

Williston Park Board - Regular Meeting
April 15th, 2025
Williston Area Recreation Center-5:30pm
Jordy Larvick Board Room



Additions or Deletions to the Agenda

- b. WPRD Credit line increase
- c. Spring Lake Park Road Improvements RFP
- d. Norby Golf Design contract – continued services

New Business

- a. Girl Scout presentation – Spring Lake Park Project

Joe Barsh, Executive Director
Park District Commissioners – Kelly Heller (President), John Liffbrig (Vice-President), Logan Jangula,
Shawn Roness, Derrick Linghor

Mission Statement: "Superior Parks, Facilities, and Programs for all to enjoy an active life"



Request for Proposals (RFP) for Williston Spring Lake Park Road Improvements (overlook)

Williston Parks & Recreation District (WPRD)

Williston Spring Lake Park – Overlook

April 14, 2025

1. Introduction

The Williston Parks & Recreation Department (WPRD) is seeking qualified contractors to provide asphalt paving and related services for road improvements at Williston Spring Lake Park - Specifically, the road up to the overlook / Frisbee Golf course. This Request for Proposals (RFP) outlines the scope of work, submission requirements, and evaluation criteria for selecting a contractor.

2. Project Description

The project consists of providing all labor, equipment, and materials necessary for asphalt paving and subgrade preparation at Williston Spring Lake Park - Specifically, the road up to the overlook / Frisbee Golf course.

The work includes, but is not limited to:

- Mobilization
- Subgrade Preparation
- Asphalt Paving (4-inch depth)

* WPRD will provide any water needed for compaction of subgrade or paving work.

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3. Proposal Submission Requirements

Interested firms shall submit a proposal that includes the following:

- **Company Profile:** A brief description of the company, including its experience and qualifications.
- **Project Team:** Identification of the project team members and their roles.
- **Project Approach:** A detailed description of the proposed approach to completing the work.
- **Schedule:** A proposed project schedule.
- **Pricing:** A detailed breakdown of costs for each bid item, including unit prices and extended prices.
- **References:** Contact information for at least three (2) recent clients for whom similar work has been performed.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** Demonstrated experience in similar projects.
- **Project Approach:** Clarity, completeness, and feasibility of the proposed approach.
- **Schedule:** Reasonableness and achievability of the proposed schedule.
- **Pricing:** Competitiveness and completeness of the proposed pricing.
- **References:** Positive feedback from previous clients.

8. Submission Deadline

- **RFP Release Date:** October 21st, 2024
- **Proposal Submission Deadline:** November 11th, 2024
- **Vendor Selection Date:** December 17th, 2024
- **Contract Start Date:** January 1st, 2025

6. Title VI

- The Williston Park Board in accordance with provisions of Title VI of the Civil Rights Act of 1964 (78 stat. 252, 42 U.S.C. 2000d to 2000d-f) and the regulations, hereby notifies all bidders that it will affirmatively ensure that no person will, in the receipt, evaluation, consideration, acceptance, rejection, or award of any bid or contract entered into pursuant to this RFP, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, including sex, age, disability, low-income, or limited English proficiency (LEP) discrimination.

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Proposals must be provided in a sealed envelope with the words "SEALED Proposal – Williston Spring Lake Park – Road Improvements" on the outside of the envelope by 12:00 PM CT on May 16th, 2025, to:

Williston Parks and Recreation District

Joe Barsh, Executive Director

PO Box 1153

Williston, ND 58802

Each proposal shall be in accordance with qualifications, instructions and information contained in the RFP. If the response does not meet the specifications listed in the RFP, the provider may be deemed non-responsive. WPRD reserves the right to accept or reject any or all proposals or any items therein, to waive any irregularities or technicalities, and to contract in the best interests of WPRD. Responses shall remain valid and subject to acceptance anytime within sixty (60) days after the submission deadline unless a longer period of time is mutually agreed to by the parties.

For a complete list of RFP specifications, email WPRD Executive Director, Joe Barsh: Joeb@wprd.us.

Dated the 14th day of April 2025

Joe Barsh

Executive Director

Williston Parks & Recreation District

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NORBY

Golf Course Design

Addendum Two to the Agreement dated June 5, 2023 between the Williston Parks & Recreation District of Williston, North Dakota (Owner) and Norby Golf Course Design, Inc. (Golf Course Architect) for design and consulting services related to master planning services for the Williston Municipal Golf Course and surrounding property. This proposal is based upon a fixed fee for the scope of work defined below.

SCOPE OF SERVICES;

The Golf Course Architect shall provide the following services:

I. Design Development – 30% Design

Continue to participate in discussions regarding project feasibility, water quality and soil conditions.

Prepare a Preliminary Staking Plan with survey coordinates as required for staking soil borings locations, borrow pit locations and golf course tees and greens.

Prepare a Preliminary Irrigation Coverage Plan to assist in determining required water volume and project cost. The Preliminary Irrigation Coverage Plan will indicate sprinkler head placement, spacing and coverage. This plan will not include proposed piping, valving or electrical.

Revise the Preliminary Grading Plan and Master Plan to reflect changes to the proposed lot layout, sidewalk and road alignment as provided by others. Revised plan will also reflect changes requested to address stormwater ponding and increased irrigation ponding.

Revise and update the Preliminary Estimate of Probable Construction Cost.

COST OF SERVICES

The Golf Course Architect shall be compensated on a lump sum basis. The total fee for the services described above shall be forty one thousand dollars (\$41,000.00) as follows:

TERMS OF PAYMENT

Requests for payment shall be made as follows:

1. \$9,000.00 upon completion of the staking & layout plan with survey coordinates.
2. \$16,000.00 upon completion of the irrigation coverage plan showing head placement, spacing and overall course coverage.
3. \$14,000.00 upon completion of the revised grading plan
4. \$2,000.00 upon completion of the estimate of probable construction cost

All direct project expenses for travel, postage, shipping, printing and reproductions shall be considered reimbursable expenses and are *included in the above stated proposal*.

ACCEPTANCE

Submitted by:

**Norby Golf Course Design
Carver, MN**



By _____

President

Its _____

4/14/25

Date

Agreed:

**Williston Park District
Williston, ND**

By _____

Its _____

Date _____