

**CITY OF CHARLOTTE
REQUEST FOR PROPOSAL
for
FIVE YEAR PARK MASTER PLAN UPDATE**

PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP):

The City of Charlotte (CITY) is soliciting professional services to facilitate the review, revision, and update of its expired 5 Year Recreation Plan. The CITY in conjunction with the Charlotte Area Recreation Cooperative (CARC) will be integral in the updated plan. The plan will include all parks and open space areas owned and maintained by the City of Charlotte, Eaton Township, and Carmel Township. Attached is a draft copy of a text update that was prepared by CARC. A copy of the existing approved plan can be found at: <https://charlottemi.gov/wp-content/uploads/2022/06/Charlotte-Rec-Plan-1-30-2020.pdf>

SCOPE OF WORK:

The purpose of the Master Plan Update is to identify existing recreational opportunities, to assess the need for future recreational needs, to provide direction for the future development of parks, and to develop strategies in order to meet the emerging recreational demands of a changing population. The city's current plan expires

The Recreation Plan Scope of work includes:

- Document Facility Inventory and Analysis of current park facilities, amenities, and their current life cycle status.
- Conduct at least one public meeting input session.
- Conduct at least one online poll/ input session.
- Develop a Needs Assessment/Environmental Scan.
- Identification of changes from current plan for Opportunities, Strategies, and Vision
- Provide Final Recommendations, Strategic Plan Document, and Executive Summary to meet requirements for MDNR approval.

The selected consultant will conduct any necessary public surveys, meetings and outreach. The proposal shall describe the overall technical and creative approach that demonstrates that the consultant understands the needs and objectives of this RFP and that the proposed method meets the Michigan DNR requirements for a Community Park, Recreation, Open Space and Greenways Plan. Project completion date is December 20, 2023.

INVOICE/ PAYMENTS:

Payment of invoice(s) shall be effected by the CITY and be tied to the acceptable performances deemed appropriate by the CITY.

SUBMISSION OF QUALIFICATIONS:

The Responses to this RFP must not be more than 4 pages in length and include the following:

1. A description of the approach to be taken toward completion of the project;
2. A full explanation of the services offered that includes steps to be taken, including any products or deliverables resulting from each task.
3. A proposed schedule that indicates project milestones and overall time for completion in table format. Assume award of contract at the Council meeting of June 19, 2023.
4. Descriptions of recent similar projects completed for municipalities in Michigan including their costs, locations, and references from those clients (please provide at least three references).
5. Proposed Fee - Describe the allocation of the project budget by task (time, personnel, etc.). Identify the base fee for professional consulting and include per hour fee for additional work to be performed. Provide your proposal as a cost not to exceed and the billing rate(s) applicable.

PROPOSAL SUBMITTAL DEADLINE:

Proposals are due no later than 2:30 p.m. on Tuesday, June 13, 2023. One copy of the proposal must be e-mailed to mlarocque@charlottemi.org and indicate “**PROPOSAL FOR PARK MASTER PLAN UPDATE**” in the subject line. Any proposal received after the deadline date and time will not be considered. Incomplete proposals may not be considered if the omissions are determined to be significant. The selected consultant shall not start work until July 1st, 2023.

SELECTION:

The City reserves the right to accept or reject all or any proposals and to make the selection in any manner deemed to be in the best interest of the CITY. Selection will be based on: Experience, Responsiveness, Availability, Professionalism, References, Schedule, and Cost.

INQUIRIES ABOUT THIS RFP:

All inquiries and questions regarding this RFP shall be directed to:

Amy Gilson, Director of Public Works
(517) 543-8858- telephone
(517) 543-8851- fax
agilson@charlottemi.org – e-mail

If warranted, any clarifications will be issued in addendum form to all vendors.