



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 4/21/2021

RE: Action Item: Request to award contract to ISG for master planning design services for Lundgaard Park in the amount of \$27,700 with a design contingency of \$2,300 for a total contract not to exceed \$30,000.

On February 24, 2021, Request for Proposals were received from five firms for master planning and design services for Lundgaard Park. After review of the proposals by a seven-person panel including Fire Department staff, Parks, Recreation and Facilities Management staff and Lindsey Lundgaard, ISG was unanimously selected by the review team to be recommended for award of the contract.

The process to get to this step began during the 2020 city budget process when the Common Council approved funding to begin master planning and design for the new park. The parkland was acquired in 1999 and dedicated as Lundgaard Park in 2020.

The Request for Proposals were evaluated for relevant experience, project success, project team, project understanding/study methodology, project schedule, and cost. It was important that the firms clearly demonstrated experience in the planning and design of parks and memorials. Additionally, the firms had to present an ability to foster strong public engagement throughout the design process.

The work will include a master plan for the park including a final conceptual design. Input will be gathered by the community and numerous stakeholders. A final design is anticipated to be completed by fall.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.