

**REQUEST FOR PROPOSAL**  
**Conceptual Master Plan**  
**PRAIRIE SPRINGS PARK AND INGRAM PARK**

**VILLAGE OF PLEASANT PRAIRIE**  
**KENOSHA COUNTY, WISCONSIN**

The Village of Pleasant Prairie hereby gives notice that sealed Proposals will be received for **Conceptual Master Plan**.

The Project consists of one prime Contract and is identified as follows:

**PROPOSAL:** The Village of Pleasant Prairie seeks proposals from professional design and engineering firms to complete park development tasks which may include but are not limited to the following: research of the area, community input and a final conceptual master plan.

**CLOSING DATE FOR RECEIPT OF PROPOSAL:** Sealed Proposals will be received until **1:00 P.M.**, Local Time, on the **16<sup>th</sup> day of February 2024**, at the Roger Prange Municipal Center at 8600 Green Bay Road, Pleasant Prairie Wisconsin 53158, Attn: Brock Williamson, Director of Parks. Proposals that are received after the deadline will not be considered.

**PROPOSAL DOCUMENTS:** The Proposal Documents are located at [www.pleasantprairiewi.gov](http://www.pleasantprairiewi.gov), under Government, Meetings and Notices, Public Notices. Direct inquiries may be directed to Mr. Brock Williamson, Director of Parks, at (262) 948-8966 or [bwilliamson@pleasantprairiewi.gov](mailto:bwilliamson@pleasantprairiewi.gov).

**SCOPE:** Provide all costs to provide a new Conceptual Master Plan (the “Plan”) for two (2) of Pleasant Prairie’s existing parks, located at Prairie Springs Park and Ingram Park.

**METHOD OF PROPOSAL:** Failure to comply with our required method of proposal will be grounds for automatic disqualification of your proposal. **ONE (1) ORIGINAL PROPOSAL AND TWO (2) COPIES ARE TO BE SUBMITTED IN A SEALED ENVELOPE.**

**INCURRING COST:** The Village of Pleasant Prairie is not liable for any cost incurred by the consultant in replying to this request.

**SCHEDULE:** Start of work on this project will be decided on mutual agreement between the Village of Pleasant Prairie and Consultant.

**SPECIFICATIONS:** Consultant shall abide by all Federal, State, and local codes and laws.

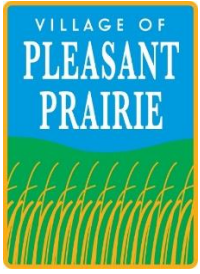
**PROPOSAL REJECTION/ACCEPTANCE:** Village reserves the right to reject all Proposals, waive informalities in bidding or to accept the Proposal or Proposals, which best serve the interests of the Village.

**PROPOSAL WITHDRAWAL:** No Proposal shall be withdrawn for a period of 40 days after the opening of the Proposals without the consent of the Village.

Dates of Publication: February 2<sup>nd</sup> and February 9<sup>th</sup>, 2024

Published by authority of the Village of Pleasant Prairie.

By: John P. Steinbrink, Village President  
Jane C. Snell, Village Clerk



Office of the Director of Parks  
**Brock Williamson**

January 29, 2024

## **Request for Proposals**

### **1. Introduction:**

The Village of Pleasant Prairie, Wisconsin is requesting proposals and qualifications from professional design and engineering firms to complete park development tasks which may include but are not limited to the following: research of the area, community input and a final conceptual master plan.

Any questions or comments regarding the RFP shall be directed via phone or e-mail to:

Brock Williamson  
Director of Parks  
8600 Green Bay Road  
Pleasant Prairie, Wisconsin 53158 262.948.8966  
[bwilliamson@pleasantprairiewi.gov](mailto:bwilliamson@pleasantprairiewi.gov)

Email questions to Brock Williamson, [bwilliamson@pleasantprairiewi.gov](mailto:bwilliamson@pleasantprairiewi.gov) by **Monday, February 12<sup>th</sup>, 2024**. Questions and answers will be emailed to all applicants as they are submitted. The last answer will be emailed no later than **Thursday, February 15<sup>th</sup>, 2024**.

Only firms submitting proposals by the deadline date will be considered. **The proposals are due Friday February 16<sup>th</sup>, 2024, by 1:00 PM CST.**

## **2. Project Description:**

The purpose of this Request for Proposals (or Proposal) is to receive competitive proposals from qualified planning consultants who are interested in completing a new Conceptual Master Plan (the “Plan”) for two (2) of the Village of Pleasant Prairie’s existing parks. One (1) Conceptual Master Plan will be completed and presented for each park. Proposals shall show recommendations in a phased approach (see attached maps). The Village of Pleasant Prairie currently owns the phase 1 areas designated on the maps and would like to plan for potential future expansions with Phase 2 and 3. For park boundaries and the recommended phases associated with each plan, see attached maps at the end of this RFP.

The Conceptual Master Planning document is meant to create a vision for the future utilization of these parks to help guide the Village with the implementation of desired improvements and enhancements in the future. The plan will need to be comprehensive in its ability to integrate with multiple existing plans, including our recently updated Village of Pleasant Prairie Parks and Open Space Plan 2024 – 2028 and the Village Comprehensive Plan. The successful consultant will need to be dynamic and engaging to creatively address the unique challenges faced within these parks, both now and into the future.

### **Project # 1 Prairie Springs Park:**

#### **Current Highlights of the Park:**

Prairie Springs Park includes Lake Andrea which features a 2.3-mile asphalt walking/jogging trail, two (2) nature trails, three (3) children’s playgrounds areas, a beer garden, a sand beach area, sand volleyball pits, six (6) softball / baseball fields and archery ranges. The beach area allows for swimming, windsurfing, kayaking, and stand-up paddle boarding. There is a dog beach area and a boat launch dock for small non-motorized vessels. Fishing is available year-round on Lake Andrea (including winter ice fishing).

- **Froggy’s Landing:** Is located near the Wruck Beach Pavilion and provides rental of paddleboards, canoes, and kayaks.
- **Hackbarth Trail:** The entrance is accessible across from the Wruck Beach Pavilion and branches into a series of naturally surfaced or wood chipped trails, starting from the Wruck Beach Pavilion and heading northwest through the woods and wetlands. Hackbarth Trail extends two miles including access to an observation deck overlooking the wetlands as well as a boardwalk and bridge over the Des Plaines River, looking out toward the Jerome Creek Preserve.
- **Prairie Farms Trail:** The entrance is located at the northern part of Prairie Springs Park, near the Lake Andrea Boat Launch. A larger walking loop can be connected using the Prairie Farms Trail, which connects to a paved trail via Wilmot Road (CTH C), and then walk via River Road over to the West entrance to the Hackbarth Trail. Using the West entrance to the Hackbarth Trail will bring trail users back to the Lake Andrea Walking trail. This loop is approximately 4 miles round trip.
- **Wruck Beach Pavilion:** Is an indoor beach pavilion which can accommodate up to 72 people, is kept at a comfortable 70 degrees year-round, and includes a kitchen, fireplace, and indoor bathrooms.

- **RecPlex:** RecPlex is an amenity within the Prairie Springs Park campus. RecPlex is located on the eastern shore of Lake Andrea. With a combined 302,000 square feet, this impressive facility houses a 50 meter Olympic-size pool, water park, fitness center, athletic field house, and two NHL sized ice rinks. RecPlex offers programs and services to enhance quality of life in the area and serves as a community gathering space. RecPlex is the largest municipally owned recreation facility in the United States. Both RecPlex and Prairie Springs Park host large sporting and community events throughout the year. Including open swim events, running events, (3) triathlons and a monthly harbor market.
- **Areas for improvement:** Some of the highlighted concerns for the park are the lack of parking for larger community events, traffic circulation around the park and expansion for hosting larger sporting events, such as baseball and softball tournaments.

### **Project # 2 Ingram Park:**

#### **Current Highlights of the Park:**

Ingram Park is an expansive 30-acre green space improved with walking trails, a dog park, a play structure, a veteran's memorial area and a sledding hill for winter use.

There is ample parking here for future growth, and many acres of green space to enhance and expand the dog park area. Due to the strong interest in additional ADA compatible play areas within the Village, this would be a great place to add additional play areas for all ages and abilities. There has been a very strong demand for dedicated pickle ball courts and this area could also accommodate numerous courts to meet this need.

Ingram Park was recently opened after John and Dorothy Ingram donated the land from their estate for use by the Village. As such, it's safe to say this generous offer has been well-received by locals and visitors alike!

### **3. Scope of Services:**

The selected Consultant will provide a full range of municipal planning services required to create an independent Master Plan for Prairie Springs Park and Ingram Park. The listed services within this Scope of Work will apply equally to both locations. The Village reserves the right to prioritize which park project will be a priority for the consultant depending on their bandwidth for design services. The desired services include, but are not limited to the following:

- Meet with Village Staff on the sites to review current conditions and existing amenities or site constraints and receive direction regarding site-specific requirements.
- Plan accordingly for future potential land acquisition of these parks.
- Meet with the Village Park Commission to review current facilities, site constraints, and discuss future planning for the park's space and needs.
- Inventory site, review pertinent surveys, review architectural and existing/future landscape plans or general plans including Parks and Open Space Plan, Comprehensive Plan, Strategic Plan, and Annual Budget as applicable.
- Works with the Village Park Commission to prepare surveys, host public meetings and conduct focus groups with applicable stakeholders.
- Prepare conceptual plans as needed for discussion, review, and presentation.
- Generate phasing plan for implementation of the master plan.
- Prepare final report including renderings and cost estimates as needed.
- Include a timeline for project, start to finish.

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

#### **4. RFP Submission and Evaluation:**

Proposals should be word processed in clear, concise, 8 ½” by 11” page format. **Consultant may only submit one (1) proposal for this project.** Proposals should not include unnecessary promotional material.

The following information is required from each firm submitting a proposal:

- Cover letter of transmittal.
- Legal name of the business, address, phone, fax and email address.
- Qualifications and related experience.
- Year the business was established.
- At least three (3) professional references.
- Proposed scope of work and plan to accomplish the work.
- Schedule or timeline for project.
- Submit samples of comparable projects that the consultant has completed for other municipalities.
- Proposed fee to accomplish the work.

**One (1) original proposal and two (2) copies are to be submitted in a sealed envelope to:**

Brock Williamson  
Director of Parks  
8600 Green Bay Road  
Pleasant Prairie, Wisconsin 53158 262.948.8966  
[bwilliamson@pleasantprairiewi.gov](mailto:bwilliamson@pleasantprairiewi.gov)

**Proposals must be received no later than 1:00 PM CST February 16, 2024.** Proposals received after that date will not be accepted.

## **A. Evaluation of Proposals**

The following tentative schedule for evaluation of the proposals is planned:

- Proposals Received	<b>February 16, 2024</b>
- Review and Ranking by Staff	<b>February 18, 2024</b>
- Top 3 Proposals to Park Commission	<b>March 5, 2024</b>
- Village Award Contract	<b>March 10, 2024</b>
- Firms Notified of Results	<b>March 11, 2024</b>

## **B. Approval Process**

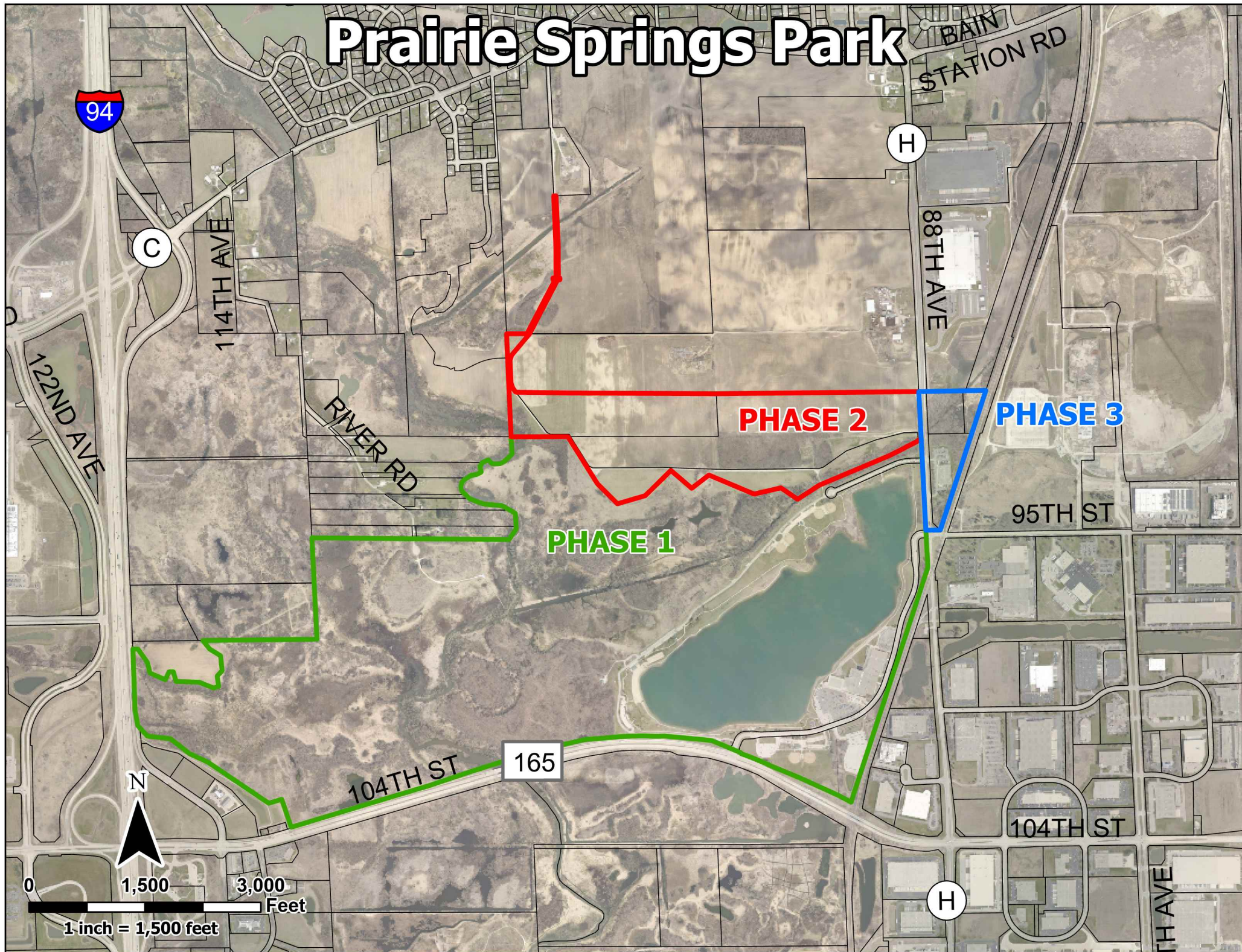
Staff will review and rank proposals during the week of February 18<sup>th</sup>, 2024. The criteria that staff will be looking for are the total cost of the project, the best overall value compared to the proposed costs, the given timeline for the completion of the project and previous experience doing similar master plans. The top three (3) staff recommended proposals will go to the Park Commission for review on March 5, 2024. The selected applicants can present at the March 5<sup>th</sup>, 2024 Park Commission meeting or submit a power point that can be shown at the meeting. After the March Park Commission meeting, staff will consult with the Park Commission members for feedback on the submittals. Staff will make a final decision on which candidate is awarded the contract.

Start of work on this project will be decided on mutual agreement between the Village and Consultant. It is critical that the project stays on pace and milestones are met once an agreed upon timeline is established.

**The Village of Pleasant Prairie reserves the right to reject any and all proposals received as a result of this RFP. The Village of Pleasant Prairie is under no obligation to award a contract as a result of this RFP.**



# Prairie Springs Park



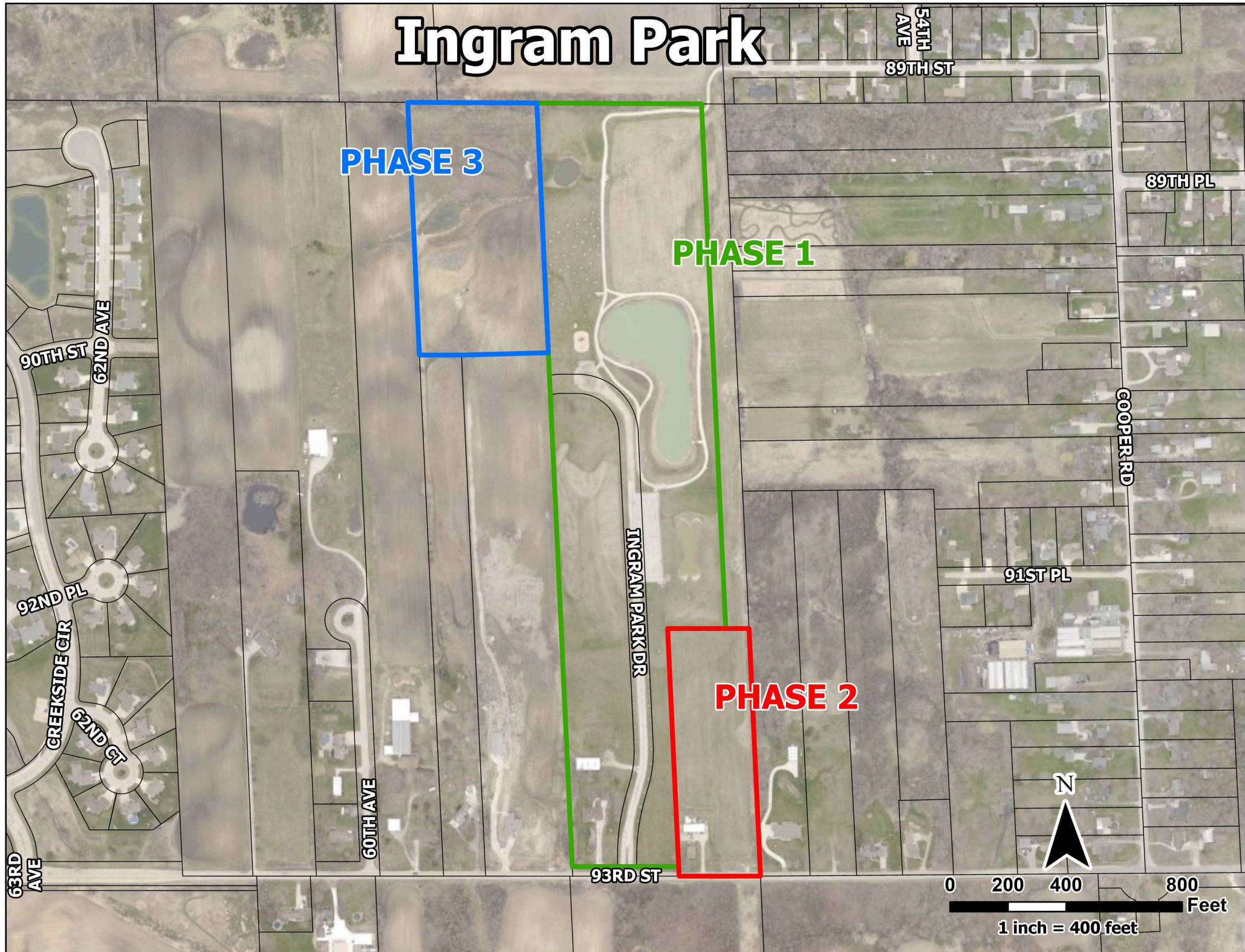


# Ingram Park

**PHASE 3**

**PHASE 1**

**PHASE 2**



54TH AVE  
89TH ST

89TH PL

COOPER RD

91ST PL

INGRAM PARK DR

93RD ST

60TH AVE

62ND AVE

90TH ST

92ND PL

62ND CT

63RD AVE

CREEKSIDE CIR

