



PLAINFIELD CHARTER TOWNSHIP PARKS & RECREATION DEPARTMENT

5205 PLAINFIELD AVENUE N.E. • GRAND RAPIDS, MI 49525 • PHONE 616-363-9399
www.plainfieldmi.org

REQUEST FOR PROPOSAL

FOR PROFESSIONAL PLANNING CONSULTATION

PARKS & RECREATION MASTER PLAN UPDATE

Plainfield Charter Township (Township) is requesting proposals (RFP) from experienced professional parks planning consultants interested in assisting the township's Parks & Recreation Committee (the Committee) and staff in updating the five-year Parks & Recreation Master Plan (Plan) for adoption by the Township Board.

SCOPE OF WORK: The selected firm will provide the Township with professional services to create a successful and innovative five-year Plan. This Plan will provide the basis for acquisition, development and administration of the parks and recreational resources and facilities of the Township. The Plan must also satisfy the guidelines of the Michigan Department of Natural Resources. The Plan should include, but is not limited to, the following elements:

- 1. Community Profile:** Provide an updated description and location of the cultural, physical, and land use characteristics as they affect recreation in the Township.
- 2. Recreation and Resource Inventory:** Gather information describing the existing recreational facilities, their location and capabilities. In addition to Township-owned parks, this is to include areas and facilities not currently owned and managed by the Township but within the Township.
- 3. Deficiencies:** Evaluate the present inventory data to determine deficiencies based upon present and projected needs.
- 4. Planning and Public Input Process:** Manage the public engagement and input process. This is to include a description of the planning process and methodology.
- 5. Grand Rogue Park – Sub Area Plan.** Create a development plan for Grand Rogue Park.

6. **Non-Motorized Pathways and Trails Plan.** Incorporate the Township's Non-Motorized Pathways and Trails plan into the Township's network of parks and other recreational facilities and places.
 - **Background Information:** In 2016, the residents of Plainfield Township approved a millage (0.5 mils for 10 years) for the construction of non-motorized pathways/trails and the associated recreational facilities. Subsequently, a Non-Motorized Pathways and Trails Master Plan was created which now needs to be incorporated into the Parks & Recreation Master Plan.
7. **Goals and Objectives:** Review with staff the needs demonstrated by the community during the public input process. Prepare goals and objectives for the future of parks, recreation, open space, and trails, will then be determined for the Parks & Recreation Department for the next five years.
8. **Action Program:** Develop, in partnership with Township staff and the Committee, an action program to implement the goals and objectives of the Plan. Specific projects that are identified during the planning process should be described along with an explanation as to how they will meet the goals and objectives of the Plan. The consultant will also create a capital improvement schedule along with identifying potential sources of funding.

Note: All maps and/or site development plans prepared for the Plan must be compatible with the township's GIS service (REGIS).

INFORMATION TO BE INCLUDED IN THE REQUEST FOR PROPOSALS:

- Firm identification (name, address, telephone number, email, and website) and history.
- Parks and recreation master plan references (minimum of three). Please include the name of a contact person, telephone number, and email address.
- Experience with Michigan Natural Resources Trust Fund Grant and/or other Michigan Department of Natural Resources grant projects is desirable.
- Resumes for the project manager and the main staff member(s) who will be involved in completing the project.
 - If subcontractors will be used for portions of the project, explain their intended role and experience applicable to the project and what percentage of the work they will conduct. Please note that the consultant selected will be required to assume responsibility for all services offered in the proposal regardless of who produces them. The selected consultant shall be the sole point of contact with regard to contractual matters, including payment of any and all changes resulting from the contract.
- The name, title and signature of the person having the proper authority to submit the proposals for the firm. The proposals should be signed by the person in the consultant's organization responsible for the decision as to the cost and services being offered.
- A description of the specific approach and methods your firm proposes to use in completing the project work tasks. A proposed work schedule and a list of products should be included.
- All qualifications must remain valid for at least 90 (ninety) days from the date of submittals.

CRITERIA FOR SELECTION: It is the Township's intent to eventually contract with the firm whose proposal is deemed most advantageous in experience, qualifications, price, and other factors considered.

Procedurally, the Committee will review all proposals received and provide a recommendation to the Plainfield Charter Township Board who will authorize the contract with the selected consultant. As part of this process, firms who submit proposals may be required to make oral presentations to the Committee prior to its recommendation. These presentations will provide an opportunity for firms to clarify their proposals, introduce their team, as well as provide a forum for discussion. The Township Board, at its discretion, may choose to interview the recommended firm prior to awarding the contract.

Prospective firms should familiarize themselves with the Township's parks and recreational facilities and relevant master plans. Please visit the Parks and Recreation page on the Township's website at www.plainfieldmi.org for links to the 2015-2019 Parks & Recreation Master Plan, Comprehensive Plan, and the Non-Motorized Pathways and Trails plan.

PROPOSAL RESPONSE DATE: Proposals will be received until 4:00 p.m. Tuesday, April 23, 2019. Please provide one (1) original and five (5) hard copies along with emailing an electronic version to Cathy Beattie, Administrative Assistant, at beattiec@plainfieldmi.org. The hard copies can be mailed to: Plainfield Charter Township Parks & Recreation Office, 5205 Plainfield Avenue NE, Grand Rapids, MI 49525.

INQUIRIES: Please direct questions regarding this RFP to Bill Fischer, Director, Community Development Department, at 616.364.1190 or via email at fischerb@plainfieldmi.org.

FINAL PRODUCT: The final product and all related materials shall be the sole property of Plainfield Charter Township.

REJECTION OF PROPOSALS: The Township reserves the right to reject any and all proposals received as a result of this RFP, to negotiate separately in any manner necessary to serve the best interest of the Township.

PROPOSAL PREPARATION COSTS: All costs incurred for proposal preparation, presentation, or contract negotiations are the responsibility of the consulting firm. The Township will not pay the cost of any information solicited or received.