

Request for Proposals  
Development of a Master Plan for:  
Greenville Sports Complex  
W7124 Wisconsin Ave.  
Greenville, WI



May 15, 2018

**Greenville Parks, Recreation and Forestry Department  
Request for Proposals  
Master Plan for the Greenville Sports Complex**

**Introduction**

The Greenville Parks, Recreation and Forestry Department is seeking proposals from qualified consultants to develop a master plan for the Greenville Sports Complex. The Greenville Sports Complex is a minimally developed 77-acre community park which is the proposed home to the community's major outdoor soccer and baseball facilities.

A. Contact Person

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- B. Submission Deadline: RFP's shall be submitted to the contact person no later than 4:00 pm on June 8, 2018. Any proposals received after the submission deadline will be rejected and returned unopened to the sender.

**Background**

The Greenville Sports Complex is a 77 acre property that was purchased by the Town of Greenville in 2004 for the purpose of developing a future athletic complex. A master plan was developed in 2006 by an 11 member committee along with a volunteer consultant. The original master plan included baseball/softball fields, soccer fields, tennis courts, basketball courts, walking/nature trails, pavilions, natural areas and a Heritage Garden.

In 2017 a new 12 person committee was established with the purpose of reviewing and updating the master plan. The committee looked at changes to the property, current uses, projected uses and community needs to determine what updates need to be made to the plan. Works sessions, a public hearing and a community wide survey were utilized to gather data for this purpose. The committee concluded that it was in the best interest of the community to hire a consultant to complete the master plan.

Currently, approximately 13 acres of the park have been seeded into an open play area that is being utilized by Fox Cities United Soccer for their youth soccer program. The park also includes a gravel drive and small parking area. Park users currently use portable restrooms during soccer games. The property is also currently housing a yard waste site and a new municipal well is being drilled in the south-east corner of the property.

## **Project Goals**

The master plan will serve as a template for the most efficient usage and layout of athletic facilities, identify additional amenities for the park and identify their locations and develop a plan for long-term improvement, maintenance and usage of the Sports Complex. Generally, the plan shall include an analysis of the existing site, conditions, development recommendations, phasing/priority recommendations and cost analysis.

Anticipated Master Plan components include:

- Review of site analysis, opportunities and constraints
- Identification of site factors such as topography, wetlands, floodplains, easements and encroachments
- Identification and location of facilities
- Conceptual plans and presentation renderings
- Identification of environmental conditions and required agency permitting
- Identification of needed earthwork
- Cost estimate and schedule of capital items by date
- Identification of potential private and public partners and grant funding associated with specific activities and amenities
- Recommended priorities and phasing of improvements

Known issues and potential components to be addressed in the Master Plan include:

- Potential partnerships with community sports groups
- Potential of a privately owned and operated indoor soccer facility to be located on the property with a lease agreement
- A new municipal well and facility being installed in the south-east corner of the property
- The yard waste site currently being housed on the property
- Access to the private residence embedded within the property.

The Master Plan recommendations will be developed in response to input from stakeholders that will include Town of Greenville staff, Sports Complex Committee, Greenville Park Commission, Greenville Town Board and community sports organizations.

## **Project Process**

The project will be completed, generally, as follows:

- A. Meet with staff to develop and finalize a detailed work plan and schedule which at minimum will establish meeting and presentation schedules and clarify roles and responsibilities of both staff and consultant teams.
- B. Review all available background materials, historical documents, maps, site plans and other relevant information relating to the project.
- C. Perform site reviews and investigations, including a walk through with staff members.
- D. Conduct meetings and/or interviews with key stakeholders to identify site challenges, environmental constraints, desired improvements and their preferred future vision.
- E. Meet with the Sports Complex Committee to review their findings to date and identify their vision for the master plan.

The Consultant shall:

- A. Prepare a Master Plan with related narrative text, maps and visuals
- B. Furnish all labor, materials and equipment to perform the work as described and services in connection with the project in accordance with the requirements, criteria and instructions contained within this document.
- C. Furnish sufficient professional, technical, supervisory and administrative personnel to ensure the completion of the work, including but not limited to, the disciplines of Planning, Architecture, Engineering and Landscape Architecture as needed.
- D. Provide contractual arrangements, project submittal and design in accordance with recognized criteria, regulations, manuals and other applicable standards; and otherwise successfully provide all of the services required under this Request for Proposals.
- E. Commence work promptly after issuance of a contract agreement with the Town in order to complete the Master Plan within approximately six (6) months.
- F. Make site visits as necessary for analysis, observation, data collection and documentation of existing conditions.
- G. Review available existing information, plans and data provided by the Town.
- H. Receive input from various stakeholders.

### **Submittal of Work**

Final submittal of documents for the Master Plan shall include:

- Fifteen (15) bound color copies including site plans, drawings and text
- Complete Master Plan on a flash drive in a format to be approved by the Town
- Presentation boards
- All master planning documents in a PDF format for Town use

### **Proposed Timeline (Subject to change)**

1. Request for Proposals issued: May 15, 2018
2. Proposals due: June 8, 2018
3. Interviews of selected teams: June 14 or 21, 2018
4. Park Commission reviews staff recommendation: June 26, 2018
5. Town Board selects consultant: July 9, 2018
6. Consultant begins work: August 6, 2018
7. Project completion: February 2019

### **Proposal Submission Requirements**

Submissions should be submitted electronically (either by flash drive or email attachment in PDF format), along with one (1) hard copy and shall include the following:

- Firm name, address, telephone number and contact person. Identification of primary office location where work will be performed. A one page statement of interest in and qualifications for this project.
- Brief history of the firm.
- Identification of one project leader to serve as the primary contact. Identification of other key personnel as project team members, including detailed resumes.

- Discussion of the firm's specific abilities to provide the required professional services and qualifications related to the project requirements.
- Examples of specific knowledge and expertise related to this type of project.
- References of other municipalities for which the firm has provided similar professional services (minimum two references). Reference information must include:
  - Name of municipality
  - Project name
  - Contact person
  - Address
  - Telephone number
  - Firm's key personnel assigned to the referenced project
  - Copy of similar reports prepared for the project. (may be electronic only)

Inclusion of references in your proposal is also an agreement that the Town may contact the named references.

- Project Plan: Describe in narrative or outline form a detailed plan of services to be provided and a timeline for completing these services. The project plan should include a statement of the results to be expected.
- Detail your expectations of Town staff as it relates to this project.
- Describe the form and character of the final project/report.
- Provide detailed cost for services related to this project. Unit costs should be itemized.

#### **Description of the Selection Process**

RFP's and interviews will be evaluated on various criteria including, but not limited to, the following:

- Overall qualifications of the firm relative to this particular project
- Technical competency of the personnel assigned to the project
- Samples of similar work projects
- Past records of performance as determined from all available information to include contacting former clients
- The ability to complete to work within the proposed project schedule
- Capability and experience in engaging the public in the planning process
- Demonstrated history of creativity in the planning process
- Communication skills with staff and boards
- Quality of the proposal
- Overall costs and fees to be charged