City of Mission
Request for Qualifications
Conceptual Design Services

Victor X Andersen Memorial Park Improvements
Broadmoor Park Improvements

The City of Mission Parks + Recreation Department is requesting proposals from qualified firms and/or individuals to provide park conceptual design services for improvements in Victor X Andersen Memorial Park located at 6000 W 61st Street and Broadmoor Park located at 5701 Broadmoor Street in Mission, Kansas.

Background:
Mission Parks + Recreation Department operates the 80,000 square foot Sylvester Powell, Jr. Community Center (PCC), the Mission Family Aquatic Center (MFAC), 8 city-wide parks and the Rock Creek Trail. Activities include but are not limited to: adult + senior fitness classes, aquatics classes + swim lessons, youth programs, summer camps, special events, day trips, memberships, etc. Mission is one of several small suburbs in northeast Johnson County, maintaining a small-town feel, while also seeking and growing investments in a walkable, sustainable community.

Mission has three major metro corridors that serve its population (approximately 10,000) and allows for quick access to and between neighboring communities as well as downtown Kansas City. The City operates under a mayor/council/administrator form of government.

Since 2014, Mission's park and facility improvements have been funded primarily with revenues from a dedicated 3/8-cent parks and recreation sales tax. During the first ten years of collection, revenues were focused on a complete reconstruction of the MFAC (outdoor aquatic facility next to Andersen Park), and deferred maintenance at the Powell Community Center. The sales tax was renewed in 2022 for an additional ten years, with the goal of significant investment in Mission's outdoor parks and trail system.

Summary:
Mission Parks + Recreation Department is seeking the services of a qualified firm or individual to provide all conceptual design services associated with Andersen and Broadmoor Park improvements.

Andersen Park is bordered by residents on the east, west and south and a storm drain channel on the north. Previous park investments were successful in procuring funding from the Land +

Water Conservation Fund (LWCF) which carries a commitment to perpetual recreation use along with the requirement to notify LWCF of any designed improvements prior to installation. Feedback from staff and residents suggest opportunities to relocate pavilions more centrally, update the playground and install an ADA accessible walking trail in the park. Existing amenities that are anticipated to remain in their current locations are tennis/pickleball courts, trees, monument signage, and on-street parking.

Broadmoor Park is bordered by single family homes on the east and north, business parking along the southern edge, and Broadmoor Street along the western edge. The park currently includes parking, playground amenities, restrooms, a pavilion and a 10 ft wide concrete perimeter trail loop installed in 2023. Previous conceptual plans for this park were developed in 2021. A 646-unit multi-family project was recently approved immediately to the west of the park across Broadmoor Street.

The conceptual amenities and design must include Communities for All Ages (CAA) standards, tools, and guidelines to ensure Mission's parks offer more inclusive, age-friendly and vibrant locations for all residents and visitors. Mission also requires that any new amenity has intentional planning and design to support access for patrons with disabilities and their accompanying guardians.

Mission Parks + Recreation Project Goals:
Working in collaboration with the department's full-time staff, the selected provider will work toward and measure efforts against the following goals:

- Construct amenities that are inclusive of all residents and visitors i.e. CAA.
- Include playground features that espouse accessibility and inclusivity for all.
- Update the safety and aesthetic appeal of park amenities.
- Listen to and value staff and resident stakeholder group insights and opinions.
- Design the amenities to allow for a wide range of mixed use from programming and city-wide events to rentals and free play with minimal disruptions. e.g. Dive-In Movies, National Night Out, Mission Marlins Swim Meets, Mission Summer Family Picnic, Bunny Eggstravaganza, etc.
- Incorporate innovative, sustainable design to create optimal resource use and fiscal responsibility.
- Consider grants and other manufacturer incentives to address limited internal resources.
- Design should also consider the long-term maintenance constraints of a smaller department by focusing in the use of low maintenance or durable amenities.
- Incorporate shaded spaces, seating options and restrooms for resident/visitor comfort.
- Ensure the Andersen Park trail loop is ADA compliant and considers connection into the larger Rock Creek Trail system.
- The expectation is that conceptual designs will consider cost-saving solutions and amenities that deliver improvements without compromising quality.

Scope of Work + Deliverables:

The Mission Parks + Recreation Department anticipates the conceptual design services will include the usual and customary services outlined in the following scope of work and deliverables:

- Site analysis + concept development
    - Review access, patron circulation, land use, existing infrastructure, existing amenities, topography + drainage patterns, view sheds + vistas, existing vegetation + trees locations
    - 2 rendered alternative conceptual designs for Broadmoor Park
    - 2 rendered alternative conceptual designs for Andersen Park
- Public and stakeholder engagement
    - Present to City staff for initial review (2 meetings)
    - Facilitate neighborhood + public input meetings (1 meeting)
    - Present to Parks, Recreation + Tree Commission (1 meeting)
    - Stakeholder steering committee (1 meeting)
    - City Council presentation (1 meeting)
- Order-of-magnitude cost estimates
    - Preferred concept plan illustrations + supporting graphics for Final Conceptual Design
    - Present to City staff for coordination + discussion (2 meetings)
    - Present to stakeholder steering committee (1 meeting)
    - Present to Parks, Recreation + Tree Commission (1 meeting)
- Consider phasing and grant readiness
- Evaluation of maintenance impacts

Response Requirements:

1. **Company/Individual profile**
    a. Name of the business, contact person, and contact information: Provide address, telephone, mobile telephone number, fax number, email address, and web address, as applicable.
    b. Statement of ownership: Describe the type of business entity (sole proprietorship, corporation, LLC, or other)
    c. Disclose any actual or potential conflicts of interest with the City, its officers, agents, or employees.

2. **Qualifications**
    a. Provide a brief description of your firm, including its founding and history; number of employees; service areas; and awards or other forms of recognition.
    b. Provide a description of your work process.
    c. Describe your experience with other municipal agencies.
    d. Describe why and how your firm is uniquely positioned to serve as Mission Parks + Recreation solution to this project.

3. **Experience and ability to perform this work**

a. Describe the approach your firm/you would undertake to successfully complete the tasks described in the Scope of Work. Including an anticipated project delivery schedule.
b. Provide examples of relevant work.
c. Provide a minimum of three (3) client references.
d. Provide a list of personnel who would be assigned to Mission Parks + Recreation work, along with their credentials and experience. Include any partnering businesses or subcontracted firms that will aid in this project's completion.

4. **Project Personnel**
    a. Provide resumes for key staff to be assigned to this project.
    b. Include professional qualifications, years of experience and recent pertinent projects.
    c. Include project principal, manager, architect(s), designer(s), engineer(s) and other consultants or assigned staff as appropriate.

5. **Pricing**
    a. Provide a schedule of fees for all relevant services described in the Scope of Work including ongoing consulting, management, and strategy development; as well as firms to aid in accomplishing implementation.

Award:
The City of Mission reserves the right to alter the timing of the start of any work described above, to not proceed with some or all the work, and to contract with more than one firm for services described within this RFQ.

Rights of Review:
The City of Mission reserves the right not to award a contract for the RFQ and will not reimburse the cost incurred by bidders who respond to this notice.

Contract Execution:
The firm chosen will be required to enter into a contract with the City of Mission for the proposed work prior to commencement of any work. The firm chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements. The City reserves the right to negotiate the final terms and conditions of the contract to be executed. If the City and firm are unable to agree upon the contract, the City reserves the right to discontinue negotiations, select another firm or reject proposals. Upon completion of negotiations acceptable to the City and the firm, a contract shall be executed.

Evaluation Criteria:
Proposals will be evaluated based on, but not limited to, the following general criteria:

- Demonstrated understanding of the requirements of this project
- Project approach and schedule

- Qualification and expertise of the firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects
- Current workload or clearly established capacity to complete scope of work on a qualitative, timely basis
- Completeness of proposal
- Any additional criteria considered relevant to the project

Anticipated Selection Schedule:

- RFQ Distributed — November 6, 2026
- Proposal Due Date — December 10, 2026
- Selection — on or around January 20, 2027

Questions regarding this RFQ should be directed to Penn Almoney, Director of Parks + Recreation, 913.722.8210 or palmoney@missionks.org.

Submission Details:
Responses to the RFQ must be delivered electronically to Mission Parks + Recreation by **3:00 PM CST on Thursday, December 10, 2026**. Responses submitted after 3:00 PM CST will not be accepted. Responses must be submitted electronically via email to: palmoney@missionks.org with **"RFQ Andersen + Broadmoor Park Conceptual Design Services"** in the subject line.

Submissions should consist of one (1) PDF document containing all the requested information in the same order as the numbered Response Requirements listed above.