

AGENDA
Cascade Charter Township Parks Committee
Tuesday, October 19, 2021
8 am
5920 Tahoe Dr

- ARTICLE 1. Call the meeting to order
Record the attendance**
- ARTICLE 2. Approve the current Agenda**
- ARTICLE 3. Approve the minutes of the September 21, 2021 meeting**
- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.
(Comments are limited to five minutes per speaker.)**
- ARTICLE 5. Strategic Plan Update
Update from Strategic Plan Subcommittee**
- ARTICLE 6. Responding to Visitors/Public Comment
Requested Action: Discussion on how to respond to visitors/public comment**
- ARTICLE 7. Park Budget Discussion
Requested Action: Discussion on the process for creation of a Parks Committee budget**
- ARTICLE 8. Review of Master Plan Update RFP
Requested Action: Review the draft RFP for services to assist with Master Plan update**
- ARTICLE 9. Potential Oak Wilt Situation at Burton Park
Requested Action: Update from Ginny, discussion of having professionals to call on**
- ARTICLE 10. Master Plan Survey
Update on Master Plan survey results**
- ARTICLE 11. Prepare for Discussion at November Meeting for 2022 Parks Committee Meeting Dates**
- ARTICLE 12. Old Business**
- ARTICLE 13. Any Other Business
Upcoming Meeting Dates/Topics**
- ARTICLE 14. Adjournment**

Meeting format

1. Staff Presentation
2. Project presentation-
- a. PUBLIC HEARINGS

*Staff report and recommendation
Applicant presentation and explanation of project*

Meeting Minutes
Cascade Charter Township
Parks Committee
Tuesday, September 21, 2021
8:00 AM
5920 Tahoe Dr

- ARTICLE 1.** Chairperson Wanty called the meeting to order just after 8:00 am.
Members Present: Alan Rowland, Mike Reese, Ginny Wanty, Matt Douglas, Joe Engel, and Supervisor Grace Lesperance
Members Absent: Dawn McDonald
- Others present: Planner Brian Hilbrands, Ada Parks Director Mark Fitzpatrick, Township Manager Ben Swayze
- ARTICLE 2. Approve the current Agenda.**
- Motion made by Member Engel to approve the agenda as written. Sported by Supervisor Lesperance. Motion carried.**
- ARTICLE 3. Approve the Minutes of the August 10, 2021 meeting.**
- Member Engel pointed out that in article 8, 'gauge' is misspelled and the committee isn't looking at property 'in' the river, but rather, property 'on' it.
- Motion was made by Supervisor Lesperance to approve the August 10, 2021 meeting minutes with Member Engel's edits. Supported by Member Reese. Motion carried.**
- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**
- Wayne Meulendyk, brought back concerns about Cascade Burton Park that he had previously spoken to the committee on. He was advised that it may be a few months before they had any action on his requests. He sent statistics to the committee members for their review post-meeting. He also found the answer to whether there was electricity on the street to put up a camera, as that had been a point of interest during the previous discussion. Meulendyk said that there must be electricity along the street in questions as there are street lights along the path.
- Mark Fitzpatrick, the Ada Parks Director, attended the meeting to talk about how Ada Parks and Cascade Parks can work together to collaborate and improve the recreational areas in both townships. He stayed for the rest of the meeting to provide insight on how Ada Parks is succeeding and how Cascade Parks can use some of the same ideas.
- ARTICLE 5. Park Master Plan**
- The decision on the table was whether or not the parks committee wants to consider developing an RFP for services to assist with the Master Plan update. Previously, Director Peterson and Planner Hilbrands were going to prepare the Master Plan update internally, but as Director Peterson is no longer a member of staff and Planner Hilbrands has recently had a large number of tasks and responsibilities added to his workload, staff handling the update may no longer be a viable option. RFPs over \$25,000 have to

be bid out to companies per township policy; there need to be at least three bids. The cost of an RFP isn't so much as a monetary cost as it is the cost of people's time and time for the RFP to process through the system. It would be at least until December for the physical project to get underway. The people's time cost would be 8-10 hours to get the RFP finalized and written and another 8-10 hours for it to be reviewed. The review would then go back to the committee for approval. The project's barrier is mainly the 15-20 manhours of staff time, with committee assistance, or more if the committee does not want to be directly involved; committee members may be able to spread their time across the project to fill in gaps.

Member Rowland thought that the committee could take Ada's RFP and use it as a mold for Cascade's new RFP. Director Fitzpatrick explained that Ada's RFP is specifically set around the processes and timelines Ada Parks follows such as when bids are due based on dates and times of committee meetings. Ada Parks fee structure also guides their RFP and builds out the scope of their projects. He shared that if you can narrow the scope of service and make the timeline very clear, the fees and price can be more negotiable.

Manager Swayze shared that Cascade Parks has a \$20,000 fund that they set aside specifically for special projects that come up or pieces of land the board wants to acquire. Member Rowland stated that they really need to develop a budget breakdown and purchase criteria as there aren't currently any documented requirements. He believes that there should be a set amount budgeted for special projects but the board should still have final approval.

Member Wanty asked if there were specific dates that either the county or state require information by that parks committees should be aware of when building the timeline for a project. Director Fitzpatrick stated that the DNR requires the master plans in order to be eligible for state grants and the grants are due by the end of March. This means that, by the first of February, the master plan has to be in place in order for the committee to be eligible to apply for state grants; this applies to all of the DNR grants. Ada and Cascade require their RFPs to have a 30-day public notice ahead of a public hearing before acceptance; this pushes the timeline further back. If the grant isn't going to be applied for by this spring, the timeline doesn't matter as much. Neither Cascade Township nor Ada Township have had much luck in applying for grants in the past.

Speaking on DNR grants, Director Fitzpatrick shared that a lot of them follow very traditional DNR activity. They are mainly targeted at increasing the accessibility for anyone who is interested rather than just adding features. They want to increase availability and accessibility to recreation.

Township Manager Ben Swayze believes that 8 to 10 staff hours is doable and the best route as staff have done a lot of RFPs lately and have the experience and knowledge necessary to put out an RFP. He does not believe it is worth it to push the RFP through as quickly as possible to apply for grants as the township has not had a lot of success in receiving grants in the past. He thought it would be better to take the time to make sure the master plan is done well rather than quickly.

Member Wanty asked if there could be a motion to approve the creation of an RFP but talk about the related finances at a later time due to the number of items still to be covered during this meeting.

Planner Hilbrands said that he and Manager Swayze would work on a timeline and try to have it ready for the next Parks Committee meeting but the committee said that they didn't have to rush it that much as they wouldn't be trying to get it in on time to meet grant requirements. It was decided that if the RFP could be done in short order, the committee would review the RFP applications at the January meeting and get started in the second quarter. This would also work well as Cascade Township is currently working on an overall master plan and this would allow the parks committee and the township at large to share their priorities and fit their plans together.

Motion made by Member Rowland for staff to begin drafting the RFP to have ready for the next Parks Committee meeting. Supported by Member Lesperance. Motion carried.

ARTICLE 6. Soccer fields at the airport

Planner Hilbrands was able to circulate the study that West MI Sports Commission had done on Multi-use Square Field Projects. Supervisor Lesperance and Manager Swayze met with Mike Guswiler from the West Michigan Sports Commission about developing a square field project. Manager Swayze said that they were working on another project currently but they are very interested in working on a square field project and the two sites they were looking at for the project are Cascade's airport site and the former Christian Sports Complex on 36th Street in Kentwood. The Kentwood site is getting a lot of community attention but may not be able to include enough fields to fill this need as they are also talking about putting in camp grounds, a small golf course, and other amenities. Though it does not sound like an expensive project, doing it right to attract regional tournaments, including ones from outside of Michigan, would likely cost between \$20 and \$30 million.

Mike Guswiler's company previously worked on the Meijer project where they raised all the funds as well as own and operate the facility. This time they're looking to help raise money on the front end but for a community partner to own and operate the facility. They aren't just looking at this as a chance to build their facility in Cascade, but also to have Cascade Township really work with them and be a partner on the project. The biggest struggle is finding up-front money to build the facility. A priority would be ensuring that these fields wouldn't just be for the Sports Commission to use and prioritize their teams, it would be open to the community and also blocked for local leagues and larger tournaments.

Another important consideration is the time it will take to manage reservations and someone being there late at night to lock up as well as run tournaments during the day; it will also require more custodial staff to handle the upkeep. The master plan needs to consider all of these pieces including project financials, staff hours, operating costs, and any fundraising needed to complete a project of this scale.

ARTICLE 7. Responding to Visitors/Public Comment

Topic was moved to the next meeting's agenda.

ARTICLE 8. Presentation

Ada Parks Director Mark Fitzpatrick spoke to the work that can be done between Ada parks and Cascade parks. Member Wanty spoke to how beneficial it would be to have Director Fitzpatrick in on these discussions as he can see what is working in parks outside Cascade. Director Fitzpatrick has worked for Ada for 14 years and was director of Blanford Nature Center for 6 years before that, as well as being contracted by the National Wildlife Association for 10 years. While at Blanford Nature Center he worked with Kent County Parks, City of Grand Rapids Parks, and all of the local schools. He also worked with the land conservancy of West Michigan during this time and served on adjunct at western Michigan universities. This gives him a big picture perspective and he considers himself a Great Lakes ecologist. He sees stewardship of the watersheds as one of the most important practices as it will protect the ecosystem and is the biggest way to attract visitors. It isn't helpful for the watershed if the township works to create little green spaces but keeps adding pollutants such as phosphates to the water.

Supervisor Lesperance brought up the tax that was levied to spray for weed control and a woman who has come to both Ada and Cascade Townships as she believes that how one association is treating the weeds is making it worse and the milfoil is encouraging the algae, causing a decline in the health of the river.

Director Fitzpatrick emphasized that if you can find a funding source, you can start channeling some of that money into stewardship so that it takes care of itself and promotes a new land management model. This is done through a land conservancy strategic conservation plan and helps point to what areas are considered priorities, making sure the current township standards match the priorities.

Member Wanty said that one of their big questions is how to decide which properties they want to purchase and which ones fit their needs. Director Fitzpatrick said that it all fits together with climate resilience because it has a huge impact on parks and waterways. This has been evident recently due to the large storms and flooding. Along the Grand River, Grand Rapids has been modifying the landscape for flood plain overflow and water management rather than solely for aesthetics and recreation purposes.

In Ada Township, the merging of millages that cover all of parks, recreation, and land preservation has caused the merging of some committees and the splitting of others. This change has been monetarily beneficial but still has some organizational snags to work through. They now have it set so that committees are regularly meeting to focus on their much narrower scopes of business. Ada Township has created a trails millage to both create new trails and fund the upkeep of current ones; the inclusion of upkeep was very important in their latest millage. Another very important part of the trails sector is that it isn't just paved trails that need to be the focus; there are also unpaved trails, water trails, and associations that focus on their use.

Ada Township is working to have public planning sessions and a park survey similar to what Cascade Township is in the process of completing. Some of the committee members believe there should be more focus on trails going forward. Member Engel believes it is important to find a way to cross the highway to connect to Kentwood's trails but the lack of infrastructure to allow this has been a major barrier. This is a topic

that will warrant more discussion at a later meeting. Member Engel believes that the connectivity of trails should be an important point of interest in Cascade's new RFP.

Director Fitzpatrick spoke to a committee being pulled together at Kent County Parks that has representatives from different areas of Grand Rapids. This committee will focus on trail connectivity and Cascade does not currently have a representative on that committee. Member Wanty will work on getting a Cascade representative on the committee. Supervisor Lesperance volunteered to be Cascade's representative if no one else will but she doesn't believe she has the correct background to be beneficial.

Director Fitzpatrick said that their trails committee used to be part of their parks committee and, before the latest committee merging and splitting occurred, Ada Township had 28 different committees. Supervisor Lesperance stated that Cascade has the opposite problem. Cascade has staff but they don't necessarily live in the area and Cascade needs more local interest and engagement.

Director Fitzpatrick shared a key point that he sees as a problem is the definition of recreation services. Some consider it to have two sides: active, such as having staff to teach tennis lessons, and passive, like having hiking trails residents can explore at their own pace. Many people don't see that creating a nature preserve, hosting Fourth of July parades, and lighting off fireworks for the holiday are also all recreation services.

Staffing is a problem when it comes to active recreational services. Cascade isn't providing active recreational services as there are recreational facilities doing that in the schools and places such as the YMCA and MVP. Ada is instead focusing on outdoor recreation like triathlons, yoga in the park, community festivals, soccer games, and more; these are all still considered recreation services. The way Ada Township has worked on changing this perspective is by listening to the desires of local business owners and not only charging fees for these services, but also allowing companies to sponsor events. This not only allows the township and its patrons to participate in a free or low-cost event/activity, but the business is also able to spread its name with a positive connotation for marketing purposes.

ARTICLE 9. Strategic Plan Update

Member Reese said that they've been meeting every other Friday and will have the results of the survey in the next few weeks. They are working to make sure all groups in the township are aware and represented. Focus groups and more detailed targeted surveys will be executed in some populations of the community.

ARTICLE 10. Parks Survey

Planner Hilbrands says that 830 participants have answered the survey thus far. Member Wanty said that she has yet to receive the parks survey letter that was sent out the first week of September and other members of her condo association are saying the same thing. It was mentioned that the survey is set to be in the Cascade Township newsletter and the best option to receive more responses would be to find out what day the newsletter is going on and close the survey two weeks after that. Planner Hilbrands said he will check with Assistant Township Manager Stephanie Fast to find out when the newsletter is going out and set the deadline for two weeks after that.

Motion was made by Supervisor Lesperance to extend the parks survey two weeks after the newsletter has been sent out. Supported by Member Engel. Motion carried.

ARTICLE 11. Michigan Trails Magazine Advertisement

Cascade has historically taken out a small 8th of a page ad to showcase Cascade's parks and it is now the time of year for discounted early renewal. The Michigan Trails staff drop off quite a few magazines at the Township Hall and the township staff pass them out. Michigan Trails Magazine is considered by many to be the best trail magazine in the state. Ada and Grand Rapids Townships purchase the same size ad in the magazine. This also increases local business due to people visiting the area for trails they see in the magazine and exploring local businesses while they are there.

Motion was made by Supervisor Lesperance to renew the same 8th of a page ad in Michigan Trails as Cascade has done in previous years. Supported by Member Reese. Motion carried.

Article 12. Old Business

Supervisor Lesperance brought up a piece of natural wooded land that is currently for sale as the owner has died. She believes that may be a good piece of land for the township to acquire. Member Wanty said that the township needs to get their standards and requirements for what properties they may purchase in line before making any quick decisions; she said that this may be discussion better fit for a subcommittee. Supervisor Lesperance said that she brought up this piece of land because she realizes this process may still not be in place for many months and didn't want the township to miss out on the opportunity. Director Fitzpatrick offered his knowledge and for Cascade Township to see the process Ada Township has written up for property acquisition to use as a base to develop their own.

Planner Hilbrands has not heard anything about the Renucci property.

Member Engel asked about Wycliff, wondering if anything had changed and Supervisor Lesperance explained that nothing had changed as of yet.

Article 13. Any other Business or Announcements/Upcoming Meeting dates

One of the Parks Committee guidelines is that all meeting dates for the following year are scheduled by the November Parks meeting. Planner Brian said that this was something that could be discussed and completed at the November meeting.

Next meetings are October 12 and November 16.

Article 14. Adjournment

Motion by Member Wanty to adjourn. Supported by Supervisor Lesperance. Motion carried. The meeting was adjourned at 9:37 am.

Respectfully submitted,

Joe Engel, Secretary

**CASCADE CHARTER TOWNSHIP
REQUESTS FOR PROPOSALS
Township Parks, Recreation & Open Space Plan**

Cascade Charter Township hereby requests proposals from qualified firms interested in providing assistance for updating the ***Township Parks, Recreation & Open Space Plan*** for Cascade Charter Township.

Proposals shall be due November 19, 2021 at 4 p.m. Please mark the sealed envelope as "Cascade Township Parks, Recreation & Open Space Plan." A complete Request for Proposal document may be obtained at:

Cascade Charter Township
ATTN: Brian Hilbrands
Township Planner
5920 Tahoe Dr. SE
Grand Rapids, MI 49546
Phone: 616-949-1500

Or on the Web at:
<http://www.cascadetwp.com/>



Cascade Township Request for Proposals 2022 Township Parks, Recreation & Open Space Plan

Cascade Charter Township hereby requests proposals from qualified firms interested in providing assistance to the Cascade Township Board in updating the existing Parks, Recreation & Open Space Plan for the township.

These specifications describe the conditions, requirements and responsibilities accepted by consultants when bidding on providing these services to Cascade Charter Township (Cascade *or* the Township).

I. INTRODUCTION

1.1 Background

Cascade is a full-service Charter Township that offers the following services:

- Township Administrative Services
- Clerk
- Treasurer
- Assessing
- Community Development (Planning, Zoning, Economic Development)
- Buildings and Grounds
- Parks, Pathways and Cemeteries
- Emergency Services (Fire, Medical, Accident)
- Building Inspections (Including contracted services with neighboring communities)
- Library (In partnership with Kent District Library)
- Police (In partnership with the Kent County Sheriff's Department)
- Water/Sewer (In partnership with The City of Grand Rapids)
- Downtown Development Authority

This **Request for Proposal** is intended to solicit and secure proposals from consultants with experience working with diverse interests within municipalities of a size similar to Cascade. The Township seeks services to assist the Parks Committee and Township Board in updating the Township Parks, Recreation and Open Space Plan in order to guide the development of Township parks and recreation related property, facilities and services over the next 5 years, and to maintain eligibility for Michigan DNR administered grant programs for parks and recreation facilities. The Parks Committee and Township staff have already initiated the process to collect feedback from the public regarding

parks and recreation needs in the community. Assistance from qualified consultants is sought for specific tasks included in the plan preparation and completion process, as identified in the scope of services section of this document.

1.2 Minimum Qualifications

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or consultants that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

A. Standard Insurance Requirements:

1. Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "Cascade Charter Township, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget, including Cascade Charter Township, are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by Cascade Charter Township". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
3. Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
4. Professional Liability Insurance: A policy in an amount not less than \$1,000,000 per claim.
5. Cancellation: Cancellation clause of insurance not less than thirty (30) days.

6. Proof of Insurance: The Township reserves the right to require complete, certified copies of all required insurance policies at any time.

B. The successful bidder will be required to enter into a professional service contract with the Township.

1.3 Funding

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding, as determined by the Township Board.

1.4 Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about December 15, 2021 and conclude on or before July 30, 2022.

II. GENERAL INFORMATION FOR CONSULTANTS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the Township upon receipt of this RFP shall be with the Project Administrator, as follows:

Brian Hilbrands
Township Planner
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Telephone: (616) 949-1500
E-mail: bhilbrands@cascadetwp.com

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the Township. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

2.2 Estimated Schedule of Procurement Activities

- | | |
|---------------------------------------|---------------------|
| • Issue request for proposals | October 28, 2021 |
| • Proposals due | November 19, 2021 |
| • Parks Committee evaluates proposals | Week of November 29 |

- Parks Committee Makes Recommendation December 7, 2021
- Township Board approves contract December 15, 2021
- Project Begins January 3, 2022
- Project Concludes (...on or before) July 29, 2022

2.3 Submission of Proposals

Responding firms are required to submit two (2) physical copies of their proposal, which must have original signatures, and one (1) electronic copy. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 4:00 p.m., local time, on Friday November 19, 2021.

Proposals must include all information as outlined in Section 4 of this document.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked “Cascade Township Parks, Recreation and Open Space Plan” and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The Township assumes no responsibility for delays caused by any delivery service. Electronic proposals may be transmitted using electronic media such as email transmission, but one physical copy is still required to be delivered to the Township.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Township and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of the Township. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243 (1)(i), the Freedom of Information Act).

2.5 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the Township. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The Township reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.6 Acceptance Period

Proposals must provide 60 days for acceptance by Township from the due date for receipt of proposals.

2.7 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Township also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.8 Most Favorable Terms

The Township reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Township does reserve the right to contact a respondent for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the Township.

2.9 Costs of Proposal

The Township will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 No Obligation Contract

This RFP does not obligate the Cascade Township Board to award a contract for services specified herein.

2.11 Rejection of Proposals

The Township reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.12 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.13 Commitment of Funds

The Cascade Township Board or their delegates are the only individuals who may legally commit the Township to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Signatures

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

III. SCOPE OF WORK

3.1 General Scope of Work

The scope of work the Township is seeking includes developing and carrying out a process and schedule of tasks required to prepare an updated Parks, Recreation and Open Space Plan for the Township that meets all applicable requirements of the Michigan DNR for establishing grant eligibility. Several tasks have been completed by the Township Parks Committee and Township staff and are outlined in section 3.3. In addition, staff will be available to assist in all facets of developing the Plan. The Township is open to considering unique and creative processes for this project, but any project should include the following items at a minimum.

1. Update of community description and profile including demographic and socio-economic conditions and trends and physical conditions.
2. Administrative structure description, including boards and commissions, staffing, current and projected budgets, funding sources, role of volunteers and inter-agency relationships.
3. Inventory of existing parks, recreation facilities natural areas and parks/recreation programming, including CAD-assisted mapping
4. Reviewing and analyzing collected public input to ensure data is complete and meets the requirements of a certified plan. If needed, coordinating and overseeing additional public input processes with assistance from staff and the Parks Committee.

5. Development of updated plan goals and objectives, in consultation with the Parks Committee and Township staff based on
 - a. Consideration of all public input received
 - b. Community demographic and socio-economic conditions and trends
 - c. Assessment of existing facilities condition and utilization
6. Prepare proposed action plan, based on public input collected as well as Parks Committee and Township Staff input.
7. Prepare complete draft plan document for public review and comment.
8. Present the draft plan at a public hearing at a regular Township Board meeting.
9. Prepare any needed revisions to produce the final plan document following the public hearing, based on input from the public, Township Board and Parks Committee
10. Submittal of 5 printed/bound copies of the adopted plan as well as a digital file of the adopted plan in PDF format.

3.2 Items To Be Completed by Township Staff

The following tasks will be completed by Township Staff, but may require some guidance from the selected consultant:

1. Status reports for all grant-assisted parks and recreation facilities as required by the Michigan DNR
2. Post-completion self-certified reports for existing grant-funded facilities
3. Preparation, posting and publication of required public notices for draft plan availability and public hearing
4. Preparation of Township Board resolution of plan adoption
5. Transmittal letter and mailing of plan document to regional planning agencies
6. Submittal of plan to Michigan DNR as required for grant eligibility

3.3 Public Input Already Completed

The Cascade Township Parks Committee have already undertaken significant public input activities, including a community wide survey and open house. Details of these activities can be found at the end of this RFP proposal. Selected consultant will be

responsible for reviewing and analyzing public input activities and data and making recommendations if additional input is recommended or required.

IV. PROPOSAL CONTENT

Bidders are encouraged to be creative in their project submissions, however each proposal must contain, at a minimum, the following information:

4.1 Business Organization

State the full name and address of your organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), email address(es) and respondent's website address.

4.2 Executive Summary

Summarize the respondent's strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders. Include a brief description of the scope, staffing and dates.

4.3 Project Proposal

Describe in narrative form, the methods proposed for creating the plan. Identify deliverables with emphasis on the stated scope and intent of the project, including tasks and timelines. Emphasis on clarity and detail of the proposal is an important consideration in evaluation of the responses. Proposal must identify a timeline for this project, including proposed beginning date, length of time to conduct each phase and completion date.

4.4 Public Input

Describe in detail the methods and processes you will utilize analyze already collected public input and make recommendations to the Parks committee on what, if any, additional public input is required or recommended.

4.5 Project Staffing

Provide a chart with the staff you are committing to the solicitation. Show lines of authority and communication and provide a brief role description with responsibilities for each person as they relate to the solicitation. Provide resumes for each person assigned to the project.

4.6 Pricing Methodology

Provide a price methodology with attention to detail and understandability that includes a properly designed and implemented all-inclusive response. The Respondent shall include

all associated costs to successfully complete the project including travel, printing telephones expenses, etc...

4.7 Authorized Negotiations

Include the names and telephone numbers of those persons in your organization authorized to negotiate the proposed contract with the Township.

4.8 References

Provide a minimum of three (3) relevant references preferably of similar scope and complexity. Include the names of the projects, location, completion date, project cost and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

Provide permission for the Township to contact any municipality or individuals, whether offered as references or otherwise, to obtain information that will assist the Township in evaluating the Proposal. The Township retains the right to use such information to make selection decisions. Submittal of a proposal is an agreement that the Township may contact and utilize such information.

4.9 Additional Information

The respondent may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

IV. EVALUATION CRITERIA

5.1 Evaluation Subcommittee

The Parks Committee of Cascade Township will be responsible for evaluating the submitted proposals and submitting a recommendation of project award to the full Township Board for consideration. Though there are no formal evaluation criteria, the Parks Committee will focus on the following items when evaluating the proposals:

1. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.
2. Completeness of the proposal
3. Responsiveness to all elements outlined in the request for proposal.
4. Project proposal and the likelihood it will satisfactorily address the needs of the Township in regards to the scope of services.

5. Experience and qualifications of the Respondent and all team members identified.
6. Experience and results in performing the services desired by the Township.
7. Cost proposal that is advantageous to the Township.

5.2 Subcommittee Recommendation

The Parks Committee will be responsible for making recommendations on the choice of a proposal to the full Cascade Township Board. The Cascade Township Board remains the sole body responsible for awarding a contract. The Cascade Township Board reserves the right to request additional information from the firms including, but not limited to, formal interviews and/or firm presentations. Should firms be requested to present to the Parks Committee or the Cascade Township Board, they will receive a minimum of five (5) days' notice.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal.