



REQUEST FOR PROPOSAL (RFP)
TO COMPLETE 5-YEAR PARKS MASTER PLAN
CITY OF GRAND BLANC, MICHIGAN

September 8, 2020

OVERVIEW

The City of Grand Blanc is seeking proposals from qualified planning firms to assist in updating our Parks Master Plan. The 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. The last Master Plan expires in 2021. Our current plan is a joint plan with Grand Blanc Township which administers the recreation portion of the plan; in the future the City of Grand Blanc will be administering all relevant activities in our parks. At present, opportunities in their parks and our parks are included within the Parks and Recreation Master Plan. The City of Grand Blanc needs a separate plan going forward focused on opportunities within our parks as the sole provider of services.

SCHEDULE

A Final 5-Year Parks Master Plan must be submitted to the MDNR by February 1, 2022. The successful firm shall include with their proposal a schedule with their proposal to allow time for public input including an on-line community survey, the 30-day draft plan notice period per MDNR requirements and plan adoption by the Grand Blanc City Council prior to January 1, 2022.

SCOPE OF WORK

The selected firm will provide the City with professional services to create a successful and innovative Parks Master Plan. The plan shall cover the City of Grand Blanc parks; Physicians, Schram, Rust, and the Grand Blanc Commons. The plan must be completed according to the standards and guidelines established by the Michigan Department of Natural Resources in the "Guidelines for the Development of Community Parks, Open Space, and Greenway Plans." This plan shall include, but is not limited to, the following elements:

1. Community Description - This will include a brief description of the Community, the regional location, and existing characteristics. Describe the relationship to existing locally adopted plans, such as the City of Grand Blanc Master Plan.

2. Administrative Structure - Description of how the Parks facilities and activities function and how these services are carried out in the Community. Include the following elements:

- a. The organizational and operating structures of the Community and the Parks Committee.
- b. The current year and projected annual budgets for the operation of City parks and maintenance, and capital improvements.
- c. The volunteers and non-profit groups involved in parks programs should also be described and what their role is in the department.

3. Description of the Planning and Public Input Process - The firm will manage the public engagement and input process. The firm will also describe the planning process and methodology involved in the Parks Master Plan. The meetings required for inclusion by the firm in their scope of work is included in the Meeting Requirements Section of the RFP.

The selected firm will develop, administer and tabulate an on-line (survey monkey or other) community needs/assessment survey to identify community needs and issues on the existing facilities, programs and services. The community in this sense is the City of Grand Blanc residents but can include the area that surrounds the City of Grand Blanc, Grand Blanc Township, and/or fall within the Grand Blanc Public School District. This survey will be prepared with the City of Grand Blanc Administrators and be approved prior to publication.

4. Goals and Objectives - The firm will review with City staff the needs demonstrated by the community during the public input process. Goals and objectives for the future of parks, open space, and trails, will be determined for the City and a future Parks Committee for the next five years.

5. Action Program - The firm will work with City staff and the Parks Committee to develop an action program to accomplish the goals and objectives of the Five-Year Parks Master 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. Recommendations and strategies for implementation of goals and objectives should also be included. The firm will also create a capital improvement schedule along with identifying potential sources of funding.

INFORMATION TO BE INCLUDED IN THE REQUEST FOR PROPOSALS:

In order to be considered, your submittal must include the following information:

- Firm identification (name, address, telephone number, fax, email, and web site addresses) and history.
- Parks master plan references (minimum of three). Municipal references from Michigan communities are required. 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 project assistant who will be involved in completing project. If subcontractors will be used for portions of the project, explain their

intended role and experience germane to the project and what percentage of work they will conduct.

- The name, title and signature of the person having the proper authority to submit the proposals for the firm. An officer of the firm who is authorized to execute contracts must sign the proposals. This signature will indicate that the proposals are valid for a period of ninety (90) days from the date of submission.
- Proposed Budget: The lump sum overall cost to the City which should include staff time, mileage and all reimbursable expenses. This cost sheet shall be sealed in an envelope separate from the remainder of the firms sealed submittal package.

MEETING REQUIREMENTS

All proposals and fees shall include at a minimum the following meetings as part of the scope of work. It is expected that all meetings will be held in person, however at the present time this may not be possible and virtual meetings will be considered.

1. One Preliminary meeting with the City Staff
2. Two working meetings with the Parks Committee
3. Conduct two community workshops with the general public to obtain citizen input in reference to Parks.
4. One Public Hearing Meeting
5. One Final Adoption City Council Meeting

SELECTION CRITERIA

Proposals will be reviewed by the City based on the following criteria:

- ✦ Experience as it relates to parks master planning for small size communities (under 10,000 pop.) in Michigan
- ✦ Familiarity with the City of Grand Blanc and the surrounding region
- ✦ Description of the proposed planning approach
- ✦ Community References

After review of the proposals, considered firms should familiarize themselves with City parks and facilities. The City will meet with those firms after the due date and before final selection.

Grand Blanc City Council will approve after they have had an opportunity to review the recommendations by Staff and the Parks Committee. It is expected that the winning bidder will be selected on or before November 11, 2020.

It is the City's intent to eventually contract with a firm whose proposals is deemed most advantageous in experience, qualifications, price and other factors considered. All proposals must remain valid for at least ninety (90) days from the date of submission.

PROPOSALS RESPONSE DATE

Sealed proposals, labeled “City of Grand Blanc – 5 Year Park Master Plan”, will be received until October 20, 2020 at 4:30pm. Please provide one (1) original and two (2) hard copies to: Christina Irwin – Assistant City Manager, City of Grand Blanc, 203 East Grand Blanc Road, Grand Blanc, MI 48439.

REJECTION OF PROPOSALS

The City reserves the right to reject any and all proposals received as a result of this RFP, and to negotiate separately in any manner necessary to serve the best interest of the City. The City of Grand Blanc is not required to accept the lowest bid and every effort will be made to award bids to local bidders. The City does not necessarily intend to award a contract solely on the basis of any response made to this request or otherwise pay for any information solicited or obtained during the RFP process.

FINAL DELIVERABLES

The selected firm will provide an electronic version of final report in word and PDF format. Firm shall also provide five (9) printed and bound copies at completion.

INCURRING COSTS

The City is not liable for any costs incurred by any firm prior to selection of a proposal.

INQUIRIES

If you have any questions regarding this RFP, please direct them to Christina Irwin, Assistant City Manager at 810/694-1118 or via email at cirwin@cityofgrandblanc.com.