

**Request for Proposals for  
PARK FACILITIES NEEDS ASSESSMENT AND IMPACT FEE ANALYSIS**



*Prepared by:*  
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Department of Public Works  
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## **SUMMARY AND BACKGROUND**

The Village of Summit is located along Interstate 94 in western Waukesha County, Wisconsin. The Village offers the benefits of a quiet, rural, and lake country setting near urban amenities. The Village's location provides for outdoor recreational activities and state parks at the doorstep of its residents. With this setting, city offerings like professional sporting events and cultural performances are also easily accessible in the nearby Madison or Milwaukee areas. The Village includes a variety of quality housing developments and excellent school districts, with many shopping and dining opportunities within a short drive. Through well-planned and controlled development, Summit is a growing, thriving community where residents find opportunities to live, work, and play.

The Village of Summit's Public Works Department has oversight and responsibility of the Village's park and recreation system. The Public Works Department is comprised of one director, three full-time maintenance staff, and two part-time seasonal staff serving a population of 5,341 (as of the 2025 census). Staffing may adjust slightly based on the needs of the community and available funding. The Village owns and manages a total of 84 acres of parkland and 0.3 mile of multi-use trails. Park amenities include playgrounds, a picnic area with tables, baseball/softball fields, a restroom/storage facility, a sledding hill, a basketball court, and an ADA-accessible kayak/canoe launch on the Bark River.

The Village completed a Comprehensive Outdoor Recreation Plan (CORP) update in 2023. This plan sets the framework for continual improvement of the Village's park and open space system and is intended to guide the development, maintenance, and acquisition of park and open space lands. In addition, the CORP also identifies sources of revenue for capital improvement projects, as well as operation and maintenance expenses. Impact fees are identified as a critical component of funding, as they defray the cost of land development for parks and recreational amenities to accommodate development projects.

The Village's last Park Facilities Needs Assessment and Impact Fee Analysis was completed in 2018. Since the last assessment was completed, a large development with 333 new single-family residential parcels has been fully built out. There are two additional developments that were approved in 2025, with another 30 single-family residential homes planned for construction. In addition, the Village is working with the City of Oconomowoc, the property owner of the Pabst Farms Development, and a large developer to explore the development of the remaining undeveloped Pabst Farms Development parcels north of I-94 and west of CTH P/N Sawyer Rd, potentially creating 60 acres of phased, mixed-use development with single-family residential, multi-family residential, and commercial uses within the Village.

Given the scope of development that is anticipated in the near future, the Village is seeking a Park Facilities Needs Assessment and Impact Fees Analysis to understand the recreation preferences and needs of the community, allowing for better alignment of recreation facilities with residents' expectations. The data and information gathered as part of the assessment will assist the Village in making informed decisions with regard to resource allocation and facility needs and improvements.

## **PURPOSE OF REQUEST**

The Village's impact fee program aims to create mechanisms to charge and collect fees to ensure that development bears its proportionate share of the capital facility and improvement costs warranted by development.

The Village of Summit is seeking proposals from qualified firms to conduct a Park Facilities Needs Assessment and Impact Fee Analysis. The assessment will evaluate the current state of recreational facilities, identify community needs, and provide recommendations for future improvements. An analysis of the Village of Summit's existing Park Impact Fee policy and recommended updates should accompany this work.

## SCOPE OF WORK

The selected consultant will be expected to:

- Meet with Village staff to review and evaluate current data and methodologies, provide suggestions for modern, up-to-date, defensible methodologies, move forward with the study using agreed-upon methodologies, and gather the data needed to conduct the studies and analysis; and
- Document and summarize existing conditions and current deficiencies, report on identified community needs, regional trends, and peer providers' offerings, and review recommended levels of service for various recreation amenities.
- Update impact fees and impact fee formulas, where appropriate.
- Provide a detailed assessment of needs, current deficiencies, and opportunities for improvement or growth.
- Identify potential funding sources, partnerships, and strategies for implementing recommendations.
- Identify specific changes to the Village of Summit Municipal Code that are required; and
- Estimate potential revenues from the updated impact fees; and
- Assist in reviewing the proposed ordinances needed to effectuate the rates; and
- Present and participate in discussions about the updated impact fees, ordinances, and revenue forecasts at up to two public meetings.

### **Deliverables to include (in electronic format):**

- Data tables with raw data, calculations, sources, and links.
- Recommended fee schedule.
- 10-year revenue forecasts.
- Draft Final Park Facilities Needs Assessment and Impact Fee Analysis reports which outline calculations and methodology, including spreadsheets (with calculations) and other documents as appendices.
- Present the findings to the Village of Summit Village Board and stakeholders (in-person meeting). Presentations for public meetings in Microsoft PowerPoint format (to be submitted at least one week prior to meetings).
- Develop an ordinance amendment for the adoption of the proposed impact fees. Provide support during the public hearing and ordinance adoption process.
- Any additional items specific to the Park Facilities Needs Assessment and Impact Fee Analysis study.

## PROPOSAL REQUIREMENTS

**Project Approach:** Provide a clear, concise statement of the general approach to be undertaken on the project.

**Scope of Work:** The consultant will be required to provide all services and work to complete the required rate study as outlined in this RFP.

**Schedule of Work:** The consultant shall provide a schedule for the various tasks identified in the Scope of Work. The schedule should include the time allowed for review by the Village.

**Qualifications:** Consultant qualifications should include detailed information regarding the consultant's experience on similar projects.

A statement to the effect that the consultant's project lead and key team members, as well as sub-consultants, will not be replaced without the Village's prior approval shall be included. The consultant's qualifications should include the following information:

- List a summary of five (5) similar projects completed in the past five (5) years and provide references and an email and phone number for each reference. The Village may request a finished product for evaluation.
- Provide resumes of no more than four (4) key members of the proposed project team and no more than four (4) key members of each sub-consultant who will work on this project. Each resume should be a maximum of one (1) page in length.
- Of the listed reference projects, list the involvement of proposed project team members for whom resumes have been submitted.
- List sub-consultants and specify their involvement in the project. List no more than five (5) projects of similar complexity and magnitude undertaken by the sub-consultant in the past five (5) years and provide references and a phone number for each project.
- The consultant may submit a brochure or narrative discussion, not to exceed five (5) 8.5" x 11" single-sided pages, that provides any further information describing the firm's qualifications for this project.
- The proposal should be accompanied by a brief introductory letter stating firm's interest in the project.

**Level of Effort:** The consultant shall prepare a separate Level of Effort spreadsheet that contains line items for each major task and subtask to be performed with the estimated person hours per classification to be expended in that effort. The level of effort spreadsheet will be used to evaluate and compare the Village's understanding of the scope of work with the consultant's proposal.

**Costs:** Costs shall be provided in a lump sum, not-to-exceed format. All direct and indirect costs must be itemized to include an explanation of all fees and costs and should correspond with the Level of Effort spreadsheet.

**Selection Procedure:** Subsequent to the deadline for acceptance of proposals, the Village will evaluate the Technical Proposal and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the Village) using the selection criteria and weights indicated below.

| CRITERIA                                                                                                                                                                                                                     | POINT VALUE            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Methodology &amp; Approach:</b> Proposal demonstrates a clear understanding of project complexity and goals, provides a tailored approach to achieve outcomes, and utilizes best practices to complete the required work. | Up to 10 points        |
| <b>Experience:</b> Proven experience in conducting recreation needs assessment, impact fees, or similar studies.                                                                                                             | Up to 10 points        |
| <b>Expertise:</b> Knowledge of recreational planning, community engagement, and data analysis.                                                                                                                               | Up to 10 points        |
| <b>Staff Qualifications:</b> Resumes provided demonstrate specialized expertise, relevant experience, and necessary certifications to meet project demands.                                                                  | Up to 10 points        |
| <b>Cost:</b> The affordability and competitiveness of price will be considered.                                                                                                                                              | Up to 10 points        |
| <b>TOTAL</b>                                                                                                                                                                                                                 | <b>Up to 50 points</b> |

Should the Village determine that interviews are desirable, up to 20 additional points may be granted based on those interviews. Ranking will be on a total point basis of the proposal and the interview, if conducted. The Village reserves the right to request follow-up information or clarification from firms under consideration.

**Submittal Deadline:** All proposals must be received by email or in person to the address below **by Friday, June 12<sup>th</sup> at 10:00 a.m. CST:**

Kamron Nash, Public Works Director  
Village of Summit  
37100 Delafield Rd  
Summit, WI 53066

Or by email at: [pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov)

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the Village. Postmarks will not be accepted.

**Proposal Contact:** Please contact Kamron Nash by phone at 262-567-2757 or by email at [pwdirector@villageofsummitwi.gov](mailto:pwdirector@villageofsummitwi.gov) with any questions. All inquiries must be received by Tuesday, June 9, 2026. All inquiries made by prospective bidders will be answered by the Village and will be submitted to all interested parties in order to ensure that all parties are operating with the same information.

**Schedule:** The approximate RFP schedule is summarized below *(dates may be subject to change)*:

- Issuance of RFP: May 15, 2026
- Consultant submittals due: June 12, 2026
- Consultant interviews, reference checks, draft scope of work: late June/early July 2026
- Contract agreement, consultant approval, Notice to Proceed: July 2026

## **CONTRACT OBLIGATIONS**

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Village Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

This solicitation does not commit the Village of Summit to award a contract or to procure or contract for services or supplies. The Village reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the Village.

Each response to this RFP shall be made at the sole cost and expense of each proposing firm and with the express understanding that no claims against the Village of Summit for reimbursement will be accepted. All materials submitted in response to this RFP will become the property of the Village upon delivery. Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.