

**REQUEST FOR PROPOSALS
PLANNING CONSULTING SERVICES
PARKS AND RECREATION MASTER PLAN UPDATE INCLUDING
ADA TRANSITION PLAN AND GREENWAYS/BLEWWAYS PLAN
CITY OF MT. PLEASANT**

The City of Mt. Pleasant is seeking proposals from qualified planning firms to complete an update of its Parks and Recreation Master Plan including an ADA Transition Plan and Greenways/Blueways Plan.

In 2010, the City adopted its current Parks and Recreation Master Plan. The Master Plan was developed with public input, including community meetings and public hearings at the Parks and Recreation Commission, Planning Commission, and the City Commission.

Interested firms are invited to submit proposals to assist the City in completing this update. The services required are described in the following sections of this Request for Proposal (RFP).

Scope of Services

Following Department of Natural Resources guidelines, City Commission Goals, Parks and Recreation Commission input; needs to be addressed within the Master Plan Update include:

- **Community**: Updated statistics, trends, and projections regarding population, housing, and socio economic condition are in order for the new Parks and Recreation Master Plan. The firm may need to supplement this update with additional data as needed.
- **Administration of Parks and Recreation**: Updates will be needed for our Parks and Recreation Staff, our grants projects, and the Parks and Recreation budget.
- **Inventory of Recreation Areas and Facilities**: Updates to the Mid-Michigan recreation inventory are needed in addition to updated park maps and City Park inventory.
- **Public Input**: Engaging the public and gathering public input is a critical element of the Master Plan Process.
- **Action Plan**: Update the Improvement Schedule incorporating City's Capital Improvement plan as well as the Parks and Recreation Commission goals for the upcoming five years in key.
- **ADA Transition Plan**: An assessment of current Park facilities as to their recreational accessibility is to be undertaken. A transition plan developed with associated timeline and projected costs will be included. MDNR master plan requirements will be met under this scope item, and a usable universally accessible facility action plan developed.
- **Greenways and Blueways Plan**: Evaluation of the City's Riverwalk Trail, Chippewa River Corridor and local non-motorized plan is to be undertaken. Steps to have the Chippewa River Corridor incorporated as a Michigan River Trail is to be investigated. Inventory of local trails and recommendations on City trail improvements and additions will be part of this plan.

Additional Services Required

In addition to the services listed above, the submitted proposal should identify the proposed method(s) for soliciting public input on the various aspects and issues identified in the plan. The proposal should indicate the number of sessions recommended, as well as the rate if additional sessions are identified as necessary or desirable by the City.

The City also desires to keep interested parties engaged to the process. The proposal should identify recommended means for doing so with the use of City web site, social media, and the alike.

Project Schedule

It is anticipated that the contract for consulting services will be awarded in September 2014. It is the City's goal to complete adoption of the Parks and Recreation Master Plan update by April 1, 2015. The proposal should include a schedule that identifies the timing of major tasks, beginning with the contract award and ending with adoption by the City Commission.

Qualifications

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the firm. The resumes of key personnel that would be assigned to the project, along with a list of their responsibilities within the project should also be provided. In addition, related experience during the last six (6) years should be provided (include the name of the community, contact person, and phone number).

Project Cost and Contract

The proposal should include the following cost information: the lump sum project cost with a breakdown illustrating the costs of various deliverables; an estimate of the amount of staff time required to complete the project, including the approximate time expected to be allocated to each staff member; the number of meetings/site visits included in the project cost; and the firm's fee schedule for additional work.

The City desires a professional services contract with a not-to-exceed fee for the required services. The contract will provide for monthly billing on a time and materials basis for the services provided. In addition, the contract will include language to allow the project to be terminated by joint agreement of the parties with full compensation being made to the consultant for expenses incurred and work completed to termination date.

Proposal Evaluation

Although cost is a major consideration, the proposals will be evaluated by City Parks and Recreation Staff on the criteria listed below. Staff will use a ranking system based on the criteria to evaluate the proposals received relative to one another. Firms are encouraged to structure the proposals to address the information in the order listed.

1. **Understanding the Project** – the committee will review a brief statement of the firm's understanding of the project including an overview of the plan to complete the scope of amendments and additional services described in this RFP.
2. **Public Input and Engagement** – Consideration will be given to the nature and number of public input sessions and the firm's experience with the web, social media, and other recommended engagement techniques.

3. **Qualifications of the Personnel** – Consideration will be given as to the qualifications of the individuals assigned to the completion of the Parks and Recreation Mater Plan Update, including the staff time to be devoted to the project.
4. **Qualifications of the Firm**- The firm’s experience in similar projects in the last six (6) years, as described previously. Consideration will also be given to past experience and success in working with the City of Mt. Pleasant.
5. **Project Schedule** – Will be evaluated as to the proposed timeline as described earlier for the feasibility in meeting the City’s time frame.
6. **Project Cost** – Cost will be a major consideration; the total project cost, as well as the value of service provided by the firm, including the level of the personnel and their time that would be devoted to the project.

Deliverables

At the close of the project, the selected consultant will:

- Meet all the requirements necessary for successful submittal of the completed Master Plan and associated documents to the Michigan Department of Natural Resources.
- Provide an electronic copy of the updated Master Plan, ADA Transition Plan, and Greenways/Blueways Plan suitable for reproduction and publication on the City’s website.
 - The electronic files shall include editable documents in a Microsoft Word format, along with electronic copies of maps and other exhibits.
- Three (3) original copies of the finished plan and associated documents and exhibits.

Submittal Instructions

To be considered, three (3) copies of the completed proposal must be submitted in a sealed envelope, clearly marked: “REQUEST FOR PROPOSAL – PARKS AND RECREATION MASTER PLAN – Tuesday September 9, 2014” and received by **1:30 p.m. on September 9, 2014** by mail or hand delivery to:

City Clerk’s Office
City of Mt. Pleasant
320 W. Broadway
MT. Pleasant, MI 48858

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by filing written notice to the City Clerk before the stated proposal opening time. Questions regarding the proposal may be directed by email to:

Christopher Bundy, Director of Parks and Public Spaces
989-779-5328 cbundy@mt-pleasant.org

Questions must be received by noon September 5, 2014. Answers will be posted as received on the City's website at www.mt-pleasant.org/bids for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

Reservations

The City reserves the right to accept any proposal, to reject any proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposal.