



## Request for Proposal (RFP) for Elsie Stephens Park master plan update

### **Description of proposal**

This document constitutes a Request for Proposal (RFP) from qualified individuals and organizations to help update the existing master plan for Elsie Stephens Park, the proposal should integrate existing park development and future needs into a cohesive and strategic park design. This request is an offer by the City of Dayton to purchase, in accordance with the terms and conditions of this RFP, the services proposed by the successful vendor(s), by contract as needed.

The Respondent shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide services to the City of Dayton as follows:

- Develop a master plan that integrates existing park amenities and future amenities into a cohesive and strategic master plan.
- City of Dayton is looking to select a full-service vendor, to re-develop the existing master plan to provide a strategic plan that includes but is not limited to a phasing plan, budget expectations, amenity and equipment recommendations.
- We are looking to receive a proposal that will include information about your business, your experience in developing parks, examples of completed projects with references, and a timeline to complete development of such a plan and the associated costs.

### **City of Dayton Mission Statement**

The City of Dayton's mission is to promote a thriving community and to provide residents with a safe and pleasant place to live while preserving our rural character, creating connections to our natural resources, and providing customer service that is efficient, fiscally responsible, and responsive.

### **About Dayton**

The City of Dayton is located along the shores of the Crow and the Mississippi Rivers and is shared between Hennepin and Wright County. We are a progressively growing community with a population of approximately 11,000. Dayton is located along the I-94 corridor and is only 20 minutes from downtown Minneapolis, and 30 minutes from downtown St. Paul.

City Hall Information  
12260 S. Diamond Lake Road  
Dayton, MN 55327  
Phone (763) 427-4589

The City of Dayton purchased the property for Elsie Stephens Park a number of years ago with the intention of making this a premier park, with amenities that will attract visitors to the City. The site is a little over 21 acres with river frontage on the Mississippi River. This park has trail connection to Cloquet Overlook Park, which is a segment of a proposed regional trail, there is also an underpass connection to a 22-acre park at the River Hills neighborhood.

Park Address

Elsie Stephens Park  
14430 Dayton River Road,  
Dayton MN55327

**Scope of Work**

The City of Dayton is seeking a Landscape Architect to provide professional park design, development and implementation services. The successful proposal shall fully coordinate all services under an Agreement with City Staff. The intent of this project is to develop a premier, destination park in the City of Dayton:

- Create a unique park, that incorporates and enhances the original master plan.
- Develop a phasing plan for implementation of the amenities and facilities in the plan.
- Provide cost estimates and timelines for the various phases of development.
- Designs must incorporate completed park improvements from the three Phases completed or scheduled.
- Designs must maximize the natural aspects of this unique riverfront location.

The Respondent will provide the City of Dayton with consulting services as mutually agreed upon and described in a proposal statement of work which will govern any particular assignment that is engaged upon under this RFP.

The Statement of Work shall be drafted as an engagement letter between the parties setting forth the following:

- A complete and detailed description of the type(s) of services to be rendered by the Vendor.
- The applicable billing rates for the services to be rendered.
- Any additional terms and conditions to which the parties may agree.

**1 Process and Requirements**

- Vendors will submit their proposals within the timeframe indicated. The City of Dayton is committed to selecting the most competitive offer. Our evaluation will be geared to identify those proposals which offer the best combination of expertise and value. The City of Dayton will not, however, base its evaluation solely on price.
- No extension to the submittal date will be granted on an individual basis. If the City determines that the timeframe it has established for this RFP is inadequate, it may at its option extend the submission deadline to all offerors.

- Vendors agree that their proposals are an agreement to provide services at a stipulated rate to the City of Dayton. Those rates will be reflected in the Statement of Work engagement letter. All pricing schedules quoted in response to this RFP, must remain in effect for the duration of the contract if awarded.

## **2 Contract Terms and Conditions**

- The City of Dayton reserves the right to award all, part or none of this solicitation.
- This contract does not create an employment relationship. Individuals performing services required by the contract are not employees of the City. Vendor's employees shall not be considered employees of the City for any purpose and as such shall not be eligible for benefits accruing to City employees.
- Travel and Travel reimbursement is not authorized for this acquisition.
- This purchase is not subject to any sales tax. An exemption certificate will be furnished upon request.
- The vendor shall be paid upon submission of proper invoices to the City at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment.
- All billing and subsequent payments must be in arrears.
- No oral statement, facsimile, mail or other notification issued by the vendor shall modify or otherwise effect the terms, conditions, or specifications stated in this purchase order unless accepted in writing by the City.
- The vendor shall have the capability, experience and expertise to provide the City of Dayton with services in accordance with the requirements set forth herein and consistent with the representations made in the submission under this RFP.

## **3 Proposal Format**

- a. Five bound hard copies and 2 digital copies of each proposal shall be submitted to the City of Dayton.
- b. The City of Dayton will not provide any reimbursement for any cost associated with the development or presentation of a proposal.
- c. Failure to include any of the following information may have an adverse impact on the evaluation of a proposal.
- d. Vendors shall complete all of section 4. The vendor should respond to the main themes of each of the outlined areas in Section 4 in a comprehensive, and succinct, narrative that addresses the City's core needs as outlined above. The vendor should provide corresponding examples, sample work products or references as requested. The Selection Committee may request additional detailed responses to individual questions during the oral presentation phase.
- e. Inclusion of client information or references that reflect upon the offerors consulting expertise or experience is desirable.
- f. Proposal should be prepared in a standard 8 1/2 x 11 format and adequately bound.

- g. Table of Contents and an executive summary of the proposal should be included.
- h. A fee schedule for work proposed under the RFP should be included.

## **4 Evaluation and Selection Criteria**

If an award is made as a result of this RFP, it will be awarded to the vendor(s) whose proposal is most thorough and advantageous to the City of Dayton, including price as well as demonstrated technical ability, overall expertise and recommendations.

The following factors will be considered during the assessment process:

- The vendor's overall ability, capacity and skill to provide the service required.
- The vendor's reputation and experience.
- The vendor's staffing plan and commitment to respond to issues and questions for the length of the contract.
- Quality of current or previous projects.
- Previous experience in similar municipal branding campaigns.
- Technical ability and customer service approach.
- Cost.
- Any other reason deemed proper by the City of Dayton.

## **Proposal Details**

### **Company Details**

- Company name and parent company name.
- Ownership structure.
- Years in operation.
- Mailing address.
- Primary phone.
- Fax number.
- Website URL
- Primary point of contact, (name, title, phone and e-mail address).
- Biographies of primary team members who would be engaged in this project.
- Total number of employees.
- Please provide a comprehensive pricing and/or rate sheet for all potential services you might provide under this RFP should you be selected as a service provider.

Are there any potential conflicts with existing vendor client base and this RFP.

### **Capabilities and Experience**

- List all capabilities.
- List all experience you have with similar master plan development projects.
- Provide detail on any specific industry or type of work your firm specializes in.
- Provide three detailed case studies of similar park development projects.

### **Park Master Plan development**

- Tell us the process that you would use to develop the park master plan for Dayton:
  - Provide a detailed description of your work plan.
  - Detailed list of tasks to be accomplished and the amount of budget hours for each task and sub-task.
- Identify deliverables and provide numbers of revisions that are included.
- Detail the technical needs and systematic implementation that would be needed.
- Detail project management from your company.
- Level of staff participation.
- Meetings identified through work plan with staff and a master plan development subcommittee.
- Outline analytical metrics that will be integrated into measuring the success of the plan.

### **RFP Deadline**

Completed proposals relating to the RFP must be received by the City of Dayton on or before January 17 2025 at 12.00 noon. All proposals with the appropriate required information must be submitted in a sealed package. The outside of the package must contain the name of the submitting vendor, the due date and name of the project.

Please submit the proposal material to:  
Martin Farrell  
City of Dayton  
12260 South Diamond Lake Road  
Dayton MN 55327

Vendor questions due date.

Please forward any questions via e-mail to: [mfarrell@cityofdaytonmn.com](mailto:mfarrell@cityofdaytonmn.com) by January 9, 2025. Responses will be provided by January 13 2025 to all respondents. Questions will not be considered unless submitted via email. Telephone calls or personal visits to the City of Dayton offices are prohibited during the solicitation and evaluation process.

Proposals submitted after the due date and time will not be considered, no exceptions.

Schedule of RFP process and project timeline

Issue Date: December 12, 2024.

Proposal Due: January 17 2025 AT 12.00 noon.

Staff review proposals and schedule interviews by January 24, 2025.








Selected proposals Interview with Park Commission February 4 2025.

Selected Proposal Final Interviews with City Council: February 11, 2025 (tentative).

Finalize contract and award: February 25, 2025 (tentative).



**LEGEND**

-  Existing Trees
-  Open Lawn
-  Prairie/Meadow
-  New Trail
-  Existing/Proposed Structures
-  Garden Area
-  Parking

**PREFERRED CONCEPT**





## LEGEND

- 1 Year Round Event Center
- 2 The Patio
- 3 Veteran's Memorail Space & Garden
- 4 Outdoor Performace Area
- 5 Seasonal Docks and Fishing Pier
- 6 Parking with Stormwater Enhancements
- 7 Overflow Parking Area
- 8 Existing Boathouse
- 9 Playground Area
- 10 Enhanced Horse Barn
- 11 Existing Silos
- 12 Picnic Area with Shelter
- 13 Outdoor Classroom
- 14 Relocated Historic School House Building
- 15 Carry-In Boat Access
- 16 Restored Prairie
- 17 Trail
- 18 Regional Trail Along Dayton River Road
- 19 Proposed Trail Underpass
- 20 Existing Stairs
- 21 Existing Overlook
- 22 Existing Parking
- 23 Existing Shelter and Playground
- 24 851 OHWL
- 25 200' Structure Setback

## PREFERRED CONCEPT







## LEGEND

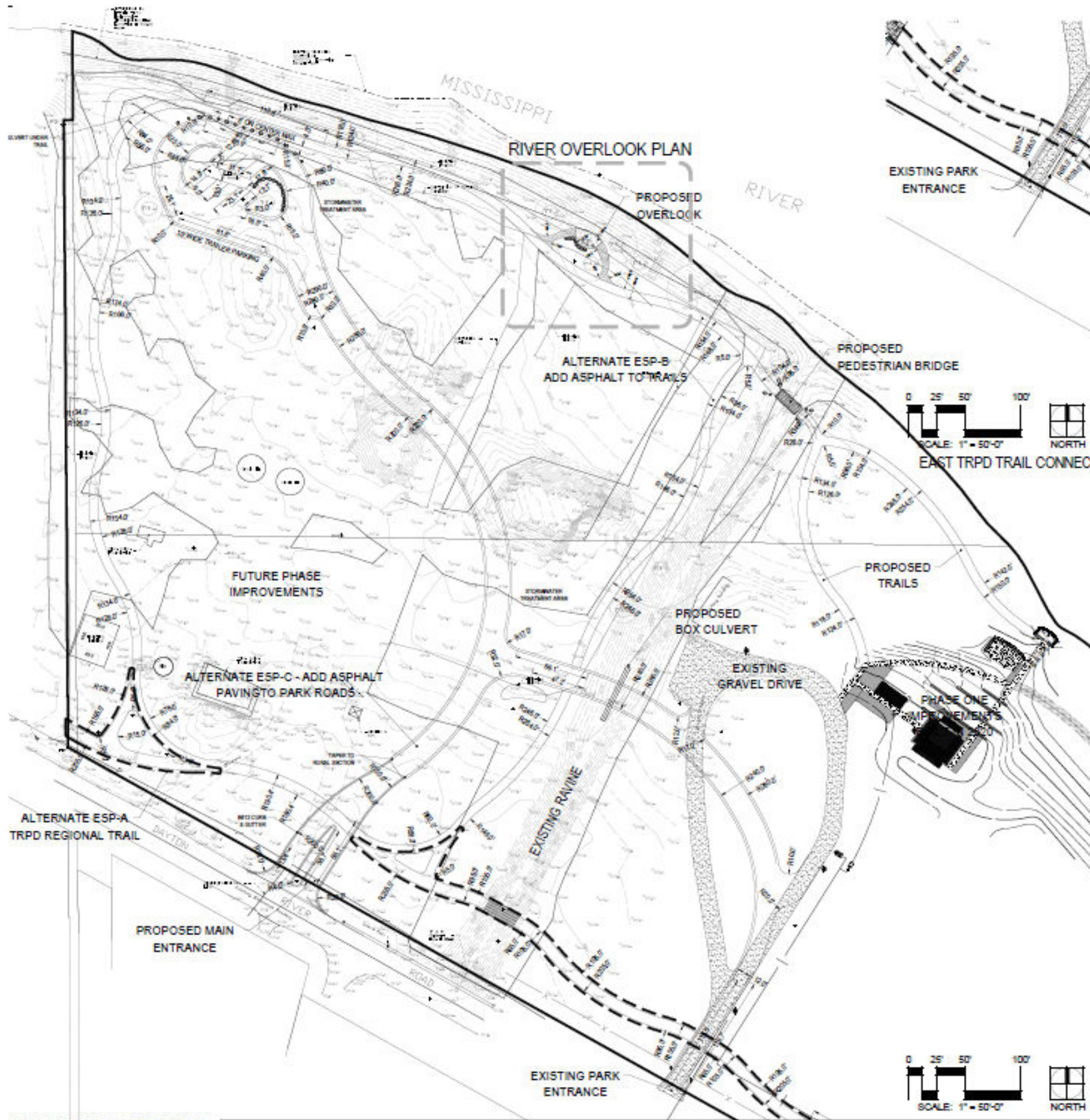
- 1 Year Round Event Center (reception space for 250-300 people)
- 2 The Patio (utilize historic residence footprint and chimney. Provide arbors and seating with views to the river)
- 3 Veteran's Memorail Space & Garden
- 4 Outdoor Performace Area
- 5 Performance Platform
- 6 Seasonal Docks and Fishing Pier
- 7 Parking with Stormwater Enhancements
- 8 Overflow Parking Area
- 9 Existing Boathouse
- 10 Playground Area (utilize barn footprint and stone wall)
- 11 Enhanced Horse Barn (potential uses are city office space, picnic shelter, trail head, storage)
- 12 Existing Silos (climbing wall, viewing/overlook opportunity)
- 13 Picnic Area with Shelter (maintain existing farm house location for new shelter structure)
- 14 Outdoor Classroom
- 15 Relocated Historic School House Building (rental space for canoe, kayak, cross country ski and snow shoes)
- 16 Carry-In Boat Access
- 17 Restored Prairie
- 18 Trail
- 19 Regional Trail Along Dayton River Road
- 20 Proposed Trail Underpass
- 21 Added Turn Lane and Access Enhancements
- 22 Entry Signage
- 23 Enhance Existing Drainage Way
- 24 Existing Stairs



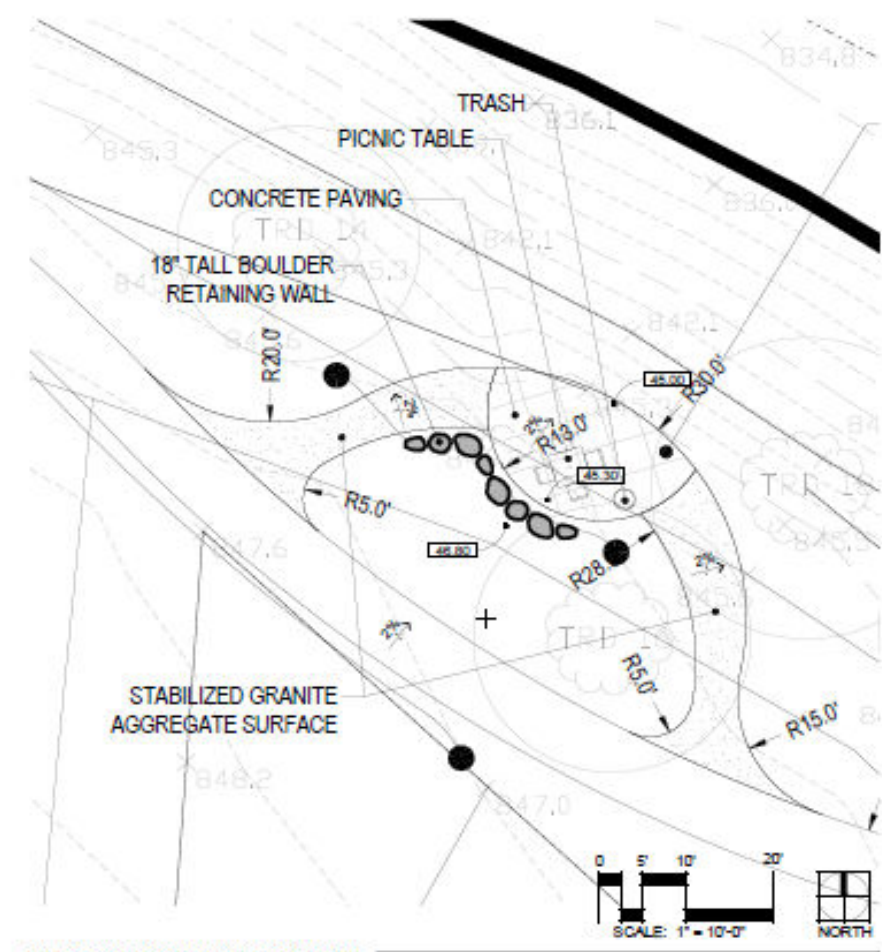
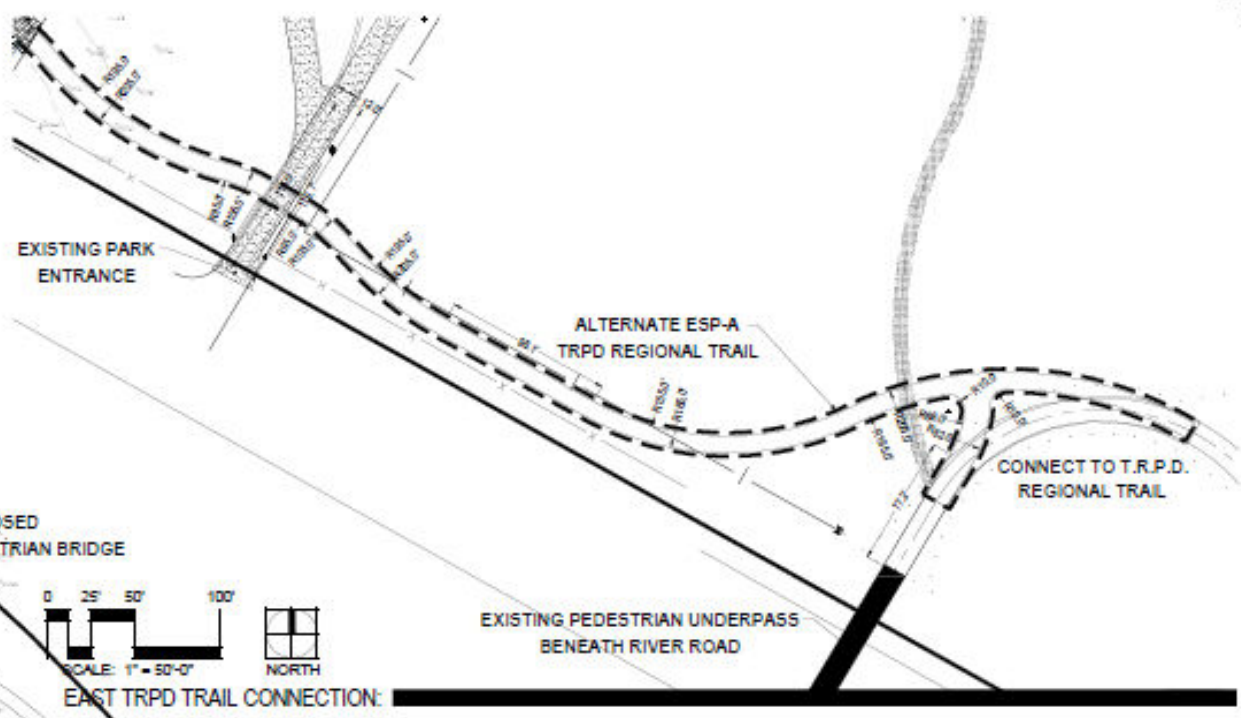
## LEGEND

- Phase 1 -  
Parking, Park Entrance Road, The Patio, Trails  
to Access the River
- Phase 2 -  
Regional Trail Connections
- Phase 3 -  
The plan is set up to add any of the remaining  
park elements as funding allows





MAIN PARK AREA LAYOUT PLAN:



RIVER OVERLOOK ENLARGEMENT:

Project Name:  
**DAYTON 2022  
 PARK IMPROVEMENT  
 PACKAGE**

Dayton, Minnesota  
 consultant sheet 0

This plan is copyrighted and shall not be used for any other project without the written permission from ELSIE STEPHENS, INC.

I hereby certify that the plan was prepared by me or under my direct supervision and that I am a Registered Landscape Architect under the laws of the State of Missouri.

Name: **Paul Kang**  
 Registration #: **280**

*Paul Kang*  
 Signature:

Project #: **22-0**  
 Date: **02-21-20**  
 Revision:  
 Drawn By:  
 Checked By:

Sheet Title:  
**ELSIE STEPHENS  
 OVERALL LAYOUT  
 & RIVER OVERLOOK**

Sheet Number:

**ESP-1**

ELSIE STEPHENS  
MEMORIAL PARK  
PHASE III

DAYTON, MN

MARCH 18, 2024



PHASE III  
PREFERRED  
ELEMENTS

