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Office of the City Clerk
Taped & Televised

**COMMITTEE OF THE WHOLE
SPECIAL MEETING
Wednesday, October 30, 2024
5:30 PM
Christine Nuernberg Hall**

Agenda

1. Call to Order
2. Discussion Item
 - a. Review of Proposed Request for Qualifications for a Civic Campus Master Plan
3. Adjourn

Dated: October 30, 2024

/s/ Andrew Nerbun, Mayor

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM.



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Office of Community Development

TO: Committee of the Whole
FROM: Kim Tollefson, Director of Community Development
DATE: October 30, 2024
SUBJECT: Review of Proposed Request for Qualifications for a Civic Campus Master Plan

Background

On November 14, 2023, the Mequon Common Council authorized Resolution 4086, which provides a City of Mequon ARPA Spending Plan, including expenditures for a Civic Campus Master Plan under the Quality of Life objective of the City's Strategic Plan. Design and development plans with cost estimates, for improvements to the city-owned Civic Campus, located in the Town Center neighborhood, is desired. Detailed analysis and design and development plans are required prior to Common Council approval for funding improvements for a 30-year master plan.

Discussion

An internal staff team reviewed the attached draft Request for Qualifications for a Civic Campus Master Plan and presents the document for review and comment to the Common Council Committee of the Whole prior to public distribution. ARPA expenditures are to be allocated by December 31, 2024, therefore the following timeline for the project is anticipated.

Issue Request for Proposal	November 1, 2024
Proposals Due to the City of Mequon	November 22, 2024
Contract Award	December 10, 2024
Project Kick-Off	January 6, 2025
Project Completion	August 31, 2025

Recommendation

Review and consideration of the proposed, draft Request for Qualifications for comment incorporation prior to the public issuance of the document on November 1, 2024.

Attachments:

RFQ Civic Campus Draft CC 10.30.24 (DOCX)



City of Mequon
Civic Campus Master Plan
Request for Qualifications

DRAFT

Attachment: RFQ Civic Campus Draft CC 10.30.24 (9811 : CC Master Plan RFQ)

Date: 11.01.2024

Sponsor: City of Mequon Comm
Council

Client Representative: Kimberly Tollefson

Document Approval

The following signatures indicate approval of this document and its content.

Organization	Name and Role	Initial	Signature	Date
City of Mequon	Andrew Nerbun, Mayor			
City of Mequon	William Jones, City Administrator			
City of Mequon	Kim Tollefson, Director of Community Development			
City of Mequon	Jac Zader, Assistant Director of Community Development			
City of Mequon	Kristen Lundeen, Director of Public Works and City Engineer			
City of Mequon	Mike Gies, Parks and Forestry Superintendent			
Committee Volunteer	X			

Attachment: RFQ Civic Campus Draft CC 10.30.24 (9811 : CC Master Plan RFQ)

INTRODUCTION

Purpose

On November 14, 2023, the Mequon Common Council authorized Resolution 4086, which provides a City of Mequon ARPA Spending Plan, including expenditures for a Civic Campus Master Plan under the Quality of Life objective of the City's Strategic Plan. Design and development plans with cost estimates, for improvements to the city-owned Civic Campus, located in the Town Center neighborhood is desired. Detailed analysis and design and development plans are required prior to Common Council approval for funding improvements for a 30-year master plan.

Project Background

The City of Mequon is seeking professional qualifications to create a master plan for 15 acres of public land that currently includes the Civic Center Community Park, Mequon City Hall, Community Pool, Weyenberg Library, passive open space, Rennie baseball field, playground, Opitz Cemetery, a portion of the Ozaukee County Inter-Urban Trail, parking, sidewalk, trails and seating. The Civic Campus expands to the Milwaukee River, a riverfront park, and connects to the Village of Thiensville and Mequon's Town Center neighborhood. Exhibit A provides a map of the subject area. The City of Mequon, population of 25,500, is a suburb of the Milwaukee Metropolitan area and consists of 46 square miles.

City Center Community Park: The City's Master Park and Open Space Plan (2019) recommends a master plan with improvements to the City Center Community Park including play equipment, trail improvement, an aquatic facility study and baseball field improvements.

Town Center Neighborhood: The Civic Campus is considered an attribute that attracts private investment, spurs economic development and provides public open space for a traditional neighborhood with medium density mixed-use development and is centrally located within the city. The Civic Campus was expanded to include a riverfront park, new public parking, a gateway promenade, and streetscaping. Festivals sponsored by the City's Festival Committee are held within the Civic Campus, on a convertible street, annually.

Village of Thiensville: The Village of Thiensville and City of Mequon property owners share use of Civic Campus facilities including the library, pool and the recreational facilities listed above.

Operational Shifts and Public Facility Needs: Operational shifts in public safety personnel and facilities has occurred in recent years, including consolidation of the Emergency Medical Technicians (EMT) and Fire Departments to efficiently and economically serve both Thiensville and Mequon. In 2018, the condition of the current Mequon Public Safety Building, located at the intersection of Mequon Road and Buntrock Avenue, was assessed as *fair*, with deferred maintenance and further deterioration since that time. The outdated facility, coupled with intergovernmental services and personnel, has resulted in consensus by the Common Council of the need for a new facility, but has called into question the appropriate location(s) for a public safety facility.

Community Pool: The Mequon Community Pool structure and appurtenances are well beyond their life cycle, and due to current pool regulations, will require replacement.

Replacing the pool, concessions, bathroom/locker room and filter house facilities requires a review of the space allocated for its replacement. If the structures are constrained within the existing footprint, options are more limited than consideration of expanding into adjacent spaces. The Common Council has expressed a desire to keep the new pool, or other aquatic facility, on the civic campus and within the Town Center.

Rennicke Baseball Field: KT: NOTE: Pull from MTSD plan

SCOPE AND OBJECTIVES

OVERVIEW

Review history, existing plans and studies of facilities, Civic Campus uses, adjacency and connectivity as well as community ideas. Meet with the City staff, elected officials and other key stakeholder groups. Hold community engagement meetings to gather ideas and review options. Develop capacity thresholds and prioritized functionality, concept site plan and cost estimates that will be used to create the implementation plan. Present Master Plan to City Common Council. The City budget includes \$60,000 for a concept master plan. Show a breakdown of the costs associated with your proposal, including cost detail by identified staff, staff classification and specified task(s).

The project requires analysis including, but not limited to:

Inventory of site-specific and building conditions including but not limited to:

- Soil conditions, topography, drainage, tree and vegetation and environmental features
- Utilities, infrastructure, building improvements
- Active and passive recreational features and open space
- Visual and physical connections for integration with surrounding neighborhood features; public and private
- Pedestrian, bicycle and vehicular mobility, storage and user patterns
- Neighborhood character

Evaluation of existing documents, plans and studies to gain understanding of functionality and current programming including but not limited to:

- City of Mequon Park and Open Space plans, annual reports, programming and policies
- Town Center neighborhood plans and Town Center TIF Project Plan
- City of Mequon facility studies
- Facility studies associated with the Weyenburg Library and M-T School District
- City of Mequon department operations studies
- Festivals Committee
- City of Mequon zoning and land development specifications
- City of Mequon TID No. 2 Project Plan
- Park Impact fees

- Community survey results and summaries
- Alta Survey

Development and Execution of a Participation Plan for City Partners, General Public and Civic Campus Users including but not limited to:

- Weyenberg Library
- Village of Thiensville
- Town Center businesses, residents and visitors
- MT School District
- Rotary Clubs
- Mequon Festivals Committee
- MT Recreation Department
- Ozaukee County
- Thiensville Mequon Youth Baseball Association
- Pool patrons

Develop Method of Prioritizing Use, Functionality (excess and deficient) and Capacity of the Civic Campus Related to the following uses (not all may be feasible):

- City Hall
- Community Pool
- Weyenberg Library
- Baseball facilities
- Park facilities
- OIT
- Open Space
- Public Safety facilities including Police Department and Southern Ozaukee Fire Department

Develop a Concept Civic Campus Site Plan Based on Prioritized Use, Functionality and Capacity including the following details:

- Location of*:
 - a) Land features
 - b) Open space features
 - c) Multi-modal features
 - d) Recreational features
 - e) Building improvements
 - f) Infrastructure
 - g) Utility

*two (2) plans are necessary for the location of the above including a demolition and preservation plan and a new improvement plan

- Quantitative and Qualitative Specification of Proposed:
 - a) Land features

- b) Open space features
- c) Multi-modal features
- d) Recreational features (seasonal and year-round)
- e) Building improvements
- f) Infrastructure
- g) Utility
- h) Other capital improvements

Cost Estimate and Value Engineering Opportunities of Concept Civic Campus Site Plan.

Potential Phased Implementation of Site Plan.

PROPOSED SCHEDULE

Issue Request for Proposal	November 1, 2024
Proposals Due to the City of Mequon	November 22, 2024
Contract Award	December 10, 2024
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Project Completion	August 31, 2025

PROPOSAL FORMAT AND DEADLINE

Consultants must submit their proposals to the City of Mequon Community Development Department, addressed to:

Community Development Director, Kimberly Tollefson
11333 North Cedarburg Road
Mequon, WI 53092

Submissions shall be received by 1:00 P.M. on November 22, 2024. Please provide three (3) bound proposal copies. Electronic copies are also acceptable and may be submitted to ktollefson@ci.mequon.wi.us, by the same deadline. Electronic copies require acknowledgment of receipt by the City to be considered. Consultant selection will be based on quality of proposal, qualifications of the design team, and fee to complete the work.

The City reserves the right to reject any and all proposals. The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the preferred proposer, the City may negotiate a contract with the next preferred proposer.

VALUATION CRITERIA

Those consultants responding to this RFQ must address the following criteria:

- Qualified candidates shall have extensive experience in municipal planning and engineering, park and landscape architecture and urban design principles.
- Describe how your firm's mission and expertise meet and enhance the project's needs.
- Demonstrated experience in successfully working with various public stakeholders and public sector agencies in accomplishing projects of this type.

- Provide examples of similar projects that your firm has undertaken.
- Provide examples of your firm's work concerning partnerships, contracts, municipal management and politics, assumption of risk and interaction with public.
- Describe your business's level of interest and availability for this project, philosophies concerning project initiation, budget, management and implementation and post-project support.
- Submit the resumes of the specific project team members that would be involved in this project.
- Provide details regarding any planned changes, enhancements and news releases regarding your firm's activity in the marketplace in the near future that may impact this project.

Questions may be directed to Kimberly Tollefson, Director of Community Development, at 262.236.2903 or ktollefson@ci.mequon.wi.us.