

AGENDA
Cascade Charter Township Parks Committee
Tuesday, November 16, 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 October 19, 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. Township Staff Response to Public Comment
Update from Staff**
- ARTICLE 6. Developing Questions to Evaluate RFP Responses
Requested Action: Discussion on how to evaluate RFP responses**
- ARTICLE 7. Newsletter Delivery Problems
Requested Action: Discussion on if the problems have been addressed**
- ARTICLE 8. Possibility of Parks Committee Holding Virtual Meetings
Update from Staff**
- ARTICLE 9. Strategic Plan Update
Update from Strategic Plan Subcommittee**
- ARTICLE 9. Master Plan Survey/Property Acquisition Checklist
Update on Master Plan survey results and development of Property Acquisition Checklist**
- ARTICLE 10. Update on Oak Wilt Situation at Burton Park
Update from Ginny**
- ARTICLE 11. 2022 Parks Committee Meeting Dates
Requested Action: Discussion on setting 2022 meeting dates and times**
- ARTICLE 12. Old Business**
- ARTICLE 13. Any Other Business
Upcoming Meeting Dates/Topics – November 30**
- ARTICLE 14. Adjournment**

Meeting format

- 1. Staff Presentation**
- 2. Project presentation-**

Staff report and recommendation
Applicant presentation and explanation of project

- a. **PUBLIC HEARINGS**
 - i. *Open Public Hearing. Comments are limited to five minutes per speaker; exception may be granted by the chair for representative speakers and applicants*
 - ii. *Close public hearing*
- 3. **Committee discussion –** *May ask for clarification from applicant, staff or public*
- 4. **Committee decision - Options**
 - a. *Table the decision*
 - b. *Deny*
 - c. *Approve*
 - d. *Approve with conditions*
 - e. *Recommendation to Township Board*

Meeting Minutes

Cascade Charter Township
Parks Committee
Tuesday, October 19, 2021
8:00 AM
5920 Tahoe Dr.

ARTICLE 1. Chairperson Wanty called the meeting to order at 8:00 am.
Members Present: Dawn McDonald, Joe Engel, Ginny Wanty, Grace Lesperance, and Matt Douglas (arrived at 9:05)
Members Absent (Excused): Alan Rowland, Mike Reese

Others Present: Planner Brian Hilbrands and Township Manager Ben Swayze

ARTICLE 2. Approve the current Agenda

Motion was made by Member Engel to approve the current Agenda. Supported by Member Lesperance. Motion carried 4 to 0.

ARTICLE 3. Approve the minutes of the April 20, 2021 meeting.

Motion was made by Member Engel to approve the minutes as written. Supported by Member Lesperance. Motion carried 4 to 0.

ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.

Sandy Veenkamp was present as a member of the public, and stated that she was attending to listen and learn.

ARTICLE 5. Strategic Plan Update

Supervisor Lesperance said that there will be a draft/update sent to the board for their October 27th meeting. The introductory questionnaire will be mailed out soon, but not until after the holidays. Chair Wanty stated that before sending out the survey they need to find out why the post office is not delivering questionnaires to Centennial Park and see if there are other areas not receiving questionnaires as well. Supervisor Lesperance says she will speak with Manager Swayze about this problem. Feedback is not going to be collected from citizens over the holidays as there generally isn't as much of a response during that time period. The survey push will begin after the holiday.

Supervisor Lesperance and Chair Wanty explained that they are looking for committee members to write articles to add to the newsletter and Member Engel said he would be willing to do so with some notice.

ARTICLE 6. Responding to Visitors/Public Comment

Manager Swayze stated that Wayne Meulendyk had met with his neighbors as well as with the road commission and Township staff prior to speaking at the committee meetings. Supervisor Lesperance asked if the committee should do anything about the

camera issue in Burton Park and Manager Swayze said that they spoke with the Kent County Sherriff's Department to see what type of calls they had received for all of the parks in the past couple years. There were only three calls in Burton Park and they were all complaints that people were driving through the park as a cut through. This means there aren't currently enough problems to necessitate cameras but, if the Parks Committee wanted to be proactive, they could add them. A Member said they spoke with a Burton Park patron and they said they don't see any mischief occurring at this park, no one is ever there at night, and the only children she sees there are maybe one child a month riding through on a bicycle.

The decision that the committee needs to make is what all does the committee need to address verses what is staff's responsibility in relation to visitors and public comment. The committee would like to pass along the Sherriff's Department's response to Wayne so that he knows his question has been addressed and request that the Sherriff's Department document anything they do in relation to this. The real disagreement is with the right of way in the area and there is a split between residents that want the road paved and those who don't as it would require the cutting down of some trees. Both the Sherriff's Department and Road Commission agree that the road does not need to be paved for safety reasons. Members McDonald and Engel stated that they do not see a need to overrule the answers from the Road Commission and Sherriff.

There was discussion as to how Wayne got the personal email addresses of committee members as they are not shared on the township website. Manager Swayze said that the township is in the process of switching from hosting their own email exchange service to a cloud based one and it hadn't made sense to assign email addresses until the change is complete. Once the transition is made, the board will have a conversation about assigning cascade specific email addresses for different committee members. A single, general information, email inbox was suggested so that each committee have an inbox rather than each person to both limit cost and not require so many members to be checking an additional email address.

ARTICLE 7. Park Budget Discussion

Member Engel asked what was included on the parks committee budget and where they are now/what do they have in terms of a budget. Manager Swayze explained that there are really four budgets inside parks: the cemetery budget (includes basic materials, electric, and rental of equipment for grave digging when the ground is frozen), the building and grounds budget in the general budget (includes building and facility upkeep as well as labor), the parks budget (includes materials, cleaning supplies, fertilizer, woodchips, and a miscellaneous expense allotment of \$20,000 a year to cover problems like the current Oak Wilt situation), and the open space budget in relation to Burton Park and Peace Park (includes maintenance, invasive species removal, and paying towards the bond debt service). There isn't a specific parks committee budget but these are areas in the township budget where the committee can pull for specific projects. Parks projects can also be built into the overall budget. Other than open space fund, the rest of these budgets are part of the general fund. Member Wanty thought it would be

beneficial to see the budget as it has been in the past or to increase transparency as to what the township budget currently looks like.

A member brought up the lots on Thornapple River Dr that were recently purchased by the township and asked how that occurred. Manager Swayze explained that that one of the goals in the previous strategic plans was to have a pedestrian friendly waterfront and, if the township didn't buy this land immediately, it would be purchased by someone else who would build a million-dollar home and the township wouldn't ever have the opportunity to purchase it. The board bought the property without conversation with the Parks Committee and used cash out of the general fund to pay for it.

Manager Swayze said that they are currently working to develop the draft budget, offering to bring budget details to the next committee meeting and go over what they have been working on. He suggested committee members bring any projects to him that they think should be in the draft budget but isn't generally. Member Engel shared with the committee that it is difficult to anticipate what money parks would need to have on the budget to purchase properties or for large projects. Manager Swayze explained that Member Engel is correct, but the budget is a living document that can be amended to include new projects throughout the year so, if the committee doesn't think of a project now that they end up wanting in the middle of the year, they can amend it. There was conversation on the bike path bridge and what happened. Manager Swayze said that it was currently cancelled due to the price being much over what they had estimated it at.

Member Wanty asked who makes decisions on pathways and whose responsibility it is. Manager Swayze talked about a Pathways Committee that had prioritized projects as part of the millage adoption, but the Infrastructure Committee made a majority of these decisions. A member asked about the pathway budget for this year and said he thought he remembered Planner Hilbrands saying the budget for pathway maintenance for this year was either doubled or tripled due to a project that would require extra funding. Planner Hilbrands said that it was generally a \$100,000 budget for maintenance and this year it's a \$200,000 budget. Manager Swayze explained how the pathway budget was set to change over the years and build up enough to replace all of the pathways over time as they reached their end of usefulness and the fund balance is held between years so that portions of the path can be replaced when necessary.

Member Wanty said that she thinks the Parks Committee should be closer to the budget and more planned out and another member came back and questioned if that's really the depth the committee wants to step into. The committee decided to table further budget conversation until the next meeting.

ARTICLE 8. Review of Master Plan Update RFP

Manager Swayze said they drafted the RFP by using the usual language as well as taking the best parts of Ada's RFP and Cascade's previous RFPs. On page four it includes an estimated schedule for procurement activities. If the parks committee recommends the RFP, it will go to the Township Board to be issued on October 27th. If the Township Board approves it proposals will be issued October 28th. Proposals would be due November 19th, giving committee members a chance to look over the proposals during the Thanksgiving break, and hold a special Parks Committee meeting the week after Thanksgiving to decide if they liked the proposals, which ones, and if there were any they wanted to interview. The Parks Committee would need to make a recommendation by December 7th as the last Township Board meeting for the year is December 15th and that gives them a start date of the first Monday of 2022 with six months to go through the process.

Page seven of the RFP leaves it open for the subject matter experts to recommend if more public input should be collected and page ten explains the proposal evaluation subcommittee and that the Parks Committee makes a recommendation to the township board where the Township Board makes the final decision by December 15th, 2021.

Member Engel praised Manager Swayze's RFP writing and asked if the methodology for prioritizing potential property purchases should be included or if it should be a policy outside of the RFP? Manager Swayze said that it depended on if they want the policy to be a part of the Master Plan or outside of it. Member Wanty asked if they could just add a line to the RFP saying that the prioritization of potential properties will be evaluated according to the Park's Committee process, hammering out what the actual process is later; this was the direction the committee decided to go. Manager Swayze volunteered he and Planner Hilbrands to do an initial review of the proposals to see if they meet the requirements, before bringing them to the Committee. The committee will complete a Doodle poll to determine when they can next meet on this.

Supervisor Lesperance made a motion to recommend the RFP as written with the addition of text reading, 'prioritizing potential property purchases in accordance with Park's Committee policy.' Supported by Engel. Motion carried 4 to 0.

ARTICLE 9. Potential Oak Wilt Situation at Burton Park

Chair Wanty said they have discovered Oak Wilt at two sites at Burton Park. Jim McDonald, Cascade Township Building and Grounds Supervisor, and the Forrester from Barry County Conservation District met with her Friday, October 15th, to look at the trees. The forester said that West Michigan Tree has a trencher and that's what will need to be done to contain the oak wilt. Many trees will have to come down and the roots will have to be dug up and it will be incredibly expensive. One of the two sites is right near a neighborhood so the township will need to work with the home owners to dig out any roots that may encroach into their yard. If the tree is just cut down, that won't stop the spread of Oak Wilt.

Member Engel said that he had worked with Oak Wilt before and one of the important things to do is educate the neighbors about it, why it is dangerous, and why it must be removed. Justin Heslinga, Stewardship Director at the Land Conservancy, would be a good person to have come and educate residents about Oak Wilt.

It only takes within one growing season for Oak Wilt to completely kill a tree. Trenching will most likely take place in the spring but the subject matter experts will look further into it and make sure they have all the information on how best to remove it.

West Michigan Tree will be coming to look at the affected area on October 20th. The township will get at least two price quotes for trenching, one from Barry County and one from West Michigan Tree.

Supervisor Lesperance said that she believes Manager Swayze will say that there is money set aside for this already as it falls under maintenance but she also wanted to make a motion just in case Manager Swayze says one is required so that the township can start addressing the situation as quickly as possible.

Another question many members had was as to if the dead wood was considered infected and how it had to be disposed of. The land needs to be trenched 50 ft to 100 ft from the last affected tree.

Supervisor Lesperance made a motion to move forward in addressing the Oak Wilt outbreak in Burton Park based on the direction from the experts that have been consulted and work with other property owners as necessary. Seconded by Member Engel. Motion carried 5 to 0.

ARTICLE 10. Master Plan Survey

Planner Hilbrands said that the newsletter had been sent out last week and there had been 961 responses to the survey thus far. The survey was scheduled to remain open until October 20th, but will remain open a few additional days to catch anyone submitting late. This participation is considered a great response.

The consultant will evaluate the public input and decide if they think there has been adequate involvement from all demographics or if they need to solicit responses from other citizens to get a more representative sample. Planner Hilbrands said he would share the responses with the board once the survey closes.

ARTICLE 11. Prepare for Discussion at November Meeting for 2022 Parks Committee Meeting Dates

There will be a discussion at the November 2021 meeting as to which time and day will work best to hold 2022 meetings. The intention is for meetings to take place February through November. Planner Hilbrands and Supervisor Lesperance will check with

Manager Swayze to see if meetings are sometimes allowed to be virtual or if the open meetings act forbids that.

ARTICLE 12. Old Business

**ARTICLE 13. Any Other Business
Upcoming Meeting Dates/Topics**

The next meeting will take place on November 16th.

ARTICLE 14. Adjournment

**Member Lesperance made a motion to adjourn. Supported by Member McDonald.
The Meeting adjourned at 9:32 am.**

Respectfully submitted,

Joe Engel, Secretary

DRAFT



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 creating a Parks, Recreation & Open Space 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 23, 2021 |
| • Parks Committee evaluates proposals | Week of November 29 |

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. Assist the Parks Committee, Township Staff and Township Board in formulating a template for the evaluation and acquisition of property based on goals and objectives set forth in the plan.
7. Prepare proposed action plan, based on public input collected as well as Parks Committee and Township Staff input.
8. Prepare complete draft plan document for public review and comment.
9. Present the draft plan at a public hearing at a regular Township Board meeting.
10. 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
11. 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.