

**DELTA CHARTER TOWNSHIP
PARKS MASTER PLAN
UPDATE
REQUEST FOR PROPOSAL**



**DELTA CHARTER TOWNSHIP
7710 WEST SAGINAW HIGHWAY
LANSING, MICHIGAN 48917-8974
TELEPHONE: (517) 323-8555**

June 29, 2017

A. PURPOSE:

The purpose of this Request for Proposals (“RFP”) is to solicit competitive proposals from qualified professional planning consultants to complete a comprehensive update of the Delta Township Parks Master Plan. The Parks Master Plan update will be completed in accordance with Michigan Department of Natural Resources (MDNR) guidance documents and include all requisite components for certification by the MDNR (Recreation Plan Guidelines Booklet IC1924).

All proposals must contain the requisite information outlined in this RFP and must be received no later than **4:00 PM EST on Monday, July 24, 2017**. Interested parties may obtain a copy of the RFP at the Delta Township Parks, Recreation and Cemeteries Department.

B. SCOPE OF SERVICES:

Delta Township’s current Parks Master Plan was adopted in 2012 and has recently exceeded the five-year expiration window with the Michigan Department of Natural Resources (MDNR). The current Plan is available on the Delta Township website. The primary focus of the current plan was to provide a thorough inventory of existing parks facilities and identification of desired improvement projects. While these aspects will need to be carried forward to the updated Plan, the Township’s desire is for the Parks Master Plan to provide more direction for larger redevelopment initiatives and future parks and recreation goals.

Since the last update in 2012, the Township has placed more emphasis on its parks maintenance, parks improvements, parks development, and its non-motorized transportation. Improved access and site specific enhancements have also been made to the parks. Recognizing the non-motorized system improvements to date and acknowledging the 2017 update of the Non-Motorized Transportation Plan (NMTP), currently being updated through the end of the 2017, will be key elements of this Parks Master Plan update.

The Township has also invested heavily through grants and internal funds in restoration and development projects, such as canoeing/kayaking, pathways, recreational sports, and restroom buildings. Leveraging these improvements for resourced based recreation will be another key aspect of the Parks Master Plan update.

The following required elements identified by the MDNR will serve as the primary guidance for this Plan update:

1. Community Description
2. Administrative Structure
3. Inventory of Existing Parks, Natural Areas and Recreational Facilities
4. Resource Inventory
5. Description of Planning and Public Input Process
6. Goals and Objectives
7. Action Program

Required Meetings and Presentations

To ensure the requisite inventories are up-to-date and the new plan supports other initiatives, the successful respondent will need to interact with the Township Parks, Recreation & Cemeteries Department, Planning Department, and Engineering Department on a regular basis. Additionally, the requisite public input process will demand several public meetings to solicit input on the proposed amendments and updates to the Plan. The successful respondent will also describe its use of social media to obtain public feedback.

The Township's goal is to have the Parks Master Plan adopted by the Township Board at or before its January 15, 2018 regular meeting. This would then allow the Township to submit the plan to the MNDR in time for the Plans update on March 1, and the grant application deadline on April 1.

C. DELTA TOWNSHIP EXISTING RELEVANT DOCUMENTS & REPORTS:

- The existing 1998, 2006, and 2012 Parks Master Plans.
- The 2012 Delta Township Non-Motorized Transportation Plan and any preliminary information from the current NMTP updating process.
- The 2013 Delta Township Comprehensive Plan.
- The current Delta Township Strategic Plan.
- Listing of projects since 2012 and grants received.

D. PROPOSAL SUBMISSION REQUIREMENTS:

A total of five (5) paper copies and a pdf copy on digital media must be received no later than Monday, July 24, 2017, at 4:00 p.m. Proposals received after this deadline shall not be considered. All costs incurred for proposal preparations, presentation or contract negotiation shall be the responsibility

of the consultant. Proposals shall be delivered in a sealed envelope to the Delta Township Parks, Recreation and Cemeteries Department to:

Marcus Kirkpatrick
Director
Delta Township Parks, Recreation & Cemeteries Department
7710 West Saginaw Highway
Lansing, Michigan 48917-8974

E. PROPOSAL INFORMATIONAL REQUIREMENTS:

Proposals shall include the following information:

Cover Letter: Proposals shall be introduced by a cover letter signed by an individual authorized to bind the proposing entity. Unsigned proposals will not be accepted. The letter should convey the Consultant's understanding of the project scope and deliverables, and demonstrate the Consultant's ability to complete the project in a timely and thorough manner.

2. **Project Understanding, Approach, and Work Plan:** The proposal shall confirm the items to be addressed; identify the consultant's approach including collaboration, research and analysis, and provide a detailed work plan.
3. **Resumes and Qualifications of Personnel:** The proposal shall include a personnel staffing plan with sufficient information for judging the quality and competence of the personnel dedicated to preparation of the Parks Master Plan.
4. **References:** The proposal shall include a list of former clients (including contact information) who have contracted for services similar to those described in this RFP within the last three years.
5. **Samples:** The proposal shall include representative samples, prepared by the individual who would be assigned to work with the Township.
6. **Schedule:** The proposal shall include a schedule as to when you would expect to complete specific work tasks for the Plan. The schedule should specify dates for the completion of each task. The schedule should estimate weeks or man hours complete each task and identify the responsible team members.

7. **Fees:** The proposal shall include a total project cost to undertake the project, which shall consist of any billing options for all expected services. The hourly billing rates for all personnel likely to work on this project shall be included.
8. **Insurance:** The proposal shall include evidence of general liability, automotive liability and professional liability in an amount of at least \$1,000,000 combined single limit as well as Workers Compensation Insurance with the statutory overages.
9. **Disclosure:** Delta Charter Township expects each potential consultant to identify any potential conflicts of interest and the plan for handling these matters.
10. **Omission of Services:** If a respondent believes that some of the services being requested are not necessary, please identify those services and reasons for their omission.

F. PROPOSAL REVIEW, EVALUATION & SELECTION:

Selection of a consultant will be made at the complete discretion of the Township, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become the property of Delta Charter Township and are subject to Freedom of Information Act release.

The Township will evaluate the proposals based upon the consultant's ability to provide the services required, qualifications of personnel assigned, compatibility of the submission with respect to this RFP, reference analysis from other communities and any past experience with the Township. For any questions or additional information please contact Marcus Kirkpatrick (517) 323-8555 or via email at mkirkpatrick@deltami.gov.