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PAINT CREEK TRAILWAYS COMMISSION

Request for Proposals Planning Consulting Services Parks and Recreation Master Plan Update

The Paint Creek Trailways Commission is seeking proposals from qualified planning firms to assist the Commission in updating its Parks and Recreation Master Plan. The Recreation Plan update will be completed in accordance with Michigan Department of Natural Resources (MDNR) [guidance documents](#) and include all requisite components for certification by the MDNR.

Background

The Paint Creek Trail was the first non-motorized Rail to Trail in the State of Michigan. The Paint Creek Trailways Commission is an intergovernmental agency comprised of Rochester, Rochester Hills, Oakland Township, and Orion Township in Oakland County, Michigan. It owns and manages the 8.9 mile Paint Creek Trail, and two additional undeveloped parcels in the City of Rochester. The Paint Creek Trail is located approximately located 30 miles north of Detroit. General information regarding the Paint Creek Trail and the Paint Creek Trailways Commission is available at www.paintcreektrail.org.

The Commission adopted its current Parks and Recreation Master Plan in 2014. The Master Plan was developed with public input, including a Survey Questionnaire, an open invitation to attend Commission meetings, Focus groups, a Public Workshop, and a public hearing to receive comments. The current plan is available on the Trailways Commission's website at <http://paintcreektrail.org/wordpress/recreation-master-plan/>.

Interested firms are invited to submit proposals to assist the Commission in completing this update. The services required are described in the following sections of this Request for Proposal (RFP).

Scope of Work

The selected firm will provide the Trailways Commission with professional services to create a successful and innovative Parks and Recreation Master Plan. The plan must be completed according to the standards and guidelines established by the Michigan Department of Natural Resources (MDNR) in the "Guidelines for the Development of Community Park and Recreation Plans." The Trailways Commission staff will be the primary author of the new Plan and will complete the majority of the elements required by the guidelines.

Your firm is invited to submit a proposal for professional planning services based upon the following scope of work:

1. Public Input – Engaging the public and gathering public input is a critical element of the Master Plan and the selected firm will manage and facilitate the public engagement and input process. The consultant will also describe the methodology used to incorporate public input into the planning process in this section. The final Master Plan must also include results from an upcoming user survey to be conducted by an intern from Michigan State University this summer.

2. Accessibility Assessment – Conduct an assessment of the entire Trail, including parking lots and restroom facilities, and rate its accessibility to residents and visitors with disabilities. Find areas for suggested improvements to be made in order to increase barrier free accessibility using the “Barrier Free Accessibility Requirements for Parks” Guidelines set forth by the State of Michigan.

3. Final Review – Review the final draft of the Master Plan to provide edits and ensure compliance with MDNR guidelines.

Additional Services Required

In addition to the services listed above, the submitted proposal should identify the proposed method(s) for soliciting public input. The proposal should indicate the number of sessions recommended, as well as the cost if additional sessions are identified as necessary or desirable by the Trailways Commission.

The Trailways Commission also desires to keep interested parties engaged in the Master Planning process. The proposal should identify recommended means for doing so with the use of the Commission’s website, social media, etc.

Anticipated Schedule

The Commission’s goal is to have the Recreation Plan adopted by the Trailways Commission at or before its January 21, 2020 regular meeting. This would allow the Commission to submit the plan to the MDNR in time for the Michigan Natural Resources Trust Fund grant application deadline in April 2020.

Below is the proposed project timeline, which the successful respondent will be required to meet as part of the selection process. These dates are approximate based on the overall timeframe. The consultant may propose a different timeline based on actual experience.

Contract Award: March 21, 2019

Phase 1: Project Initiation/Administration: *March 21 – April 30, 2019*

Phase 2: Public Input: *May 1 – June 30, 2019*

Phase 3: Accessibility Assessment: *July 1 – 31, 2019*

Phase 4: Review Final Draft Master Plan to Provide Edits and Ensure MDNR Compliance: *November 1, 2019 – January 20, 2020*

Trailways Commission Meeting for Approval: January 21, 2020

Final Deliverables

At the close of the project, the selected consultant will:

- Meet all the requirements necessary for successful submittal of the completed Master Plan and associated documents to the Michigan Department of Natural Resources.
- Provide an electronic copy of the updated Master Plan suitable for reproduction and publication on the Trailways Commission's website
- Provide three (3) original copies of the finished plan and associated documents and exhibits.

Proposal Requirements

An applicant must submit one (1) copy of its proposal electronically by 3:00 p.m. on March 5, 2019 to manager@paintcreektrail.org, with "Planning Consulting Services" as the subject. Proposals received after the deadline will not be considered. It is the responsibility of the responding firm to ensure that the proposal arrives on time.

To be considered for selection, submit the following information in keeping with the recommended format.

1. Completed and Signed Applicant Data Form

2. Letter of Interest

Cover letter indicating interest in the project and identifying the firm's ability to provide the scope of services required.

3. Qualifications

The proposal shall include a statement of qualifications. The statement should include a brief history of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.

Identify the individuals or team members that will be performing the Scope of Services described above. The resumes of key personnel that would be assigned to the project, along with a list of their responsibilities within the project should also be provided.

In addition, related experience during the last five (5) years should be provided (include the name of the municipality and the name, title and contact information of the person responsible).

4. Estimated Project Budget and Hourly Rates

a. Project Budget

Based on the described scope of services and past project experience; please provide an estimated overall project budget. The Commission is not required to accept the lowest cost proposal, and will consider other factors in selecting the successful respondent.

b. Hourly rates

Provide a list of hourly rates your firm typically charges for professional planning services. If the hourly rates are based on the individual or employee classification completing the work, please provide a list of the individuals or employee classifications that will be charged to the project and their corresponding hourly rates. The hourly rates should be inclusive of all benefits and indirect charges associated with those individuals or employee classifications.

c. Reimbursable Expenses

Please provide a list of common reimbursable expenses such as travel expenses (mileage, lodging), copying, postage, etc.; and generally what portion of the overall project budget those expenses entail.

Assistance Available to Proposer

Questions must be received by noon March 4, 2019. Answers to all such questions will be posted within 24 hours on the Trailways Commission's website at <http://paintcreektrail.org/wordpress/rfps/> for the benefit of all interested firms. It is the responsibility of interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed. Questions will not be accepted by phone to ensure the same information is given to everyone.

Any questions regarding these proposal specifications should be addressed to:

Melissa Ford, Trail Manager
Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI 48306
(248) 601-0106 (FAX)
manager@paintcreektrail.org

Proposal Selection Process

The Commission members will review all proposals. At their option, they may choose to meet with all or any of the persons or firms submitting a proposal. Following review, the Commission will make the final decision and authorize the signing of a contract. The Commission reserves the right to reject any and all proposals.

The Paint Creek Trailways Commission reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the Paint Creek Trailways Commission.

Municipalities are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The Paint Creek Trailways Commission will furnish the successful bidder with tax exemption certificates when requested.

The following timeline applies to this RFP, however the Commission may change the estimated dates and process as needed:

Activity	Estimated Date
RFP Issued	February 12, 2019
Last Date for Questions & Clarifications	March 4, 2019
Proposal Due Date	March 5, 2019
Interview (<i>If Needed</i>) & Reference Checks	March 11-15, 2019
Trailways Commission Approval	March 19, 2019
Award of Contract	March 21, 2019

Proposer Warranties

The proposer will warrant that it will not delegate or subcontract its responsibilities under agreement without prior written permission of the Trailways Commission. Additionally, the

proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.

Ownership

Ownership of all data, intellectual property, materials and documentation originated and prepared for the Paint Creek Trailways Commission pursuant to the Request for Proposals and the subsequent contract shall belong exclusively to the Paint Creek Trailways Commission.

Contractual Arrangements

Invoices for services will be paid within 30 days from receipt. The total amount invoiced is not to exceed the bid amount unless the Trailways Commission has approved other arrangements. The Trailways Commission reserves the right to terminate the contract at any time. Services rendered up to that point will be paid and the remaining contract will be nullified.

Applicant Data

Please provide the following information, completing each item fully and explaining or expanding as necessary.

Name of Person or Firm: _____

Address: _____

Contact Person & Title: _____

Telephone Number: _____

FAX Number: _____

Email: _____

Year Firm was Formed: _____

Conflict of Interest.

Does any member of the Paint Creek Trailways Commission or an immediate family member of any of them have a direct or indirect interest in the awarding of a contract pursuant to this proposal?

_____ Yes _____ No

If yes, please explain: