

# Request for Proposals Park and Open Space Plan Update City of Oak Creek, WI

Release Date: November 22, 2024

Proposal Submittal Deadline: December 16, 2024



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## SECTION 1: Introduction

The City of Oak Creek is seeking a qualified firm to assist in updating its Park and Open Space Plan, originally adopted in 2013. This updated plan will not only build upon the foundation established by the 2013 document, but will also incorporate the City's Strategic Action Plan to guide the acquisition and development of public outdoor parks and recreation facilities to meet the needs of our community. Additionally, it will serve to protect and enhance our natural resource base and enable the City to apply for federal and state funding for park and recreational projects.

The selected firm will collaborate closely with city staff, elected officials, and the Parks and Recreation Commission to create a comprehensive and actionable plan. The project timeline will commence by March 1, 2025 and culminate in a finished document ready for review by December 31, 2025.

## SECTION 2: Project Background

Oak Creek boasts a diverse array of parks and recreational spaces that enhance the quality of life for its residents. As our city continues to grow, a strategic approach to managing these spaces is essential. The updated Park and Open Space Plan will:

- **Identify** areas for improvement and expansion.
- **Develop** strategies to address long-term recreational needs.
- **Enhance** connectivity between parks and natural spaces.
- **Promote** environmental sustainability and community well-being.

## SECTION 3: Project Objectives

The objectives of this project include:

1. **Assessment of Existing Conditions:** Evaluate current parks and open spaces, including amenities, accessibility, and maintenance.
2. **Community Engagement:** Conduct outreach to gather input from residents, stakeholders, and user groups regarding their needs and preferences.
3. **Needs Analysis:** Analyze demographic trends and recreational demands to identify service gaps.
4. **Plan Development:** Create a comprehensive update to the Park and Open Space Plan, including actionable recommendations, project prioritization, and funding strategies.
5. **Implementation Strategy:** Develop a timeline and methods for implementing the updated plan.

## SECTION 4: Scope of Work

The selected consultant will be responsible for:

- Conducting a thorough inventory and assessment of existing parks and open spaces.
- Facilitating public engagement activities, including surveys, focus groups, and public meetings (as necessary).
- Analyzing data to identify community needs and trends.
- Preparing both draft and final versions of the Park and Open Space Plan.
- Presenting findings and recommendations to the Parks and Recreation Commission, and Common Council.

## SECTION 5: Proposal Requirements

Interested firms or consultants should submit a detailed proposal that includes:

1. **Cover Letter:** Introduce your firm and express your interest in the project.
2. **Company Profile:** Overview of the firm, including experience with similar projects.
3. **Project Approach:** Detailed methodology for conducting the assessment, community engagement, and plan development.
4. **Timeline:** Proposed timeline for completing the project.
5. **Budget:** Detailed cost proposal, including all fees and expenses.
6. **Experience:** Sample Park and Open Space Plans completed for three (3) comparable communities.
7. **References:** Contact information for at least three (3) relevant projects or clients.

## SECTION 6: Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm.
- Understanding of the project scope and objectives.
- Quality and clarity of the proposed methodology.
- Cost-effectiveness of the proposal.
- Feedback from references.
- Capability to complete the project within the specified timeframe.

## SECTION 7: Submission Instructions

Proposals must be submitted by Monday, December 16, 2024 at 4:00 p.m. Submissions (through a link) shall be sent via email to [troehl@oakcreekwi.gov](mailto:troehl@oakcreekwi.gov) and three (3) hard copies mailed to:

Todd Roehl, Senior Planner  
City of Oak Creek  
8040 S. 6<sup>th</sup> Street  
Oak Creek, WI 53154

Late submissions will not be accepted.

### Tentative Schedule

The tentative schedule for this Request for Proposals is as follows:

- Release of RFP: November 22, 2024
- Proposal Submission Deadline: December 16, 2024, by 4:00 PM
- Reviews Complete: December 23, 2024
- Review by Parks and Recreation Commission: January 9, 2025
- Review and possible approval by Common Council: January 21, 2025

### Questions

The deadline for questions regarding the proposal is December 6, 2024 before 4:00 PM. Questions can be directed to Senior Planner Todd Roehl by e-mail only at [troehl@oakcreekwi.gov](mailto:troehl@oakcreekwi.gov).

### **SECTION 8: General Terms and Conditions**

- The City of Oak Creek reserves the right to reject any and all proposals.
- The city is not responsible for any costs incurred in the preparation of proposals.
- All work produced as part of this project will become the property of the City of Oak Creek.

For additional information or questions regarding this RFP, please contact:

Todd Roehl, Senior Planner  
[troehl@oakcreekwi.gov](mailto:troehl@oakcreekwi.gov)  
(414) 766-2027

We look forward to reviewing your proposal and collaborating to develop a vibrant and sustainable Park and Open Space Plan for the City of Oak Creek.