



**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION
ADVISORY BOARD MEETING
THURSDAY, SEPTEMBER 12, 2019, 8:30 AM
ROSELLE PARK BUILDING, 1010 GRAND RIVER DR.
ADA, MICHIGAN**

AGENDA

1. Call meeting to order/roll call
2. Approval of agenda
3. Approval of minutes of July 11, 2019 Meeting
4. Roselle Park North Trails Project Update
 - a. Changes to project specifications and costs – Paul Warnick, OCBA
 - b. Consider Recommendation to Re-bid Project
5. Review of Draft RFP for Leonard Field Park Master Plan Process
6. Committee Reports
7. Park Director's Report
 - a. Report
 - b. Scope of Work for Nelson/Nygaard Consultants services for Trail Plan Update
 - c. Preliminary scoring of DNR grant application
8. Board Member Comment
9. Public Comment
10. Adjournment

**ADA TOWNSHIP PARKS, RECREATION AND LAND PRESERVATION ADVISORY BOARD
MINUTES OF THE THURSDAY, JULY 11, 2019 REGULAR MEETING
8:00 A.M., ADA TOWNSHIP HALL
7330 THORNAPPLE RIVER DR. SE, ADA, MICHIGAN**

1. Call meeting to order/roll call

Present: Crosby, Haga, Jacobs, Levick, Roe, Steketee, Terwilliger, VandenBerge

Absent: Nowak, (Schmottlach and Damstra arrived at 8:05 a.m.)

Staff Present: Ferro, Fitzpatrick, McCormick, Ergang, Winczewski

Public Present: 1 member

2. Approval of agenda

Terwilliger moved to approve the agenda. Roe supported. Motion passed unanimously.

3. Approval of minutes of the June 13, 2019 meeting

Terwilliger moved to approve the June 13th minutes. Jacobs supported. Motion passed unanimously.

4. Roselle Park North Trails Project – Review Bid Results and Recommend Course of Action

Fitzpatrick introduced Paul Warnick of OCBA Landscape Architects. Fitzpatrick summarized the project as outlined in his memo. There are four areas of non-paved trails in the north section of Roselle Park which need fill-dirt and/or culverts. Bids went out on June 5th and only two companies submitted, both much higher than expected. Mr. Warnick explained how the weight of the trucks would potentially damage the wetlands so the fill-dirt will need to be transported to the project areas in multiple batches by small equipment, resulting in higher costs. Staging and getting material to where it needs to be is going to be an issue.

Fitzpatrick stated the areas that need fill-dirt are still under water at this time. These areas have not been dry since July or August of last year. VandenBerge commented that if the trails are wet for such long periods of time, perhaps they are in the wrong locations. VandenBerge asked how much fill-dirt is needed. Mr. Warnick stated 300 cubic yards.

Fitzpatrick stated the bids are much too high for the value and he recommends not accepting the bids, and re-scheduling the project in the fall for 2020 construction.

Damstra stated he is not crazy about the idea of changing the wetlands. Changes may affect everyone on the river.

Terwilliger moved, Crosby supported, to not accept the bids and re-schedule and re-bid the project.

Board discussed possible issues: what if the project areas are still wet in the fall? Mr. Warnick stated that mowing the trails in question may help them dry faster prior to bidding.

VandenBerge suggested a site visit before any decisions are made.

Haga moved, Crosby supported, to amend the above motion to reject all bids and not award the project at this time, and to review the project in more detail before any further decisions are made.

Amended motion passed unanimously.

5. Update on Jeff Engler request for purchase of portion of 8066 East Fulton property

Ferro summarized his email communications with Mr. Engler as presented in the board packets. Ferro had recommended a small land exchange but Mr. Engler rejected it. Board discussed how Ferro's recommendation seems to be the best option for Mr. Engler. Ferro stated he will go back to Mr. Engler and continue to discuss options.

6. Committee Reports – Trails Committee

Ferro stated a list of prioritized candidate trail projects has been created. The Trails Committee is now discussing the possibility of increasing the millage from .5 mills to .8 mills in order to pay for all of the trail projects. The millage is up for renewal in 2020. Ferro will email the list of candidate projects to board members.

7. Park Director's Report

Fitzpatrick summarized items as presented in the Board packets including the upcoming space needs assessment, a recent truck purchase for the Parks & Rec. department, and various updates for each Township park.

8. Board Member Comment

Levick asked for a status on getting new software for program and room rental registrations. Fitzpatrick stated it is still being reviewed. A committee is researching which software program is best for our needs. REC1 seems to be the best and is currently being used by East Grand Rapids and the city of Grand Rapids.

Fitzpatrick stated complaints have been received about the entry sign area at Grand River Dr. & Knapp Street. People are thinking the area is being overgrown with weeds but what they are actually seeing is native plantings. He will look into the situation further. He will also be providing a temporary white backdrop to be installed behind the letters to see if that improves the visibility of the sign, and will inform board members when it is installed.

9. Public Comment

There were no public comments.

10. Adjournment

Meeting adjourned at 9:09 a.m.

Respectfully Submitted,

Jacqueline Smith, Ada Township Clerk

rs: aw

Copy of text from E-Mail note from Paul Warnick 9-5-19

Mark

From our recent phone conversation regarding the Opinion of Probable Construction costs dated 9-5-2019, here are further clarifications.

Fill / Topsoil Unit Price:

The unit price for fill and topsoil is increased to reflect what is expected for hauling and placing fill and topsoil over the long distance required to move dirt from a staging area at Grand River Drive, and moving and placing the dirt with smaller equipment to each of the work areas.

Native Seeding:

The native seeding can be removed. All seeding to be a perennial ryegrass or perennial ryegrass blend, which will be more cost effective than native grasses and forbs.

Soil Erosion and Sedimentation Control Permit:

OCBA can prepare the permit and the Township can supply the permit fee to relieve the contractor of any time and expense to do so.

18" dia culvert unit price:

The unit price has been increased to be more in line with the unit price provided by the Contractors during the first bidding.

Area #2:

Ada Township has done most of the tree removal. It was agreed upon at the meeting of August 28 that any further work can be done by Ada Township. The quantities on this estimate reflect the deletion of Area #2.

Construction Mats:

The intent is to construct during dry periods of July and August, foregoing the need to use mats, as outlined in the EGLE Permit. Mats have not been included in the estimate.



350 E. Michigan Avenue, Ste. 415, Kalamazoo, MI 49007

O 269.381.3357 **M** 269.830.5056

W www.ocba.com **E** pwarnick@ocba.com



5 September 2019



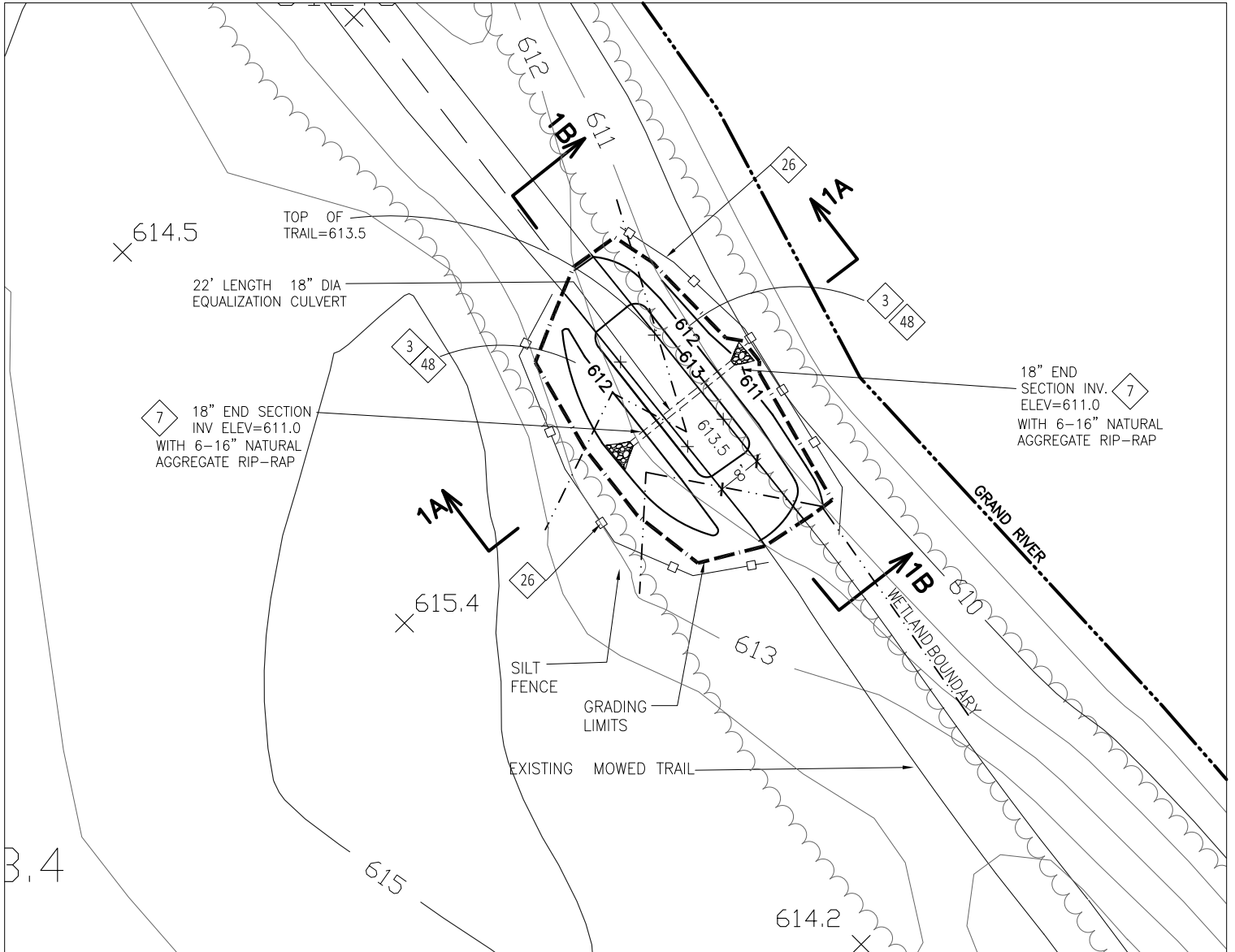
Roselle Park North Trail Improvements

Ada Township Michigan

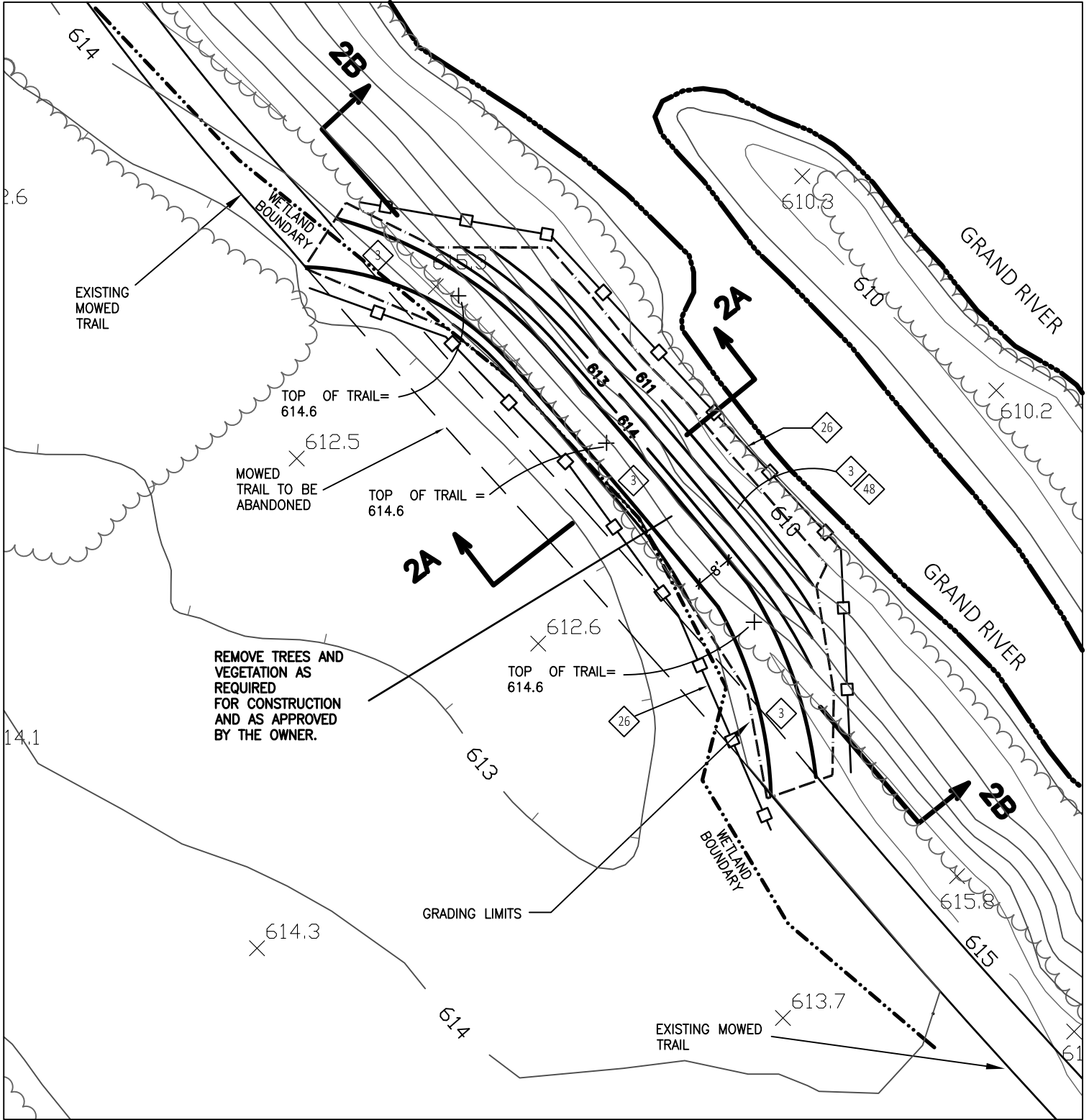
Opinion of Probable Construction Costs

Item	Qty.	Unit	Unit Price	Total
Silt Fence	600	LF	\$ 2.00	\$ 1,200.00
18" dia Culverts and End Sections	3	EA	\$ 3,000.00	\$ 9,000.00
Cobble Rip-Rap	7	CY	\$ 150.00	\$ 1,050.00
Place Fill	206	CY	\$ 65.00	\$ 13,390.00
Place Topsoil	72	CY	\$ 50.00	\$ 3,600.00
Turf Seeding	5,800	SF	\$ 0.15	\$ 870.00
Erosion Blanket	500	SY	\$ 3.00	\$ 1,500.00
SESC Permit	1	LS	\$ 200.00	\$ 200.00
Brush clearing to be done by Ada Township				
Subtotal				\$ 30,810.00
+10% Contingency				\$ 3,081.00
Opinion of Probable Construction Costs Total				\$ 33,891.00
Design Fees - Rebid Project September 2019				\$ 1,600.00
Construction Administration 2020 (Balance of January 3 2019 proposal)				\$ 2,242.30
Egle Permit Fees				\$ 3,000.00
Project Total				\$ 40,733.30

Construction mats not included.



1 **Area #1**
 SCALE : 1" = 20'

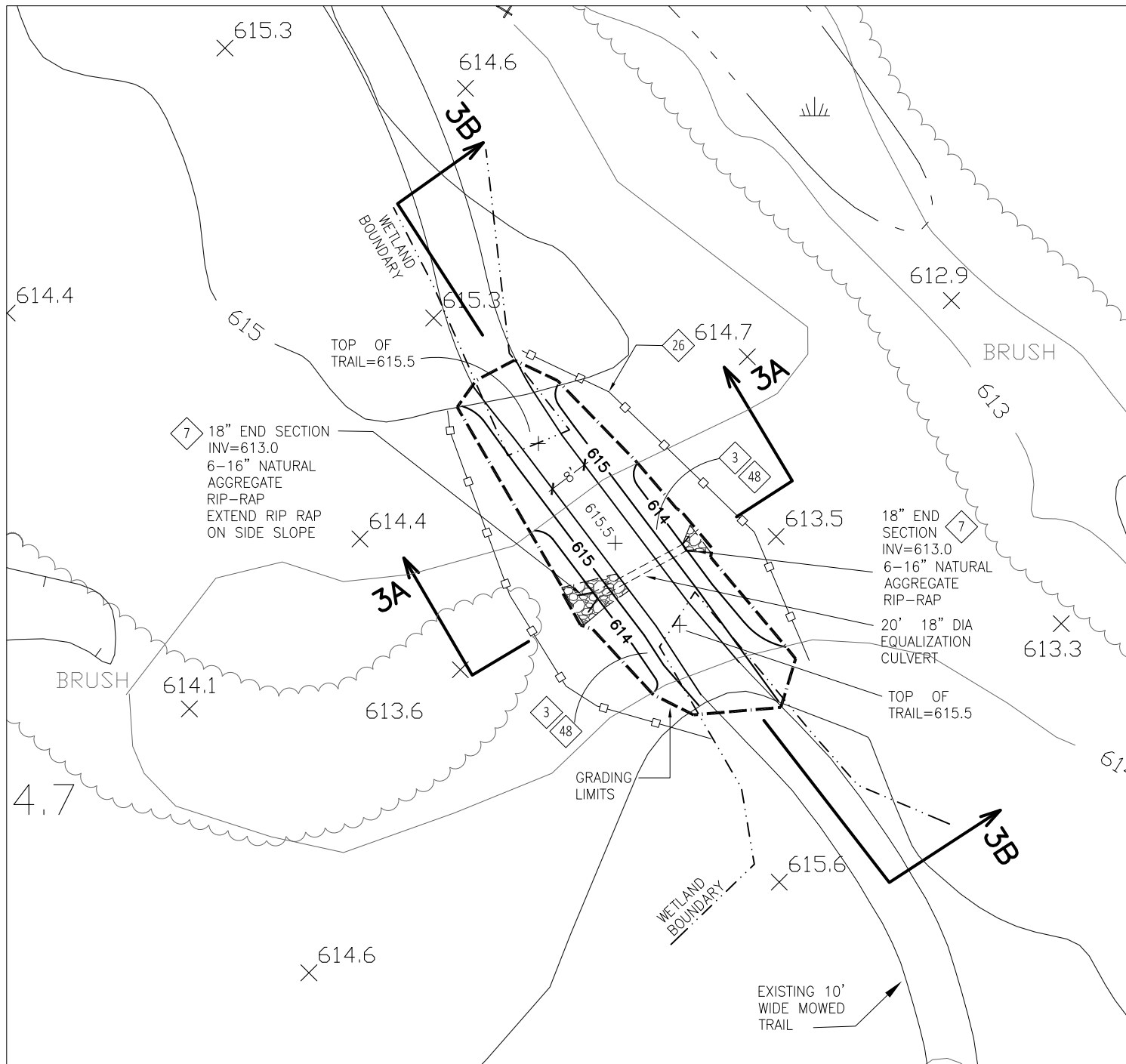


2

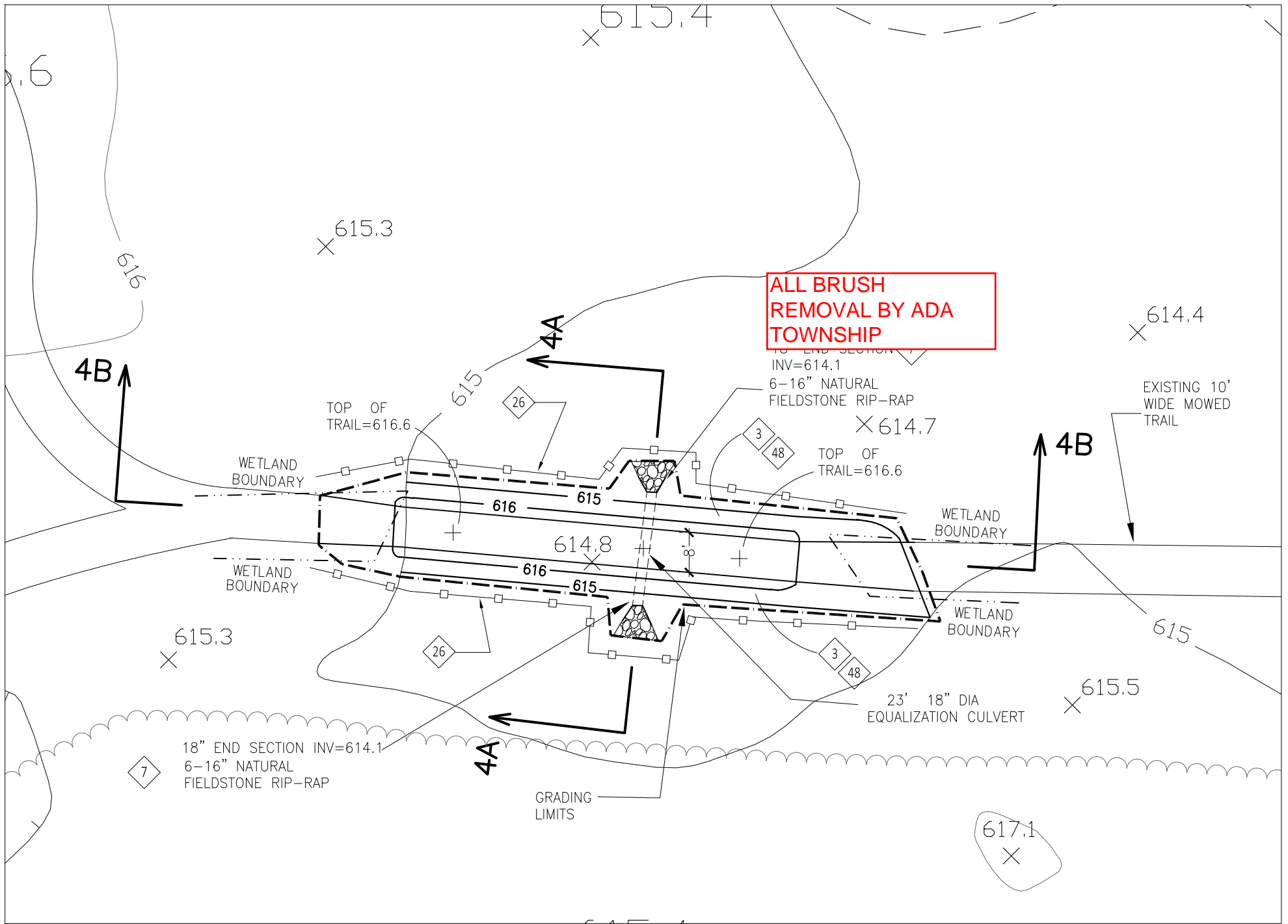
Area # 2

SCALE : 1" = 20'

OMITTED FROM PROJECT
ALL WORK TO BE DONE BY ADA
TOWNSHIP



3 **Area # 3**
 SCALE : 1" = 20'



4 Area # 4
 SCALE : 1" = 20'



**ADA TOWNSHIP
REQUESTS FOR PROPOSALS**

Leonard Field Park Master Plan

Issued September 24, 2019

DRAFT

Ada Township hereby requests proposals from qualified firms interested in providing a Master Plan for Leonard Field Park.

Proposals shall be due Friday, October 11, 2019, at 5:00 p.m. Please mark the sealed envelope as “Leonard Field Park Proposal.” A complete Request for Proposal document may be obtained at:

Ada Township
ATTN: George Haga, Township Supervisor
PO Box 370
Ada, MI 49301
ghaga@adatownshipmi.com

Or on the Web at:
www.adatownshipmi.com

DRAFT

**REQUEST FOR PROPOSALS
FOR
PREPARATION OF LEONARD FIELD PARK MASTER PLAN**

Issued September 24, 2019

**Ada Township
PO Box 370
7330 Thornapple River Dr. SE
Ada, MI 49301**

Overview

Ada Township hereby request proposals from qualified firms interested in providing services to prepare a Master Development Plan for Leonard Field Park, a 2-acre site located near the Village of Ada along the Thornapple River.

This Request for Proposals (RFP) describes the scope of the desired services, the required contents for proposal submissions and the process to be followed in the consultant selection process. Proposals will be reviewed by the Ada Township Parks, Recreation and Land Preservation Advisory Board which will in turn make a recommendation for selection of a consultant to the Ada Township Board.

Site Description

The project site is known as Leonard Field Park, often referred to as “Leonard Field” because of the softball field on site and dedicated name in recognition of Leonard Fase. It is located at 7490 Thornapple River Drive, Ada MI 49301. It is a small park of 2 acres but plays a major role in the community of Ada. It is the oldest park in the Township’s park system. Highlighted by being adjacent to the historic Ada Covered Bridge and location alongside the Thornapple River. The current site components include a softball field, parking area, public restroom, decks overlooking the river, rough canoe/kayak launch area, and paved bike paths that connect it to the Village of Ada.

Primary uses of the park have traditionally included softball games, picnics, walking area and community gatherings and photo shoots by the Covered Bridge. Age of the infrastructure to the park, transitions in community, and park standards have led to the need to revisit the goals of the park and develop a plan that will meet current and future needs. Some of the driving factors include community goals for safe walking and biking connections through the village, improving accessibility needs, changes in programs and activities offered at the park, river access and recommendations from a recent Recreation Needs Assessment.

Process and Schedule for Consultant Selection:

Review and evaluation of proposals received, personal interviews and consultant recommendation to the Township Board will be carried out by Facilities and Programs Committee of the Parks, Recreation and Land Preservation Advisory Board.

Following review and evaluation of the Proposals received, it is anticipated that the Committee will hold personal interviews with some or all of the submitting consultants. Following interviews, the Committee will meet make a recommendation of a firm to the Ada Township Parks Recreation and Land Preservation Advisory Board which will make a recommendation for a preferred consulting firm. A contract will be negotiated with the selected firm, and presented to the Township Board for approval.

The anticipated schedule for the selection process is as follows: *DRAFT*

Deadline for receipt of Proposals:	Friday, October 11, 2019
Committee meeting to review Proposals and select short list for interviews:	October 15-18, 2019
Interviews held with short-listed firms:	October 22-24, 2019
Committee recommends selection:	October 24, 2019
Complete contract negotiations:	October 28-November 1, 2019
PRLP Advisory Board meeting and review	November 14, 2019 (<i>Option of special meeting</i>)
Township Board review and approval of contract:	November 25, 2019 (<i>option of Nov. 11</i>)

Summary of Desired Services:

The Scope of Services in preparing the Leonard Field Park Master Plan is anticipated to include the following tasks:

1. Inventory and assessment of the natural features and resources of the site, including:
 - boundary and topographic mapping of the site, using 2-foot contour intervals.
 - mapping of river floodplain and floodway boundaries.
 - identification of river and wetland boundaries on the site
 - inventory of predominant vegetative cover on the site.
2. Assessment of the condition and re-use potential of existing buildings and structures on the site.
3. Assessment of opportunities and constraints presented by the site's natural and built features, for various types of park and recreation facility development and for natural area enhancement and restoration.
4. Identifying desired recreational uses to be included in the Master Plan for Leonard Field Park, based on input from the public, Township officials, representatives and Recreational need Assessment.
5. Assisting in the development and carrying out of the public involvement program in developing the Master Plan.
6. Preparing and graphically presenting alternative conceptual development plans for the Park, for review by the public and the Steering Committee.
7. Preparing a final site development plan for the park, including color-rendered plans for public presentation, report-sized reductions of plan graphics and digital graphic files suitable for use in printed documents and for online access.

8. Preparation of cost estimates and phasing plans for development of the Park.
9. Preparation of a narrative report describing the final Master Plan, including a summary of the recommended projects to be carried out, their estimated construction costs and their proposed phasing.

Required Proposal Contents:

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

- 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.
- 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.
- 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.
- Proposed Scope of Services and Schedule: Describe the specific approach, tasks and methods you propose to use in developing the Leonard Field Park Master Plan. Describe the methods you propose to use to encourage the public's interest in the planning process for the park, and the specific techniques you would use to involve the public in various stages of plan development, from conceptual plan development to final plan preparation.

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 Master Plan Steering Committee, public input meetings and final plan presentation to the Township Board.

Provide a flow chart identifying the timeframe for completion of major project tasks and work products.

- Hour Allocation and Fee Proposal: Submit a matrix or table identifying the number of labor hours allocated to each project task, for each team member assigned to the project. Provide an estimate of reimbursable expenses anticipated to complete the project, by major expense categories. Provide a total proposed "not to exceed" fee for completion of the Master Plan, with separate amounts identified for labor and for reimbursable expenses associated with the project.

Project Development Schedule - *Draft*

Approval of proposal and signing of contract	November 25, 2019 November 26-27, 2019
Initial meeting with Committee	December 2-6, 2019
Development time including public input sessions	December 2019 – February 2020
Draft for review	March 2020
Final completion of the Master plan.	April 2020

Evaluation Criteria:

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

- A. Avoidance of personal and organizational conflicts of interest.
- B. The degree to which each consultant’s approach to the project, specific tasks proposed and personnel resources assigned to the project demonstrate an understanding of the needs of the project and an ability to best provide the desired product.
- C. Quality, completeness, relevance and organization of the information submitted in the Proposal.
- D. Past record of performance on similar projects, including factors such as cost control, quality of work, and timeliness of completion.
- E. The qualifications of personnel assigned to the project, including their previous experience, education and training, in relation to their assigned responsibilities and their level of utilization on the project team.
- F. Analysis of proposed consulting fees in relation to the level of effort proposed to be provided.

Disclaimer:

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. In addition, Ada Township shall not be liable for any cost incurred by respondents in the preparation of their Proposal, or in preparing for and attending any interviews held with the Steering Committee.

Deadline for Proposal Submission:

Six (7) printed copies of the Proposal and a digital .pdf file should be submitted by 5:00 p.m., Friday, October 11, 2019, to:

Ada Township Clerk
Ada Township
P.O. Box 370
7330 Thornapple River Dr. SE
Ada, MI 49301

Questions regarding this RFP may be directed to:

Mark Fitzpatrick, Parks Director
616-676-0520
mfitzpatrick@adatownshipmi.com
P.O. Box 370, 7330 Thornapple River Dr. SE, Ada, MI 49301

Note the following documents available for review as requested and/or on our website
www.adatownshipmi.com

- *Ada Township Parks Accessibility Assessment
- *Ada Township Recreation Needs Assessment
- *Ada Township Ada Village plan

DRAFT



**Ada Township Parks, Recreation and Land Preservation Program
Facilities & Programs Committee**

Meeting Minutes

Meeting date/time: Thursday, August 8, 2019, 8:00 a.m.-9:00 a.m.

Location: Ada Township Hall

In attendance: George Haga, Jim Ferro, Mark Fitzpatrick, Mile Terwilliger, Judy Levick, Rob McCormick, Kraig Schmottlach

Review of Roselle Park North Trails Improvement Project

- *Mark reviewed the history and goals of the project including the Park Master plan, project cost estimates and changes, bid set, letters from OCBA and past memo to the Ada Township Board.
- *Mark stated that the Ada Board had accepted the PRLP Advisory Board recommendation to not accept the bids submitted on the project.
- *The letters from OCBA were reviewed. The Committee agreed to move forward with the additional services from OCBA at \$1,600. Mark was to confirm that that fee did include site visits to the park and amending the bid packet.
- *The Committee recommended that a site visit be held at the park with Paul from OCBA and the entire Committee. Mark was to set a date and time.
- *The Committee reviewed re-bidding this fall with the goal of having contractors having good access to the park and dry conditions for their assessments. The construction would then be held in the summer of 2020. The alternative of having the construction done yet this year was also reviewed.
- *The Committee agreed to hold off on the decision to go out to bid again, or not, until after the site visit and re-assessment of the project by OCBA. That recommendation is to go to the full Advisory Board for September 12.

Leonard Field Park Master Plan Initiative

- *Mark briefed the Committee on the history and goals of conducting a Master Plan for Leonard Field Park, including that funds were allocated in the CIP and budget.
- *The Committee agreed on having a RFP be prepared for soliciting a potential consultant. Mark and Jim were to draft the RFP and send it out to the Committee for review. It is to be on the agenda for the September 12 Advisory Board meeting.
- *Mark reviewed the damages that occurred at Leonard Field Park from the July 21 storms and how we were proceeding through a series of phases: Phase one was to regain safe access to the park; phase two was to get temporary power in place for late summer and fall activities in the park; phase three is to incorporate needed changes into the master planning process.

Updates on Knapp Corner and Ada Park

- *Mark reviewed how a temporary white board had been put up behind the letters on the Knapp Corner sign. Committee members that had not seen it yet were requested to visit the site.
- *Mark commented on the Ada Park trail extension and parking space project being underway and how this correlated with the Ada Park Master Plan.

Next Meeting

- *The next meeting of the Committee is to be set after the Roselle Park site visit and before the September 12 Advisory Board meeting. This may be done as a conference call or email communication.
- *The goals and process for the Township Space Needs Assessment was discussed. The RFP had been included in their packet.



**Ada Township Parks & Recreation Department
Park Director's Report
For September 12, 2019
Submitted by Parks & Recreation Director Mark Fitzpatrick**

Updates on Administrative Items

- Four potential consultants submitted proposals for the Space Needs Assessment/Study. The Buildings Committee will interview the candidates and make a recommendation to the Township Board for September 23. The work component is schedule to run September 30 through December 9.
- A draft for a request for proposals (RFP) has been prepared for the process of hiring a consultant to develop a Master Plan for Leonard Field Park. This is to be reviewed by the Facilities Committee and Advisory Board this week.
- The new park truck, coordinated through the Kent County purchasing department is expected mid-late September. Amenities of a front blade, light and decals will be added after it arrives.
- We are coordinating with the Kent County Purchasing Department to replace the Kubota tractor used for trail plowing, mowing and activities in the parks. We should have more details later this week.
- Kent County will be closing on the added property for Chief Hazy Cloud Park on September 19. Jim, George and Jim will attend the event.
- Worksheets and cost estimates for the next Capital Improvements Plan (CIP) are due at the end of September. We should have a framework for review at the October Advisory Board meeting.

Updates on Township Parks and Preserves

Ada Township Park

- The improvement project including an extension of the paved trail from softball field #2 over to the trail on Buttrick Drive and a revision to parking spaces near the entrance of the park has been completed. A few items remain on the punch list. The two stone pillars along the path on Buttrick were re-set as well.
- Shelter and Gazebo reservations stop at the end of October. We will open registration for the 2020 season December 1st.
- The office/learning center building and the maintenance building will be included in the Space Needs Assessment being conducted October through early December.

Roselle Park

- The Facilities and Programs Committee met at the park on August 28th to review the north trails project. Paul Warnick from OCBA has made adjustments to the scope of the project and cost estimates. These will be reviewed by the Advisory Board with the decision of putting the project out to bid again this fall.
- Bids came in on the crack seal project which includes the paved trails in Roselle Park. The Township Board is to review the recommendation by Moore & Bruggink on September 9.
- Volunteers have been helping with stewardship needs in the park
- We have started scheduling the room for 2020 rentals. As anticipated, spring and early summer weekends are the most requested so far.
- Preliminary scores for the MI DNR grant we submitted for Roselle Park are now available. We have until the end of the month to submit any supplementary information.

Updates on Township Parks and Preserves cont.

Leonard Field Park

- We have been utilizing a generator to light the ball fields since the July 20 storms. We expect to continue that through the first week of October. Consumers Energy and Buist Electric are working on the process of putting in a new electric control box behind the bathroom building. Full repairs will be reviewed as part of the master plan process.
- The RFP to hire a consultant to prepare a Master Plan for Leonard Field Park has been drafted and is under review. We anticipate this to go out late September.

Legacy Park – In Memory of Helen and Rich Devos

- Construction of the amphitheater is underway. Some grading has been done and the pillars are in. We are still anticipating the majority of the work to be completed by late October.
- We have not received an update on an installation date for the memorial sculpture (*In Memory of Helen and Rich Devos*) to be installed. It is still expected for this fall.
- The development of a park sign is still in process through the Township-wide sign initiative.
- Volunteers are assisting staff with the weeding the many garden areas.

Carl Creek Crossings Preserve

- A volunteer stewardship work day is set for Saturday, September 14. A group of Girl Scouts will assist that day.

Carl Creek Wetlands Preserve

- No updates at this time.

Grand River Natural Area

- The paved trail is back in use after the improvement project this past spring and summer. The vegetation is just starting to recover.
- A section of the paved trail was not repaired in the 2018-19 project will need to be incorporated into our improvement projects for 2020.

Knapp Corners Preserve

- The white board we put up as a temporary test has been getting good feedback. placed behind the letters on the sign. The sign is also being reviewed by the company “Universal Sign”.

Updates on the Bike Paths / Non-Motorized Trails

- Moore & Bruggink is facilitating a new maintenance project on the trails for 2019 to include sealing of the cracks in parts of the trail system. Bids came in last week and a recommendation is being made to the Township Board September 9. Bids came in lower than expected so addition sections of the trail system may be added to the contract, pending Board approval.
- The Township Board approved the hiring of a consulting firm that will look at mobility and access through the Township, including trail routes. This is being coordinated by the “Preserve Ada Committee” citizens group along with the Trails Committee. The “Preserve Ada Committee” committed to raise \$44,325 for the service while the Township will pay \$15,000 (15%). The assessment is anticipated to be completed by the end of December.

Updates on Recreation Programs

- The final Friday night *Beers at the Bridge* concerts of the season was held August 16 with 2,246 participants. Plans are underway for 2020 with potential dates of June 19, July 17 and August 21, 2020.
- The fall adult softball leagues run into the first week of October. The final tournament was held August 24th. 2020 plans and schedules are being set up.
- AYSO has returned for fall season youth soccer (September - October) at Ada Park.
- ZigZag Ultimate Frisbee is running a fall season (September - October) on Monday nights at Ada Park.
- The next Grand Rapids Triathlon is scheduled for June 14, 2020.
- The summer youth programs wrapped August 14. We had good attendance this year for both the ½ day programs and day camps.
- Pre-school field trip programs are completed for the year and will start up again in the spring of 2020.
- Fall elementary school field trips and outreach program start the week of September 16. Some schools will be funded again through the Groundswell initiative with GVSU.
- We are setting two fall field days in Ada Park for local home-school groups. This may continue with programs throughout the year.
- We are coordinating with a local Girl Scout leader for Forest Hills to coordinate field trips to the parks that would incorporate Girl Scout badge requirements.
- For the fall community programs we will be offering another “Star Watch” at Roselle park, a family-based evening program and night hike at Ada Park, a “Big Tree Search” at Leonard Field and a couple day hikes to local parks. There will also be the Brats and Bonfires event for the community at the Fire Station.
- The fall Adaview newsletter went out at the end of August.
- Planning for the year 2020 is well underway with facilitate rentals for Roselle already open and a program schedule being set up.
- The *Grand River Expedition 2020* is set for next July. This is a 14-day event from Jackson to Grand Haven and meant to bring awareness to the river. The expedition will come through Ada July 14-15 with an overnight at Chief Hazy Cloud Park on the July 14, 2020. <https://mgrow.org/grand-river-expedition/>

Other Items

- The fall Ada-Cascade Clean-Up Day is set for October 12 at the Forest Hill Central Middle School. We are working to set up a date for the spring 2020 event as well.
- A Household Hazardous Waste Drop-off Day has been set for October 19 at the Cascade Fire Station on Buttrick drive.
- Construction has started on new Kent District Library in Ada. Completion expected in 2020.

Ada Township

Connect Ada Proposal



Submitted by
Nelson\Nygaard Consulting Associates
621 SW Morrison St., Suite 1250, Portland, OR 97205
503-227-3463

CONTACT: Drusilla van Hengel **TITLE:** Principal
EMAIL: dvanhengel@nelsonnygaard.com

SCOPE OF SERVICES – PHASE 1

TASK 1 PROJECT MANAGEMENT AND COORDINATION

Task 1.1 Project Kickoff Meeting

The project will begin with a videoconference kickoff meeting to discuss goals, expectations, key issues, and communications protocols to ensure a smooth project from start to finish. Specific tasks to be part of this meeting include:

- Discuss project goals, impetus, potential obstacles, logistics, and key decision makers
- Discuss how this project aligns with, and deviates from past and ongoing processes
- Finalize the project timeline and scope of work
- Establish roles, communication protocol, and expectations; discuss invoice protocol
- Identify current corridors and issues of interest; discuss available sources of data for existing conditions analysis; begin a discussion of network criteria and funding expectations
- Identify key stakeholders to include in engagement strategy
- Discuss the public engagement and outreach format, schedule, and key events; identify social media strategies and existing outlets that have worked well in the past

Following this meeting, we will prepare a detailed project schedule, data request memo, and public outreach plan.

Task 1.2 Coordination Check-Ins

At Nelson\Nygaard, we believe in proactive project management. To assure this, we will organize regular check-ins with Ada Township to discuss project status, critical-path issues, next steps, and timelines. Action items from each meeting will document each meeting's key decisions and discussion items.

DELIVERABLE:

- Data request with list of datasets and/or reports
- Final Scope and Project Schedule (August 2019 through December 2019)

TASK 2 SITUATION ANALYSIS

Task 2.1 Situation Analysis

In 2004, Ada Township voters approved a dedicated property tax millage (.5 mills) to financially support the construction, operation and maintenance of a network of non-motorized trails in the Township. In the three years following the millage approval, the Township constructed over 15 miles of separated paths, with smaller additions to the network completed over the next 12 years.

In anticipation of the 15-year millage expiring at the end of 2020, the Township has initiated a process to review and update the Township's non-motorized trail plan, in advance of seeking voter approval in 2020 of a renewal and possible increase in the non-motorized trail millage.

The goal of the plan update is to enhance the existing network by strengthening connections between neighborhoods and the Village center, providing connections to trail networks in surrounding communities, and enhancing cyclist and pedestrian safety.

The plan update process is being guided by a committee of Township residents (Trail Committee), made up of a mix of long-serving citizen members and more recent residents having a strong interest in community trails.

The Trail Committee has identified priorities:

1. Increase non-motorized accessibility into and around Ada Village (downtown).
2. Determine the best, safest strategies to encourage pedestrian and bike crossings of M-21 (Fulton).
3. Review how to best physically connect Roselle Park (owned by the Township) and Chief Hazy Cloud Park (being developed by Kent County) over the Grand River to allow residents and visitors greater access to both parks and to a regional trail network.
4. Help the Committee prioritize three to five projects that are best funded through MDOT, MDNR grant funding applications, regional collaboration, as well as possible local philanthropy to support sections of the trails.
5. Assist in strategically mapping out ways to increase the use and value of the current non-motorized trail system through:
 - a. Bike path staging areas (Park and Rides)
 - b. Increased understanding of the cost of trail maintenance and upkeep
 - c. Increased way-finding and safety protocols:
 - d. Crossings (e.g. crossing M-21 at multiple locations)
 - e. Walkways, lighting, striping, signage etc.

Nelson\Nygaard has been asked to prepare a proposal to assist in helping the Committee prepare an updated trail plan for the community in advance of the 2020 millage renewal.

The approach would include the following:

- Review and refine concepts for connectivity, mobility, wayfinding and safety
- Review proposed elements with township officials, Trails Committee and others as appropriate
- Meet with and discuss support from the Kent County Road Commission to ensure mobility, path planning will be understood and supported.

CONNECT ADA LETTER PROPOSAL
Ada Township

- Share thoughts with the township on a priority of grant funding options and any ideas on how philanthropy may also play a role in supporting the bigger mobility vision.

Nelson\Nygaard will work with township staff and use existing township data and resources wherever possible, including its preferred partners, such as Progressive AE, Moore and Bruggink and/or others as appropriate.

The township will coordinate and facilitate community meetings and or feedback opportunities to ensure citizen input throughout the process.

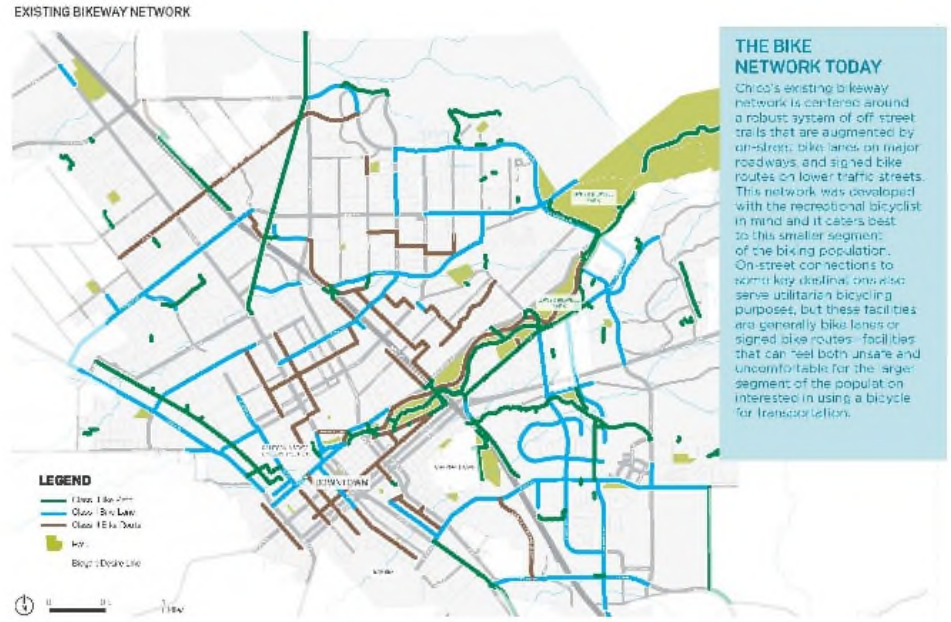
DELIVERABLE:

- Situation Analysis Summary Memorandum

TASK 3 REVIEW AND REFINE TOWNSHIP CONNECTIVITY CONCEPTS

Task 3.1 Conditions and Plans Inventory Mapping

Our team will work with Ada township staff and existing data to provide a picture of Ada’s existing network in relation to important community assets, areas of anticipated growth, vacant land for park-and-rides, non-motorized network quality assessment factors, and issues by level of needs to be addressed. We understand Ada Township has already done extensive work to identify and prioritize eight areas of focus and the costs associated with each. We will build on these efforts and use this work to inform our plan (see map documenting Ada’s efforts on the page to follow; on that map, identified priorities include: 4, 5, 8, 9, 11, 15, 16, 18).



Example Bikeway Facility Map from Chico Bicycle Plan (Nelson\Nygaard, 2015)

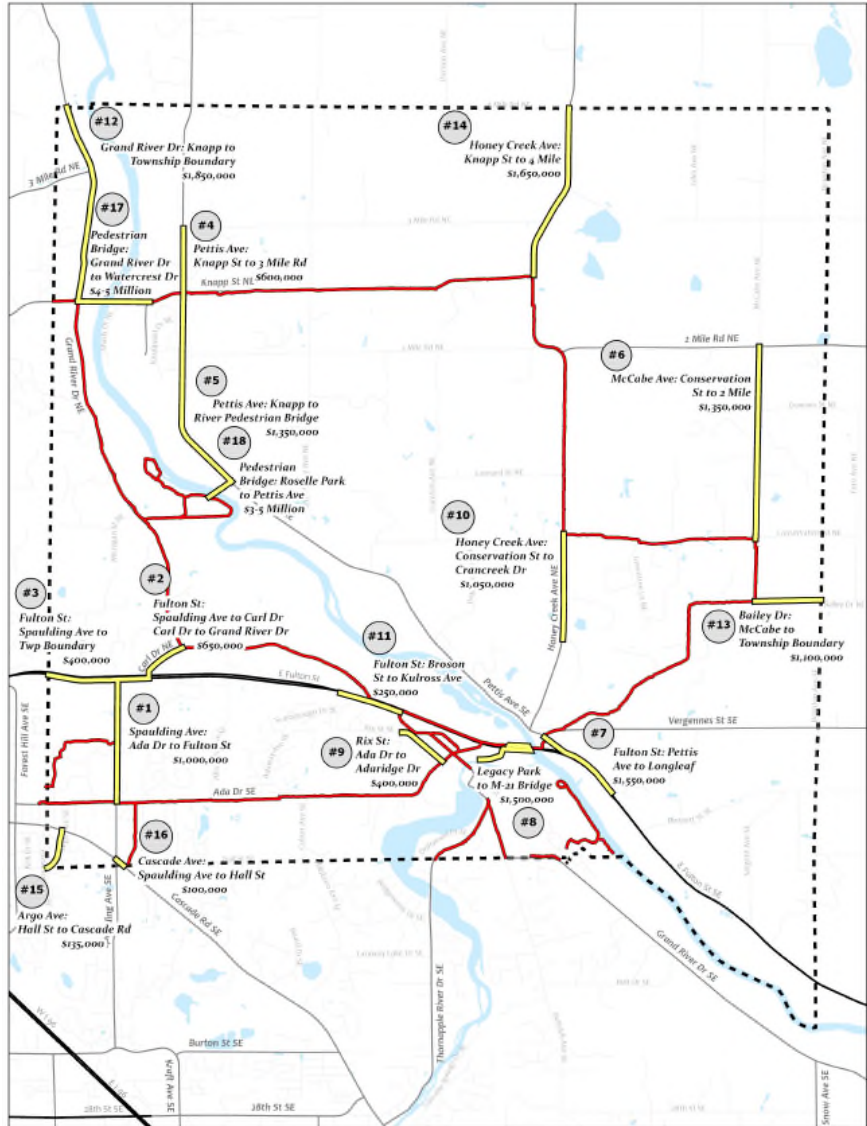
Task 3.2 Network Assessment

We will identify infrastructure, policy, program, and design guidance gaps and/or hazards that hinder safe and convenient access along the system. Special consideration will be given to ways to enhance M-21 crossings, to create connections to and from villages, and those that create inter-regional connections to Grand Rapids, Lake Michigan, and other surrounding towns.

CONNECT ADA LETTER PROPOSAL
Ada Township

DELIVERABLES: All deliverables described from this point forward will be drafted in a manner so that when compiled, they form a complete report (or Appendix where appropriate).

- **Existing Conditions Maps:** Maps highlight specific criteria including existing pathways, pathway dimensions, pathway surface type and/or degradation, crash locations, entry points/connections, destinations and activity centers, landscape characteristics, etc.
- **Network Assessment and Benchmarking Summary:** A summary map with supplemental sub area close ups will incorporate findings from the existing conditions analysis. Accompanying summary text will describe key issues, conflicts, ROW constraints, opportunities, best practices and peer comparisons.



ADA TOWNSHIP NON-MOTORIZED TRAIL ESTIMATES - 2019



TASK 4 ENGAGEMENT

Task 4.1 Stakeholder Engagement

Nelson\Nygaard will host up to three meetings with Ada Township, the citizens' group and County Road Commission staff, to discuss issues and opportunities, including the vetting of issues

CONNECT ADA LETTER PROPOSAL
Ada Township

related to additional roadway elements to support walking and bicycling. Chris Zull will participate in these meetings. The purpose of the meetings will be:

- 1) September: Inform review issues and opportunities of connectivity. Confirm key values for selecting the preferred vision
- 2) October/ November: Review the vision for an updated trails plan
- 3) December: discuss roadway elements to improve connectivity including challenges related to installation and maintenance, to inform millage value

DELIVERABLE:

- Meeting summaries

TASK 5 PLAN VISION

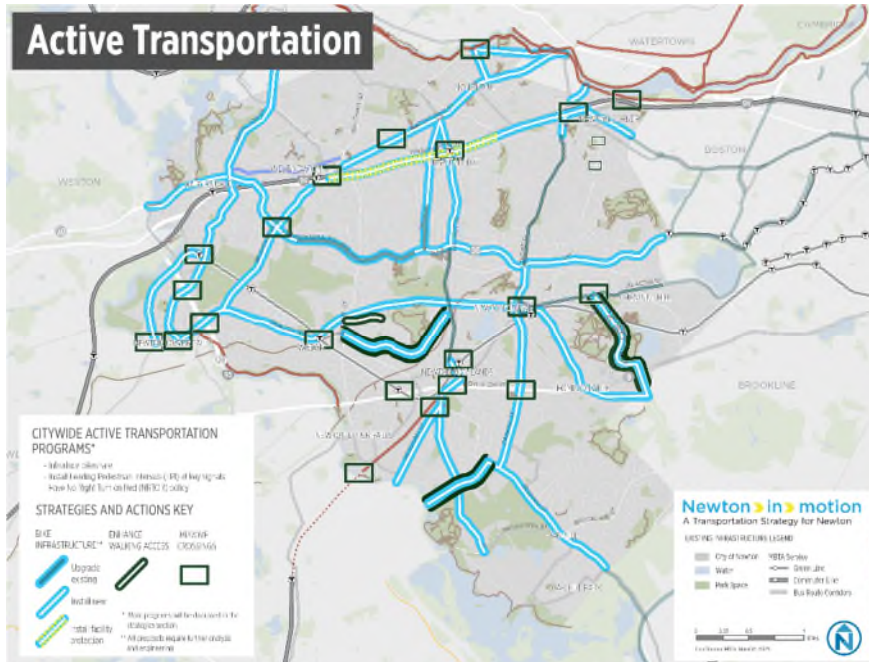
Task 5.1 Plan Vision Refinement

Nelson / Nygaard will host a fun visioning workshop during an in-person visit (to occur in October or November). This engagement serve to help refine a plan vision that will be drafted as part of the foundational work before this date.

DELIVERABLE:

- Draft Ada Bike and Pedestrian Vision Statement
- Final plan vision

TASK 6 FINAL PLAN



Example Network Recommendation Map, Newton, MA (Nelson\Nygaard, 2017)

Task 6.1 Project Identification and Implementation Strategy Plan

In order to support the need to incorporate projects as part of a development plan and/or capital project lists, Nelson\Nygaard will put forward an implementation strategy with an immediate-term set of projects for the preferred vision that will support the vision to enhance the usability, safety, comfort, and profile of the Ada walking and biking systems. The implementation strategy plan will describe the economic and community benefits of investing in the preferred vision, and include a table of all recommended projects with the following information and guidance:

- Facility type
- Description of benefits, tradeoffs
- Up to two photo renderings for select projects to build a vision for the project and how achieved
- Phasing and implementation effort
- Conceptual costing, developed in consultation with Progressive AE who will provide local unit cost estimates for installation and maintenance



Example Photo Render, Rail Trail Interface with Downtown Aptos, CA, town of 6,000 (Nelson\Nygaard, 2017)

Task 6.2 Draft and Final Plan

Nelson\Nygaard will synthesize all maps, strategy tables, and findings produced as part of this process into a highly-visual, easily-readable draft plan for review by the team. Upon receipt of one set of internally-consistent and consolidated comments by the client team, the project team will update the Draft Plan to create a Final Plan.

DELIVERABLE:

- 1 Draft Plan
- 1 Final Plan

Proposed Schedule

<u>Date</u>	<u>Tasks</u>
August to Sept.	Kickoff, background document review, engagement planning, visioning
October	Project visit, stakeholder engagement, visioning, analysis
November	Strategy development
Early Dec.	Draft Report
End of Dec.	Final Report

CONNECT ADA LETTER PROPOSAL
Ada Township

BUDGET

Task Description	Nelson\Nygaard Labor Costs					Hours	NN Labor Cost	Total Labor Hours	Total Labor Costs	Total Travel Expenses	Progressive AE	Total Direct Expenses	Total Costs
	Drusilla van Hengel	Alyson Fletcher	Corinna Kimball-Brown	Jungwha Yuh									
	Principal 6 \$270.00	Senior Associate 1 \$150.00	Associate 2 \$130.00	Designer \$110.00									
1 Project Management and Coordination													
1.1 Project Kickoff Meeting	2	2			4	\$840	4	\$840					\$840
1.2 Coordination Check-Ins	10	20			30	\$5,700	30	\$5,700					\$5,700
Task Total	12	22	0	0	34	\$6,540	34	\$6,540	\$1,200	\$750	\$1,950		\$8,490
2 Situation Analysis													
2.1 Situation Analysis	4	12	8		24	\$3,920	24	\$3,920					\$3,920
3 Review and Refine Township Connectivity Mapping					0	\$0	0	\$0					\$0
3.1 Conditions and Plans Inventory Mapping	2	6	20		28	\$4,040	28	\$4,040					\$4,040
3.2 Network Assessment	2	6	20		28	\$4,040	28	\$4,040					\$4,040
Task Total	8	24	48	0	80	\$12,000	80	\$12,000	\$1,975	\$4,500	\$5,975		\$17,975
4 Engagement													
4.1 Stakeholder Engagement	8	24	16		48	\$7,840	48	\$7,840					\$7,840
Task Total	8	24	16	0	48	\$7,840	48	\$7,840	\$0	\$2,000	\$2,000		\$9,840
5 Plan Vision													
5.1 Plan Vision Refinement Workshop	4	20	12	28	64	\$8,720	64	\$8,720					\$8,720
Task Total	4	20	12	28	64	\$8,720	64	\$8,720	\$0	\$1,500	\$1,500		\$10,220
6 Final Plan													
6.1 Project Identification and Implementation Strategy Plan	6	16	6		28	\$4,800	28	\$4,800					\$4,800
6.2 Draft and Final Plan	6	24	6		36	\$6,000	36	\$6,000					\$6,000
Task Total	12	40	12	0	64	\$10,800	64	\$10,800	\$0	\$1,000	\$1,000		\$11,800
Task Total	0	0	0	0	0	\$0	0	\$0	\$0	\$1,000	\$1,000		\$1,000
TOTAL HOURS	44	130	88	28	290		290						
TOTAL LABOR COST	\$11,880	\$19,500	\$11,440	\$3,080		\$45,900		\$45,900	\$3,175	\$10,750	\$13,425		\$69,325
SUBCONSULTANT MARKUP						\$0		\$0					\$0
TOTAL COSTS													\$69,325

BILLING RATES

The schedule of billing rates for any additional work undertaken as part of this project is provided below:

Drusilla van Hengel	Alyson Fletcher	Corinna Kimball-Brown	Jungwha Yuh
Principal 6	Senior Associate 1	Associate 2	Designer
\$270.00	\$150.00	\$130.00	\$110.00

EXHIBIT A – STANDARD TERMS AND CONDITIONS

The following general terms and conditions are incorporated by reference into the attached Agreement between Nelson\Nygaard Consulting Associates, Inc. (“Consultant”) and the addressee of the Agreement (“Client”)

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be the date last signed or the date on which Client has given Consultant authorization to proceed with the performance of the Services, whichever occurs sooner.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Michigan.

ARTICLE 3 - SERVICES TO BE PROVIDED BY CONSULTANT

Consultant shall provide the Scope of Services described above.

Any changes in the Scope of Services, which may become necessary due to changes in the Project, or otherwise reasonably required by Client, shall be negotiated between the parties.

Consultant agrees that a degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by members of the same profession, currently practicing, under similar circumstances.

ARTICLE 4 - COMPENSATION

For the proper performance of the Scope of Services, Client shall pay Consultant the amount set forth above.

Consultant shall submit monthly invoices to Client detailing the percent complete amount. These statements will describe the services rendered, fees charged and expenses incurred by Consultant during the previous month. The invoices shall include charges for all labor and costs in accordance with the Scope of Services. The monthly invoice shall be accompanied by monthly progress reports that indicate the status of the project. Client agrees to pay all reasonably approved invoices within thirty (30) days of receipt. Client shall not be obligated to pay any invoices which are not in accord with the terms of this Agreement. Expenses are included within the amounts listed on the attached Budget. Additional expenses require Client’s prior written approval.

Consultant reserves its rights to stop all work on

this project if, at any time, an approved invoice remains unpaid for a period exceeding sixty (60) days.

ARTICLE 5 - INDEMNIFICATION

(a) Indemnification for Public Liability and Property Damage

Consultant shall hold harmless, defend and indemnify, for damages arising out of bodily injury, death and property damage, the Client, and the Client's officers and employees against all claims, demands, actions and suits (including reasonable post tender attorney's fees and costs) brought against any of them arising from the Consultant's negligent work or any of its subconsultant's negligent work under this Agreement other than professional services.

(b) Indemnification for Professional Liability

For liability arising out of professional services, the Consultant shall indemnify, but shall have no duty to defend, Client and the Client's officers and employees against liability for damages for which they may be liable to the extent such damages are actually caused by the negligent acts, errors or omissions of Consultant, or any of its employees or subconsultant's negligent acts or omissions under this Agreement. Consultant will reimburse Client for legal fees and expenses Client incurs in defending a claim regarding Consultant’s professional liability.

ARTICLE 6 - INSURANCE

In accordance with the terms of this Agreement, Consultant shall maintain the following insurance:

(a) Commercial General Liability Insurance, with a limit of not less than \$1,000,000 per occurrence and \$1,000,000 general aggregate, \$1,000,000 products/completed operations aggregate and include Client as an Additional Insured.

(b) Automobile Insurance, with a combined single limit of not less than \$1,000,000 each accident and shall include Client as an Additional Insured.

(c) Workers’ Compensation Insurance in accordance with statutory requirements and

Employers' Liability Insurance with limits of not less than \$1,000,000 for each accident, \$1,000,000 disease each employee and \$1,000,000 disease policy limit.

(d) Professional Liability Insurance with limits of not less than \$1,000,000 per claim and aggregate.

Prior to performing Services under this Agreement if requested by Client, Consultant shall furnish Client with certificates of insurance which evidence the requirements of this Article. Certificates will provide Client with at least thirty (30) days' advance written notice prior to cancellation of the above policies.

ARTICLE 7 - INDEPENDENT CONTRACTOR

Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

ARTICLE 8 - COMPLIANCE WITH LAWS

In performance of the Services, Consultant shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria, and standards. Consultant shall procure the permits, certificates, and licenses necessary to perform the Services.

ARTICLE 9 - TERMINATION AND SUSPENSION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement; provided, however, the nonperforming party shall have five (5) calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party.

In the event of such termination, Consultant will be paid for the Services performed in accordance with this Agreement to the date of termination.

Client may terminate or suspend performance of this Agreement for Client's convenience upon written notice to Consultant. Upon receipt of notice, Consultant shall terminate or suspend performance of the Services on a schedule acceptable to Client and may submit a statement for the Services performed in accordance with this Agreement.

ARTICLE 10 – OWNERSHIP OF DOCUMENTS

Title to all documents, drawings and specifications with respect to work performed under this Agreement shall vest with the Client when the Client has compensated Consultant in full, as provided herein, for the services described in this document.

ARTICLE 11 - NOTICES

Any notices required by this Agreement shall be made in writing to the address specified for Client as addressed at the start of the Agreement and as follows for Consultant.

CONSULTANT:

Nelson\Nygaard Consulting Associates, Inc.
2 Bryant Street, Suite 300
San Francisco, CA 94105
Attn: Managing Director

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Client and Consultant. Notice address may be updated by either party written notification to the other party.

ARTICLE 12 – PATENTS, COPYRIGHTS AND TRADE SECRETS

Consultant and its employees shall not infringe on any United States patent, copyright, trade secret, or other proprietary right for any material, product, or part thereof used or furnished under this Agreement. Consultant shall indemnify and hold Client harmless from loss on account thereof, except when such loss is due to a particular design, process, material, or product required by Client; provided, however, that Consultant promptly notify Client if Consultant has reason to believe that such requirement is an infringement of any rights stated herein.

ARTICLE 13 - DELAY IN PERFORMANCE

Neither Client nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party.

Should such circumstances occur, the nonperforming party, within a reasonable time of being prevented from performing, shall give written notice to the other party, describing the

circumstances preventing continued performance and the efforts being made to resume performance. Consultant shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances, but only to the extent agreed upon by Client and Consultant. Except for such time extension, Consultant will not be entitled to claim any damages for delays in performance of its Services.

ARTICLE 14 - DISPUTES

Any claim, dispute or other matter in question arising out of or relating to this Agreement shall, be subject to mediation, which shall be, except as otherwise provided in this article, a condition precedent to the institution of legal proceedings by either party. If such a matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by litigation.

The Client and Consultant shall endeavor to resolve claims, disputes and other matters in question between them amicably, first by senior leadership discussion and, if necessary, then by mediation which, unless the parties mutually agree otherwise, shall be under the auspices of a recognized, neutral third-party professional mediation service experienced in handling construction disputes, or other mediation method or service acceptable to the parties, prior to undertaking any other dispute resolution action. A request for mediation shall be made in writing within a reasonable time after the claim, dispute, or other matter in question has arisen, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be

enforceable as settlement agreements in any court having jurisdiction thereof.

If the parties do not resolve a dispute through mediation pursuant to this Article 14, the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 15 – LIMITATION OF LIABILITY

To the fullest extent permitted by law, the total liability in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, to the Client and any one claiming by, through or under the Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Consultant's services, the project, or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of the Consultant or the Consultant's officers, directors, employees, agents or independent professional associates, or any of them, shall not exceed the policy limits of insurance required by this Agreement (or, if greater, the policy limits of insurance actually carried by the Consultant under this Agreement).

The Consultant and the Client mutually waive damages that are not reasonably foreseeable for claims, disputes or other matters in question arising out of or relating to this Agreement.

The limitations and waivers in this section 15 do not apply to Consultant's indemnity obligations in article 5.

ARTICLE 16 - EQUAL EMPLOYMENT OPPORTUNITY

Consultant affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, marital status, citizen status, national origin or ancestry, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is Consultant's policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment.

ARTICLE 17 - WAIVER

A waiver by either Client or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 18 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. Client and Consultant further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 19 – SUBCONTRACTING AND STAFFING

Consultant shall not engage independent consultants, associates, or subcontractors not identified herein to assist in the performance of Consultant's Services without the prior written consent of Client.

ARTICLE 20 - SUCCESSORS AND ASSIGNS

Client and Consultant each binds itself and its

successors, executors, administrators, permitted assigns, legal representatives, and, in the case of a partnership, its partners, to the other party to this Agreement and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party, in respect to all provisions of this Agreement.

ARTICLE 21 - ASSIGNMENTS

Neither Client nor Consultant shall assign any rights or duties under this Agreement without the prior written consent of the other party.

ARTICLE 22 – ENTIRE AGREEMENT

This Agreement, including all attachments and documents incorporated herein and made applicable by reference, and any written modification to the Agreement, shall represent the entire and integrated Agreement between the parties hereto regarding the subject matter of this Agreement and shall constitute the exclusive statement of the terms and conditions of the parties' Agreement. The Agreement, and any written modification to the Agreement shall supersede any and all prior negotiations, representations or agreement, either written or oral, express or implied, that relate in any way to the subject matter of this Agreement or written modification, and the parties represent and agree that they are entering into this Agreement and any subsequent written modification in sole reliance upon the information set forth in the Agreement or written modification and the parties are not relying and will not rely on any other information.

[END OF EXHIBIT A]



My Home

My Organization(s) | My Profile | Logout

- [Menu](#)
- [Forms Menu](#)
- [Status Changes](#)
- [Management Tools](#)
- [Related Documents and Messages](#)

[Back](#)

Document Information: [TF19-0101](#)

[Details](#)

You are here: > [Michigan Natural Resources Trust Fund Application Menu](#) > [Forms Menu](#) > Review and Scoring

MNRTF DEVELOPMENT APPLICATION EVALUATION WORKSHEET-PRE

Grant Amount Requested	\$231,000.00
Match Percent	50%
Match Amount	\$231,000.00
Total Project Cost	\$462,000.00
Preliminary Score	230
Final Score	0

Development Core Criteria

1. NEED FOR PROJECT

		Maximum Possible Points	Preliminary Score	Final Score
A)	Rationale for the Project: The proposed project is consistent with the community/state recreation plan's goals and objectives and is adequately justified in terms of the need for additional facilities of the type proposed and the availability of the proposed type of facility in the region was evaluated (as appropriate).	20	20	
B)	Public Support: The application/recreation plan demonstrates that the proposed project is widely supported in the community/region and a resolution of support has been approved by the local governing Board. Also, there is minimal public opposition to the proposed project or applicant is working to address the concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	20	20	
Maximum Possible Points (A+ B)		40	40	

Comments to Applicant:

2. COLLABORATION

		Maximum Possible Points	Preliminary Score	Final Score
A)	A formal long-term maintenance contract or endowment exists for the site which relates to or benefits the proposed project. An Operating Agreement, Memorandum of Understanding, Memorandum of Agreement, or other similar document has been provided to staff of the MNRTF.	30		

B)	An informal maintenance agreement exists at the site which relates to or benefits the proposed project. The agreement has been provided to staff of the MNRTF.	15		
C)	No collaborative maintenance exists at the site or insufficient documentation was provided.	0	0	
Maximum Possible Points (A or B or C)		30	0	

Comments to Applicant:

A collaborative maintenance agreement with another entity was not provided.

3. SITE AND PROJECT QUALITY

		Maximum Possible Points	Preliminary Score	Final Score
A)	Ability to Get to the Site — The amount of directional signage is adequate for the type of park. The park site is easily recognized as a public park or outdoor recreation land. The park can be directly and safely accessed and is appropriately located for the type of project.	20	20	
B)	Site Plan-Site is compatible with its intended purpose and the site plan is clear and understandable.	20	20	
C)	Renovation — Project involves renovation at an existing park site that is at least 20 years old. Renovation projects needed as a result of inadequate maintenance or design do not qualify for these points.	20	0	
D)	Use of Three or More Environmentally Friendly Materials (must be listed as scope items).	20	0	
E)	Crime Prevention and Safety Measure — Potential safety issues have been addressed.	20	20	
F)	Programming/Marketing- The applicant has addressed how they will make the public aware of the project.	20	0	
Maximum Possible Points (A + B + C + D + E + F)		120	60	

Comments to Applicant:

C) Renovation - age of existing facilities were not provided, however the majority of the project is new development.
D) Environmentally Friendly - raingarden with native plants counts as one. Three items are required for points in this category. Are proposed scope items made with recycled content and if so which ones? Is proposed landscaping with native plants?
F) Programming/Marketing - how will the site be marketed if the grant is funded. Past activities were described in the application.

4. APPLICANT HISTORY

		Maximum Possible Points	Preliminary Score	Final Score
A)	Applicant has not received a development grant from the recreation grant program in the past 20 years (MNRTF, LWCF, Recreation Bond Fund, CMI).	40		
B)	Per capita development grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years is less than the median value awarded to all communities over the past 20 years+.	20	20	
C)	Per capita development grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years exceeds the median value awarded to all communities over the past 20 years.	0		
Applicant's per capita development grant assistance:			\$25.28	
D)	Compliance with Program Procedures — the applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past—including signage requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Give points if the applicant has never received a grant.	10	10	
E)	Applicant has a formal recreation department/DNR division or parks committee.	10	10	
Maximum Possible Points (A or B or C) + D + E		60	40	

Comments to Applicant:

--

5. CONVERSION HISTORY

	Maximum Possible Points	Preliminary Score	Final Score
A) Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	-50	0	
Point DEDUCTION	-50	0	

Comments to Applicant:

--

6. NATURAL RESOURCE BASED RECREATION OPPORTUNITIES

	Maximum Possible Points	Preliminary Score	Final Score
A) Project proposes the highest quality natural resource based recreation opportunities and will provide an opportunity that is rare or nonexistent in the applicant's service area.	40		
B) Project proposes good quality natural resource based recreation opportunities and will provide highest quality opportunities that are already present in the applicant's service area.	20	20	
C) Project proposes fair quality natural resource based recreation opportunities and will provide good quality opportunities that are already present in the applicant's service area.	10		
D) Project will not provide material resource protection or use.	0		
Maximum Possible Points (A or B or C) + D	40	20	

Comments to Applicant:

Nature interpretation and education programs with GVSU and Forest Hills Public Schools will use the pavilion and stream stepping stones for these programs. JFNew Natural Resource Inventory of birds and amphibians was provided.
--

7. FINANCIAL NEEDS OF THE APPLICANT

	Maximum Possible Points	Preliminary Score	Final Score
A) Lowest one-third median household income	40		
B) Middle one-third median household income	20		
C) Upper one-third median household income	0	0	
Maximum Possible Points (A or B or C)	40	0	

Comments to Applicant:

\$122,532 per 5-Year ACS by US Census

8. URBAN AREA RECREATION OPPORTUNITIES (PARKS WITHIN URBAN BOUNDARIES AS DEFINED BY THE U.S. CENSUS BUREAU)

	Maximum Possible Points	Preliminary Score	Final Score

A)	Park is within the political boundaries of a core or inner ring city for a Metropolitan Statistical Area.	40		
B)	Park is within the Urbanized Area for a Metropolitan Statistical Area	30		
C)	Park is within the political boundaries of a core city for a Micropolitan Statistical Area	20		
D)	Park is within an Urbanized Cluster--areas surrounding the core city of a Micropolitan Statistical Area or other, smaller communities defined as Urban Clusters.	10		
E)	Park is not within an Urban Area	0	0	
Urban Area in which the project is located:				
Maximum Possible Points (A or B or C or D or E)		40	0	

Comments to Applicant:

9. APPLICANT MATCH*

Local Match Percentage**	Top ~2% Median Household Income***	Top 1/3rd MHI	Middle 1/3rd MHI	Bottom 1/3rd MHI
0-25%	0	0	0	0
26-29%	0	0	5	10
30-39%	0	5	10	20
40-49%	5	10	20	30
50%+	10	20	30	40

* Only match that is documented and secure is used to score this criterion.

	Maximum Possible Points	Preliminary Score	Final Score
Maximum Possible Points	40	10	

Comments to Applicant:

50%

10. ENTRANCE FEES

	Maximum Possible Points	Preliminary Score	Final Score
A) No entrance fees; OR Site is readily accessible by methods other than the automobile (applicant must demonstrate this through site records or other means) and there is no entrance fee when using these alternative methods to get to the park (e.g., public transportation, bicycle, walk-in); OR Entrance fees in place with partial or complete waiver available and applicant can demonstrate that the waiver policy is effective in bringing people with low incomes into the park.	30	30	
B) Entrance fees in place with partial or full waiver but effectiveness in bringing people with low incomes into the park is questionable; OR Park entrance fees are waived, reduced, or by-donation-only on a regular basis for all users.	15		
C) Entrance fees in place with no waiver.	0		
Maximum Possible Points (A or B or C)	30	30	

Comments to Applicant:

11. UNIVERSAL ACCESS DESIGN

	Maximum Possible Points	Preliminary Score	Final Score
A) The applicant obtained information on persons with disabilities in their community or the state and gathered comments regarding recreation interests and accessibility needs. The applicant has documented how the ideas/suggestions gathered from the public input process influenced the design of the proposed project. Documentation of dialogue with an organization or individual with disabilities was provided. The applicant has documented how any applicable ideas and suggestions influenced the design of the proposed project. (Please provide documentation)	10	10	
B) All elements of the proposed project demonstrate the incorporation of universal design. Any previously-existing support facilities comply with ADA requirements.	20		
C) SOME elements of the proposed project demonstrate the incorporation of Universal Design.	10	10	
D) NONE of the proposed facilities meet these criteria and/or insufficient documentation was provided.	0		
Maximum Possible Points (A + (B or C or D))	30	20	

Comments to Applicant:

A) Accessibility review letter from Disability Advocates of Kent County was provided.
 B-D) Paved access routes that are 6' or more with slope less than 5% and more than the minimum accessible parking spaces that are paved is universally accessible. Having all of the picnic tables with multiple openings for a variety of seating options on an accessible surface connected to an accessible route would be universally accessible. Will grills be one-hand operable? Will benches have backs and armrests (proposed with companion seating)?

	Maximum Possible Points	Preliminary Score	Final Score
TOTAL POSSIBLE POINTS UNDER CORE DEVELOPMENT CRITERIA 1-11	470	220	

PRIORITY PROJECT TYPES OF THE MNRTF BOARD

	Maximum Possible Points	Preliminary Score	Final Score
1) Trails (including water trails) and trail amenities that provide direct access to:			
A. Regional Trail/Trailhead: Development of a trail that will extend or connect existing regional trails or trailheads that will benefit an existing regional trail. The proposed trail must be identified on a documented trail plan and uploaded with the application.	50		
B. Documented Water Trail: Development of a water trail trailhead and/or canoe pull out facilities on a documented and promoted trail plan. The proposed trail must be identified on a documented trail plan and uploaded with the application.			
C. Local Trail/Trailhead: Development of a trail or trailhead that is contained within one local community or a trailhead that benefits a local trail. The proposed trail must be identified on a documented trail plan and uploaded with the application.			
D. Proposed Water Trail – Development of trailhead and/or canoe pull out facilities for a proposed water trail. Provide a copy of, at a minimum, a conceptual trail map. Trail development should also include wayfinding and promotion materials.	30		
E. Secondary Trail/Amenities – While the project may include a trail that is or will be part of a trail network and/or amenities for trail users, these are not the primary result or intention.	10	10	
F. Secondary Water Trail Amenities – While the project may include incidental trailhead and/or canoe pull out amenities for water trail users, these are not the primary result or intention.			
G. Trail is contained within a park or water access is only provided for the park in which it is located.	0		
H. Project will not provide a trail or trail amenities.			

2)	Great Lakes Shoreline Public Access. N/A-Acquisition Applications Only	N/A		
3)	Wildlife/Ecological Corridors and Winter Deeryard Acquisitions. N/A--Acquisition Applications Only.	N/A		
4)	Urban Areas (parks within the urban boundaries defined by the U.S. Census Bureau):			
	A. Park is within the political boundaries of a core city or inner ring city for a Metropolitan Statistical Area.	50		
	B. Park is within the Urbanized Area for a Metropolitan Statistical Area	40		
	C. Park is within the political boundaries of a core city for a Micropolitan Statistical Area.	30		
	D. Park is within an Urban Cluster--areas surrounding the core city of a Micropolitan Statistical Area or other, smaller communities defined as Urban Clusters.	20		
	E. Park is not within any type of Urban Area	0	0	
	Urban Area in which the project is located:			
	Maximum Points for Priority Project Criteria = 50 Total Points (highest score from 1 or 4)	50	10	

Board Priority Comments to Applicant:

* Parking lot and shelter could be used by non-motorized trail users along Grand River Drive. The use by trail users is not the primary intent of the project.

Maximum Points Possible = 520	Total Application Points	230	
--------------------------------------	---------------------------------	-----	--

General Comments to Applicant:

* Provide floor plan and elevation drawing for the proposed shelter and picnic table canopy.