

Parks Project Proposal Checklist

1. The geographic area and population to be served,
 - a) preschool through grade 12 student enrollment within 2 mile radius for the past five years, and
 - b) student enrollment (within 2 mile radius) projections for the next five years.
 - c) Non-school district adult and youth recreational programming enrollment for adjacent (nearby) or area groups for last five years
 - d) Defined facilities/program service area that will be served by this proposal

2. A list of existing park facilities
 - a) by year constructed,
 - b) their uses, and
 - c) an assessment of the extent to which alternate facilities are available within the park boundaries and in nearby parks to meet proposed recreational needs.

3. A list of specific deficiencies of the park facilities for proposed utilization
 - a) demonstrating the need for a new or renovated facility to be provided,
 - b) a list of specific benefits that the new or renovated facility will provide to
 - i) youth,
 - ii) adults, and
 - iii) general community users served by the facility.

4. The relationship of the project to any priorities established by
 - a) the City of Duluth Parks - Master Plan
 - b) area youth and adult recreational programming organizations that may benefit from proposal, or
 - c) other groups in the service area.

5. A description of pedestrian, bicycle, and transit connections between the park and nearby residential areas that make it easier for children, parents, and other adults to get to park by walking, bicycling, and taking transit.

6. A specification of how the project will
 - a) maximize the opportunity for cooperative use of existing park, recreation, and other public facilities, and
 - b) how the project will increase collaboration with other governmental or nonprofit entities.

7. A narrative description of the project, including
 - a) specifications of site and outdoor space acreage impact and utilizations - only usable acreage should be included,
 - b) square footage allocations for new and converted facilities, including non-building amenities
 - c) a floor/site plan of the project, if applicable,
 - d) estimated expenditures in reasonable detail for the project, and
 - e) date(s) the project will begin and be completed.

8. The source(s) of financing the project;
 - a) if multiple sources of funding are to be used, provide all components of the financing plan,
 - b) total project cost must include:
 - i) total construction cost, and
 - ii) financing costs (if applicable), and

- iii) on-going maintenance and operational costs – including a 10-year capital improvement plan, anticipated cost of utilities annually, and a preventative and repair/emergency maintenance plan and budget
9. An analysis of how the proposed new or remodeled facility will affect
 - a) Organization's operational or administrative staffing costs, and
 - b) Proposal for how the Parks' operating budget will cover any increased operational or administrative staffing costs.
 - c) If the Park is adding additional facility square footage or acreage, include assumptions and calculations used in the estimated general operation cost of the updated park infrastructure.
 - d) If the Park is updating mechanical systems and electrical systems and amenities, provide detail on how the new systems/amenities will impact operating costs compared to the current system.
 10. A description of the consultation with local or state road and transportation officials on
 - a) site access, safety issues, and
 - b) ways the project will address those issues.
 11. A description of how
 - a) indoor air quality issues and ADA issues have been considered, and
 - b) a written certification signed by the project architect that the architects and engineers designing the facility have professional liability insurance.
 12. As required under Minnesota Statutes, section 123B.72, provide
 - a) written certification signed by the project architect that the plans and designs for the extensively renovated or new facilities will meet or exceed all applicable codes.
 13. A specification, if applicable, of how the facilities will utilize environmentally sustainable facility design concepts.
 14. Any existing information from the relevant local unit of government about the cumulative costs to provide infrastructure to serve the Park, such as utilities, sewer, roads, and sidewalks.
 15. A proposal for significant renovations of existing buildings should have a statement that the proposer has reviewed cost data, discussed facility replacement verses renovation, determined that the projected project costs do not exceed 60 percent of the replacement value of the facility, and the City has determined that facility renovation is in the best interest of the City.