

**AGENDA**  
**Cascade Charter Township Parks Committee**  
**Tuesday, September 21, 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 August 10, 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. Park Master Plan  
Requested Action: Consider creating an RFP for services to assist with Master plan Update**
- ARTICLE 6. Soccer fields at the airport  
Update from Township Manager**
- ARTICLE 7. Responding to Visitors/Public Comment  
Requested Action: Discussion on how to respond to visitors/public comment**
- ARTICLE 8. Presentation  
Mark Fitzpatrick, Ada Township Parks Director**
- ARTICLE 9. Strategic Plan Update  
Update from Strategic Plan Subcommittee**
- ARTICLE 10. Parks Survey  
Requested Action: Consider extension of survey**
- ARTICLE 11. Michigan Trails Magazine Advertisement  
Requested Action: Consider renewing advertisement**
- ARTICLE 11. Old Business**
- ARTICLE 12. Any Other Business or Announcements  
Upcoming Meeting Dates**
- ARTICLE 13. Adjournment**

**Meeting format**

1. **Staff Presentation** *Staff report and recommendation*
2. **Project presentation-** *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*

**Cascade Charter Township Parks Committee**  
**Tuesday, August 10, 2021**  
**8 am**  
**5920 Tahoe Dr**

**ARTICLE 1.** Community Development Director Steve Peterson called the meeting to order just after 8:00 am.  
Members Present: Dawn McDonald, Alan Rowland, Mike Reese, Ginny Wanty, Matt Douglas, Joe Engel, and Grace Lesperance

Others present: Planner Brian Hilbrands

**ARTICLE 2. Approve the current Agenda.**

Supervisor Lesperance moved to approved the agenda as written, seconded by Member McDonald. Motion carried.

**ARTICLE 3. Approve the minutes of the July 20, 2021 meeting.**

Supervisor Lesperance moved to approve the July 20, 2021 minutes as written, seconded by Member Engel. Motion carried.

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items. (Comments are limited to five minutes per speaker.)**

Wayne Meulendyk, who lives across from Cascade Burton Park, brought three concerns to the committee.

1. Parking off Burton St is totally secluded. He thinks this could be rectified by talking to the Kent County Sheriff's office to install a camera.
2. There are safety concerns with the Harmony Woods and Burton St corner and he requested the township maintain it. Another solution is to talk to the Kent County Road Commission about clearing the right of way.
3. The NE corner is also a safety concern as you cannot see around the corner.

**ARTICLE 5. Soccer Fields at the Airport**

**Requested Action: Presentation from Township Supervisor**

Manager Swayze presented the topic. Manager Swayze, Supervisor Lesperance, and Director Peterson will be meeting with the airport and county on the next Monday about this proposal. Member Reese motioned to support a square field sports complex, while keeping access to the fields open to the public; the motion was seconded by Member Rowland. Motion carried.

**ARTICLE 6. Park Committee By-laws**

**Requested Action: Consider implementation of existing By-laws**

Supervisor Lesperance motioned to have Member Wanty become the Chair of the Parks Committee and Member Engel seconded the motion. Supervisor Lesperance motioned for Member Engel to be the vice-chair of the Parks Committee and Member Reese seconded

the motion. Member Reese motioned for Member Engel to be the Secretary of the Parks Committee and Member McDonald seconded the motion. All motions carried.

**ARTICLE 7. Park Master Plan Postcard**

**Requested Action: Review Proposed Postcard**

The committee was presented with a mockup for a potential postcard to encourage patrons to fill out the park's survey. The heading was changed to, "We need to hear from you!" The paragraph below the heading was changed to, "Your feedback will shape the future of parks, open spaces, and recreation by participating in this survey."

**ARTICLE 8. Township Owned Property**

**Requested Action: Presentation of map showing township owned property**

The map showing township owned property was included in the meeting packet. Director Peterson reviewed the map. They will reach out to Renucci to gauge interest in selling property in the river.

**ARTICLE 9. Park Master Plan**

**Requested Action: Use of the Master Plan survey results**

Discussion was held regarding the opening of the survey and how results would be included in the Master Plan update.

**ARTICLE 10. Old Business**

**Wycliff Property Update**

Supervisor Lesperance provided an update. A church is buying the Wycliff property and the Township will then purchase a vacant portion of the property for use as a park.

**ARTICLE 8. Any Other Business**

**Topics of discussion with Ada Township at Sept meeting**

Ada Township Parks Director Mark Fitzpatrick will be giving a presentation at the next meeting.

**ARTICLE 9. Adjournment**

The meeting was adjourned at 9:51 am.

**CASCADE CHARTER TOWNSHIP  
RECREATION PLAN**

**REQUEST FOR PROPOSAL**

PROPOSALS DUE September 1, 2013

**Request for Proposals  
Cascade Charter Township  
Recreation Plan**

Introduction

Cascade Charter Township is seeking proposals to assist in the development of an update to our existing 2008-2013 Recreation Plan.

Funding

The Township estimates that a new Recreation Plan will cost approximately \$15,000. The Township Board will appropriate the resources based upon creativity, thoroughness and services provided by the consultant.

Plan Priorities

The following items provide a brief description of the issues that the new Recreation Plan will address. Other issues not on this list will most likely arise as a result of public input and future discussion.

1. Examine the recreation needs of the Township residents by assessing the Township's local and area wide recreation resources and identify a strategy for meeting those needs.
2. Examine the use of the existing parks and identify prioritized improvements to existing parks.
3. Provide direction for future recreational development in each park by identifying new or expanded uses.
4. Identify park issues that are relevant based on feedback from the public. This should include evaluation of the need to purchase additional property for future parks.
5. Satisfy recreational planning requirements established under certain State and Federal grant programs.

Minimum RFP Submissions:

The quality and clarity of the proposed work plan is important and required to be accomplished in a cost-effective fashion. To be considered, the RFP will include:

1. Project Approach – The Township has had success using survey feedback in the past. This would be our desired method of obtaining input. We are open to other methods that you may have that will provide the same benefit at a similar cost.
2. Process - What kind of meetings do you propose, with whom and when, what is the expected outcome?
3. Project Schedule – A graphic timeline relating to the implementation of the project approach elements.
4. Products to be delivered – Twelve (12) copies of the adopted plan will be required to be submitted to the Township along with an electronic copy of all text and maps produced.
5. Cost Proposal – A lump sum cost for the described services within your work proposal is required. Consultants are encouraged to be as comprehensive as possible in detailing costs.

#### Selection Process

Township Planning Staff and members of the Parks and Recreation Board will evaluate the RFP's. Upon their review of the proposal and any interviews that may be necessary, the Parks and Recreation Board will make a recommendation to the Township Board.

#### Schedule of Completion:

Deadline for submission:	September 1, 2013
Selection of Consultant:	August 2013
Start of Project:	October 1, 2013
Completion of Project:	Expected time to complete project 3-4 months.

#### Submittal:

All proposals submitted in response to the RFP are due by September 1, 2013 at 5:00 p.m. Eight (8) copies are required.

The current Recreation Plan can be viewed on our website at <http://www.cascadetwp.com/Services/Planning/CascadeTownshipParkPlanApproved2008.pdf>

Please submit RFP's to:

Steve Peterson, Planning Director  
Cascade Charter Township  
2865 Thornhills SE  
Grand Rapids MI 49546  
(616) 949-1500



**ADA TOWNSHIP  
REQUEST FOR PROPOSALS  
5-YEAR PARKS, RECREATION AND LAND PRESERVATION PLAN  
August 9, 2021**

**Introduction and Objective:**

Ada Township's current 5-year community parks and recreation plan is due for a comprehensive review and update by the end of 2021, in order for the Township to maintain its eligibility for Michigan DNR-administered grant programs for parks and recreation facilities. Township staff have initiated a process for review and assessment of existing conditions and deficiencies at existing Township parks and open space preserves. Assistance from a qualified consultant is sought for specific tasks included in the plan preparation process.

**Community Description:**

Ada Township is a suburban community within the Grand Rapids metro area, located 11 miles east of downtown Grand Rapids. The Township's 2010 US Census population was 13,142, in a geographic area of slightly over 36 square miles. The Township is located at the edge of the Grand Rapids urbanized area, with a development pattern characterized by both urban and rural character. The development pattern is framed by availability of public utilities, land use policies that encourage compact growth and by the Grand River and its floodplain that extend through the Township from its southeast corner to its northwest corner.

The Township has an abundance of public recreation and greenspace land under Township, County and State ownership, as well as an extensive non-motorized trail system. Township residents have supported the development and upkeep of these facilities with voter-approved millages.

Additional information regarding the community and its parks and recreation resources can be found in the current [Parks, Recreation and Land Preservation Plan](#).

**Summary of Desired Scope of Work and Products:**

The consultant's scope of work includes developing and carrying out a process and schedule of tasks required to prepare an updated Parks, Recreation and Land Preservation Plan for the Township meeting all applicable requirements of the Michigan DNR for establishing grant eligibility, with selected specific tasks being the responsibility of Ada Township staff. **The Township's estimated budget for consulting services described in the scope of work is \$20,000.**

*Township tasks:*

Township staff will have responsibility for completing the following tasks:

- Update of Community Description and Profile, including demographic and socio-economic conditions and trends, physical condition.
- Administrative Structure description, including boards and commissions, staffing, current and projected budgets, funding sources, role of volunteers and inter-agency relationships.
- Inventory of existing parks, recreation facilities, natural areas and parks/recreation programming, except for map preparation.

- Status report for all grant-assisted parks and recreation facilities.
- Post-completion self-certification reports for existing grant-funded facilities.
- Preparation, posting and publication of required public notices for draft plan availability and public hearing.
- Preparation of public hearing minutes.
- Preparation of Township Board resolution of plan adoption.
- Transmittal letter and mailing of plan document to regional planning agency.

*Consultant tasks:*

The consultant will have responsibility for carrying out all other planning tasks and preparation of plan content, including preparation of CAD mapping plan components. Specific tasks to be carried out include the following:

- Preparation of CAD-mapping of the inventory of existing public park, recreation and open space land in the Township, based on information provided by the Township.
- Organizing and carrying out mechanisms for public involvement throughout the planning process.
- Developing, carrying out and summarizing results from an online survey questionnaire and conducting one or more public workshops are considered to be minimum required components of the proposed scope of services.
- Development of updated plan goals and objectives, in consultation with Township staff and the PRLP Advisory Board, based on:
  - consideration of early public input received
  - community demographic conditions and trends
  - assessment of existing facilities condition and utilization
- Prepare proposed Action Plan, based on input from Township staff and PRLP Advisory Board.
- Prepare complete Draft Plan document for public review and comment.
- Present the draft Plan at the public hearing.
- Prepare any needed revisions to produce the final plan document following the public hearing, based on input from the PRLP Advisory Board.
- Submittal of 5 printed/bound copies of the adopted Plan, and a digital file of the adopted Plan in pdf format.

**Process and Schedule for Consultant Selection:**

The 11-member Parks, Recreation and Land Preservation Advisory Board or a Committee thereof will evaluate proposals received, conduct interviews with selected finalists and recommend a candidate to the Township Board with which to negotiate a contract for the project.

The planned schedule for the selection process, project startup and completion is as follows:

Distribution of RFP to pre-qualified firms:	Friday, 8/6/21
Deadline for receipt of Proposals:	Friday, 8/20/21, 5:00 pm
Committee meeting to select interview candidates:	Tuesday, 8/24/21
Committee interviews with short-listed candidates:	Tuesday, 8/31 – Thursday, 9/2
PRLP Advisory Board recommends candidate to Township Board:	Thursday, 9/9/21
Township Board approval of contract with recommended candidate:	Monday, 9/13/21
Project Initiation:	Wednesday, 9/15/21
Submittal of Adopted Plan to Michigan DNR using MiGrants:	Friday, 1/14/22

**Required Proposal Contents:**

Proposals submitted in response to this RFP should contain the following information:



1. **Contact information:** Name, address, phone, fax and E-mail contact information for the lead organization contact and any sub-consultants that are part of a consultant team.
2. **Form of organization:** Describe the form of organization (whether incorporated, an LLC, a partnership or sole proprietorship) of the consultant (or of each member, in the case of a multiple consultant team), and the names of principals, officers and directors. For a consultant team, identify the lead entity that would have overall project management and project completion responsibility.
3. **Key personnel:** Identify the staff persons of the consultant team who will be responsible for carrying out specific work tasks. Identify the Project Manager who will be the person responsible for overall project completion. For the Project Manager and other key Project staff, identify their titles, their length of service with the organization and their qualifications and experience.

Provide an organizational chart of your project team, identifying the reporting structure within the team and with the Township.

4. **Proposed Scope of Services and Schedule:** Describe the specific approach, tasks and methods you propose to use in completing the desired scope of services. Describe the methods you propose to identify key stakeholders and encourage their participation in the process. Describe the specific techniques you propose to maximize the general public awareness of, interest in and participation in the planning process.

Identify the specific work products that will be produced at various stages during the course of the project, including number of hard copies that will be provided, and the media (hard copy, digital files or other medium) that will be used for presentation documents.

Identify the type and number of specific meetings you propose to conduct, including progress and major milestone meetings with the PRLP Advisory Board, specific events and their schedules during the planning process.

Provide a flow chart identifying the timeframe for completing major project tasks and products. **The proposed schedule should provide for submittal of the adopted Parks, Recreation and Land Preservation Plan to the Michigan DNR using the MiGrants online system no later than January 14, 2022.**

5. **Project Experience List and Project Summaries/References:** Provide a listing of urban design projects you or team member firms have completed, and the role of your firm or team members on the project. Provide project summary descriptions (preferably with graphics and or photos) for a maximum of four (4) projects (for either public or private sector clients) you deem most similar to the Ada Township project area and scope. Provide names and contact information for references from these 4 projects.
6. **Hour Allocation and Fee Proposal:** Submit a matrix identifying the number of labor hours allocated to each project task, for each team member assigned to the task. Provide an estimate of reimbursable expenses to complete the project, by major expense categories. Provide a total proposed "not to exceed" fee for completion of the Plan, with separate amounts identified for labor and for reimbursable expenses associated with the project.

**Note: The hour and fee matrix shall be enclosed in a separate sealed and labeled envelope, to facilitate evaluation of proposal contents independent of fee considerations.**

**Evaluation Criteria:**

Criteria to be used in evaluating Proposals will include, but not necessarily be limited to, the following:

- A. The degree to which the Proposal demonstrates a thorough understanding of the needs of the community and an ability to best provide the products and services as requested in this RFP.
- B. Quality, completeness and organization of the Proposal.
- C. Past record of completing community park and recreation plans in community settings similar to Ada Township.
- D. Inclusion on the project team and appropriate levels of utilization in this project of persons in key disciplines and areas of expertise, including planning, architecture, urban design, landscape architecture, walkability, civil engineering and traffic engineering.
- E. Proposed fees in relation to the level of effort proposed.

**Terms and Conditions:**

- A. Ada Township reserves the right to reject any and all proposals received, in whole or in part, and shall not be obligated to award a contract solely on the basis of any response made to this request. The Township reserves the right to award a contract to the respondent that, in the judgment of the Township, best serves the Township's interest.
- B. Ada Township shall not be liable for any cost incurred by respondents in the preparation of their Proposal, or in preparing for and attending an interview.
- C. The Township shall own the adopted Final Plan document and any/all data associated with the project, whether in physical or digital form.

**Insurance Requirements:**

The consultant will be required to provide Ada Township with Certificates of Insurance identifying Ada Township as an additional insured on your policies for the duration of the contract. Certificates of Insurance shall be submitted prior to undertaking work under the Contract, demonstrating the following:

General Liability limits of \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products and completed operations, \$1,000,000 personal and advertising injury, \$300,000 fire damage, \$10,000 medical expense, \$1,000,000 auto liability, worker's compensation limits of \$100,000/500,000/100,000, umbrella limit of \$1,000,000.

**Deadline for Proposal Submission:**

Five (5) printed copies of the Proposal and a digital file in "pdf" format should be submitted by 5:00 p.m. on Friday, August 20, 2021 to:

Mark Fitzpatrick, Parks Director  
Ada Township  
PO Box 370  
7330 Thornapple River Dr. SE  
Ada, MI 49301  
[mfitzpatrick@adatownshipmi.com](mailto:mfitzpatrick@adatownshipmi.com)  
616 676-0520

# MICHIGAN TRAILS MAGAZINE

September 7, 2021

Steve Peterson  
Cascade Township  
2865 Thornhill SE  
Grand Rapids, MI 49546

Dear Steve:


During these unprecedented times, trails have never been more important to Michigan's residents and tourism industry. The popularity of Michigan's trails, and *Michigan Trails Magazine* and website, have increased exponentially during the past year. User traffic on the MiTrails.org website more than doubled. And according to the Michigan DNR, the use of Michigan's trails and parks has nearly tripled.

The only publication of its kind, *Michigan Trails Magazine* has become the trusted source for the most detailed maps, photos and information on Michigan's best nonmotorized trails. We are now reserving space in our 2022 edition which will publish in April. As a current advertiser, we are offering you "first right of refusal" on your current ad position and a **5% discount off last year's rates** if you reserve an advertisement of same or larger size by October 31, 2021 (payment not due until April 22, 2022). Your advertising package also includes a FREE Trail Resource Guide Listing on our website (with a link to your website) and FREE copies of the magazine for you to distribute at your discretion.

For your reference, you ran an **eighth page** advertisement in last year's magazine.

We've included a renewal agreement below, which you can simply fill out and return to us via fax, email or the provided envelope to reserve your space at the discounted rate (we will send you an invoice for payment). As always, please feel free to contact me if you have any questions. Thanks again for supporting the Michigan trails movement.

Sincerely,



Karen Gentry, Account Executive

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## Michigan Trails Magazine – Advertiser Renewal Agreement (Please indicate choice)

- Full-Page Advertisement      \$2,725 – 5% = \$2,588.75
- Half-Page Advertisement      \$1,450 – 5% = \$1,377.50
- Quarter-Page Advertisement      \$775 – 5% = \$736.25
- Eighth-Page Advertisement      \$395 – 5% = \$375.25
- Please contact me about other advertising options.

## Michigan Trails Website Advertising (Please indicate choice. We will contact you to discuss ad design and placement)

- Leaderboard advertisement      \$395 for 12 months, Trail page
- Billboard advertisement      \$295 for 12 months, Trail page

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

**Ad Artwork:**  Please run same ad artwork as last year.       We will submit new ad artwork (due March 4, 2022).

TERMS: 5% discount off the contract price allowed if payment is received in full by February 18, 2022. Payment is due in full by April 22, 2022. Late payments will be subject to 18% interest after 30 days.

**PLEASE FAX entire letter and form to (616) 866-2812 or mail to address below.**





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 450-A Baldwin  
 616.457.1670

**GR - SOUTH**  
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 616.455.4870

**CASCADE**  
 2844 Thornapple River Dr.  
 616.285.1670

**GR - NORTH**  
 5276 Plainfield N.E.  
 616.361.3661

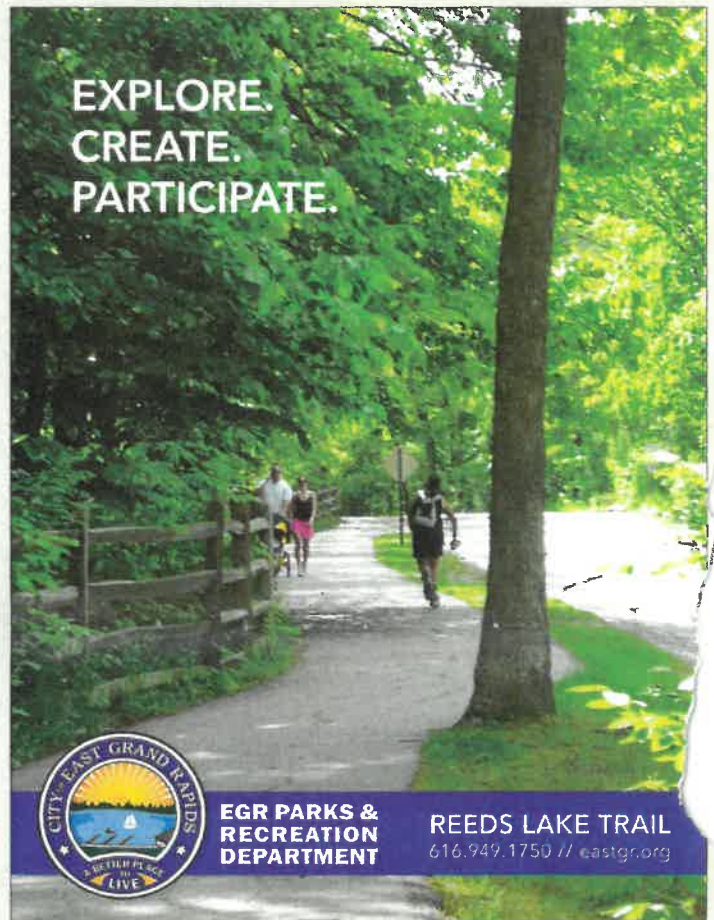
**VILLAGE BIKE & FITNESS**

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1 See locations on map on pages 83 and 85.

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2 See location on map.

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 EST. 1834

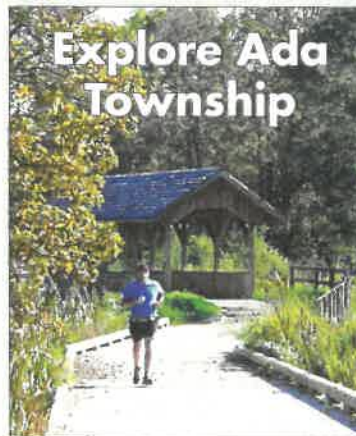
[www.grandrapidstwp.org](http://www.grandrapidstwp.org)

**Explore Ada Township**

**Developing Trails to Enhance the Ada Community**

Ada Township Offices  
 7330 Thornapple Drive, Ada  
 616.676.9191

**ADA TOWNSHIP**  
[www.AdaTownshipMI.com](http://www.AdaTownshipMI.com)



**CASCADE TOWNSHIP**  
*Your Destination for Recreation*

Township Offices  
 2865 Thornhills Avenue, SE  
 Grand Rapids, MI 49546  
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[www.cascadetwp.com](http://www.cascadetwp.com)



**CASCADE**