



## **Village of Sussex, Wisconsin Request For Proposal Prides Crossing Park Plan**

The Village of Sussex is seeking proposals from qualified firms for developing a Park Plan for Prides Crossing Park.

### **Quote Submittal and Closing Date:**

Proposals and all written inquiries related to this Quote Request are to be marked CONFIDENTIAL – Prides Crossing Park Plan, sealed and submitted to:

Amy Jeske, Director of Recreational Services  
Village of Sussex  
N64W23760 Main Street  
Sussex, WI 53089  
(262) 246-6447  
Fax: (262) 246-6337  
amyjeske@wi.rr.com

All proposals must be received at the above address by August 5, 2010 at 5:00 p.m. Proposals will become part of the official files of the Village of Sussex and cannot be returned. No late quotes will be accepted, no exceptions.

### **Scope of Work:**

#### **BACKGROUND**

The Village of Sussex is seeking quotes from qualified consultants to do a Park Plan for Prides Crossing Park. The Village of Sussex is 7.24 square miles and is 9 miles north of Waukesha. With a population of approximately 10,050, the Village is still experiencing growth. Prides Crossing Park is a neighborhood park located in the northern portion of the Village on the corner of Prides Road and Flintlock Drive. This is a 4.9 acre site containing playground equipment, a picnic area, an open playfield, and a sand lot. A portion of the park is left natural for passive recreation. There is potential for a future 5.6 acre expansion to the south west of Prides Crossing Park.

## PROJECT DESCRIPTION

The Village of Sussex is looking to establish an updated park plan for Prides Crossing Park. The following should be included in the plan:

1. Organize and Attend a Kick-off Meeting with Village Staff
  - a. Establish key issues, goals and objectives of project, schedule, coordination of plans and contacts.
2. Data Collection
  - a. Review plans, information, and reports from the Village.
3. Public workshop for the purposes of gathering resident/stakeholder input relative to the park planning.
4. Outline of existing park conditions and issues as they relate to Prides Crossing Park.
5. Permit Identification
  - a. Identify potential regulatory permits required and associated costs .
6. Preliminary Plan Goals
  - a. Create at least two alternative park plans for review by the Parks and Recreation Board
  - b. Address neighborhood needs for the park.
  - c. Lower annual maintenance costs.
  - d. Creation of a highly graphical/illustrative document and maps to facilitate readability/understanding as well as to enhance implementation.
  - e. Cost estimate.
  - f. Funding application assistance.
7. Attend 2 public meetings at the Parks and Recreation Board to publicly present the plan alternatives.
8. Final plan
  - a. Cost estimate for construction including a 5 year capital improvement plan, tools/mechanisms to fund implementation of the plan, and ongoing maintenance plan.
  - b. The Consultant shall present the final plan to the Village of Sussex Parks and Recreation Board and the Village Board.

### **Award:**

Award of the contract is in the sole discretion of the Park and Recreation Board. The Board will determine which quote best meets the objectives. The right to make no award is reserved.