



GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

**Thursday, September 11, 2025
4:00 PM**

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Economic Development Authority will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Thursday, September 11, 2025 at 4:00 PM.

CALL TO ORDER

CALL OF ROLL

SETTING OF THE REGULAR AGENDA - *This is an opportunity to approve the regular agenda as presented, or to add/delete an agenda item by a majority vote of the Commissioners present .*

APPROVE MINUTES

- [1.](#) Consider approval of minutes from the August 28, 2025 regular meeting.

APPROVE CLAIMS

- [2.](#) Consider approval of claims in the amount of \$7465.20

BUSINESS

- [3.](#) Consider approving a proposal for professional planning services in connection with the preparation of a master plan for Legion Park submitted by Bolton & Menk and authorize the GREDA President to execute the necessary contract for those services.

UPDATES

ADJOURN

MEMBERS & TERMS

Dan Mertes - 12/31/2025 Council Representative

Rick Blake - 12/31/2025 Council Representative

Wayne Bruns - 3/1/31

Sholom Blake - 3/1/31

Al Hodnik - 3/1/27

Bill Martinetto - 3/1/29



GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

**Thursday, August 28, 2025
4:00 PM**

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Economic Development Authority will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Thursday, August 28, 2025 at 4:00 PM.

CALL TO ORDER

CALL OF ROLL

PRESENT

President Sholom Blake
Commissioner Wayne Bruns
Commissioner Bill Martinetto
Council Representative Rick Blake
Council Representative Dan Mertes

ABSENT

Commissioner Al Hodnik

SETTING OF THE REGULAR AGENDA - *This is an opportunity to approve the regular agenda as presented, or to add/delete an agenda item by a majority vote of the Commissioners present .*

APPROVE MINUTES

1. Consider approval of minutes from the August 14, 2025 regular meeting.

Motion by Commissioner Mertes, second by Commissioner Martinetto to approve minutes from the August 14, 2025 regular meeting. The following voted in favor thereof: R. Blake, Martinetto, S. Blake, Mertes, Bruns. Opposed: None, motion passed unanimously.

APPROVE CLAIMS

2. Consider approval of claims in the amount of \$300.00

Motion by Commissioner R. Blake, second by Commissioner Martinetto to approve claims in the amount of \$300.00. The following voted in favor thereof: Bruns, Mertes, S. Blake, Martinetto, R. Blake. Opposed: None, motion passed unanimously.

BUSINESS

3. Presentation of the completed draft *Highway 2 Land Use and Economic Development Study* – Bolton & Menk

Mike Thompson from Bolton & Menk presented the draft Highway 2 Land Use and Economic Development study. The study addressed local access, business growth and public realm. Recommendations were provided using public input and focused on the downtown, 10th Avenue NW node and goods and services segments.

Motion by Commissioner Bruns, second by Commissioner Mertes to approve the Highway 2 Land Use and Economic Development study. The following voted in favor thereof: Bruns, Mertes, S. Blake, Martinetto, R. Blake. Opposed: None, motion passed unanimously.

UPDATES

Downtown Alliance- Staff has been working with the consultants and they have selected 3 co-chairs, Michelle Carlson, Bill Martinetto and Mindy Nuhring. They will meet next week to identify potential board members.

Legion Park Master Plan- The RFP's will be reviewed by staff and a recommendation will be brought to the GREDA on September 11, 2025.

Former Farm Coop- SEH has been working with contractors to get estimates for the demolition and staff will be submitting a grant application to the IRRRB for the demolition.

Former Admin Building- Mr. Mattei submitted a grant application to the IRRRB for site preparation.

ADJOURN

There being no further business the meeting adjourned at 4:49 p.m.

MEMBERS & TERMS

Dan Mertes - 12/31/2025 Council Representative

Rick Blake - 12/31/2025 Council Representative

Wayne Bruns - 3/1/31

Sholom Blake - 3/1/31

Al Hodnik - 3/1/27

Bill Martinetto - 3/1/29

EDA Bill List - September 11, 2025

Item 2.

Meeting Identifier	Name	Payment Amount
EDA Meeting	JKing Consulting	7,270.20
EDA Meeting	CHAD B STERLE LAW OFFICE P.C.	195.00
Total		7,465.20



REQUEST FOR GRAND RAPIDS EDA ACTION

AGENDA DATE: August 11, 2025

STATEMENT OF ISSUE: Consider approving a proposal for professional planning services in connection with the preparation of a master plan for Legion Park submitted by Bolton & Menk and authorize the GREDA President to execute the necessary contract for those services.

PREPARED BY: Rob Mattei, Executive Director

BACKGROUND:

At the July 24th GREDA meeting, Commissioners approved the issuance of a Request for Proposals for professional planning services in connection with the preparation of a Master Plan for Legion Park.

In accordance with the RFP and based upon extensive engagement of user groups and the public, the first phase of the study will evaluate, measure and summarize the existing needs and uses of Legion Park. The second phase of the Study will identify future options for enhancing and/or expanding the Park with a goal of optimizing its impact as a community asset and economic driver.

This work will be done in coordination with a study by the U of M Extension that will measure the current economic impact created by the Park, and a projection of future economic impact, stemming from implementation of the final Plan's recommendations.

This planning effort is being funded through the Blandin Foundation grant to GREDA. Within that larger grant of \$2.8M, a total budget of \$165,000 is dedicated to this project. That budget will also fund the economic impact analysis prepared by the U of M Extension.

A total of seven proposals were individually received, reviewed and evaluated by the City Engineer/Public Works Director, Park and Recreation Director, City Administrator, Zoning Administrator and me. It was a consensus of this group that the most qualified and responsive proposal was submitted by the firm of Bolton & Menk (attached). Bolton & Menk has proposed to complete this work for a fee not to exceed \$124,729 (cost proposal attached).

RECOMMENDATION:

Staff is recommending that GREDA award the proposal for the Legion Park Master Plan project to Bolton & Menk.

REQUIRED ACTION: Pass a motion approving the proposal for professional planning services in connection with the preparation of a master plan for Legion Park submitted by Bolton & Menk and authorize the GREDA President to execute the necessary contract for those services.



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE



Proposal for Legion Park Master Plan

City of Grand Rapids | August 28, 2025

Contact:

Jonathan Nelsen, PLA
608-692-0331

Jonathan.Nelsen@bolton-menk.com

504 NW 1st Avenue | Suite 205
Grand Rapids, MN 55744

218-571-4347 | Bolton-Menk.com



**BOLTON
& MENK**

Real People. Real Solutions.



Real People. Real Solutions.

504 NW 1st Avenue | Suite 205
Grand Rapids, MN 55744
218-571-4347 | Bolton-Menk.com

August 28, 2025

Matt Wegwerth, PE
Director of Public Works/City Engineer
420 N. Pokegama Avenue
Grand Rapids, MN 55744-2662

RE: Proposal for Legion Park
Master Plan

Dear Matt and Selection Committee:

With recreational trails, athletic facilities, a skate park, and additional amenities that serve more than 20 extracurricular activities, Legion Park has the potential to provide greater economic benefit to the City of Grand Rapids. A master plan will provide a clear vision for Legion Park to maximize those benefits, but without one, the city may struggle with inconsistent development, inefficient resource allocation, and missed opportunities. Bolton & Menk, Inc. is excited to help Grand Rapids create an effective blueprint for the future of Legion Park. When you partner with us on this project, you will benefit from our:

Commitment to the Community.

With an office located in Grand Rapids, Bolton & Menk is ingrained in the community. We have had many team members work on projects for the city and Grand Rapids Economic Development Authority (GREDA), including recent work by Robin Cauffman on the Highway 2 Small Area Plan and Andrew Brotzler on the US Highway 169 Lighting project. Robin, Andrew, and our Grand Rapids staff will use their established relationships within the community to hit the ground running and provide guidance to the Bolton & Menk project team. While we have established a strong professional connection to the City of Grand Rapids over the years, rest assured our connection isn't transactional. Many of our team members call the Grand Rapids area home and routinely use Legion Park. Our roots are deeply planted in the City of Grand Rapids and we look forward to bringing an implementable approach that creates solutions that benefit us all.

Proactive Engagement Process.

Our approach is to provide an open, equitable, and collaborative process that engages a range of community stakeholders. From our work on the Highway 2 Small Area Plan, we are very familiar with the needs and processes of the city, GREDA, and other agency stakeholders. We performed robust public engagement on that project, providing a variety of ways for residents, businesses, and other stakeholders to share their input. From online surveys to in-person walking tours, we successfully brought all voices to the table. Bolton & Menk is very familiar with your public engagement process, which makes us best positioned to develop and deliver a customized, creative, and effective engagement plan for the Legion Park Master Plan project.

In-House Funding Expertise.

Bolton & Menk has secured more than \$2 billion for our clients over the last 25 years. Our funding work group continually researches funding opportunities and regularly shares the information with our clients. Our team will help position the City of Grand Rapids for a range of opportunities. Our proven ability to leverage the right funding opportunities is crucial in developing and delivering projects meeting everyone's needs while specifically advocating for the City of Grand Rapids' interests.

In continued service to the City of Grand Rapids, we are excited at the opportunity to complete the Legion Park Master Plan. I will serve as your lead client contact and project manager. Please contact me at 608-692-0331 or Jonathan.Nelsen@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Jonathan Nelsen, PLA
Project Manager



Perspective Concept Rendering, Spartanburg County, SC

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Submitted Separately



Clarks Creek Community Park,
Mecklenburg County Park and Recreation, NC

Firm Overview

Sleeves Rolled Up

Two hardworking Midwesterners started our story from a garage in 1949. John Bolton and Martin Menk’s goals were to help surrounding communities advance the natural and built environments by listening and leading. From humble beginnings, they epitomized the backbone and spirit of a firm dedicated to well designed and engineered projects that endure.

We have grown from that modest garage into a dynamic collective of designers, planners, landscape architects, engineers, researchers, artists, scientists, strategists, storytellers, doers, dreamers, realists, collaborators, problem-solvers, and creators.

We Believe

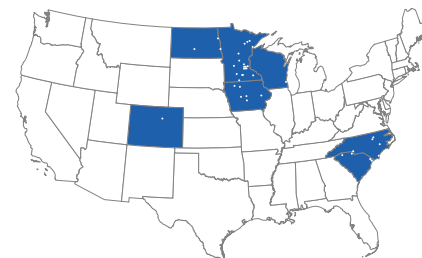
Our people believe in the power of placemaking. Rooted in collaborative problem solving and a passion for creating unique places, our design teams establish visionary place-based planning guidance, conceptual design vision, and possess the expertise to articulate timeless, safe, and sustainable projects.

Design Rigor

Our practice is intentional. We plan, design, and engineer within the site context, function, and ambitions of a project to exceed client expectations. Our design rigor is the guiding framework of our practice to ensure projects are responsive to their scale, place, and community.

Local Love, National Knowledge

We know how important it is to embrace the local context and what makes each place special. Beyond our ties and understanding to the local pulse of a place, we also rely on our extensive national perspective and resources. Our connected group of people have a wealth of experience on various project types from the coast, to the Rockies, and throughout the plains.



Our Design Philosophy

At Bolton & Menk, our approach to park planning is rooted in a deep respect for the social, economic, human, and environmental values that shape vibrant, inclusive communities. We believe parks are more than recreational spaces—they are essential public assets that foster connection, promote wellness, and reflect the identity of the people they serve.

Socially, we prioritize meaningful community engagement throughout the planning process. Our designs are informed by listening first—ensuring that every voice, from residents to stakeholders, contributes to shaping a shared vision. We create spaces that are welcoming, equitable, and responsive to the diverse needs of all users.

Economically, we understand that parks can be powerful drivers of local vitality. Our planning process includes evaluating the potential for revenue generation, tourism, and economic development, while also identifying funding strategies that support long-term sustainability and implementation.



Creekside Flow Trail, Coralville, IA

Human-centered design is at the core of our philosophy. We design parks that promote physical activity, mental well-being, and social interaction. Our spaces are accessible, safe, and adaptable—supporting users of all ages, abilities, and backgrounds.

Environmentally, we are committed to stewardship and resilience. Our designs integrate ecological best practices, including native landscaping, stormwater management, and habitat preservation. We aim to enhance natural systems while minimizing environmental impact and maintenance needs.

Our multidisciplinary team brings together landscape architects, planners, engineers, and environmental specialists to deliver holistic solutions. We approach each project with creativity, collaboration, and a commitment to excellence—ensuring that the final plan is not only visionary but also implementable and enduring.



Spies Downtown Riverfront Park, Fergus Falls, MN

Project Experience

We understand that the City of Grand Rapids is looking for more than a consultant—you're looking for a partner who can deliver a plan that is visionary, fundable, and implementable. The Sechler Park Long Range Plan project is just one of many examples showcasing our team's ability to do just that, and our commitment to community-driven design, financial feasibility, and real-world results.

SPOTLIGHT PROJECT: Sechler Park Long Range Plan City of Northfield, MN



Scan to view the Sechler Park Long Range Plan

The City of Northfield, like Grand Rapids, places an emphasis on outdoor recreation, sustainability, and preservation of its natural resources. Their 2021-2024 Strategic Plan established the lofty goal of having all parks and recreation facilities rated by the community as satisfactory or exceeding expectations. To help achieve this goal, the community worked together to develop and approve the Capital Park and Recreation Investment Plan in 2023. This plan identified Sechler Park as a top priority for improvement, and in 2024, the city hired Bolton & Menk to lead a community-driven long range planning process for the park.

Sechler Park is a 105-acre community park situated on the city's periphery, and near its historic downtown. The park has extensive Cannon River frontage, and varied land cover including floodplain forests, wetlands, native prairie, and developed and programmed athletic facilities and trail systems. The Mill Town State Trail runs along the park's northern edge, sharing space with the park's heavily used internal roadway system. Historically, the city has struggled with maintaining the vast park and has depended on stakeholder groups and volunteers to assist with developing and maintaining mountain biking and cross-country skiing trails, hiking trails, and athletic fields of varying uses. Like the Legion Park project, the city wanted to ensure these stakeholder groups and the many others that use the park's facilities had a voice in the future of the park's development.

Bolton & Menk used a two-fold engagement process throughout the Sechler Park planning process, capturing feedback and the voices of the community both in-person at various community events, open houses, and stakeholder group listening sessions, and online through surveys and INPUTiD™ online mapping. The result of these efforts was a data-driven design process rooted in extensive community feedback, a key ingredient in the overall success of the project.

The project began with opportunities for community members to share their ideas and thoughts at local events, online, and in targeted conversations with stakeholder groups. This process revealed a strong community desire to diversify park amenities, provide greater access to the Cannon River, and improve opportunities for walking and biking in the park. Collected feedback resulted in two unique concept plans for the park. These plans were shared with the public via INPUTiD and at various community events.





INPUTID interaction pertaining to park concept #2



INPUTID interaction pertaining to park concept #2



INPUTID interaction pertaining to the east entrance concept plan

- “MUCH needed parking! And a great location for it in Sechler Park.”
- “Shaded areas are need by all ballfields.”
- “Consider adding a 200’ temporary fence and 60’ base plugs for future fast-pitch tournament or state hosting for revenue! Great for local businesses.”
- “We need a wheelchair accessible path through the woods.”
- “I like the idea of a bridge here! I think it would really increase access to the park from the middle and southern half of the city. However, a river crossing might work better at Jefferson Pkwy so it would be connected to the middle school and high school.”
- “Another field for baseball is an absolute need and will be heavily used. If this isn’t full-sized, consider making it multipurpose with a dirt infield so fast-pitch + slow-pitch can also be played here.”
- “I think I prefer this crossing to that in Concept Plan #1. Jefferson Pkwy is more of a thoroughfare for the east half of town and has nice bike lanes and crossings to allow access. I think this crossing would be more used.”
- “A disc golf course would be a cool amenity, especially if it stays fairly wooded and natural.”
- “Isn’t most of this area beyond the ballfields under water at some point during an average year?”
- “Build tennis courts and line them for pickleball, as well.”
- “CROCT would like to include bike playground features near the proposed parking lot. Having features at the main park entrance would signal to people that there’s more bicycle-related fun to be had elsewhere in the park.”
- “I like having the potential to add a second connection across the river. This trail will also be much quicker than the current route due to not needing to take the ramp up to the pedestrian bridge.”
- “I don’t understand what this trail connects to that can’t easily be reached by the east trail.”

Feedback solicited on the concept plans was used to develop an overall plan that maintained current activities and programming uses in the park, while adding gathering spaces, a central amenity space with pickleball courts, large rentable pavilion and public restrooms, accessible playground, flexible lawn space, expanded ADA trail networks including realignment of Mill Town Trail through the park, pedestrian bridges crossing the Cannon River, shoreline and river access enhancements, the addition of a disc golf course, mountain bike skills park, and enhancements to ballfield and parking facilities throughout the park, among other requested amenities. The concept plan was supplemented with character imagery and perspective sketches to convey the parks character and garner public support for the project.

Upon completion of the concept plan, a comprehensive guiding document was developed. This document summarized the planning process and provided final recommendations, breaking them down into manageable, and fundable projects. The document includes a phasing plan, project cost estimates, and funding strategies to aid the city throughout its implementation. The plan, and process, was lauded by community members, decision-makers, and elected officials for its success in expanding the future uses of the park while preserving the best of its current offerings and was approved by the city council in December 2024. The Bolton & Menk team continues to work with the City of Northfield on park planning efforts and stands ready to aid the city with funding solicitation, and when secured, implementation of the targeted improvements.

Key Staff Involved:

- Jonathan Nelsen
- Casey Byers

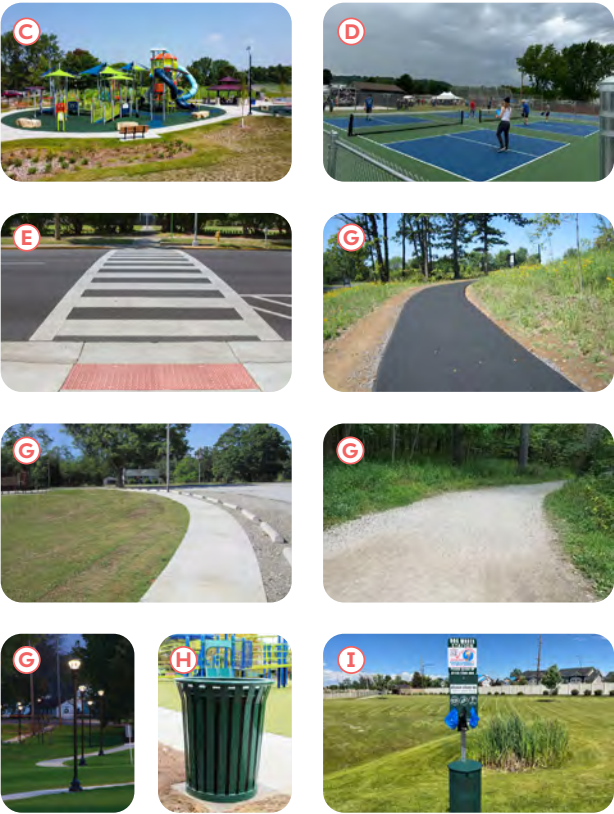
Reference:

Charlie Fredericks, Current Rosemount Assistant Public Works Director (No Longer with the City of Northfield)
651-322-2033
charlie.fredericks@rosemountmn.gov



Identified Improvement		Est. Cost
New Parking Areas		
A	Construct a new parking lot near the proposed Central Activity Area with lighting and signage	\$380,000
Existing Parking Lot Improvements		
B	Improve the conditions/circulation of the existing ballfield parking lot and add a drop-off area	\$184,000
Play Area		
C	Add a new play area with updated playground equipment in the proposed Central Activity Area	\$808,600
Pavilions/Structures + Plazas		
D	Add pickleball courts in the proposed Central Activity Area	\$408,000
Main Park Road		
E	Add centerline and shoulder striping, as well as crosswalks, along Sechler Park Rd	\$12,000
Communication Signage		
F	Install new entrance signs	\$39,000
Trails		
G	Install bituminous trails, concrete sidewalks, crushed limestone surfaces, and trail lighting where indicated	\$1,554,000
Sewer Utilities		
	Run sewer line to serve pavilions and cross river to connect into existing sewer (Option 1 - River Crossing)*	\$730,000
	Run sewer line to serve pavilions to Laurel Ct (Option 2 - Sechler Park Rd)*	\$908,000
Misc. Site Amenities		
H	Install additional trash receptacles throughout park*	\$10,000
I	Install additional pet waste stations throughout park*	\$3,000
Total Estimated Cost:		
with Option 1 for the “Sewer Utilities” improvement		\$4,128,600
with Option 2 for the “Sewer Utilities” improvement		\$4,306,600

Table 1: Phase 1 identified improvements + high-level cost estimates
* not specifically indicated in final rendered concept plan





Purgatory Park Master Plan

City of Minnetonka, MN

Bolton & Menk worked with the City of Minnetonka to develop a long range plan for Purgatory Park, a project that was identified as a priority in the comprehensive Minnetonka Parks, Open Space, and Trail Plan (POST Plan) completed in 2022. This long range plan is a tool for city staff and administrators to use in evaluating and standardizing park features, developing realistic budgets, and using resources effectively to make improvements to the park that align with its nature preserve classification while catering to the needs of all park users.

The plan is rooted in community input and considers both the quantitative and qualitative aspects of Purgatory Park. Extensive community outreach was undertaken to maximize stakeholder engagement in the process, providing citizens an opportunity to voice their needs, desires, and concerns around resource management and recreation in the park. The plan strives to balance the varied concerns of all these topics to protect the integrity of this well-loved nature preserve park for generations to come.

Reference:
 Matt Kumka, Parks and Trail Project Manager
 952-988-8444
mkumka@minnetonkamn.gov



Scan to view the
 Purgatory Park Master Plan



Colby Park Design

City of Windsor Heights, IA

Colby Park is a story of transformation. What began as a community's desire to reimagine its most popular park became a regional destination—designed, funded, and built with Bolton & Menk leading every step.

Following a city-wide park system plan, we partnered with Windsor Heights to develop a long range vision for Colby Park that was inclusive, iconic, and uniquely theirs. We facilitated a collaborative visioning process with city staff and the parks committee, then translated that vision into a phased plan that included sport courts, a fitness circuit, a food truck promenade, a splash pad, and a custom playground designed to leave a lasting impression.

But we didn't stop at planning. We moved directly into final design and construction documentation, ensuring the vision was implemented with precision. Phase 1—featuring the playground, splash pad, plaza, and placemaking elements—was completed in 2024. Future phases are already in final design.

Reference:
 Adam Plagge, City Administrator
 515-279-3662
aplagge@windsorheights.org





Park System Master Plan City of Robbinsdale, MN

Robbinsdale's parks, trails, and open spaces are essential to providing the quality of life and sense of connection that its residents have come to cherish. Until 2024, the community had never had a parks-specific planning document to guide the long-term investment in and development of its parks and open spaces. When it became evident that one of the city's most used community parks needed renovation, the city prioritized the development of a park system plan to help determine what amenities should be prioritized at Sanborn Park and across the system. Bolton & Menk led the process.

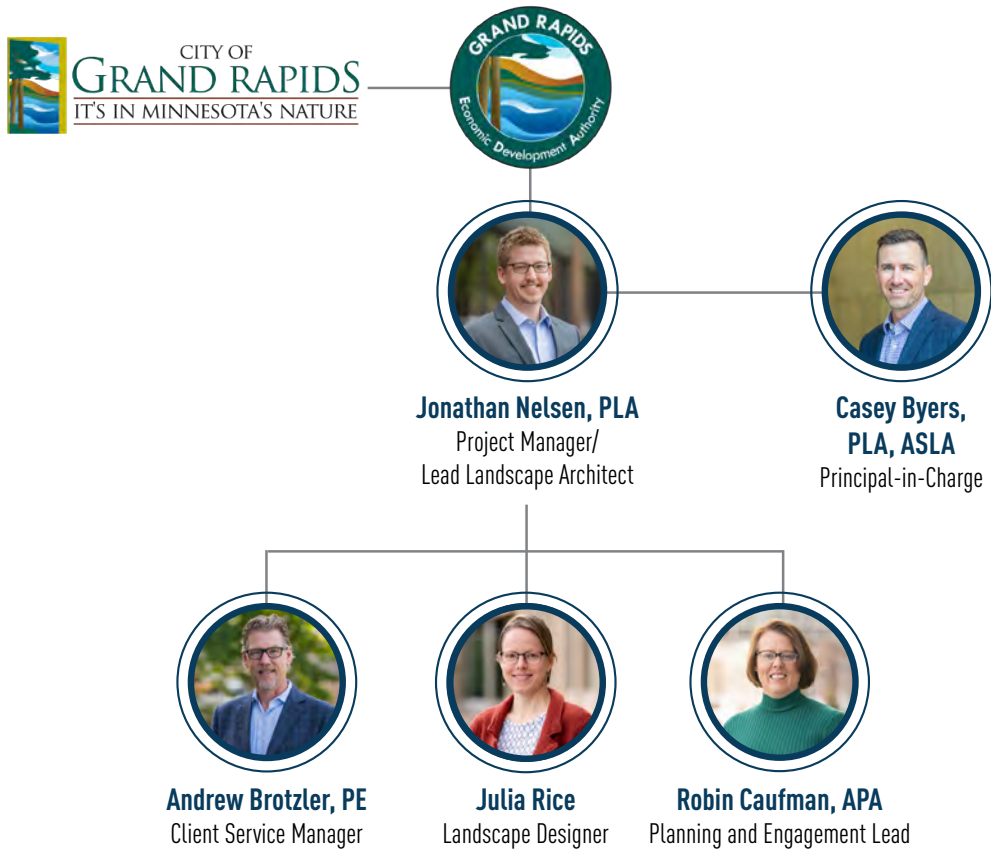
With a commitment to identifying strategic improvements to Robbinsdale's outdoor recreational facilities and maintaining high levels of service, the goal for the plan was to support the realization of the vision for a healthy, accessible, and sustainable park and open space system. An in-depth inventory and analysis of the city's parks along with a community engagement process that involved city staff; the Parks, Recreation, and Forestry Commission; and the general public guided the development of a series of recommendations and implementation strategies for the future improvements of parks, facilities, programming, and operations and maintenance. Planning-level cost estimates associated with those recommendations, as well as improvements to Sanborn Park, were developed for integration into the city's capital improvement plan.

Reference:
Matt Bazyk, Recreation Services Manager
763-531-1272
mbazyk@ci.robbinsdale.mn.us



Key Personnel

The Legion Park project demands more than technical expertise—it requires leadership, vision, and a team that knows how to turn ideas into action. Our team is built for exactly that. We’ve assembled a group of professionals who don’t just check boxes—they drive results. These are the people who will guide Grand Rapids through a process that is creative, collaborative, and grounded in reality. On the following pages, we have highlighted key team member roles. You have our commitment that staff highlighted in this proposal will be performing and overseeing the work they have been identified to lead. This will help maintain the project schedule and ensure quality project deliverables for the City of Grand Rapids.



SUBJECT MATTER EXPERTS

Katherine Gould, PLA, ASLA
Parks and Recreation
Funding Strategies

Jay Pomeroy, PLA
Athletics and School
Facilities

Connor Cox
Trail and Bike
Facilities

Kristin Blaha
Public Engagement

Staci Williams
Water Access and
Shoreline Facilities



Jonathan Nelsen, PLA / Project Manager/Lead Landscape Architect

Jonathan will provide overall project management and coordination with our team. He will also work collaboratively with the team to develop creative concepts and ensure timely delivery of a functional plan.

Jonathan is a seasoned landscape architect and project manager at Bolton & Menk, bringing more than 14 years of experience in designing and delivering impactful public spaces. His work is deeply rooted in parks and recreation planning, with a strong emphasis on community-driven design and inclusive engagement.

Jonathan’s approach is collaborative and holistic, often leading multidisciplinary teams to create spaces that reflect the values and needs of the communities they serve. His background includes experience working within municipal planning departments, giving him a unique understanding of public processes, policy integration, and long-term urban development strategies.

Throughout his career, Jonathan has successfully managed a wide range of projects—from master plans and trail systems to athletic complexes and nature-based play environments. His leadership style combines technical expertise with a passion for placemaking, ensuring that every project is both functional and inspiring.

Relevant Project Experience:

- Sechler Park Long Range Plan, Northfield, MN
- Purgatory Park Master Plan, Minnetonka, MN
- Robbinsdale Park System Master Plan, Robbinsdale, MN
- Ironwood Park, Carver, MN
- South Community Park Master Plan, Carver, MN
- The Landing - Downtown Splash Pad Park Master Plan, Carver, MN
- Wabasha Athletic Complex, Wabasha, MN
- Wabasha Park System Master Plan, Wabasha, MN
- Hamlet Park Sports Complex, Cottage Grove, MN
- Riverfront Renaissance Phases I-III, Hastings, MN
- Sudheimer Park Master Plan, Waconia, MN
- Bluff Park Master Plan, North Mankato, MN
- Grassmann Park, Jordan, MN
- Central Park Improvements, Albertville, MN
- German Park Amphitheater, New Ulm, MN
- Black Beach Campground, Silver Bay, MN
- Colby Park Design, Windsor Heights, IA



Casey Byers, PLA, ASLA / Principal-in-Charge

Casey will work closely with Jonathan to manage budget and project resources.

With 20 years of industry experience, Casey is Bolton & Menk's parks and recreation practice area leader. He focuses on helping communities implement community centric projects. His experience in urban design, corridor planning, parks and recreation, and master planning spans the project life cycle from concept development through construction and operations. His ability to build community support through conscious design, timeliness, and effective public facilitation has led to the successful adoption of many projects backed by community consensus. Casey finds great reward in helping communities realize their visions, helping convey the value of quality, technically sound, and environmentally conscious design to the public. Casey believes in a thorough design process, one that explores opportunities outside-the-box but also has long-term, maintainable solutions. His goal is to combine creativity with proven experience and assist clients in making informed design decisions that foster positive outcomes and long-term success.

Relevant Project Experience:

- Sechler Park Long Range Plan, Northfield, MN
- Park System Plan, Robbinsdale, MN
- Master Parks and Trail Plan, Wabasha, MN
- Park System Plan, Empire, MN
- Annandale Recreational Facility, Annandale, MN
- Colby Park Improvements, Windsor Heights, IA
- MacRae Park Capstone Project, Des Moines, IA
- Canary Park, Clive, IA
- Parks Master Plan, Windsor Heights, IA
- Greenways Master Plan, Norwalk, IA
- Riverview Park Master Plan, Marshalltown, IA
- West End Park Improvements, Marshalltown, IA
- Linn Creek District Water Plaza, Marshalltown, IA
- Crear Creek Point Park Master Plan, Coralville, IA



Andrew Brotzler, PE / Client Service Manager

Andrew will use his local experience serving the City of Grand Rapids to provide the project team critical insight and local knowledge. He works in the Bolton & Menk Grand Rapids office, and will be available to meet with the city when needed.

Andrew is a municipal senior project manager with 30 years of experience. Having served as both a consultant city engineer and on-staff public works director, he brings a collaborative approach to project delivery.

Andrew has extensive experience leading public engagement processes for diverse and complex projects and understands the value that effective engagement brings to developing the right solutions. He is an expert in working with the public, agency representatives, and elected officials to communicate project information and support the advancement of projects and initiatives. His project experience ranges from locally funded projects that follow Minnesota Statute 429 to State Aid and federally funded county and state highway and trail projects. Andrew is passionate about working as a team to find the right solutions for our clients.



Robin Cauffman / Planning and Engagement Lead

Robin will expand on her engagement work from the Highway 2 Small Area Plan to develop an effective public engagement process for this project.

Since beginning her career 31 years ago, Robin has filled multiple roles on regional infrastructure plans and projects, including transportation corridors, wastewater plans, environmental studies, and streetscape designs. As a community planning project manager, her primary areas of expertise include community engagement, metropolitan area comprehensive planning, and land use analysis.

Prior to joining Bolton & Menk, Robin spent 21 years between Metropolitan Council and Metro Transit where she was responsible for working with local governments and communities on comprehensive planning, regional infrastructure planning, and engineering and construction of large transit projects. Robin uses her expertise in listening to project partners and community stakeholders and communicating technical information to ensure that there is clear understanding of project needs, purpose, benefits, and impacts. Robin is a Hubert H. Humphrey (HHH) graduate, mentor, past alumni board president, and currently serves on the Dean's Advisory Council. She will work seamlessly with the HHH's advisor and students assigned to the project.



Julia Rice / Landscape Designer

Julia will work with Jonathan to develop project materials including graphics, park concepts, and development of the overall master plan.

Julia is a landscape designer with 13 years of experience creating designs at many different scales and project types, from large public parks to neighborhood playgrounds. She has experience developing park system plans, streetscape design, plazas, and other public spaces.

Her professional background includes working with public schools, advocacy for adults with disabilities, ecological restoration, and horticulture. Julia is passionate about incorporating sustainability and community-focused planning to implement beautiful and innovative designs into our communities. Julia is an avid cyclist and mountain biker, with a passion for connecting people to the outdoors.



Kristin Blaha / Subject Matter Expert: Public Engagement

Kristin will support Robin with public engagement efforts.

Kristin is an engagement services engagement manager with 17 years of experience. She is responsible for the research, planning, and coordination of community engagement events and project communications. Kristin's extensive experience in construction and project management gives her a strong foundation to support our client communities.

She is an expert in connecting communities to project representatives and ensuring communities' voices are heard. Kristin is passionate about connecting with citizens and supporting the communities that we live and work in.



Katherine Gould, PLA, ASLA / Subject Matter Expert: Parks and Recreation Funding Strategies

Katherine will support the team with her extensive knowledge of public and private funding avenues for park, trail, and recreational projects. She will help break projects into bite size chunks, tailored to the specific funding avenues identified during the planning process.

Katherine is a project landscape architect at Bolton & Menk with 10 years of experience. She has contributed to the design of parks, trails, and community gathering spaces across the Midwest.

Through these professional experiences and as a grassroots climate activist, Katherine has come to believe that consideration for the health of natural systems is not just a feature, but a goal integral to every successfully designed landscape. Katherine has a proven track record of securing funding for our clients. During the 2025 DNR Outdoor Recreation Grant cycle, her work with the City of Buffalo was identified as the top scoring application out of the 20 grant winners and more than 40 submitted applications.



Connor Cox / Subject Matter Expert: Trail and Bike Facilities

Connor will support the design and development of accessible, sustainable trail and bike facilities.

Connor is an active transportation and transit practice leader, responsible for leading active transportation planning work across Bolton & Menk’s Midwest offices. With 14 years of experience, he is an expert in pedestrian and bicycle plans and studies, safe routes to school projects, complete streets projects and policies, trail studies and master plans, and safety action plans.

Connor has ample experience with active transportation plans and studies; complete streets planning, design, and maintenance; bikeway design; corridor studies; winter maintenance; and grant funding. His passion stems from the impact his work makes in the communities he serves.



Jay Pomeroy, PLA / Subject Matter Expert: Athletics and School Facilities

Jay will apply his extensive knowledge of athletic facilities development to the project.

A land development group leader at Bolton & Menk, Jay has 38 years of industry experience. His areas of expertise include landscape architecture, athletic complex design, school site design and campus renovation, municipal park improvements, and project management.

He has extensive knowledge of complex site design with specific emphasis on high-performance ballfields. Jay has always loved how parts of the natural and built environment can come together to form creative and functional spaces. He has a proven ability of working with steering committees and advisory groups to identify and prioritize short- and long-range goals and collaborates regularly with architects and civil, mechanical, electrical, and environmental engineers.



Staci Williams / Subject Matter Expert: Water Access and Shoreline Facilities

Staci will support the design of water access and water-related facilities.

Staci has 23 years of experience and is responsible for water resources strategic development at Bolton & Menk. She brings a large skillset to projects, including conservation, restoration, recreation, and community development. She also works on engagement, fundraising, planning, and implementation of projects.

Her main objective is to build consensus around complex projects and raise the funding necessary to implement them. By working closely with community leaders, decision makers, and diverse stakeholders, she has spent her career reconnecting communities to rivers through enhanced recreation, to support community revitalization and resiliency.



Riverfront Renaissance Improvements, Hastings, MN

Project Understanding and Approach

Project Understanding

Situated in the heart of Itasca County, within the broader Arrowhead Region, the City of Grand Rapids is known for its rich logging history, vibrant arts community, and abundant outdoor recreational opportunities. The community has done well to balance its history and natural amenities with development demand and need to develop supporting amenities from a growing population. Reviewing the vision statement and community values crafted as part of the GROW 2040 Comprehensive Planning process, and through our past work on the Highway 2 West Land Use and Development Study, it's clear that the city places priority and importance in meeting the needs of its residents and the greater regional population, while also preserving and being stewards to the natural environment.

Legion Park, sitting in the northwest corner of the community on the shores of Hale and McKinney Lakes respectively, comprises 160 acres of varying land cover types and recreational programming. The project study area extends beyond the park limits proper, and considers county-owned land eyed for future acquisition, and the adjacent Ryan Flood Memorial Park, in addition to a significant portion of the park under ownership by the school district.

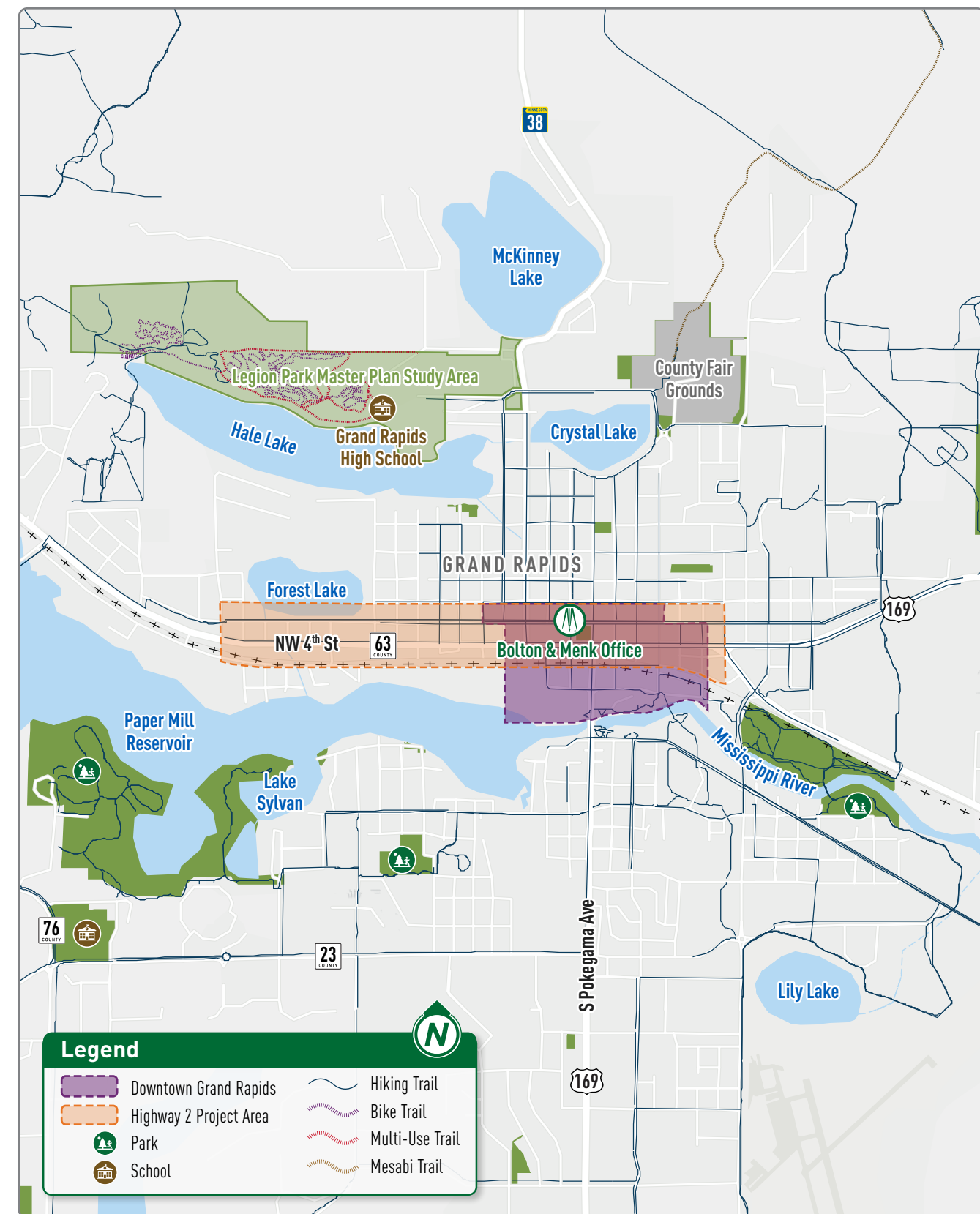
The park is generally split by the school property, with the east half offering more improved and structured programming, and the west half offering more natural landcover with integrated trails and disc golf facilities. In addition to having an office presence in the community, key project team members were recently in Grand Rapids and took the opportunity to explore and familiarize ourselves with the park. **The map on page 19 captures some of our initial thoughts from that visit, our research on the park, and review of the RFP.**

Historically, the city has lacked a comprehensive guiding document helping to prioritize and implement park improvement projects. While the 2040 Grow Plan offers broad guidance for the city's park system, we understand the city is seeking to develop a guiding vision for Legion Park, community driven and rooted in a strong public engagement process, backed by economic data, and supported by reliable budgets, and potential funding sources.

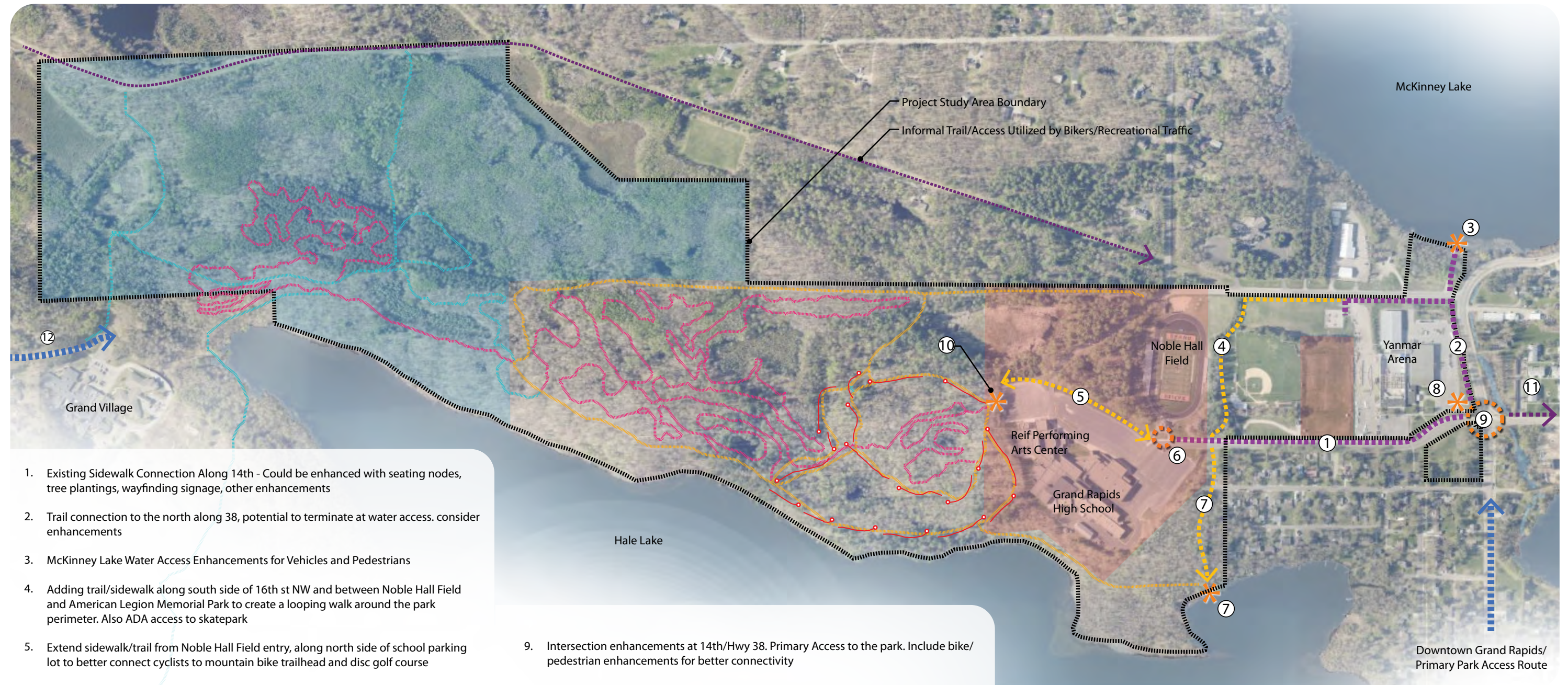
We understand the following to be key components of the Legion Park planning process:

- A desire to maximize potential use and economic benefits of the park
- A plan that will help drive expansion and economic impacts in the community
- A plan that promotes active citizen participation throughout the process from data collection through recommendations
- Ample opportunity for all stakeholders who use the park to have input in the planning process
- A minimum engagement program that includes one meeting with stakeholder groups, and two public input sessions
- Close coordination with University of Minnesota Extension and their work on the economic assessment of the existing park and future park amenities identified during the planning process
- Development of a timeline for implementation of recommendations, cost projects, and funding sources for projects identified during the planning process

Community Context Map



Site Map: Our First Impressions



1. Existing Sidewalk Connection Along 14th - Could be enhanced with seating nodes, tree plantings, wayfinding signage, other enhancements
2. Trail connection to the north along 38, potential to terminate at water access. consider enhancements
3. McKinney Lake Water Access Enhancements for Vehicles and Pedestrians
4. Adding trail/sidewalk along south side of 16th st NW and between Noble Hall Field and American Legion Memorial Park to create a looping walk around the park perimeter. Also ADA access to skatepark
5. Extend sidewalk/trail from Noble Hall Field entry, along north side of school parking lot to better connect cyclists to mountain bike trailhead and disc golf course
6. Noble Hall Field and Pedestrian Plaza Opportunities
7. Opportunities to provide access to Hale Lake, need to explore grading and feasibility from 14th St. NW/Legion Lane
8. Signage Improvements (Digital Reader Sign) at intersection. Consider signage standards for park for consistency

9. Intersection enhancements at 14th/Hwy 38. Primary Access to the park. Include bike/pedestrian enhancements for better connectivity
10. Trailhead for Mountain Biking and Disc Golf, Enhance Access & gathering opportunities
11. Mesabi Trailhead, Itasca County Fairgrounds, and schools to the east. Consider sidewalk/trail enhancements
12. Potential park access from west off of Deschepper Drive. Review needs for park amenities/playground, bike trailhead on west side

Site Review: First Impressions Mapping



Item 3.

Downtown Riverfront Park, Fergus Falls, MN

Our Approach to the Legion Park Master Plan

We’ve structured our methodology for the Legion Park Master Plan around five core principles:

Start with the End in Mind

We begin by understanding what success looks like—not just for the park, but for the city, the council, and the community. That means establishing goals and guiding principles early that align with key outcomes: economic impact, operational sustainability, community value, and political viability. We’ll work with you to define what “makes sense” and build every step of the process around that.

Engage with Purpose

We don’t do engagement to check a box. We do it to uncover insights, build trust, and create momentum. We have a track record of providing well-crafted engagement strategies that worked on the Highway 2 West Land Use and Development Study and will take what we learned and build on it for Legion Park.

Our process includes:

- Advisory team workshops and focus group listening sessions
- Community open houses and interactive online feedback tools

We’ll tailor our engagement to Grand Rapids’ needs—ensuring every voice is heard and every decision is informed.

Evaluate with Rigor

We’ll assess each potential amenity through a feasibility lens that includes:

- Capital and operational costs
- Revenue potential and funding alignment
- Staffing and maintenance implications
- Environmental and regulatory constraints
- Recreational potential and ecological value

We’ll work with University of Minnesota Extension throughout the project to ensure ideas are tied to economics and make sense for the community.

Design with Discipline

Our concept planning process is iterative, collaborative, and grounded in reality. We’ll explore big ideas, then refine them into implementable solutions. This is our commitment, our process, and what sets us apart. Our projects get built.

Our deliverables will include:

- A cohesive concept plan that reflects community priorities
- Cost estimates that are honest, detailed, and fundable
- A phasing strategy that aligns with funding and capacity
- An evaluation matrix that identifies projects, cost and staffing implications, economic considerations, funding opportunities, and potential red flags

Deliver Results

This is where we shine. Our projects don’t sit on shelves, they move forward. We’ll give you a plan that’s ready for the next step, whether that’s a grant application, a council vote, or a groundbreaking. Our final deliverables will be clear, compelling, and built to inspire action.

Our Approach to Community Engagement

Bolton & Menk takes great pride in involving the public in projects. Our approach emphasizes a community focus to planning and infrastructure development, prioritizing long-term community well-being and sustainability. We strive to understand the unique needs of each community we work with, and develop and implement a thoughtful, tailored, and well-organized stakeholder and public involvement process. We have demonstrated our engagement approach in the successful completion of the Grand Rapids Economic Development Authority (GREDA) Highway 2 Land Use and Development Study.

Through the course of that project, more than 2,000 people signed up for project updates and we received more than 1,000 total responses to two rounds of online surveys.

Our public participation approach is fully integrated into our design process and focuses on creating well-informed stakeholder groups that have a sense of ownership in the recommended improvements. The approach to engagement described within our proposal is what we believe will lead to a successful outcome, but we will work with GREDA and city staff early in the process to review our communications strategies and engagement opportunities, and tailor them as necessary to ensure we’re hitting the mark for the Grand Rapids community.

Legion Park is served by a diverse group of parks and recreational users. Beyond just residents, the park attracts tourists, tournament participants, sport spectators, event attendees, and others from around the state and country. We propose an engagement strategy that gives these stakeholders the chance to participate in the planning process in-person and online.

We prepared a detailed engagement plan that includes the public as well as key stakeholders such as the school district, organized sports groups, Grand Rapids Chamber of Commerce, and arts and cultural groups.



Community Input Session, Hennepin County



Community Pop-up Engagement Event, Rochester, MN

Robust and Intentional Project Communication

The first step in the engagement process is to ensure that stakeholders and the public are aware of the project and let them know how they can get involved. This will occur through a comprehensive informational campaign using digital and print communications as outlined in the table to the right. Once people are aware, we'll make sure to keep them updated through routine project updates, social media posts, and other avenues to keep people engaged and continually attract new people into the process. Our team is fully equipped to provide all the necessary tools and content to execute a comprehensive communication campaign.

Strategy	Goal/Description	Timing
Website	<ul style="list-style-type: none">Develop a website with information about the projectUpdate with information, engagement opportunities, and drafts	<ul style="list-style-type: none">Within 30 days of contractUp to three updates at key milestones
Fact Sheet	<ul style="list-style-type: none">Prepare a fact sheet with high-level information about the projectLet people how they can get involvedQR Code and URL for the website	<ul style="list-style-type: none">Within 30 days of contract
Social Media	<ul style="list-style-type: none">Let people know about the projectInform people about surveys, meetings	<ul style="list-style-type: none">Up to four posts
E-Newsletters and Articles	<ul style="list-style-type: none">Let people know about the project*Encourage people to sign up for updatesRecap what we heard from the publicInform people about surveys, meetings	<ul style="list-style-type: none">Up to four articles
Peachjar.com	<ul style="list-style-type: none">Provide a digital flyer to tell parents and students about the projectProvide links to surveys and interactive mapLet people know about public meetings or sign up for a focus group	<ul style="list-style-type: none">Up to two at key engagement opportunities

****NOTE: We have more than 2,000 people signed up in GovDelivery for the Highway 2 Land Use and Development Study that we could send an email to and encourage them to sign up for the Legion Park project updates as a way to jumpstart public engagement.***

Tailored and Targeted Engagement

Based on our experience with the GREDA Highway 2 Land Use and Development Study, we know Grand Rapids is a very engaged community. Through that project, we learned the public is eager and willing to engage (preference for online engagement) to provide input on issues, opportunities, and priorities. This was especially true of people in their 30s and young families. We also learned that community leaders and more invested residents or business owners were willing to spend one to two hours in focused discussions such as workshops. We observed that generally, pop-ups at local gathering spots such as the library or mall were not that successful; presumably because people were busy and did not have the time or interest in stopping. However, open meetings where concepts were presented for public review and comment were well attended and good feedback was received. Based on this experience, we are proposing the following engagement strategies for the Legion Park Plan:

Strategy	Goal/Description	Timing
GREDA Meetings (3)	<ul style="list-style-type: none">Kickoff meeting to get input on issues, opportunities, and prioritiesPresent preliminary concept plans for feedbackPresent final plan document	<ul style="list-style-type: none">Fall 2025Winter/Spring 2026Summer/Fall 2026
Focus Group Meetings (2)	<ul style="list-style-type: none">Focus group meetings with identified stakeholder groups to:<ul style="list-style-type: none">Discuss issues, opportunities, and prioritiesReview the final concept plan	<ul style="list-style-type: none">Fall 2025Spring 2026
Online Survey	<ul style="list-style-type: none">Identify issues, opportunities, and priorities	<ul style="list-style-type: none">Fall 2025
INPUTiD Interactive Mapping (2)	<ul style="list-style-type: none">Identify issues, opportunities, and prioritiesGather feedback on concepts	<ul style="list-style-type: none">Fall 2025Spring 2026
Community Feedback Sessions (2)	<ul style="list-style-type: none">Identify issues, opportunities, and prioritiesGather feedback on concepts	<ul style="list-style-type: none">Fall 2025
Engagement Summaries	<ul style="list-style-type: none">After each round of engagement, we will prepare a summary of what we heard and how that information is being used	<ul style="list-style-type: none">After each round of engagement



Apgar Water Plaza Community Pop-up Engagement, Marshalltown, IA

Online engagement with our interactive online comment mapping tool, INPUTiD, can be customized to solicit feedback from the community virtually on each of the Legion Park concept plans.



Scan to see our interactive INPUTiD tool

Legion Park is many things to many people, and as such, the list of stakeholders with a vested interest in the park's development is long. To better manage stakeholder coordination efforts, and a more efficient process, we propose grouping stakeholders into five broader groups that may have similar interests, needs, or vision for Legion Park. While we can't force participation, we will work with GREDA and city staff to ensure groups and their representatives are informed and provided every opportunity to participate.

Arts, Cultural, and History

- Bands and choirs
- Concerts
- Creative arts
- Culture
- Dance
- Education (ISD 318)
- History
- Theatre

Indoor Sports

- Basketball
- Figure skating
- Hockey
- Volleyball
- Wrestling

Trail Sports and Recreation

- Bicycling
- Cross country running
- Cross country skiing
- Mounting biking
- Roller blading

Tourism and Events

- Banquets
- Conferences
- Meetings
- Receptions
- Tourism
- Trade shows

Field and Outdoor Sports

- Baseball
- Disc golf
- Football
- Lacrosse
- Pickleball
- Skateboarding
- Soccer
- Softball
- Track and field
- Yard games (horseshoe, bocce)

All materials for meetings, in-person, and virtual engagement opportunities will be provided by Bolton & Menk. Promotion of these engagement opportunities will be key in gathering significant feedback, and we will work with city and GREDA staff throughout the project's duration to coordinate project communication.

Engagement Deliverables

- Public engagement plan
- Meetings agendas, notes, and materials
- Communication materials including project fact sheet and flyers
- Project website (ArcGIS Story Map)
- Open house boards, powerpoint presentations, and necessary graphics
- Social media posts and articles
- Digital input tools including online surveys and INPUTiD mapping
- Engagement summaries after each round of engagement



Water Plaza Community Design Activity, Marshalltown, IA

Scope of Services

The City of Grand Rapids can rest assured the Bolton & Menk team will provide superior project management, exceptional community engagement, and outstanding technical deliverables in a timely and cost-effective manner. We'll make the planning process fun and introduce opportunities throughout the project for city and GREDA staff to put on their 'designer hats'. The detailed work plan below is broken into two major project phases, and identifies the individual tasks our team will complete to deliver an exceptional product.



Item 3.

Ironwood Park, Carver, MN

Recurring Meetings and Project Management

Our team will provide exceptional management, oversight, and delegation every step of the way. We want to take the weight off your shoulders, allowing you to be an active participant and advocate for the project while providing solutions that exceed your every expectation. We will hold a series of recurring meetings throughout the project with varying groups at varying times as described below, to ensure information is distributed efficiently, accountability to schedule is maintained, and decisions are made in a timely manner.

Project Management

This general task includes overall project management efforts throughout the duration of the project, including review of internal billings, coordination with team members, file management, and other general tasks necessary for the successful delivery of the overall project.

Advisory Team Meetings

We want to inform and invite to engage, but not overwhelm the city and GREDA with meetings. To balance these needs, we will hold targeted advisory team meetings at key points with the larger project team and identified stakeholders to provide project updates, discuss plan content, strategize engagement efforts, and identify other critical project items. We anticipate these meetings will be virtual, with a targeted duration of 60 minutes per meeting.

Core Team Progress Meetings

In addition to targeted advisory team meetings, we will hold monthly core-team check-in meetings with two to four key project members including city, GREDA, and consultant team staff to ensure the project stays on track and milestones are hit. These meetings will be virtual, with a targeted duration of 30 minutes per meeting. Between these meetings, it will not be radio silent. We anticipate handling much of the correspondence through direct email communication or phone calls when the need arises. Ultimately, our goal is to keep the project on track but allow maximum flexibility for you.

University of Minnesota Extension Coordination Meetings

We anticipate four targeted meetings with University of Minnesota Extension to coordinate efforts on the baseline economic study completed during Phase 1, and recommendations economic study completed during Phase 2. We anticipate these meetings will be virtual, with a targeted duration of 60 minutes per meeting.

Deliverables for all recurring meetings: meeting agendas, meeting minutes, discussion materials as necessary

Kickoff Meeting with City Staff and GREDA (virtual meeting)

Upon notice to proceed, we'll set a virtual kickoff meeting with the overall project team to do introductions, discuss project schedule, review the public engagement plan, coordinate file sharing and existing documentation, and other housekeeping items. We'll dive into more detailed project discussion at our formal in-person kickoff meeting in the coming weeks.

Deliverables: meeting agenda, meeting minutes, discussion materials as necessary

Finalize Public Engagement Plan

We understand the Grand Rapids community, and have identified an approach to engagement that we feel is a recipe for success. At the kickoff, we'll discuss our strategy and identify specific opportunities, locations, and desired outcomes. Based on feedback from the meeting, we will formalize the engagement plan in a document that can be referenced throughout the planning process.

Deliverables: public engagement plan document

Phase 1 Baseline Economic Study Development (by others)

Upon award of the project, we will work with the city, GREDA, and University of Minnesota Extension to define scope and responsibilities related to the economic analysis of Legion Park, and how that work integrates into the master plan process. The intension of the Phase 1 work is to better understand how the park operates in its current state, and the economics behind its current configuration. We anticipate this work will take approximately two months to complete.

Deliverables: coordination with University of Minnesota Extension (baseline economic analysis information by University of Minnesota)

PHASE 1: ANALYSIS AND EVALUATION

Understanding a place, how people use it, and how it's maintained are key to developing a master plan that can be supported both publicly and by the staff charged with maintaining these facilities. Phase 1 of the project will aim to do just that. Through meetings with the city, GREDA, and stakeholders; coordination with University of Minnesota Extension; and extensive public engagement, we will establish a firm understanding of the current functionality of the park; the needs, wants, and desires of the people who use and maintain it; and the economic vitality of the park in its current state.



Riverview Park Master Plan, Marshalltown, IA



Hamlet Park Master Plan, Cottage Grove, MN

Site Visit and Walking Tour (in-person)

We'll facilitate a site visit with select city and GREDA staff to review existing park conditions, understand maintenance practices, and document the site. We'll roll up our sleeves and roll out our maps, marking them up with observations as we see them. This information will be used to inform our inventory and analysis mapping later.

***Deliverables:** base mapping, site photography, and summary of on-site discussions*

Advisory Team Kickoff Meeting (in-person)

Our team will host a project kickoff meeting with GREDA, city staff, and other identified stakeholders to lay the foundation for a successful project. We'll use this time to develop project goals and guiding principles that will be continually referenced throughout the project.

***Deliverables:** meeting agenda, base mapping, meeting minutes*

Park and Recreation Program Assessment (in-person)

Following the advisory team meeting, we will meet with city parks and recreation staff to evaluate existing recreational program and facility offerings at the park and clarify the current policy regarding pricing, cost recovery, resident/non-resident rates, maintenance practices, and staffing. The intent of these interviews will be to establish a baseline regarding how Legion Park facilities operate.

***Deliverables:** input for evaluation matrix*

Site Evaluation (inventory and analysis)

The site evaluation will reveal key baseline information about the park including existing amenities, condition, usage and circulation patterns, safety concerns, accessibility issues, and ecological considerations. This information, coupled with community engagement feedback and conversations with city staff, will be critical in shaping strategies to enhance the park, user experiences, and protect the park's natural resources. We'll compile all the information we collect into a comprehensive map, supported by site photography and summary text.

***Deliverables:** site evaluation mapping and supporting text summary*

Project Website

We will develop a project StoryMap website to house project background information, mapping, and links to engagement opportunities as they arise. Our team will manage the website and its content throughout the project, providing periodic updates (up to six updates). We anticipate this website will take a similar format to the one developed for the GREDA Highway 2 West Land Use Study.

***Deliverables:** project StoryMap website link and QR code linking to the website*

Online Survey (virtual engagement)

We will prepare and host an online survey to gather input from community members intending to capture who is using the park, how they access it, how they use it, desired amenities, concerns about the park, and other items that will aid in future programming and design decisions. We'll work with GREDA and the city to market the survey through avenues including social media posts, Peachjar.com, and the city website.

***Deliverables:** online survey and QR code/web link for access to be shared on project materials*

INPUTiD Interactive Mapping Opportunity #1: Existing Conditions, Opportunities, and Priorities (virtual engagement)

Using Bolton & Menk's custom INPUTiD online mapping platform, we will develop and host an interactive map of Legion Park designed to gather location-specific public input.

This tool allows community members to provide geo-referenced feedback by placing pins on the map to identify current conditions, suggest future amenities, highlight concerns, or share ideas for improvement. Users can also view and engage with comments from others. Our team will actively moderate the platform to ensure that all contributions remain constructive and appropriate for public viewing.

***Deliverables:** INPUTiD website, comment moderation, summary of feedback solicited*

Public Workshop (in-person engagement)

We will host a public workshop to share information on the project with the public, and collect feedback on existing conditions in the park, issues and opportunities, and desired amenities. We will do a brief project presentation, followed by an open house with project materials set up around the room and project team members present to facilitate discussion. We intend this to be an interactive (and fun!) workshop with markers, sticky notes, and dot-voting opportunities to capture peoples' thoughts.

***Deliverables:** presentation boards, comment cards, sign-in sheets, postcards with link to project website/INPUTiD mapping, engagement summary after event*

Focus Group Meeting #1: Listening Sessions (in-person engagement)

Legion Park is many things to its many users, and we want to capture and inform our design with all users equally. We propose holding revolving door listening sessions with stakeholders, grouped together into five focus groups based on interests as described in our project approach.

Prior to these meetings, we will share project background information with the groups to ensure we can maximize our time together and have meaningful discussions on their needs and desires.

***Deliverables:** presentation boards, base mapping of park, summarized notes of discussions with various stakeholder groups*

Amenity Feasibility Evaluation Matrix

Our team will evaluate park amenities with a business mindset. Based on feedback collected throughout the engagement process to date, and discussions with city staff, we will develop an evaluation matrix intended to aid GREDA with prioritizing and determining what amenities and activities to consider for implementation. The matrix will include information on capital cost levels, maintenance needs and staffing requirements, safety protocols, and identify which amenities are typically revenue generators, cost neutral, or long-term investments. We'll also conduct a practical, experience-based risk review that identifies regulatory challenges, environmental red flags, market uncertainty, and political sensitivities. We'll flag them early and outline strategies to mitigate each one.

***Deliverables:** evaluation matrix*

Clarks Creek Community Park, Mecklenburg County Park and Recreation, NC

Analysis and Evaluation Summary

We'll take the information we've gathered to date and will develop a summary of the process, and information gathered, and compile it all in one place. At the end of the planning process, this work will be included in the overall master plan document.

Deliverables: *draft analysis and evaluation summary document*

PHASE 2: PLANNING AND RECOMMENDATIONS

The planning and recommendations phase marks a pivotal point in the Legion Park Master Plan process, where community input, stakeholder feedback, and technical analysis converge to shape the future vision of the park. Our vision for this phase is highly collaborative, beginning with a hands-on design charrette workshop involving GREDA and city staff to establish guiding principles and explore conceptual themes. These initial ideas will be refined into detailed graphical concept plans and shared with the public through both virtual and in-person engagement opportunities. The feedback collected will inform the creation of a final preferred concept plan that will be brought to life by perspective renderings and reviewed by key stakeholder groups. This phase also includes coordination with the University of Minnesota Extension for economic analysis, development of cost estimates, funding strategies, and a phased implementation plan—laying the groundwork for a comprehensive and actionable master plan.

Vision Lab 1.0: Collaborative Concepting Workshop (in-person)

Bolton & Menk will facilitate an in-person design workshop with GREDA and City of Grand Rapids staff to collaboratively explore the future vision for Legion Park. This session will focus on establishing two distinct design concept themes and a set of guiding principles, while working through potential site layout strategies. The workshop will be informed by the evaluation matrix, stakeholder input, and public engagement findings gathered during earlier phases of the project.

Our team will lead participants through a structured, creative process designed to foster open dialogue, generate innovative ideas, and build consensus around key design directions. All necessary materials—including mapping, handouts, and visual aids—will be provided to support the discussion. A summary of the workshop outcomes will be documented and used to inform the development of preliminary concept plans.

Deliverables: *all necessary mapping, handouts and other meeting materials, meeting summary*

Vision Lab 2.0: Bolton & Menk Collaborative Design Charette

Bolton & Menk will host a focused design charrette workshop to generate innovative ideas for the future of Legion Park. This internal session will bring together landscape architects and design professionals from across our Midwest office network, leveraging the diverse perspectives and expertise of our team.



The two-hour charrette will begin with an overview of the project background, site context, and design parameters. Participants will then break into small teams to explore and develop unique conceptual themes and layout strategies for the park. These ideas will be informed by stakeholder feedback, public engagement, and evaluation criteria established earlier in the planning process.

Deliverables: *conceptual sketch plans (up to 8)*

Preliminary Concept Plan Development (3 unique concept plans)

Using ideas generated from the concept development workshop with the city and collaborative design charrette, our team will synthesize that feedback into three unique concept plans. These plans will be supported by character imagery and written narrative describing the design intent.

Deliverables: *three unique concept plans, character imagery, and written project narrative*

INPUTiD Interactive Mapping Opportunity #2: Preliminary Concept Plan Review (virtual engagement)

We will post the two concept plans that are developed online. The public will be able to provide geo-referenced comments on each concept identifying specific elements they like/dislike, and engage with other users through the maps dialog/comment boxes. Our team will moderate comments to make sure content is appropriate for public consumption. At the end, we will include a summary of the feedback collected in the master plan document.

Deliverables: *INPUTiD website, comment moderation, summary of feedback solicited*

Concept Plan Community Feedback Session (in-person engagement)

Following the development of preliminary concept plans, Bolton & Menk will host a public open house to present the evolving vision for Legion Park. This in-person event will provide community members with an opportunity to review the concept plans, ask questions, and share feedback in a collaborative setting.

The open house will include a brief project presentation, display boards illustrating the concept plans and supporting imagery, and allow opportunities for voting on a preferred concept.

Deliverables: *PowerPoint presentation, presentation boards, project mapping*

Final Concept Plan Development

Based on feedback collected on the initial concept plans and discussions with staff, we will merge the two initial concept plans into a final preferred concept plan. We anticipate this may include components from both plans, as well as items that may not have been captured initially. This concept plan will be a polished graphically rich representation of the future vision of the park.

Deliverables: *2D plan rendering of the overall park concept plan, plan enlargements of up to two key locations in the park*

Supporting Perspective Renderings

Graphic renderings can be critical to conveying design intent, garnering excitement and interest in the project, and aiding in fundraising efforts. Our team will develop three perspective renderings of key improvements in the park. The location and subject matter of the renderings will be determined in collaboration with the city.

Deliverables: *three graphic perspective renderings*

GREDA Concept Plan Review Meeting

Our team will present the final preferred concept plan and supporting documentation to GREDA to solicit feedback and confirm direction before moving on to phasing, implementation, and development of the overall master plan document.

Deliverables: *PowerPoint presentation*

Focus Group Plan Review Meetings (in-person engagement)

After review and comment by GREDA, we will present the preferred concept plan and supporting documentation to the various focus groups. Feedback from these meetings will be summarized and incorporated into the overall concept plan as directed by the city and GREDA.

Deliverables: *presentation boards, summarized notes of discussions with various stakeholder groups*

Phase 2 Recommendations Economic Study (by others)

As part of the planning and recommendations phase, Bolton & Menk will coordinate closely with the University of Minnesota Extension to support the development of an economic impact study aligned with the preferred concept plan for Legion Park. This study will evaluate the proposed amenities and their potential to generate revenue for both the park and the broader Grand Rapids community. It will also assess regional demand and the availability of comparable facilities.

Our team will ensure that the recommendations emerging from the concept planning process are clearly integrated into the economic analysis. Findings from University of Minnesota Extension will be incorporated into the master plan in a format consistent with the overall report structure, providing a cohesive and actionable foundation for future decision-making.

Deliverables: *coordination with University of Minnesota (recommendations economic analysis information by University of Minnesota)*

Cost Estimates

Our team will generate planning level cost estimates for the various improvements. These estimates will be tied to the phasing and implementation plan, and be forecast based on anticipated project timeline to ensure the city has adequate funds earmarked when they're ready to act.

Deliverables: input into phasing and implementation plan, broken down by project

Funding Strategies

Our team will use our expertise in parks and recreation specific funding strategies to provide a comprehensive list of relevant funding strategies, both public and private, and will tie funding strategies to specific phases and recommendations in the plan. We want to make sure you're ready to pursue funding, and have the information you need at your fingertips when the time comes.

Deliverables: input into phasing and implementation plan, with strategies identified for individual projects

Phasing and Implementation Plan

We'll use our expertise and discussions with GREDA and city staff to develop a phasing and implementation plan for the recommended park improvements identified through the concept development process. We know the breadth of work identified can be overwhelming, so we'll break it down into bite-sized chunks. Phasing timelines will be determined collaboratively, but typically range from 1-15+ years in duration. The plan will include color-coded maps, written descriptions, and budgetary breakdowns for the various identified projects that include unit price cost estimates (costs to be projected based on given timelines), and potential funding sources.

Deliverables: color-coded phasing plans, tables identifying unit costs, and funding sources

Draft Master Plan

Our team will compile the information developed during the master planning process into a comprehensive document. The document will be visually rich and provide contextually relevant information in a digestible and actionable format. As a baseline, we anticipate the master plan to include the following general information: executive summary, introduction and background, inventory and analysis (including existing economics), community engagement summary, recommendations, budgeting and implementation (including proposed economics).

Deliverables: draft master plan document

GREDA Master Plan Approval (in-person meeting)

Upon completion of the draft master plan document, our team will present the plan to GREDA for approval.

Deliverables: PowerPoint presentation

Final Master Plan

Pending feedback from GREDA on the draft plan, we will make any necessary updates to the document for distribution.

Deliverables: final master plan document



Optional Add-on Community Celebration Event

We know the approval of the master plan is just the start, and there's more hard work to come. We propose taking a pause to recognize members of the community and project team for all the hard work that has gone into the plan by hosting a community celebration event, either at the park, Rapids Brewing Company, our local Bolton & Menk office, or another location. We'll have project materials available, and will look for opportunities to incorporate fun for the whole family including face painting, craft activities, food trucks, music, and other opportunities.

Deliverables: a good time!

SCHEDULE

We have developed a schedule detailing the anticipated tasks, task relationships, critical path timeline, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the RFP and our experience on other similar projects. Upon selection, Bolton & Menk will work with GREDA and city staff to revise and update this schedule as needed to ensure successful delivery of the Legion Park project. We are fully capable and committed to delivering the project as outlined in our schedule, and within the time frame of October 1, 2026, identified in the RFP.

Schedule

	2025				2026								
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Reoccurring Meetings and Project Management	Recurring Meetings and Project Management												
Project management													
Advisory team meetings													
Core team progress meetings													
U of M extension coordination meetings													
Phase 1: Analysis and Evaluation	Phase 1: Analysis and Evaluation												
Project award –notice to proceed													
Kickoff meeting with city staff and GREDA (virtual)													
Finalize public engagement plan													
Advisory team kickoff meeting (in-person)													
Phase 1: Baseline economic study development (by others)													
Site visit and walking tour													
Park and recreation program assessment													
Site evaluation (inventory and analysis)													
Project website													
Online survey													
INPUTiD interactive mapping opportunity #1: Existing conditions, opportunities, and priorities													
Public workshop													
Focus group meeting #1: Listening sessions													
Amenity feasibility evaluation matrix													
Analysis and evaluation summary													
Phase 2: Planning and Recommendations	Phase 2: Planning and Recommendations												
Vision Lab 1: Collaborative concepting workshop													
Vision Lab 2: Bolton & Menk collaborative design charette													
Preliminary concept plan development													
INPUTiD interactive mapping opportunity 2#: Preliminary concept plan review													
Concept plan community feedback session													
Final concept plan development													
Supporting perspective renderings													
GREDA concept plan review meeting													
Phase 2: Recommendations economic study (by others)													
Cost estimates													
Funding strategies													
Phasing and implementation plan													
Draft master plan													
GREDA meeting for master plan approval													
Final master plan													
Add-on/optional project open house and celebration													



Cost Proposal for Legion Park Master Plan

City of Grand Rapids | August 28, 2025

Contact:

Jonathan Nelsen, PLA
608-692-0331
Jonathan.Nelsen@bolton-menk.com

504 NW 1st Avenue | Suite 205
Grand Rapids, MN 55744
218-571-4347 | Bolton-Menk.com



As requested, please find enclosed our cost proposal, which includes estimated hours by major task and a detailed breakdown by individual team member. Bolton & Menk will provide the outlined scope of services for an estimated fee of \$124,729. All work will be billed according to our standard hourly rates, and we will not exceed the proposed estimate without prior written authorization from the city.

Please note that Bolton & Menk does not charge for routine travel or incidental expenses unless such costs fall outside the defined scope of work. We consider these standard business expenses and do not pass them on to our clients. We sincerely appreciate the opportunity to submit a proposal for the Legion Park Master Plan and are excited about the chance to help shape the future of this important community asset. We recognize the significance of this generational opportunity and look forward to the potential collaboration with the City of Grand Rapids and GREDA to bring this vision to life. If you have any questions or would like to discuss our proposed fee or approach in more detail, please don't hesitate to reach out. We would be happy to provide any additional information or clarification needed.

Scope Adjustment Considerations

To support cost-saving efforts, the city and GREDA may consider shifting GREDA meetings and identified focus groups from in-person to virtual formats. We are happy to accommodate this adjustment and can provide an updated fee estimate upon request. Additionally, should you wish to expand the engagement program during the project, we have included a la carte pricing for optional meetings and engagement opportunities below. We would be glad to discuss incorporating any of these into the project scope at your request:

- Advisory Team Meeting (Virtual): \$800
- Core Team Meeting (Virtual): \$400
- Pop-Up (in-person, two team members in attendance): \$2,500
- Open House (in-person, two team members in attendance, with presentation): \$3,000
- Focus Group Session (in-person, two team members in attendance): \$3,500

		Bolton & Menk, Inc.													
		Core Project Team					Technical Advisors-Subject Matter Experts								
Task No.	Work Task Description	Project Manager/Lead Landscape Architect	Principal-in-Charge	Client Service Manager	Landscape Designer	Planning and Engagement Lead	Parks and Recreation Funding Strategies	Public Engagement	Trail and Bike Facilities	Water Access and Shoreline Facilities	Athletics and School Facilities	GIS Support	Total Hours	Total Cost	
1.0	Project Management and Recurring Meetings	48	8	6	18	20	1	0	0	0	0	0	101	\$18,360	
2.0	Phase 1: Analysis and Evaluation	82	4	0	78	55	0	12	4	4	4	22	265	\$45,556	
3.0	Phase 2: Planning and Recommendations	123	29	0	175	24	6	0	3	3	3	14	380	\$60,813	
Total Hours		253	41	6	271	99	7	12	7	7	7	36	746		
Average Hourly Rate		\$178.00	\$195.00	\$235.00	\$132.00	\$216.00	\$150.00	\$172.00	\$215.00	\$200.00	\$245.00	\$150.00			
Subtotal		\$45,034	\$7,995	\$1,410	\$35,772	\$21,384	\$1,050	\$2,064	\$1,505	\$1,400	\$1,715	\$5,400			
Total Not-to-Exceed Fee														\$124,729	



Request for Qualifications and Proposals

Legion Park Master Plan City of Grand Rapids, MN

Date Issued:

July 25, 2025

Submittal Due:

August 28, 2025

Response Inquiries to:

Matt Wegwerth, PE
Director of Public Works / City Engineer
City of Grand Rapids
420 N. Pokegama Ave.
Grand Rapids, MN 55744
mwegwerth@grandrapidsmn.gov
218.326.7625

REQUEST FOR QUALIFICATIONS & PROPOSALS

**LEGION PARK MASTER PLAN
GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY
GRAND RAPIDS, MINNESOTA**

PURPOSE

The Grand Rapids Economic Development Authority (GREDA), on behalf of the City of Grand Rapids, seeks the services of a qualified consultant or consultant team who will be responsible for providing services that result in a Master Plan for Legion Park in Grand Rapids, MN. The selected consultant will have considerable experience in developing master plans, particularly for communities of a size and standing similar to Grand Rapids and possess significant planning abilities in the areas of: data collection, trend projection, feasibility analysis, mapping, visioning, and citizen involvement/participation and process facilitation.

The consultant will be expected to develop and lead a planning process that features active public participation in assessing the current state of the park, as well as future improvements that will help drive expansion and economic impacts to the community.

INTRODUCTION AND BACKGROUND

Legion Park, dedicated on March 12, 1966 by McVeigh Dunn Post No. 60 American Legion, spans approximately 160 acres. The only restrictions are: 1) The name of the area shall remain “American Legion Memorial Park”; and 2) “The property shall be used solely and exclusively for recreational, educational or other public purposes”.

Since the acquisition there have been many improvements to the park including the development of Yanmar Arena, Grand Rapids High School, the Reif Center, Bob Streetar Field, Tom “Mr. D” Drazenovich Field, Nobel Hall Field, Cody Seim Memorial Skatepark, and an expansive recreational trail system on the western side of the park.

Land ownership within the park consists of ISD 318 and the City of Grand Rapids. In 1978 the City accepted a \$6,000 grant from the federal Land and Water Conservation Fund (LAWCON), managed by the State, for the construction of hiking and ski trails, encumbering the entire park limiting the ability to make certain improvements to the park. Some existing structures were pre-existing to the LAWCON grant and would be non-compliant now. Some of the trails are located on property owned by Itasca County and a tax forfeited property managed by the county. This property is not within the LAWCON encumbered area but is adjacent to the west. There is interest from the public to purchase the properties from the county and ensure that it will exist in perpetuity for public use.

ECONOMIC IMPACT

Apart from Yanmar Arena, there has been little public thought into the economic benefits of Legion Park to the greater community. On April 11, 2018, the University of Minnesota issued an economic impact report that indicated the arena generated \$3.3 million in gross economic output, approximately 48 jobs (full and part-time), and \$1.7 million in value-added economic impact to the community on an annual basis. The primary source being 12 weekends of hockey tournaments between the months of November and early March. Since then, due to inflation, this impact has only grown. In addition to hockey, there are over 20 other activities

that occur on the grounds of Legion Park, yet their economic contributions remain unquantified. The University of Minnesota Extension will be contracted by GREDA to assess the current and future economic impact of the park. These assessments will be based on the findings and recommendations of the plan and the selected consultant will be required to work closely with the U of M during this evaluation.

Improvements to Legion Park have been on a project-by-project basis related to the specific enhancements or organization needs and timing. To maximize the potential use and economic benefits of Legion Park, the city feels that it is necessary to develop a master plan.

PROJECT SCHEDULE

City staff is on a schedule to recommend consultant selection at the regular meeting of the Grand Rapids Economic Development Authority on Thursday, September 11, 2025. The process to develop the Legion Park Master Plan should begin in earnest shortly thereafter.

Intermediate milestones in the development of the Plan will be established after the successful consultant is selected. The project should be finalized no later than October 1, 2026.

MINIMUM PUBLIC PARTICIPATION

As mentioned earlier there are over 20 extracurricular activities occurring within the park. These diverse stakeholder groups should be given ample opportunity to participate in the process of developing the Plan. Such groups include but are not limited to:

- | | |
|--|--|
| ▪ Arts and culture groups | ▪ Cross Country Running |
| ▪ Bands, choirs and other music groups | ▪ Football |
| ▪ Cross Country Skiing | ▪ Hockey |
| ▪ Dance | ▪ Pickleball |
| ▪ Figure Skating | ▪ Softball |
| ▪ Wrestling | ▪ Horseshoe/Bocce |
| ▪ Lacrosse | ▪ Concerts/Reif |
| ▪ Mountain Biking | ▪ Trade Shows |
| ▪ Track & Field | ▪ Conference / Meetings |
| ▪ Soccer | ▪ Banquets / Receptions |
| ▪ Frisbee Golf | ▪ Education (ISD 318) |
| ▪ Basketball | ▪ Tourism, history, and recreation facilities/groups |
| ▪ Theatre | ▪ Citizens at large |
| ▪ Baseball | ▪ And any others who are interested |
| ▪ Skateboarding | |
| ▪ Volleyball | |

The public participation process proposed must promote meaningful participation that educates, offers participants opportunities to discuss and resolve issues, and creates a sense of ownership of the Plan by the participants.

The project consultant's role in the public participation process, at a minimum, will include:

- Organizing and scheduling meetings – with aid provided by City staff.
- Conducting/facilitating meetings/visioning sessions, design charrettes, and surveys.
- Providing technical expertise/advice
- Recording public comments
- Identifying areas of consensus
- Translating the input received during the process into alternative visions
- Presentation of preliminary concepts to key stakeholders
- Presentation of final concepts to key stakeholders

The consultants suggested approach towards public participation and stakeholder participation shall be included within the work plan, required within the proposal contents section. At a minimum, the proposed public participation shall involve at least one meeting with each of the identified groups and two community input sessions. Additionally, a set of focused meetings with the user groups to review and discuss the recommendations should be planned. The precise method of optimizing public participation will be developed jointly by the consultant and the City after consultant selection, and early in the project schedule.

RELATED STUDIES AND AVAILABLE RESOURCES

GREDA will make available to the project consultant the City's GIS data, which includes the following layers of information:

- Color Aerial Photography
- Parcels
- Topography (2' contour intervals)
- Existing Zoning
- Future Land Use Map recommendations from the Comprehensive Plan
- Public Utilities: Sanitary Sewer, Water, Storm Sewer, Electric
- Roads/Easements
- City Limits
- Lakes and Rivers
- Trails and sidewalks

Additional information available to the selected consultant:

- Yanmar Arena Economic Impact Study (2015 and 2018)

PLANNING BODY

The City envisions process oversight, during the development stages of the Plan, will be performed by the Grand Rapids Economic Development Authority (GREDA). GREDA and City staff will be the communication link between community stakeholders and the project consultant and will act on a recommended draft which will be put forward to GREDA near the conclusion of the process.

REQUIRED PROJECT DELIVERABLES

Hard copies of the final Plan document containing text and graphics should be in 8 ½" x 11" format. Larger graphics in the report could be folded 11" x 17" sheets. Ten (10) copies of the final Plan are required.

Two electronic copies of the Plan document, including graphics, shall also be provided. One copy shall be provided in a MS Word format and the other shall be provided in PDF format.

CONCEPT

The development of a Master Plan will:

- Identify specific improvements catering to all park users.
- Collaborate with U of M Extension on the economic impacts associated with each activity.
- Explore expansion opportunities for various user events and project the economic impact of these enhancements. Establish a timeline to implement improvements and activities, complete with cost projections.
- Identify opportunities for improved coordination between user groups.
- Identify potential funding sources.
- Identify opportunities for new and expanded use of the park as an economic catalyst.

Potential improvements that have already been identified are:

- Installation of a digital reader board located near the intersection of Hwy 38/14th Street NW.
- Development of a trail/pedestrian connection between 14th Street NW and the intersection of 16th Street NW.
- Construction of a field house and locker rooms.
- Upgrades to turf and lighting on baseball and practice fields.
- Improvements to the arena parking lot.
- Implementation of a roundabout at Hwy 38/14th Street NW.
- Installation of trail lighting.
- Construction of a mountain bike skills or pump track.
- Roadway and pedestrian improvements to 16th Street NW.
- Neighborhood art installation.
- Construct a pavilion, play structure, and a splash pad in the green space adjacent to the Ryan Flood Basketball Court.

DESIRED PROJECT OUTCOMES/STATEMENT OF WORK

In the first phase of the Study, with input and data received, the project consultant will evaluate, measure and summarize the existing needs and uses of Legion Park. This evaluation shall also consider if present facilities could serve those needs of others not considered.

In the second phase, the Study should identify future options for expanding the park. This should account for input from stakeholders, industry trends and viability of the site. Economic impacts, user groups coordination and future management of the park should be

considered in the recommendations. In addition, the second phase will provide relevant data pertaining to the economic benefit of similar venues in other comparable communities.

PROPOSAL CONTENTS

The consultant's proposal should include, but not be limited to the following information:

- A summary of the consultant team and individuals that will work on the project.
- A description of the consultant's philosophy regarding social, economic, human, environmental, and related values that provide the basis for the consultant's approach to the project.
- A general restatement and/or enhancement of the desired project outcomes.
- A work plan that will lead to the desired outcomes.
- A description of the consultant's plan to optimize public participation.
- A proposed project schedule.
- A detailed description of the SINGLE past project that the consultant believes is most similar to this project.
- A list of three other projects with references.
- A statement of the consultant's ability to complete the project within the prescribed timeframe.
- A statement regarding the level of effort and degree of detail that can be provided in the project, given the proposed fee.
- A discussion of how the consultant plans to minimize communication and logistical hurdles that may be caused by the geographic separation between the consultant and the client.
- In a separate, sealed envelope, a cost proposal for providing the requested consultant services. The cost proposal shall be in the form of an "hourly, not to exceed fee". The cost proposal shall include a listing of hourly rates for each position within the consultant team and an estimate of staff hours for each task within the proposed work plan.

If a proposing firm is not selected for an interview, the "cost envelope" will be returned unopened.

PROPOSAL SUBMITTAL

Ten copies of the proposal (with only one cost envelope) shall be submitted to:

Matt Wegwerth, PE
 Director of Public Works / City Engineer
 420 N. Pokegama Avenue
 Grand Rapids, MN 55744-2662

Proposals must be received by 4:00 p.m., August 28, 2025

Questions regarding the proposal process may be directed to Matt Wegwerth at (218) 326-7625 or at mwegwerth@grandrapidsmn.gov