**REQUEST FOR PROPOSALS**

Planning Consultant Services for Drafting and Adopting a New

5-Year Parks and Recreation Plan

**Purpose**

Crystal Township is seeking proposals from qualified planning firms to assist in updating its Parks and Recreation Master Plan. The Plan 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 Recreation Plan expired in December 2023.

Crystal Township is a rural community in Montcalm County. The township’s 2020 US Census population was 2,619 in a geographic area of 35.8 square miles, of which 34 square miles are land and 1.8 square miles (5.04%) are water.

The township maintains four parks totaling 28 acres. **Crystal Township Park** is the community’s 7-acre central park, which is currently undergoing a major redevelopment. Over $700,000 worth of projects are underway reconstructing the lakefront park to provide an expanded public beach area and terracing the hillside overlooking Crystal Lake. **David R. Noll Memorial Park** is 19 acres on the edge of town featuring sports facilities, such tennis, pickleball, and basketball courts, as well as baseball fields. **South Pier Park** is 2 acres located on the south side of Crystal Lake. Key features include an accessible pier, picnic tables, and a grill. **Duck Lake Park** is under ¼ acre providing lake access and a picnic table.

Additional information regarding the community and its parks and recreation resources can be found in the Crystal Township 2019-2023 Parks and Recreation Plan.

**Scope of Work**

The selected consultant will provide professional services to create a successful and innovative Parks and Recreation Plan for Crystal Township. 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, Recreation, Open Space, and Greenway Plans.” This plan shall include, but 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 the existing Township Master Plan.
2. **Administrative Structure** – Description of how the Parks and Recreation facilities and activities function and how these services are carried out in the community. Include the following elements:
3. The organizational and operating structures of the community and the Parks and Recreation Commission.
4. The current year and projected annual budgets for the operation of the township parks and maintenance, recreation programming, and capital improvements. The sources of funding for the parks and recreation budget should also be included.
5. The volunteers and non-profit groups involved in parks and recreation programs should be described and what their role.
6. A description of the existing partnerships with private organizations and their role in parks and recreation.
7. A description of the relationship with the local school districts and other public agencies involved in parks and recreation.
8. **Recreation and Resource Inventory** – Conduct an inventory of all community owned parks and recreation facilities, including a listing of partnership facilities used by Parks and Recreation. This inventory should include:
9. Park Description – Park type, park name, size in acres, physical condition, and likely service area.
10. Aerial Maps – Develop a comprehensive set of park inventory maps compatible with the local GIS (Great Lakes CID Center) along with site development plans.
11. Parks and Recreation Area Description – Purpose and use of each park in the system.
12. Accessibility Assessments – Assess all community parks and recreation facilities and rate their accessibility to residents and visitors with disabilities. Find areas for suggested improvements to be made to increase barrier free accessibility in parks and facilities using the “Barrier Free Accessibility Requirements for Parks” guidelines set forth by the State of Michigan.
13. DNR Recreation Grant Inventory – Include an inventory of all Michigan Department of Natural Resources Grants received by the township.
14. Post – Prepare reports for past grant funded activities for signature by township staff.

The inventory should also include area and regional recreational facilities that may impact park and recreation facilities and programs for Crystal Township and the surrounding townships. The inventory should also include school facilities and privately owned recreational facilities that may impact future planning efforts.

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

The selected consultant 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 is Crystal Township residents but may include the area surrounding the township or falls within the public-school districts that serve Crystal Township. This survey will be prepared with the cooperation with the Crystal Parks and Recreation Commission prior to publication.

1. **Goals and Objectives** – The consultant will review with Township staff the needs demonstrated by the community during the public input process. Goals and objectives for the future of parks, recreation, and open space will then be determined for the Parks and Recreation Commission for the next five years.
2. **Action Program** – The consultant will work with Township staff and the Parks and Recreation Commission to develop an action program to accomplish the goals and objectives of the Five-Year Parks and Recreation 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 consultant will also create a capital improvement schedule along with identifying potential sources of other funding.

**Required Deliverables**

Interested consultants are requested to submit proposals in a sealed envelope that include the following:

1. Written in an 8 ½” x 11” format.
2. Include an original and 2 copies.
3. Cover sheet with the consultant’s name, address, telephone, e-mail, and name of the contact person.
4. Parks and Recreation Master Plan references (minimum of three). Municipal references from Michigan communities are preferred. Please include the name of the contact person, telephone number, and email address.
5. Experience with Michigan Natural Resources Trust Fund Grant and/or other Michigan Department of Natural Resources grant projects.
6. Resumes for the project manager and the main project assistant who will be involved in completing the project. If subcontractors will be used for portions of the project, explain their intended role and experience related to the project and what percentage of work they will conduct.
7. 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.
8. Proposed Budget: The lump sum overall cost to the Township, 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 consultants sealed submittal package.

**Meeting Requirements**

All proposals and fees shall include at a minimum the following meets as part of the scope of work:

1. One Preliminary meeting with Township Staff.
2. Two working meetings with the Recreation Committee.
3. Two community workshops conducted with the public to obtain citizen input in reference to Parks & Recreation.
4. One Public Hearing meeting.
5. One Final Adoption Township meeting.

**Selection Criteria**

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

1. Qualifications and similar project experience, including references. (25%)
2. Effectiveness of proposed work plan and project understanding. (25%)
3. Innovative engagement strategy. (20%)
4. Strength of consultant’s team. (20%)
5. Clarity and responsiveness of proposal. (10%)

All qualifications must remain valid for at least ninety (90 days) from the date of submission. Firms who submit proposals will be required to make oral presentations. These presentations will provide an opportunity for firms to answer questions and to provide a forum for discussion of the proposals.

**Final Deliverables**

The selected consultant will provide an electronic version of the final report in Word and PDF format. Consultant will also provide 2 printed and bound copies at completion.

**Anticipated Schedule**

RFP Release Date: April 15, 2024

Deadline for Submission of Questions/Clarifications: May1, 2024

Initial Proposal Review Period: 7 days

Selection of Consultants Short-List: May 8, 2024

Interviews of Short-Listed Consultants: May 8, 2024 – May 28, 2024

Final Consultant Selection with Township Trustees approval: May 29, 2024

Plan Development: June 2024 – December 2024

Plan Complete: December 3, 2024

Plan Adoption: December 11, 2024

**Proposals Response Date**

Sealed proposals labeled “Crystal Township – 5 Year Park and Recreation Plan” will be received until (date and time). Please provide one original and 2 hard copies to: Pat Baker-Marek, Township Clerk, Crystal Township, 217 Park Street, Crystal, MI 48818.

**Rejection of Proposals**

The township 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 township. Crystal Township is not required to accept the lowest bid and every effort.

**Incurring Costs**

The Township is not liable for any costs incurred by the firm prior to issuance of a contract.

**Inquiries**

Questions regarding this RFP should be directed to Pat Baker-Marek, Township Clerk, at 517-235-4170 or via email at clerk@crystalmi.com.