



Agenda Memorandum

Agenda Item - IX.F

City Council Meeting
May 15, 2023

Subject: Master Park Plan - Request for Qualifications - Review and Approve Consultant Search

Prepared By: Justin Weiland, City Administration

Background of Issue:

Attached is a draft Park Master Plan Request For Qualifications for hiring a consultant to develop a Dell Rapids Park Master Plan. The City has budgeted \$60,000 to perform a Park Master Plan. The intent of the Park Master Plan is to bring in a fresh set of professional eyes to provide the City with an analysis of our current park inventory and infrastructure, an in depth look at the current use, followed by a look at future needs based on Dell Rapids demographic predictions. This process will include engagement with a Master Plan Committee and the public. The Request for Qualifications seeks to set out parameters of the City's expectations for a Master Plan and establish the timeline and process for selecting a consultant. The City will plan to solicit consultants over the next few weeks with plans to review submissions the first weeks of July. The process then lays out presenting a recommendation to the Council at the 2nd meeting in July.

The City is seeking to better plan and budget for quality of life amenities within the City Park system. The City has never holistically analyzed our assets and sought to set out plans and goals for what the communities park system could like in 20 years. This is an opportunity to assess our strengths and weaknesses, engage our community and begin planning for the future of our parks system.

Recommendation

Recommend the Council review the proposed Park Master Plant Request for Qualifications Document, make any additions or changes and make a motion to begin the process of soliciting consultants.

ATTACHMENTS:

[Request for Qualifications - CDR.docx](#)