



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

Request for Proposals

City of Robbinsdale – Parks Master Plan

Submissions Due – March 7, 2024, 4:00pm

Purpose

The City of Robbinsdale invites qualified firms to submit a proposal for consulting services to prepare a comprehensive Park System Master Plan with Implementation Guidelines. The Plan must:

- Establish a 10-year vision for the Robbinsdale Parks system, to meet current and future community needs that promote healthy living
- Align with the City of Robbinsdale 2040 Comprehensive Plan
- Assess existing Parks system, to ensure features and amenities (current and future) align with community needs, meet essential standards, and promote visioning through the perspective of a “third space”
- Review the City’s 14 parks, which total 110 acres, to ensure City facilities maximize goals including: creative placemaking, ensure inclusive and equitable access, and promote diverse experiences that are welcoming to all
- Evaluate connections, and usages, with neighboring entities, including the Robbinsdale School District, Three Rivers Parks District, the Minneapolis Parks Board, and area associations
- Review 10-year Capital Improvement Plan (CIP) to ensure infrastructure related needs are aligned with current and anticipated demographic, economic, and recreational trends and preferences
- Identify amenities and programming gaps for traditionally underserved populations. These efforts should consider the Parks System in relation existing infrastructure and land use, while considering future planning
- Promote sustainably minded approach for future implementation and enjoyment of parks
- Ensure community and stakeholder engagement is a part of the process

Background

The City of Robbinsdale has a strong commitment to providing high quality parks, trails, recreation facilities, and programming for all citizens and visitors to the community. The city maintains 14 parks and recreation areas totally 110 acres along with operating a community center. Previous planning has been completed that will provide a starting point for this project, including the Robbinsdale Capital Improvement Plan, City Park Inventory, and 2040 Comprehensive Plan.

The City of Robbinsdale is seeking professional services to create a Parks System Master Plan, and create a conceptual master plan for Sanborn Park. The Consultant will work closely with City staff, Park and Recreation Commission and other community groups in preparing these plans.

Stakeholders (planning process AND parks users):

- City of Robbinsdale Staff and City Council
- City Commissions
- Robbinsdale Residents
- Contracted Firm

Scope of Services

The following is a general expectation of tasks required by the consultant. A final scope of services will be negotiated and finalized with the selected consultant.

1. Conduct an assessment of park assets. Park inventory will be provided by City staff, but items that shall be evaluated by consultant will include:
 - a. Quality and Condition of Existing assets
 - b. Ensure City's CIP aligns with initial assessment (or otherwise), and make recommended adjustments. *Parks buildings/shelters may be reviewed at a high level, but the priority is field space, assets, and accessibility
 - c. Assess connectedness and accessibility for local (walkshed, bicyclists, and Robbinsdale residents generally) as well as regional access (eg: access from Grand Rounds, MPLS Parks Board Parkway, etc...)
2. Engagement. The consultant is expected to participate in community engagement:
 - a. Meet with City Officials
 - i. Staff – regularly
 - ii. Parks Commission – Two to three times
 - iii. City Council – At least once to present final DRAFT (may be a Council Work Session, or Open House to promote additional feedback).
 - b. Meet with Stakeholders/General Community Engagement. City Commissioners and City staff will ensure invitations to stakeholders and general community are properly communicated.
 - i. Meet in April to gather information specific to Sanborn Park
 - ii. Meet in May/June to host Open House
 - iii. Meet by end of July to host second Open House
3. Funding Mechanisms
 - a. Work with staff to understand how current funds are utilized (operational, CIP, etc...)
 - b. Identify potential funding sources, to include current and special revenue sources
 - c. For significant changes, work with staff to forecast long-term expenditures
 - d. Consider expenditures by value instead of cost



City of Robbinsdale, MN
 4100 Lakeview Avenue North
 Robbinsdale, Minnesota 55422-1898
 Phone: (763) 537-4534
 Fax: (763) 537-7344

4. Prepare and Deliver Parks Master Plan – The Master Plan shall:
 - a. Summarize findings for needs and desired updates, while recognizing challenges and opportunities
 - b. Establish a clear vision, goals, and objectives. These guidelines shall include
 - i. Sustainability (related to implementation, ongoing maintenance, and usage of amenities)
 - ii. Accessible design
 - iii. Current and future demographics of Robbinsdale and its visitors
 - iv. Local, regional, and national trends in recreation
 - v. Signage/wayfinding/historic resources

5. Implementation Guidelines
 - a. Prioritize implementation while considering:
 - i. Replacement, consolidation, repurposing, removal of amenities
 - ii. Promoting Sustainability
 - iii. Reflect the needs and desires of the community, to promote an inclusive parks system
 - iv. Ensure equity is considered as a part of decision making
 - b. Identify how recommendations align with current funding, and identify additional special revenue

Deliverables

The consultant is expected to deliver the final project electronically and printed format. Draft documents are expected to be a part of community engagement, and a FINAL DRAFT will be presented to the City Council at a Work Session.

Inquiries from potential consultants

Shall be submitted to Matt Bazyk, Recreation Services Manager, no later than March 3, 2024.

Projected Timetable

Event	Date
Issue Request for Proposals	February 14, 2024
Consultant Questions Due	March 3, 2024
Submissions Due	March 6, 2024
Staff present to Council Work Session	March 12, 2024
Council Approve Consultant	March 19, 2024
First meeting with Parks Commission	April 22, 2024
Public Open House	June 24, 2024
Public Open House	TBD
Present DRFT to Council	August 14, 2024
Complete contract – Deliver Master Plan	December 2024