

**Request for Proposal  
Engineering/Architectural Services for Hole in the Mountain Park  
Lincoln County, Minnesota**

**Project Overview**

Hole in the Mountain Park is located on the Buffalo Ridge in Lincoln County and has 1,000 acres of woodland and prairie. The park is a regional treasure due to its topography scenic landscapes, three campgrounds and trails. With steep hills and a rolling terrain, the park provides seven miles of challenging and scenic natural trails. In addition to natural trails, the park offers a 1.141 hard-surfaced non-motorized loop trail.

In 2017, Hole in the Mountain Park received a regional park designation by the Greater Minnesota Parks and Trails Commission (GMPTC). As part of that designation, the GMPTC recommended the Master Plan be improved to better match the facility's potential. The improvements to the Master Plan focused on three areas including:

- User Research to further define the needs of existing and new park users to ensure the demand will support the proposed improvements to the park. This research is currently underway. Preliminary data will be available for respondents to review upon request.
- Engineering/Architectural Services to create conceptual plans and costs estimates while also analyzing feasibility of concepts. This area is the focus of this RFP.
- Operational estimates to assist in the development of operation costs relative to the proposed future plans. A separate RFP is currently issued for these services. Respondents wishing to respond to both the Engineering RFP and Operational Estimate RFP should list prices for each service as well as a combined price if they are selected for both RFP's.

The Lincoln County Parks Department oversees the operations of Hole in the Mountain Park. Lincoln County, with funding from the Greater Minnesota Regional Parks and Trails Commission, is seeking proposals from qualified respondents to provide Engineering/Architectural services to create conceptual plans and cost estimates for identified improvements. The selected firm will also need to analyze the feasibility of identified improvements.

The successful respondent will be working with Development Services Inc of Ivanhoe (Project Consultant), County Park staff, and the County Board. The project is also receiving technical assistance from the National Park Service through the Rivers, Trails, and Conservation Assistance Program. The successful respondent may be required to attend meetings and provide reports on progress.

**Intent and Scope of RFP**

The Request for Proposal (RFP) offers an invitation for qualified Engineering/Architectural firms experienced in Park Planning to submit a competing proposal for Hole in the Mountain Park. In addition:

- The County will consider experience, capacity, cost, and proposed services in selecting a respondent.
- Interested firms will complete a proposal according to the standardized format which follows this narrative. Proposals will be reviewed jointly by Development Services Inc and a Committee

comprised of County Board Members, County Staff and Park Board Members. The County Board will approve the selected firm. County Board members must be free of financial conflicts of interest to participate in the selection of a firm.

**Scope of Services**

- Review user research data completed in previous years and in 2020. In collaboration with Development Services and County Park Staff, determine how user research impacts the existing Master Plan.
- Participate in bi-monthly check-in meetings on progress of project.
- Participate in two stakeholder discussion groups. The first stakeholder meeting will likely be held virtually. A date will be selected on one of the following dates: July 28<sup>th</sup>, July 29<sup>th</sup>, July 30<sup>th</sup>, August 4<sup>th</sup>, August 5<sup>th</sup>, or August 6<sup>th</sup>. The second stakeholder meeting will be held in mid-September.
- Review the concepts identified within the existing Master Plan and analyze feasibility of those concepts. Make recommendations for areas of improvement based on feasibility.
- Create conceptual plans for park improvements that will be incorporated into the Master Plan.
- Prepare cost estimates for the proposed park improvements.

**Application Review Considerations**

Applications will be rated based upon the qualifications and experience of the organization, experience in working with similar projects and Park Master Plans, and cost of services. The following factors and weighting will be used to rank proposals.

Criteria	
Background and experience of firm and personnel	20
Statement on Design Approach	10
Past performance and service on similar projects	25
Schedule	20
Cost	25
Total Points	100

**Timetable**

Release of RFP	June 15, 2020
Proposal Due Date	July 6, 2020
Review of proposals by DSI and Committee	July 8-9, 2020
Interviews/Presentations if required	July 13, 2020
Development of contract for County Board Review	July 14-15, 2020
Recommendation to County Board & Approve Contract	July 21, 2020

Contract Starts	July 22, 2020
Conceptual Design	September 30, 2020
Schematic Design	October 30, 2020
Submittal of Cost Estimates and Completion of Work	November 30, 2020

All proposals are due by 5:00 pm on July 6, 2020 to Lisa Graphenteen at [lisa@dsi-services.com](mailto:lisa@dsi-services.com).

The successful respondent must confirm within their proposal the ability to begin the project on July 22, 2020. Timelines for completion of the project are not flexible.

### ***RFP Application Instructions***

Please provide a response to each item in the order defined below.

- A. Company Information including experience with park planning and Park Master Plans. Include a brief statement on your planning/design approach.
- B. Provide the cost of providing services. Respondents shall indicate if the fee is a flat fee or hourly with a not to exceed contract amount. If respondents are interested in submitting a cost for both the Engineering/Architectural Services and Operational Costs they should provide a separate cost for each service and also a combined cost if they are selected for both RFP's.
- C. Project timelines if they differ from the RFP and confirmation you can meet RFP timelines.
- D. Contact person for this RFP; name, title, phone # and email address.
- E. Resumes or bios of staff that will be involved in the project.

### **Resources**

Potential respondents can request a copy of the existing Park Master Plan to get a sense of the proposed improvements. Respondents can also request the results of the preliminary data available through current community engagement to determine how results align or change the Park Master Plan.

### **Contact Person**

All inquiries related to this RFP should be directed to Lisa Graphenteen at [lisa@dsi-services.com](mailto:lisa@dsi-services.com) or (507) 227-5402.

**Request for Proposal**  
**Operational Budget Projections for Hole in the Mountain Park**  
**Lincoln County, Minnesota**

**Project Overview**

Hole in the Mountain Park is located on the Buffalo Ridge in Lincoln County and has 1,000 acres of woodland and prairie. The park is a regional treasure due to its topography scenic landscapes, three campgrounds and trails. With steep hills and a rolling terrain, the park provides seven miles of challenging and scenic natural trails. In addition to natural trails, the park offers a 1.141 hard-surfaced non-motorized loop trail.

In 2017, Hole in the Mountain Park received a regional park designation by the Greater Minnesota Parks and Trails Commission (GMPTC). As part of that designation, the GMPTC recommended the Master Plan be improved to better match the facility's potential. The improvements to the Master Plan focused on three areas including:

- User Research to further define the needs of existing and new park users to ensure the demand will support the proposed improvements to the park. This research is currently underway. Preliminary data will be available for respondents to review upon request.
- Engineering/Architectural Services to create conceptual plans and costs estimates while also analyzing feasibility of concepts. A separate RFP is currently issued for these services. Respondents wishing to respond to both the Engineering RFP and Operational Estimate RFP should list prices for each service as well as a combined price if they are selected for both RFP's.
- Operational budget estimates to assist in the development of operation costs relative to the proposed future plans at the park. This area is the focus of this RFP.

The Lincoln County Parks Department oversees the operations of Hole in the Mountain Park. Lincoln County, with funding from the Greater Minnesota Regional Parks and Trails Commission, is seeking proposals from qualified respondents to provide Operational Cost services to create budgets for future operational costs based on identified improvements within the Park Master Plan.

The successful respondent will be working with Development Services Inc of Ivanhoe (Project Consultant), County Park staff, and the County Board. The project is also receiving technical assistance from the National Park Service through the Rivers, Trails, and Conservation Assistance Program. The successful respondent may be required to attend meetings and provide reports on progress.

**Intent and Scope of RFP**

The Request for Proposal (RFP) offers an invitation for qualified Individuals or Firms experienced in creating budgets and operational costs for park systems to submit a competing proposal for Hole in the Mountain Park. In addition:

- When selecting a respondent, proposals will be evaluated based on: project experience, schedule, cost, and proposed services.
- Interested firms will complete a proposal according to the standardized format which follows this narrative. Proposals will be reviewed jointly by Development Services Inc and a Committee

comprised of County Board Member, County Staff, and Park Board Members. The County Board will approve the selected firm. County Board members must be free of financial conflicts of interest to participate in the selection of a firm.

**Scope of Services**

- Review the existing Master Plan and new information that was collected through 2020 user research and conceptual plans and cost estimates created in 2020 by an Engineering/ Architectural Firm. In collaboration with Development Services and County Park Staff, determine how this information impacts the existing Master Plan. The firm selected for the design of conceptual plans has a project completion date of November 30, 2020.
- Participate in bi-monthly check-in meetings on progress of project.
- Participate in at least two stakeholder virtual discussion groups and possibly four focus groups as cofacilitators with staff from DSI Inc. and the National Park Service.
- Review 2019 and 2020 budget data for the parks department.
- Based on this information, prepare operational budgets for the future improvements identified within the Park Master Plan. This will help the County understand the future management and operational costs that relate to the proposed improvements at the Park.

**Application Review Considerations**

Applications will be rated based upon the qualifications and experience of the individual or organization, experience in working with similar projects and Park Master Plans, and cost of services. The following factors and weighting will be used to rank proposals.

Criteria	
Background and experience of firm and personnel	20
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**Timetable**

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Development of contract for County Board Review	July 14-15, 2020
Recommendation to County Board & Approve Contract	July 21, 2020

Contract Starts July 22, 2020

Completion of Work January 30, 2021

All proposals are due by 5:00 pm on July 6, 2020 to Lisa Graphenteen at [lisa@dsi-services.com](mailto:lisa@dsi-services.com).

The successful respondent must confirm within their proposal the ability to begin the project on July 21, 2020. Timelines for completion of the project are not flexible. The completion of the operational budgets will be dependent on conceptual plans being developed in conjunction with this work. The required completion date for those conceptual plans is November 30, 2020.

### ***RFP Application Instructions***

Please provide a response to each item in the order defined below.

A. Company Information including experience with park planning and budgeting and Park Master Plans. Include a brief statement on your approach to cost estimating/budgeting.

B. Provide the cost of providing services. Respondents shall indicate if the fee is a flat fee or hourly with a not to exceed contract amount. If respondents are interested in submitting a cost for both the Engineering/Architectural Services and Operational Costs they should provide a separate cost for each service and also a combined cost if they are selected for both RFP's.

C. Project timelines if they differ from the RFP and confirmation you can meet RFP timelines.

D. Contact person for this RFP; name, title, phone # and email address.

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### **Resources**

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### **Contact Person**

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