



REQUESTION FOR PROPOSAL

City of Marion Parks and Recreation Department

Neighborhood Park Plans

The City of Marion, Iowa, is accepting proposals from qualified professional planning and design consultants to develop a Master Design Plan for three neighborhood parks within the city. The three parks are:

1. Willow Park- 990 2nd Street
2. Future Park Property- 6401 Lucore Rd
3. Waterlinn Park Property- Fernow Road

The purpose of this plan is to develop a conceptual park plan for three neighborhood parks with estimated project costs. These designs should consider location, community impact, maintenance, and recreation needs. The Request for Proposal will be released and interested firms should submit their proposals by 4 p.m. on Thursday, June 27, 2024.

Submit your proposal electronically or by mail to:

Seth Staashelm CPRP, CPSI
Parks and Recreation Director
Marion Parks and Recreation
343 Marion Blvd
Marion, IA 52302
sstaashelm@cityofmarion.org

BACKGROUND

Marion is in Linn County with a population of approximately 42,000 people. There are 21 parks and 29 green spaces within the city limits. Marion's Park system has a wide variety of recreational opportunities with over 600 acres of parkland.

Willow Park

Marion Parks & Recreation
343 Marion Boulevard
Marion, Iowa 52302
www.cityofmarion.org



Located at 990 2nd Street. The land was originally the town landfill. In the early 1960s, the land became a park and was known as Storybook Park. The property is approximately 12.5 acres with an existing ball diamond, playground, parking lot, flowerbed, rolle bolle court, and restroom. The property is impacted by flood plain. The future extension of Alburnett Road will divide the park space in half; this plan will be a redevelopment and reimagination of the park.

Lucore Road Property

This property is located at 6401 Lucore Road and was purchased in 2022 in conjunction with the Marion Water Department for a future water tower location. The property is approximately 19.44 acres and was old farmland with a large dairy operation. Existing on the site is a 70ft corncrib and smaller brick silo that would be incorporated into a unique park development.

Waterlinn Park Property

This property is in the Rookwood East Development on the east side of Marion. This property is undeveloped ag land and is around 11 acres of total property. Three acres are dedicated to the Marion Water Department and eight acres are dedicated to parkland. The Rookwood East development is a 120-acre development of mostly residential and some commercial. On the northside of the property is undeveloped land owned by the Linn Mar School District intended for a future elementary school.

PROJECT OBJECTIVES

Marion Parks and Recreation Department's mission is to enrich Marion and the lives of our residents and surrounding communities by providing a wide range of recreational and educational opportunities for people of all ages to encourage healthy, active lifestyles and life-long learning.

In keeping with our mission, the main objectives of this project will be:

- Receive public input for design of the three park plans.
- Work with necessary stakeholders, Park Board, and technical groups.

- Develop a conceptual plan for the existing Willow Park with the new Alburnett Road extension.
- Create unique, “Reach Higher” conceptual plans for new park developments located at the properties of 6401 Lucre Road and the Waterlinn Park property.
- Develop preliminary construction cost estimates for all three plans.

The conceptual plan will be used as visioning tools to develop all three areas into quality parks for the community. It will also be a tool to help guide the City of Marion’s Capital Improvement Project budgeting and planning.

SCOPE OF WORK

- The selected firm will provide the city with professional services to create three quality park space plans.
- To assess the recreation needs for the three associated neighborhoods by hosting at least one public input meeting for the parks/properties.
- Work with technical staff and the Park Board in reviewing preliminary designs and surrounding stakeholders around the properties.
- Work with potential stakeholders.
 - Willow Park
 - Neighborhood
 - Lucre Property
 - Water Department
 - Neighborhood
 - Waterlinn Property
 - Neighborhood
 - Rookwood Estates LLC
 - Linn Mar School District
- Compare those needs to the already existing infrastructure within the Marion Parks and Recreation department.



- Develop a conceptual plan for the existing Willow Park with the new Alburnett Road extension.
- Create unique, “Reach Higher” conceptual plans for new park developments located at the properties of 6401 Lucore Road and the Waterlinn Park property.
- Develop preliminary construction cost estimates for all three plans.
- Present completed plans to the Marion City Council in addition to the public input meetings.
- Align design with current plan documents and standards from the Marion Parks and Recreation Department. These plans include but not limited to:
 - 2016 Marion Parks and Recreation Master Plan
 - 2014 Marion Master Trails Plan
 - 2010 City of Marion Comprehensive Plan
 - Alburnett Road Construction Documents
 - Rookwood Plan Development
 - Census Study
 - Housing Study
 - 2024 Marion’s Reforestation Plan

PROPOSAL CONTENT

1. Provide a cover letter with a statement of your qualifications which contains firm name, business address, telephone/fax number, email address, website address, and related types of services your firm is qualified to perform.
2. Provide a list of personnel assigned to the project team, including a list of firms or individuals you are subcontracting with. Include their resumes and prior work-related experience.
3. Provide a project list of similar work completed, and names and phone numbers of references for similar projects.



4. Provide a detailed scope of work that clearly and specifically illustrates the tasks that you will be completing and accomplishing to reach and develop the Neighborhood Park Master Plans work product.
5. Provide an estimated timeline for completion of the Neighborhood Park Master Plans.
6. Provide an hourly fee schedule for each team member and/or their subcontracted cost.
7. Provide an estimated breakdown of costs for each phase of the project that you have outlined within your detailed scope of work. Provide the “not to exceed” final total project cost for completing the Conceptual Plans. Travel, lodging, mileage, printing, photocopying, and miscellaneous costs should be included in lump sum figures.

PROPOSED PROJECT SCHEDULE

June 3, 2024, Issue Request for Proposal
June 26, 2024, Deadline for submitting questions.
June 27, 2024, by 4pm Proposals submittal deadline
July 8-10, 2024, Interviews if necessary
July 18, 2024, Selection and Award of Contract

INQUIRIES

All questions and inquiries must be submitted in writing by 4pm on June 26, 2024. Please direct all inquiries to Seth Staashelm at sstaashelm@cityofmarion.org

SUBMISSION DEADLINE

Proposals are due **Thursday, June 27th by 4:00 p.m.** Proposal responses received after the 4:00 p.m. deadline will be placed in a file, unopened and will not be considered.

Proposals can be received by mail or electronically. Send proposals to:

Seth Staashelm,
Parks and Recreation Director
Marion Parks and Recreation
343 Marion Blvd

Marion Parks & Recreation
343 Marion Boulevard
Marion, Iowa 52302
www.cityofmarion.org



Marion, IA 52302

sstaashelm@cityofmarion.org

RIGHT TO REJECT PROPOSALS

The City of Marion, Iowa, reserves the right without prejudice to reject any or all proposals. The award of contract is subject to approval by the Marion Parks and Recreation Board with authorization by the Marion City Council.

ALL PROPOSALS MUST INCLUDE THE PROPOSAL CONTENT REQUIREMENTS LISTED IN THE RFP.