

## REQUEST FOR PROPOSAL

**Project:** Minnesota River Valley Recreation and Conservation Master Plan

**Proposal Due Date:** March 4, 2016 @ 4:30 p.m.

**Contact and Submittal Information:**

Mark A. Erickson, Director  
Renville County Division of Environment and Community Development  
Renville County Government Services Center  
105 South 5<sup>th</sup> Street, Suite 311  
Olivia, MN 56277  
Telephone: 320-523-3702  
Fax: 320-523-3843  
Email: [MarKE@renvillecountymn.com](mailto:MarKE@renvillecountymn.com)

**General Information**

Redwood and Renville Counties have received a 2015 funding proposal from the Environment and Natural Resources Trust Fund (ENRTF) for the development of an outdoor recreation and conservation master plan along the Minnesota River Valley.

The counties recognize the need to protect, restore, and enhance the natural, historical, and cultural resources of the Minnesota River Valley for future generations to explore and enjoy. The counties also recognize that the Minnesota River Valley provides an economic opportunity to develop an outdoor recreational destination that would promote regional economic growth, development, and tourism.

The Minnesota Department of Natural Resources is also concurrently developing a master plan to address the conservation of the natural and cultural resources of the Minnesota River Valley area in Redwood and Renville Counties and to provide for the shared use, enjoyment, and understanding of these resources through a broad selection of outdoor recreational opportunities and recreational travel routes that connect units of the outdoor recreation system in the river valley. The plan will also address the impacts to the natural and cultural resources, interpretive services, recreational opportunities, and administrative activities in the area and provide recommendations on the unit designation of the area under the Outdoor Recreation Act.

**Project Description**

Redwood/Renville Counties seek to select a consultant and enter into a Scope of Services Agreement to provide design services for development of an outdoor recreation and conservation master plan along the Minnesota River Valley. The planning consultant will oversee each of the project phases that will include information gathering, findings and visioning, and plan development and completion. Information gathering will include the holding of public meetings and interviews; public surveys of County residents; inventory and assessment of existing

facilities and historical, cultural, and archeological sites and features; and analysis of demographics and trends. Findings and visioning will include review of the findings and analysis and development of plan recommendations. Plan development will include development of the master plan, capital improvement cost estimates, land acquisition decision-making tools, long-term funding, operation, and marketing strategies. The planning consultant will hold four open houses to present the plan and seek input from the public to complete the final master planning document.

All work is to be completed by June 1, 2017.

**Scope of Work**

<b>Outcome</b>	<b>Estimated Completion Date</b>
1. Inventory of existing area outdoor recreation facilities and services and historical, cultural, and archeological sites and features.	August 2016
2. Analysis of demographics, population projections, and trends to identify needed park facility and trail improvements and new outdoor recreational uses and opportunities.	September 2016
3. Analysis of outdoor recreational usage patterns and preferences, and use of existing parks and trails through public meetings, focus groups, stakeholder interviews, and surveys.	October 2016
4. Identification of ecological and natural areas that should be preserved, protected, or restored.	November 2016
5. Development of draft outdoor recreation and conservation park and trail master plan.	February 2017
6. Development of capital improvement cost estimates, decision-making tools for sustainable and wise land use and acquisition decisions, and long-term funding and operational strategies to implement and sustain master plan recommendations.	March 2017
7. Development of marketing tools and strategies to increase tourism by raising awareness of the Minnesota River Valley as an outdoor recreation destination.	April 2017
8. Hold four open house meetings.	May 2017
9. Completion of outdoor recreation and conservation park and trail master plan.	June 2017

**Proposal Content**

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

**Responder Information**

Responders must provide their company name, business address, the contact person’s name, telephone number, fax number, and email address.

### Project Understanding

Responders must provide a statement of the objectives, goals, and tasks to show or demonstrate the responder's view of the nature of the project.

### Background and Experience

Responders must provide a detailed description of the responder's background and experience with similar projects. This should include examples of similar work indicating the responder's level of involvement in the project and the key personnel involved with the project.

### Key Personnel

Responders must provide a list of the key personnel who will be assigned to the project and their area of responsibility. Responders must provide a statement for each of the key personnel detailing their training, work experience, and qualifications relevant to the proposed work.

### County Participation

Responders must identify the level of County participation that will be required on the project as well as any other services to be provided by Redwood/Renville Counties.

### Work Plan

Responders must provide a detailed work plan identifying the major tasks to be accomplished. The work plan must present the responder's approach, task breakdown, and deliverable due dates. Clearly identify anticipated timeframes for each major project task or element.

### Budget

Responders must provide a detailed budget including cost of services corresponding to the tasks within the work plan. Costs shall be based on hourly rates plus indirect costs with a not-to-exceed maximum. Use of sub-consultant services shall follow the same format without additional surcharge by the prime consultant. Any additional services offered that are not considered part of the required work plan shall be listed separately.

### **Proposal Evaluation**

Representatives of the Redwood/Renville County Minnesota River Valley Master Plan Task Force will evaluate all proposals received by the proposal due date. All proposals will be evaluated on the basis of consultant qualifications, experience on similar projects, project approach and organization, consultant fees and costs, and proposed work plan schedule. Selected consultants will be asked to make oral presentations of their proposals to the Task Force at the expense of the consultant. Oral presentations will be held the week of April 4, 2016. Upon conclusion of the evaluation process, the Task Force will select a consultant and negotiate a contract. The Task Force reserves the right to accept or deny any or all proposals.

Sacred Heart

**Renville  
County**

Belview

Delhi

Morton

Redwood  
Falls

Franklin

Fairfax

**Redwood  
County**

Morgan



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

***Minnesota River Valley Recreation & Conservation Master Plan Project Area***