
PARK & RECREATION ADVISORY COMMITTEE MEETING

Monday, January 10, 2022 at 5:30 PM
Caledonia Village Hall – 5043 Chester Lane
Amended

1. Call to Order
2. Approval of Minutes
3. Public Comment (2 minutes/person)
4. Reorganization of Parks Department
5. 2022 Capital Improvement Projects Review
6. Request for Proposals – Crawford Park Master Plan
7. Adjournment

Dated this January 7, 2022

Joslyn Hoeffert
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a “meeting” within the meaning of Wisconsin’s open meeting law. Nevertheless, only the committee’s agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

**Park & Recreation Advisory Committee Meeting
November 8, 2021**

Committee: Caledonia Trustee Tom Weatherston, Caledonia Trustee Lee Wishau, Residents: Josh Sopczak, Mark Leskowitz, Michael Lambrecht, Christain De Jong

Absent: Andrew Kallenbach

Staff/Others: Peter Wagner, Kathy Kasper, Ken Michel

1. Call the meeting to order

Meeting was called to order at 5:30 pm by Tom Weatherston

2. Approval of Minutes

Mike Lambrecht moved to approve the corrected minutes, 2nd by Josh Sopczak, motion carried unanimously

3. Public comment

None

4. Maintenance report update

Pete Wagner discussed a summary of maintenance tasks completed. All parks shelter rentals are complete for this season and are being closed for the winter. Gorney Park playground area is in the process of being prepped for an upgrade. Joint Park playground mulch was installed, stumps were ground and mulch spread. Linwood park playground & sand box installed, horseshoe pit removed. Crawford park pavilion painted. Gorney park toilet facility has been painted on the inside, playground equipment updated. A retired sheriff dept officer is in the process of being hired as a seasonal employee for the remainder of the season.

5. Park Programming/Events discussion

Kathy Kasper suggested that we consider expanding “beer garden” events at Crawford park. These events have been well received at the Joint Park. Kathy also suggested that we considering waiving the “no dog policy” in order for park events to allow for dogs on leashes. Lee Wishau stated that he has attended a number of community music events each summer and most parks have allowed pets if leashed without issue. We would need to install “pet waste” stations. In order to cover some of the cost we might consider a donation box located in each park. Ken Michel discussed what might be possible with so called “pop up” beer garden events at Crawford.

6. Caledonia-Mount Pleasant Joint Park Ownership Transfer to Racine County

Pete Wagner was instructed by our attorney that in order for the ownership change to take place there needs to be an advisory motion to do so from the Parks committee then a similar approval from the Plan Commission. Lee Wishau motioned to approve the transfer, 2nd by Josh Sopczak. Motion carried 4-2. Opposed by Tom Weatherston and Mike Lambrecht.

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7. 2022 Budget

Pete Wagner provided a summary of the proposed 2022 budget. Joint Park does not include a full time park at Gorney Park in anticipation of Racine County taking operational control of the park in 2022.

Tom Weatherston briefly discussed potential projects and asked the committee to keep in mind that whatever we do at Crawford park will need to include placement of the Public Safety building that could be located near the Village Hall. We need to develop a master plan for Crawford park. Joint Parks includes approximately \$130k of insurance settlement tentatively directed to repave the parking lot. Funds have been included to build a pickleball court. In Pete's opinion the court should be located within Crawford park.

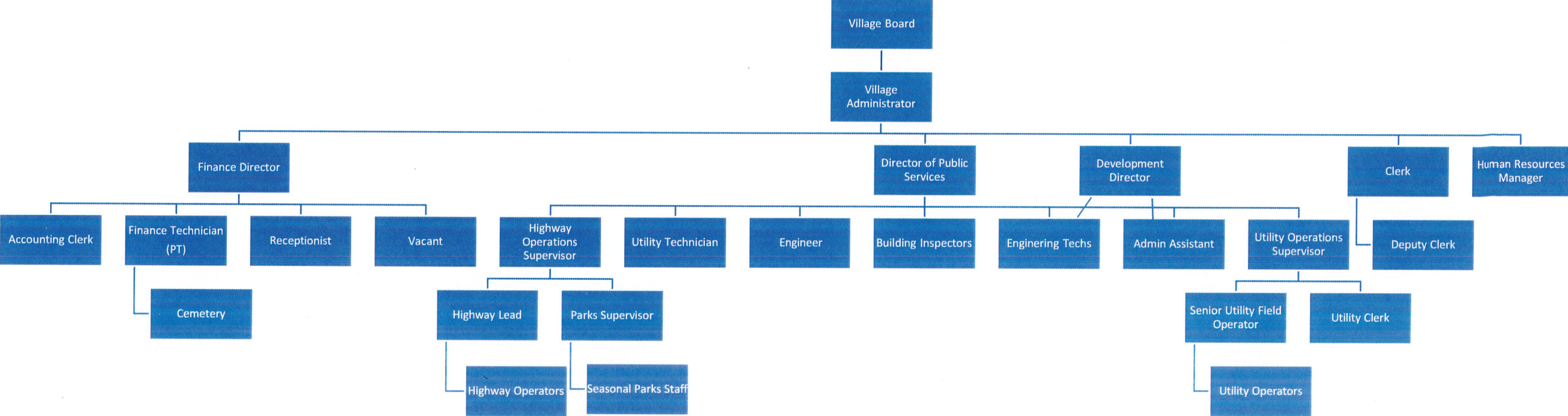
8. Department Re-organization

Pete Wagner discussed a proposed Village re-organization. The re-organization would move Parks oversight to Tony Bunkleman & possibly report through the Highway Dept.

9. Adjournment

Mike Lambrecht moved to adjourn, 2nd by Mark Leskowicz. Motion carried unanimously @ 6:15PM.

Merry Christmas!



VILLAGE OF CALEDONIA

DETAIL OF CAPITAL PROJECTS FUND - 2022

PARKS DEPT

CRAWFORD PARK MASTER PLAN	20,000	
REC TRAILS FROM CRAWFORD TO OLYMPIA BROWN	20,000	
CRAWFORD PARK PICKLE BALL COURTS	30,000	
SEED 8 FARM ACRES CRAWFORD	20,000	
TREE REPLANTINGS	5,000	
MAPLE PARK CONCRETE WALKWAY & SHELTER REHAB	40,000	
1TON DUMP TRUCK	60,000	
PARK SYSTEM GRILL REPLACEMENT	5,000	
		200,000

JOINT PARK

ASPHALT PAVE FRANKSVILLE PARKING LOT	130,000	
PLAYGROUND EQUIPMENT REPLACEMENT	6,000	
ELECTRIC TO SHELTER 4 & 6	8,000	
		144,000

POLICE DEPT

4 FORD POLICE SUV	145,000	
4 SQUAD CHANGEOVERS	60,000	
2 SQUAD COMPUTERS TOUGHBOOKS	7,000	
UPGRADE PORTABLE RADIOS TO DIGITAL	43,000	
PORTABLE RADIOS - ADD AND REPLACE	28,000	
PANASONIC ARBITRATOR SQUAD CAMERA SOFTWARE SYSTEM UPGRADE	6,500	
		289,500

FACILITIES

PUBLIC SAFETY BUILDING	21,000,000	
		21,000,000

TOTAL EXPENDITURES 22,972,500

NET POSITION 0

Village of Caledonia

Request for Proposals

For

Crawford Park Master Plan

SCHEDULE

Date	Action
January 11, 2022	RFP distribution
January 31, 2022	Questions regarding RFP due to via email to pwagner@caledonia-wi.gov
February 3, 2022	Addenda issued if needed
February 10, 2022 at 2 PM	RFP Submittal Deadline
February 14, 2022	Evaluation Committee meeting
February 21, 2022	Selection of Preferred Consultant

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SECTION 1: Introduction

Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified planning individuals and/or consultant teams ("consultant") to create a master park plan for Crawford Park. In addition to Crawford Park, the scope of this project will include a 7-acre area south of the Village Hall. This plan should provide a vision and organizational framework for implementing improvements to the park.

The Master Plan must provide guidance to the Village on appropriate implementation of new development and redevelopment plans within the park, while also addressing how to meet the service demands that come with added amenities. The budget for this plan is \$20,000.

Background

Crawford Park is one of two community parks owned and operated by the Village. Eighteen acres of this 28-acre park has been developed. It serves as a community gathering spot and focal point, particularly given its close proximity to residential areas. In 2018, a consultant hired by the Village created a Crawford Park Expansion Plan that proposed developing as parkland the newly acquired 10 acres of land that abuts the existing park. This plan was never adopted by the Village. The Village has not taken steps to expand park uses on the remaining ten acres. The Village has rented the ten acres of undeveloped land to a farmer to raise crops. The main features in the existing developed 18 acres of the park include:

1. Two baseball diamonds
2. Two tennis courts
3. Two Playground areas
4. Two Basketball stands
5. Park shelter with restrooms
6. Two sand volleyball courts
7. Recreational trail
8. Concession building with restrooms
9. Parking lot

In 2022, the Village will begin construction of a public safety building abutting Crawford Park that will need to be taken into consideration when considering future development of Crawford Park. In addition, there is a roughly 7-acre area of land south of the existing Village Hall and site of the future Village Safety Building that will be included in the scope of this plan. Exhibit A illustrates the location of the public safety building in relation to Crawford Park and the seven-acre open space area south of the Village Hall and future public safety building.

SECTION 2: Scope of the Project

Expectations

The Master Plan will guide decisions affecting the physical development and redevelopment within the park. The process for the Master Plan must ensure that the final document reflects the desired vision for the park as determined by citizens, appointed, and elected officials, and other stakeholders through community participation. In addition, the Master Plan will be a guiding document that reflects the park's unique character and provides a clear process, listing specified amenities and estimated costs.

Services

The consultant will provide a full range of municipal planning services required to create the Master Plan including, but not necessarily limited to:

1. A thorough evaluation of the Crawford Park Expansion Plan, including its vision statement, purpose, and recommendations.
2. An analysis and incorporation of relevant data and trends in community park development.
3. Recommendations for integration with other plans and initiatives adopted by the Village, such as the Park and Open Space Plan and 2035 Village Comprehensive Plan.
4. Effective coordination with staff, the Park & Recreation Advisory Committee, and Village Board.
5. Final Crawford Master Plan document preparation and presentation.

These are general requirements for the Park Master Plan and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on the park master plan projects.

Community Involvement in Decision Making

The Village of Caledonia values participation of citizens in every stage of decision making. Participation of citizens appointed, and elected official, and other stakeholders throughout the community is paramount to success of the Master Plan.

Products and Deliverables

Some of the deliverables to be included with the Master Plan are expected to be, but not limited to the items below. Other areas of emphasis may be identified during the Master Plan process.

Community Engagement Tools

The chosen consultant will be expected to assist Village staff with developing and implementing community engagement tools that should foster public outreach and citizen participation. The Village of Caledonia website should be utilized in disseminating information related to the Master Plan, while providing avenues for feedback that can be incorporated into the Master Plan. The consultant should also collaborate with Village staff to utilize social media to keep the public informed on the Master Plan process. Other public outreach methods should be recommended and implemented by the chosen consultant. Village staff may assist with the implementation of these public outreach efforts.

Meetings and Presentations

The consultant is expected to attend key meetings with Village staff, citizens, appointed and elected officials, and other stakeholders. The consultant will prepare and conduct key presentations as appropriate. The Village is equipped to conduct virtual meetings with the consultant when appropriate to save travel time and expense.

GIS Data

Relevant GIS data and digital map documents used in the creation of maps and other supporting documentation in the Master Plan shall be provided to the Village at the end of the project. GIS data formats and standards shall be created in consultation with the Village GIS technician to ensure the data can be used later in Village operations. Relevant metadata, if applicable, shall be created and provided to the Village as well.

SECTION 3: Proposal Submission Requirements

Four printed and bound hard copies; one digital version shall be submitted via email, on a flash drive, or dropbox link. The deadline to submit proposals is February 10, 2022, by 2:00PM.

The proposal should be submitted in an envelope labeled "Crawford Park Master Plan" and delivered to:
Peter Wagner, Development Director
Village of Caledonia
5043 Chester Lane
Racine, WI 53402

Proposal Format

1. Title Page - Provide the name of your firm, address, telephone number and name of contact person on title page.
2. Letter of Transmittal – Provide a complete statement regarding the understanding of the project and your interest in working with the Village of Caledonia on the Crawford Park Master Plan. The transmittal letter shall be signed by the duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
3. Firm Background – Provide information on the size, location, available resources, and brief discussion on past experiences related to updating park plans, and other related documents.
4. Project Team – Identify the project team (including sub-consultants) and provide a statement of qualifications for each individual.
5. Work Samples. List and provide in electronic format only (either a webpage link or other electronic format) three (3) examples of master park plans, or other applicable writing samples recently completed by the firm or team members.
6. Methodology and Approach – Provide a description of the method and approach your firm intends to utilize to complete the Crawford Park Master Plan.
7. Timeframe – Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date of the Master Plan, based on an estimated consultant selection date of February 21, 2022.
8. References – Submit names, emails, and telephone numbers of other municipal officials that we may contact to verify performance on projects recently completed by the firm as identified under the Firm Background section of the proposal submittal.
9. Verify Firm Capacity and Project Team – Provide a statement verifying your ability to begin work on the Master Plan and complete the tasks within the timeframe identified in the Methodology and Approach section of the submitted proposal based on your firm's current workload and capacity. Provide a list of the person(s) that will be principally involved in the project. 3
10. Cost Breakdown – Submit a not-to-exceed cost breakdown of the Crawford Park Master Plan process, including total travel and material expenses as separate line items, for the work

identified by the consultant in the Methodology and Approach and Timeframe sections of the proposal submittal.

11. Supporting Information (Optional) – Provide other supporting information you feel may help us further evaluate firm qualifications and fit for completing the Crawford Park Master Plan.

SECTION 4: Evaluation and Consultant Selection

Selection Process

The Village will follow the process below to select the consultant for the Plan Update:

1. Each proposal submitted within the deadline will be reviewed to ensure whether all required materials have been submitted according to the guidelines set forth in this RFP. All proposals that do not meet the minimum requirements will be rejected.
2. The Parks and Recreation Advisory Committee will serve as the Crawford Park Master Plan Committee and will review the submitted RFPs based on predetermined evaluation criteria below. The qualifications of each consultant and all submitted materials will be evaluated for compliance with the requirements and conditions contained in this RFP.
3. The Parks and Recreation Advisory Committee will be responsible for selecting the consultant and making a recommendation to the Village Board for final approval. The Village reserves the right to modify the scope of the project as necessary to fit the needs of the community.

Evaluation Criteria

1. Project Team Qualifications and Experience (30%)
2. Proposed Methodology and Approach (30%)
3. Timeframe and Completion Date (30%)
4. Proposed Fees and Costs (10%)

SECTION 5: Additional Information

Withdrawal of RFP - Qualification and proposal information may be withdrawn from consideration prior to the submission deadline by written request, on the Consultant's letterhead, submitted to the Village.

RFP Postponement or Cancellation - The Village may, at its sole and absolute discretion, reject any and all, or parts of any and all submittals to the RFP, re-advertise this RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP as it deems to be in the best interest of the Village of Caledonia.

Incurring Costs - The Village is not liable for any cost incurred by proposers in replying to this RFP. The Village reserves the right to accept or reject any or all proposals and to waive technicalities in any proposal or part thereof deemed to be in the best interest of the Village.

Proprietary Information- Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Each page must be clearly marked "CONFIDENTIAL". The Village shall comply with State and Federal Law(s) as to complying with request for information.

Fixed Price Period - All price, cost, and conditions outlined in the RFP/Price Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of the contractor's proposal. The Village reserves the right to negotiate the scope of services and cost with the highest ranked consultant, when only one firm is short-listed.

Certification of Independent Price Determination - By signing this proposal, the respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

The process in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other respondent or to any competitor.

Restricting Competition - No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Consulting Agreement

A consulting agreement in a form provide by the Village shall be executed by the Village Administrator and a duly authorized officer or agent of the chosen consultant prior to commencing any work related to the Plan Update or any other work requested in this RFP. Minor changes that do not affect the substance of the agreement provided may be considered prior to finalizing the agreement.

Insurance

The selected consultant shall provide the Village with a certificate of insurance listing the Village, as insured by an insurance company. Documentation shall also include types of coverage and amounts of coverage that are acceptable to the Village.

Acceptance of Terms

Submission of a proposal indicates acceptance by the consultant of conditions contained in this Request for Proposals. Note that all proposal submissions are subject to state and federal open records laws.

EXHIBIT A

