted. Email proposals to [adam@littlechutewi.org](mailto:adam@littlechutewi.org). Hard copies can be dropped off at Village Hall on the 2<sup>nd</sup> Floor at 108 W Main Street, Little Chute, WI 54140.

## 15.0 Method of Procurement

The method for this procurement is competitive process. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

**16.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin.  
This agreement is performable in the Village of Little Chute.

**17.0 Status of Proposal**

Upon award, proposals will be considered public record. Information on status can be obtained from the Village's web site <https://www.littlechutewi.org/648/2021-2025-Comprehensive-Outdoor-Recreati>.

Village of Little Chute  
Parks, Recreation, & Forestry Department

**PROPOSAL FOR: 2021-2025 COMPREHENSIVE OUTDOOR RECREATION PLAN**

Proposals must be received by 12 p.m. by email ([adam@littlechutewi.org](mailto:adam@littlechutewi.org)) or at the Little Chute Parks, Recreation, & Forestry Department, 108 W Main Street, Little Chute, WI 54140, on December 14, 2020.

All proposals shall remain firm and may not be withdrawn for a period of sixty (60) days after the 14th of December 2020.

TO: Adam Breest  
Director of Parks, Recreation, & Forestry  
Village of Little Chute  
108 W Main Street  
Little Chute, WI 54140

We, the undersigned, propose to provide for the Parks, Recreation, & Forestry Department of the Village of Little Chute, Wisconsin, the following documents and work as herein specified by us in accordance with the Village’s minimum specifications and with the specifications we have hereto attached:

	<u>Lump Sum Cost</u>
<b>Village Comprehensive Outdoor Recreation Plan</b>	
2021-2025 Comprehensive Outdoor Recreation Plan	\$ _____
Alternate #1 – Village Bicycle and Pedestrian Plan	\$ _____
<b>TOTAL NET PROPOSAL (not to exceed)</b>	<b>\$ _____</b>

DATE CONSULTANT IS ABLE TO BEGIN PERFORMING WORK: \_\_\_\_\_

\_\_\_\_\_

PROPOSAL SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Print Name Signature

COMPANY: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_