



REQUEST FOR PROPOSAL (RFP)

**TO COMPLETE
5-YEAR COMMUNITY PARKS AND RECREATION MASTER PLAN
FOR THE CITY OF VASSAR, MICHIGAN**

05/05/2020

OVERVIEW

The City of Vassar is seeking proposals from qualified planning firms to assist in updating its Parks and Recreation Master Plan. The Recreation 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 Recreation Plan expired in 2019.

The City of Vassar was founded March 1, 1849 and is a full service, home rule city located in Tuscola County. The city is surrounded by two general law townships: Vassar Township and Tuscola Township. Per the 2010 U.S. Census, the community's population decreased from 2,823 to 2,697 people. Key features of the community include a traditional downtown located on M-15, the Cass River, an aging population base and industry along E. Huron Avenue. As of 2013, 62% of property values within the city were classified as residential.

The City of Vassar by ordinance has a Parks and Recreation Commission that is an advisory group to the City Council. Membership is extended to residents in the two surrounding townships: Vassar Township and Tuscola Township. In addition, autonomous recreation leagues (Little League, Youth Football, Adult Softball and Hockey Association) use city owned parks and facilities for practices and games.

SCHEDULE

A Final 5-Year Parks & Recreation Master Plan must be submitted to the MDNR by February 1, 2021. The successful consultant 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 Vassar City Council prior to January 1, 2021.

SCOPE OF WORK

The selected firm will provide the City with professional services to create a successful and innovative Community Parks and Recreation Master Plan. The plan shall cover the City of Vassar, Vassar Township and Tuscola 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 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 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:
 - a. The organizational and operating structures of the Community and the Parks and Recreation Commission.
 - b. The current year and projected annual budgets for the operation of City parks and maintenance, City recreation programming, and capital improvements. The sources of funding for the parks and recreation budget should also be included.
 - c. The volunteers and non-profit groups involved in parks and recreation programs should also be described and what their role is in the department.
 - d. A description of the existing partnerships with private organizations and their role in parks and recreation.
 - e. A description of the relationship with the local school districts and other public agencies involved in parks and recreation.
3. **Recreation and Resource Inventory** - An inventory of all Community owned parks and recreation facilities must be conducted, including a listing of partnership facilities used by the Parks and Recreation Department. This inventory should include the following:
 - a. Park Description- Park type, park name, size in acres, physical condition and the likely service area.
 - b. Aerial Maps- Develop a comprehensive set of park inventory maps compatible with the local GIS (Great Lakes CID Center) along with site development plans.
 - c. Parks and Recreation Area Description- Purpose and use of each park in the system.
 - d. 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 in order to



increase barrier free accessibility in parks, facilities, and trails using the “Barrier Free Accessibility Requirements for Parks” Guidelines set forth by the State of Michigan.

- e. DNR Recreation Grant Inventory- An inventory of all Michigan Department of Natural Resources Grants received by the City must be included.
- f. Post-Completion reports must be prepared for any past grant funded activities for signature by City staff.

The inventory should also include area and regional recreational facilities that may impact park and recreation facilities and programming for the City of Vassar and the surrounding townships. The inventory should also include school facilities and privately owned recreational facilities that may impact future planning efforts.

- 4. 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 in this sense is the City of Vassar residents but can include the area that surrounds the City of Vassar, Vassar Township, Tuscola Township and/or fall within the Vassar Public School District. This survey will be prepared based through cooperation with the Vassar Parks and Recreation Commission prior to publication.

- 5. Goals and Objectives** - The consultant will review with City staff the needs demonstrated by the community during the public input process. Goals and objectives for the future of parks, recreation, open space, and trails, will then be determined for the Parks and Recreation Commission for the next five years.
- 6. Action Program** - The consultant will work with City 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.



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 and recreation master plan references (minimum of three). Municipal references from Michigan communities are preferred. 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 consultants sealed submittal package.

MEETING REQUIREMENTS

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

1. One Preliminary meeting with the City Staff
2. Two working meetings with the Recreation Committee
3. Conduct two community workshops with the general public to obtain citizen input in reference to Parks & Recreation.
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 recreation master planning for small size communities (under 5,000 pop.) in Michigan – 20 points
- Experience in MDNR recreational grant programs – 20 points



- Familiarity with the City of Vassar and the surrounding region – 10 points
- Description of the proposed planning approach – 20 points
- Community References – 10 points
- Fee (to be placed in separate sealed envelope as part of overall submittal) – 20 points. Price proposal will only be opened after.

Prospective firms should familiarize themselves with City parks, recreation, and facilities. Firms should also review the attached copy of the 2019 Community Parks and Recreation Master Plan. The City will meet with a short list of prospective consultants along with a selection committee of the City Parks and Recreation Commission after the due date.

Final authorization of an accepted bid will be provided by the Vassar City Council after they have had an opportunity to review the recommendations by Staff and the Parks and Recreation Commission. It is expected that the winning bidder will be selected by July 6th 2020.

It is the City's intent to eventually contract with the firm whose proposals is deemed most advantageous in experience, qualifications, price and other factors considered.

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 final report in word and PDF format. Consultant shall also provide five (5) printed and bound copies at completion.

PROPOSALS RESPONSE DATE

Sealed proposals, labeled "City of Vassar – 5 Year Park and Recreation Plan", will be received until June 19, 2020 at 4:30pm. Please provide one (1) original and two (2) hard copies to: Andrew Niedzinski - City Manager, City of Vassar, 287 East Huron Avenue, Vassar, MI 48768.

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 Vassar 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



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(989) 823-8517

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.

INCURRING COSTS

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

INQUIRIES

If you have any questions regarding this RFP, please direct them to Andrew Niedzinski, City Manager at 989.823.8517 or via email at citymanager@cityofvassar.org.