

REQUEST FOR PROPOSALS

PROPOSAL: #rfp-fh-06-07-1369

ITEM: Special Services (Parks & Recreation) Master Plan

DEADLINE: Tuesday, July 10, 2007, 10:00 a.m., E.S.T.

1. SUBMISSION AND RECEIPT OF PROPOSALS

Proposals to receive consideration shall be received prior to the specified time of opening as designated on the proposal form. **NO LATE PROPOSALS WILL BE ACCEPTED.** The City reserves the right to postpone the proposal opening for its own convenience. All Proposals shall be labeled with the Proposal # and Name as well as the aforementioned proposal opening date/time. Proposals shall be sealed when submitted. **If you are not responding to this RFP please advise the Purchasing Division whether further invitations are required.** No response may remove your company from future solicitations. Proposals shall be mailed or delivered to City of Farmington Hills, City Clerk's Office, 31555 Eleven Mile Road, Farmington Hills, MI 48336-1165 **before** the stated deadline. **No faxed proposals will be accepted.**

2. RESPONSIVE PROPOSALS

Companies are expected to examine the RFP requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all information requested herein. The person signing the proposal must initial all erasures or other changes. All pages of this document must be returned with your proposal. If any person contemplating submitting a proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP he/she is advised to call and have the portion in question clarified.

3. OFFICIAL DOCUMENTS

The City of Farmington Hills officially distributes proposal documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Copies of documents obtained from any other source are not considered official copies. Only those vendors who obtain proposal documents from either the Purchasing Division or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN site, www.mitn.info, and obtain an official copy.

4. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS

Any interpretation to a company regarding the proposal and/or Contract Documents or any part thereof is valid only if given by the City's Purchasing Division staff. Any information given by departmental contacts is unofficial. Interpretations may or may not be given orally (may be written) dependent upon the nature of the inquiry. Interpretations that could affect other contractors will be in writing and issued by the Purchasing Division. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before proposals are opened. Inquires received that are not made in a timely fashion may or may not be considered.

5. CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to the RFP will be on file in the Purchasing Division. In addition, to the extent possible, copies will be emailed to each person registered as having received a RFP. It shall be the contractor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all vendors shall be bound by such changes or addenda.

6. TAXES, TERMS AND CONDITIONS

The City of Farmington Hills is exempt from Federal Excise and State Sales Tax. Please review The State of Michigan's REVENUE ADMINISTRATIVE BULLETIN 1999 – 2 for clarification

<http://www.treas.state.mi.us/lawrules/rabs/1999/rab9902.htm> The City's tax number is 6006902. Payment terms are Net 30 days upon receipt and acceptance. Cooperative members will provide their tax exempt status if required by the awarded vendor

7. DELIVERY

Proposals shall include all charges for delivery, packing, crating, etc., unless otherwise stated in the proposal document. **All deliveries will be FOB: Delivered.** General delivery hours are 8:30 a.m. to 3 p.m. Monday-Friday.

8. AWARD

The award will be made to that responsible, responsive vendor whose proposal, conforming to this solicitation, will be most advantageous to the City, price and other factors considered. The City reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in proposals received. Unless otherwise specified in the proposal document the City reserves the right to accept any item in the proposal on an individual basis. Vendors may submit proposals on any item or groups of items provided unit prices are clearly shown and a notation is made on the proposal document clearly indicating vendor's intent.

9. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn in person by a vendor, or authorized representative, provided their identity is made known and a receipt is signed for the proposal, but only if the withdrawal is made prior to the stated proposal deadline. No proposal may be withdrawn for at least 90 days after proposal opening except the successful company whose prices shall remain firm for the entire contract period. In case of error by the vendor in making up a proposal, the Purchasing Division staff may, by discretion, reject such a proposal upon presentation of a letter by the vendor which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

10. DEFAULT CONDITIONS

In case of default by the contractor, the City of Farmington Hills may procure the articles or services from other sources and hold the vendor responsible for any excess cost occasioned thereby. In case of error by the vendor relating to a Contract, the Purchasing Division may, by discretion, upon presentation of a written explanation by the proposal vendor substantiating the error, reject the Contract and award to the next qualified vendor; such error may be subject to default conditions.

11. INFRINGEMENTS AND INDEMNIFICATIONS

The vendor, if awarded a contract, agrees to protect, defend, and save the City and the cooperative members listed herein, its officials, employees, departments and agents harmless against; any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or from a part of the work

covered by either order or contract; and from suits or a charge of every nature and description brought against if for, or on account of, any injuries or damages received or sustained by the parties by or from any of the facts of the contractor, the contractor's employees, or agents; from all liability claims, demands, judgments and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the vendor, contractor, agents or employee.

12. INSURANCE(REQUIRED FOR WORK ON OR WITHIN CITY PROPERTY/FACILITIES)

The awarded vendor furnishing labor in/on City/public premises agrees to hold the City of Farmington Hills and cooperative members harmless from liability loss and will maintain minimum coverage outline below. An Acord form outlining coverage will be returned with the proposal documents.

12.1.	General Liability	\$1,000,000.00
12.2.	Automobile Liability - Any Auto	\$1,000,000.00
12.3.	Excess Liability	\$1,000,000.00
12.4.	Workers' Compensation and Employers Liability per State statute.	

Additionally, the City of Farmington Hills will be named as additionally insured. Thirty days written notice of cancellation/reduction material change will be provided. All documents will be forwarded to the City of Farmington Hills, Purchasing Division, 31555 Eleven Mile Road, Farmington Hills, MI 48336-1165.

13. GENERAL INFORMATION

The City of Farmington Hills is accepting proposals from qualified firms to create a five (5) year Special Services (Parks & Recreation) Master Plan.

14. PROPOSAL INFORMATION – PROPOSALS NOT INCLUDING ALL THIS INFORMATION WILL BE REJECTED

- A. Provide a brief narrative of your work experience (as it relates to this project).
- B. Provide a project total as well as a schedule of charges for all tasks requested in the scope of work below. The schedule of charges must be clearly understandable with a complete package total listed.
- C. Provide a preliminary schedule for completion along with a detailed description of the process.
- D. Provide a reference list (minimum five clients) of your firms work, including key contacts with phone numbers, approximate budgets and other pertinent information. Special consideration will be given to those vendors who provide a sample of a recent Parks & Recreation Master Plan that their company produced.
- E. List the names and qualifications of the professionals associated with your firm, including numbers of years with the firm, experience, training, education and area of expertise.
- F. Provide information addressing the consultant's expectations for staff involvement.
- G. Provide a list of any proposed sub-consultants with a resume for each.

15. VENDOR SPECIFICATIONS

- A. The awarded vendor must have at least ten (10) years experience with this field.
- B. The successful consultant will be expected to complete all Department of Natural Resources' requirements/guidelines for plan adoption in a timely fashion.
- C. The awarded vendor must have an established process of data collection.
- D. The awarded vendor will adhere to a mutually agreed upon project schedule
- E. The awarded vendor will provide (at no additional charge) word documents, detailed maps, charts and graphs as needed to complete each task.
- F. All aspects of the plan will be completed by November, 2007. The final plan must be submitted to the MDNR by February 1, 2008 and must include the Plan Certification Checklist (PR1924-1)

16. PROJECT LOCATION

The City of Farmington Hills is a 34 square mile suburban community with a pastoral and gently rolling terrain in Oakland County, Michigan. It is one of the largest cities in Oakland County; the most prosperous county in Michigan. The City possesses an ideal location within 25 minutes of downtown Detroit with premier residential areas providing a wide variety of housing options.

17. SCOPE OF WORK

The scope of service for this proposal will include several components. Please note that consultants are not limited to the components presented here and are encouraged to expand on the suggested components and the approach they would take to develop the Master Plan report and required updated documents. The successful bidder will be responsible for, but not limited to, the following:

A. Project Coordination

The City expects the consultant to work closely with staff from the Special Services Department and Planning Department throughout the course of the project. The Consultant shall communicate with City staff at least once a week and have a minimum of one monthly meeting. Monthly status reports shall be submitted to City staff in order to keep the project on schedule and to keep all identified stakeholders apprised of the progress in preparing the Master Plan report. The meetings are to facilitate communication and allow opportunity for input on project issues, status, schedule, coordination, and guidance. These meetings shall be held in person and documented.

B. Guiding Principles

- Overall recreational commitments must remain within the financial capacity of the City
- Existing and proposed facilities, whenever possible, should support multiple uses and/or joint uses, including recommendations on enhancing existing parks and recreation facilities and programs.

C. Administrative Structure

- Compile an assessment of the current administrative structure to include roles of Parks & Recreation Commission, Department & staff, budget information for operations, maintenance & capital improvements, programming, current funding sources, role of volunteers, relationships with Farmington Public schools and articles of incorporation

D. Recreation/Resource Inventory & Community Description

- Compile and inventory and assessment of the existing parks, trails, open space and recreation facilities. Include Park type (mini-park, neighborhood park, etc), park name, size in acres & most likely service area. The assessment should also include regional parks and recreation facilities and programs located within a ten-mile radius of the City. The assessment will include a comparative analysis to communities of similar size and density, using regionally and nationally accepted standards. The analysis should consider the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort and convenience. Each amenity should be evaluated regarding its service from both a resident and visitor perspective and recommend appropriate operators of amenities. Evaluation criteria should be based on the expressed values of the community. The analysis will also include identification of best possible providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.
- Identify and map Farmington Hills public park and facilities. This should be presented in a format compatible with the ESRI GIS System currently used by the City.
- Compile a description and use of each park and the type and number of recreation support facilities
- Compile an assessment of accessibility of each park to people with disabilities
- Compile a status report for all grant assisted Parks & Recreation Facilities
- Identify & compile information on open space land that may be desirable for future protection and/or public access through acquisition as well as an accounting of land that is already protected.

E. Needs Assessment

- Participate with Special Services Department staff to review project parameters, gather available materials, identify additional information requirements, review preliminary community involvement strategy, and establish project timetable and products.
- Identify the community's needs for active and passive recreation facilities and program development through public consultation, including parking, landscaping, lighting, and signage requirements. This project will involve significant public involvement and should include a minimum of three (3) public workshops/ focus group meetings (participants to be determined) as well as a certifiable phone survey numerically representative of the population or as an option a mail/on-line survey numerically representative of the cities population.

- Review and interpret demographic trends and characteristics of the City using information from the Census Bureau, State Department of Finance and other regional and local sources.
- Review the Cumulative and Probable Future Project Maps and identify cumulative impact to park recreation facilities and programs.

F. Analysis

Conduct a “gap” analysis between the community’s needs and the existing inventory.

G. Action Program

Develop an Action Plan to close the “gaps” including:

- Upgrading/consolidating existing recreation facilities and programs.
- Identifying potential locations for future recreation facilities and programs, open spaces and trails.
- Providing a parks and recreation facilities maintenance and operations analysis.
- Developing an action plan, which includes strategies, priorities, and an analysis of budget support and funding mechanisms, for the short-term, mid-term and long term, for the park system, open spaces, trails, and recreation programs and services.
- Establishing land acquisition/disposition strategy.

H. Master Plan Format

1) The report should include discussions, evaluations, analysis, findings and recommendations, etc. of all elements necessary to meet the Community Park, Recreation, Open Space and Greenway plan Certification.

The Master Plan Report shall be in the format as required by the Michigan Department of Natural Resources-Grants Management. Details of each section can be found in Document IC1924 (Rev. 01/27/2006- or most current) by the DNR. The plan will be broken out as such:

- Community Description
- Administrative Structure
- Recreation Inventory
- Resource Inventory
- Description of the Planning and Public Input Process
- Goals & Objectives that articulate a clear vision and “road map” and model for the Special Services Department’s future.
- Action Program

2) An Executive Summary should be included that outlines the process taken to create the report.

3) Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences shall be included

I. Presentation of Draft Master Plan

- Provide twenty-five (25) hard copies and an electronic version in MS Word format of the draft Special services Master Plan.
- Prepare & Provide written and graphic materials and assist with presenting the project at a minimum of two reviews with Special Services and Planning Department staff.
- Present project at separate meetings of City Council (public hearing), Planning Commission, and Parks & Recreation Commission meetings.

J. Development & Submittal of Final Special Services (Parks and Recreation) Master Plan

- Provide twenty-five (25) hard copies of the Master Plan and one electronic version in MS Word format.
- Assist the City of Farmington Hills in submittal of the plan to meet the deadlines and format as required by the DNR.

18. PROCESS FOR REVIEW OF PROPOSALS

To be considered your company must specialize in this type of service and have performed the services listed herein previously. When submitting your proposal **three (3) copies** of the written and priced response will be provided in one sealed envelope or box. The City of Farmington Hills Staff will review proposals, contact references, contact vendors with questions as needed and recommend for award the vendor whose proposal is viewed in the best interest of the city. **All proposals will be hand delivered or mailed to the City Clerk's Office, 31555 West Eleven Mile Road, Farmington Hills, MI 48336-1165. All proposals must be received no later than Tuesday, July 10, 2007, 10:00 a.m. E.S.T. Proposals received after the deadline will be rejected and returned.**

Questions regarding this request for proposal should be addressed to Dave Boyer, Director of Special Services at (248) 473-1820 or dboyer@fhgov.com.