

## **Request for Proposal for Master Planning Project from *Friends of Lake Forest Parks and Recreation Foundation***

### RFP Goal:

The Friends of Lake Forest Parks and Recreation Foundation “Friends” is requesting a proposal from a proven Service Provider for a Master Planning Project to support the development of a new updated long-range plan. This new Master Plan will be used by “Friends” along with the City of Lake Forest’s governing bodies and management team to guide and plan for large-scale capital projects.

### Background and Guidance:

The City of Lake Forest commissioned a ten year Master Plan in 2008 (made available upon request). This 2008 Plan provides a highly detailed assessment of the current assets, complete with Plat/Survey information, engineering information, etc.

The Project does not want to pay a Service Provider to re-assess all of this information, but rather focus on an information gathering exercise to help identify potential capital projects aimed to dramatically improve the current or future Parks & Recs assets, along with feasibility of such projects with high level recommendations how, where, how much and key requirements for each of those identified projects

### RFP Project Scope:

This RFP aims establish a solution complete with pricing and timing during for supporting a phased Master Planning Project that will include:

- *Assessment Phase* -- Conduct required information gathering (e.g., surveying, benchmarking, needs assessments) that will be analyzed and used to support the recommendations and prioritization of Projects to be included in the long-range plan
- *Feasibility Phase* -- based on the results of the Assessment, Service Provider needs to work with the various stakeholders and conduct a feasibility report on how and where each Project could be implemented along with rough estimates on implementation costs and key requirements.

Implementation phases will be subject to future RFP activity. However, if you believe there are other phases or solutions to share outside the Assessment and Feasibility phases, please include those solutions and costs separately. Additionally, it is expected that for each of Assessment and Feasibility Phases will require a series of meetings, interactions and events to support the phased activities along with both interim/draft and final written deliverables that would include key findings, results, recommendations and supporting information. In your response, please also list out any requirements that you will need from the Friends of Lake Forest Parks & Recs and/or the City of Lake Forest.

Note all costs during the proposal phase are to be incurred by the proposing vendor. Additionally, any and all costs for travel and other business expenses incurred during the Assessment and Feasibility phases need to be included in your submitted pricing.