



**ADA TOWNSHIP
REQUESTS FOR PROPOSALS**

Leonard Field Park Master Plan

Issued September 24, 2019

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

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:

Post Request for Proposals	September 24, 2019
Deadline for receipt of Proposals:	October 11, 2019
Committee review of proposals and select 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
Township Board review and approval of contract:	November 25, 2019

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

Approval of proposal by Township Board	November 25, 2019
Signing of contract	November 26-27, 2019
Initial meeting with Committee	December 2-6, 2019
Development time including public input sessions	December 2, 2019 – February 28, 2020
Draft for review	March 12, 2020
Final completion of the Master Plan.	April 1, 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 are 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