

TO: Human Resource/Public Works Committee
Margaret M^cAvoy, Administrator/Controller

Isabella County Staff Report



FROM: Sue Ann Kopmeyer, Parks & Recreation Director

DAY/DATE: Wednesday July 22, 2015

RE: County Park Concept Plans RFP

BACKGROUND

The Recreation, Parks & Open Space Master Plan 2012-2017 identifies several capital improvement projects for the County Parks including, Coldwater Lake Family Park, Herrick Recreation Area, Deerfield Nature Park, and Meridian Park which could take place within the next 5 to 20 years. To prepare designs for these projects and determine the best use of available resources, the Parks Commission is looking to hire a Professional Services firm to supply the following scope items:

Coldwater Park

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Recommendations for additional campground bathhouse structure (to include showers)
3. Recommendations for a new pavilion/ restroom structure in day use area
4. Recommendations and layout options for restructuring of campsite layout to create bigger sites and possibly additional sites (to include electrical and water upgrades, and sewer installation)
5. Concept plan for additional and existing parking
6. Concept waterfront plan to include platform/observation deck
7. Amenity and phasing recommendations to include options for perimeter fencing

Herrick Park

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Conceptual design for new and renovated bathhouse structure
3. Concept and design renovated beach house structure
4. Recommendations for trail development and design
5. Recommendations and layout options for restructuring of campsite layout to create bigger sites and possibly additional sites (to include electrical and water upgrades, and sewer installation)
6. Conceptual design of updates to existing playgrounds
7. Concept plan for additional and existing parking
8. Amenity and phasing recommendations

Deerfield Park

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Recommendations for trail development and design
3. Amenity and phasing recommendations

Meridian Park

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Recommendations for trail development and design
3. Amenity and phasing recommendations

ALTERNATIVES

Not release the Request for Proposals at this time.

FINANCIAL IMPACT

2% Funds are available for this planning project. We presently have a \$45,470 in this Base Maps/Needs Assessment fund for the County Parks, which far exceeds what this project will cost.

RECOMMENDATIONS

Move to release the Request for Proposals seeking bids for professional services covering the scope of work related to the County Parks Concept Plans.

ATTACHMENTS

1. RFP Draft: Concept Plans for Isabella County Parks

Draft 7.22.15

ISABELLA COUNTY REQUEST FOR PROPOSALS



CONCEPT PLANS FOR ISABELLA COUNTY PARKS

ISSUED BY ISABELLA COUNTY PARKS AND RECREATION COMISSION

ISSUE DATE: August - 2015



ISABELLA COUNTY REQUEST FOR PROPOSALS DESIGN AND ENGINEERING SERVICES

Isabella County is accepting proposals from experienced and knowledgeable firms to develop alternative conceptual plans for use of park facilities.

I. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to provide interested and qualified firms with sufficient information to enable them to prepare and submit proposals for consideration by the Isabella County Parks and Recreation Commission as part of its procurement of needed professional/technical services. The selected firm will be expected to develop alternative conceptual plans for improvements to County Park facilities and amenities including Coldwater Lake Family Park (Coldwater Park), Herrick Recreation Area (Herrick Park), Deerfield Nature Park (Deerfield Park), Meridian Park, Lawrence A. McDonald Wildlife Sanctuary (McDonald Sanctuary), Majeske Landing, and Maynard S. Gilmore Park (Gilmore Park).

1.2 Background

Coldwater Lake Family Park, located just south of Weidman, and Herrick Park located near Clare are the two biggest campgrounds in the Isabella County Parks system; both are popular destinations for camping and family recreation. Each campground serves approximately 20,000 visitors each year.

Coldwater Park is a 28 acre park on the shores of Coldwater Lake. Amenities include 95 modern camp sites, 5 rustic cabins, 3 picnic pavilions, a modern bathhouse, 3 vaulted toilets, sandy swimming beach, boat launch (2015 improvement), canoe/kayak launch, playground, volleyball courts and a small basketball court.

Herrick Park is a 113 acre park near the Pere-Marquette Rail Trail. The day-use area of the park features 2 picnic pavilions, modern beach house, playground, volleyball court, restroom facilities and a swimming pond with a sandy beach, along with a gatehouse. The campground features 73 modern campsites, 5 rustic cabins, a modern bathhouse, 2 vaulted toilets and a fishing pond, along with a gatehouse.

Deerfield Park is a 591 acre park located along the banks of the Chippewa River. It features rustic campsites, hiking/mountain biking/cross country ski trails, two 18-hole disc golf courses, 4 rustic picnic pavilions, picnic areas, rustic restroom facilities, sledding hill, fishing platform, 2 canoe landings, a swimming beach and 4 bridges (2 swinging, 1 pedestrian, 1 covered), along with a gate house.

Meridian Park is a 145 acre park placed on the banks of the Chippewa River. It features rustic hiking trails, wetland area and a canoe landing, along with a gate house and a pit toilet.

McDonald Sanctuary is an 11 acre wetland nature preserve adjacent to the Pere-Marquette Rail-trail.

Majeske Landing is a 2.5 acre park with a canoe landing located along the Chippewa River and picnic area.

Gilmore Park is a 7 acre park located on Lake Isabella with a picnic area, a walking trail, fishing platform, pit toilet and access for ice fishing during the winter.

1.3 Objective

The primary objective of the work resulting from this RFP is to develop a 5-10-20 year plan for improvements to Coldwater and Herrick Parks. To provide an even better experience for visitors, Isabella County is considering upgrades including updated facilities, expanded campgrounds, trail development, and exciting new barrier free play equipment. Isabella County would like to assure that all parks meet guidelines for accessibility and, where possible, exceed ADA standards to create universal accessibility.

1.4 Minimum Qualifications

Proposals will be accepted from agencies who:

1. Are licensed to do business in the State of Michigan, where applicable.
2. Possess necessary certifications and qualifications to perform the work proposed.
3. Are able to provide a qualified workforce to perform consultation services.

Agencies that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

1.5 Funding

Any contract awarded as a result of this procurement is contingent upon the availability of funding, as determined by the Isabella County Board of Commissioners.

1.6 Date of Completion

The period of performance of any contract resulting from this RFP will commence on the date of contract acceptance and continue for no more than 90 days. Isabella County reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, and to accept a proposal which best meets the needs of the County. Isabella County reserves the right to deduct liquidated damages from the payment amount at up to \$100/day upon failure of completion on due date.

II. GENERAL INFORMATION

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the County upon receipt of this RFP shall be with the Project Administrator, as follows:

Sue Ann Kopmeyer
Isabella County Parks and Recreation Director
200 N. Main Street
Mount Pleasant, MI 48858

Telephone: 989.317.4083
Facsimile: 989.779.9916
E-mail: sakopmeyer@isabellacounty.org

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the County.

Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

2.2 **Estimated (Dates will be confirmed by August, black print items will show in the final RFP) Schedule of Procurement Activities**

Issue request for proposals	Thursday, August 6, 2015
Mandatory Pre-bid meeting/site visit	Tuesday, August 13th
Proposals due	Monday, August 31, 2015 @ 4 PM
Project awarded	September/October 2015
Project work begins	October 2015
Project completion	November – 2015 /December - 2015

2.3 Submission of Proposals

Responding agencies are required to submit a copy of their proposal which must have original signatures. The proposal, whether mailed or hand delivered, must arrive at the County Parks and Recreation Office no later than 4:00 PM, local time.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked "CONCEPT PLANS FOR ISABELLA COUNTY PARKS" and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure proper receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The County assumes no

responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile transmission or e-mail.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of Isabella County and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of Isabella County. All proposals received shall remain confidential until the deadline for submission of proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

2.5 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be submitted in writing to all prospective bidders known to the County. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders by way of the Isabella County government Web page, www.isabellacounty.org. Prospective bidders are encouraged to visit the Web page to view any addendums that might be issued.

The County reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.6 Acceptance Period

Proposals must provide ninety (90) days for acceptance by County from the due date for receipt of proposals.

2.7 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The County also reserves the right, at its sole discretion, to waive minor administrative irregularities and to accept any proposal which best meets the needs of the County.

2.8 Most Favorable Terms

The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the service provider can propose. There will be no best and final offer procedure. The County does reserve the right to contact a service provider for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate the

Respondent's entire proposal or a portion of the proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the County. Failure of the successful bidder to accept these terms may result in cancellation of any award.

2.9 Costs of Proposal

The County will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 No Obligation Contract

This RFP does not obligate the Isabella County Board of Commissioners to contract for services specified herein.

2.11 Rejection of Proposals

The County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

2.12 Failure to Comply

Service providers are specifically notified by way of this RFP that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.13 Commitment of Funds

The Board of Commissioners or its delegates are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Signatures

The Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g. the President or Executive Director of a corporation, the Managing Partner of a partnership, or the Proprietor of a sole proprietorship.

III. STATEMENT OF WORK

3.1 Overview

A mandatory pre-bid meeting will be held **Tuesday August 13, 2015** to discuss the project and answer any potential questions on the part of the prospective bidder. Each firm is required to attend this meeting as it includes a site visit to each of the seven parks that will be the focus of the work. The goal of the site visit is to achieve a full understanding of the park layout, scope items, and conditions prior to preparation and submittal of a proposal. Proposals must provide sufficient information to allow a determination that project requirements can be met. Interested Professional Consulting Firms are requested to submit statements of experience and qualifications in regard to providing professional conceptual plans for the scope items. Breakdown (by park) of costs to deliver a conceptual plan with cost estimates are to be included in the proposal. The following is a list of services that are being requested as a result of this RFP.

3.2 Design and Engineering

The successful bidder will be required to provide design, engineering services, and cost estimates for improvements to Coldwater Park, Herrick Park, Deerfield Park, Meridian Park, McDonald Sanctuary, Majeske Landing, and Gilmore Park, as well as a 5-10-20 plan. The scope of these services shall include the following:

Coldwater Park

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Recommendations for additional campground bathhouse structure near boat launch (to include showers)
3. Recommendations for a new pavilion/ restroom structure in day use area
4. Recommendations and layout options for restructuring of campsite layout to create bigger sites while maintaining the current number, and possibly adding additional sites (to include electrical and water upgrades, and sewer installation)
5. Concept plan for additional and existing parking
6. Concept waterfront plan to include platform/observation deck
7. Concept plan for adding a future spray park near existing playground location
8. Amenity and phasing recommendations to include options for perimeter fencing

Herrick Park

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Conceptual design for new and renovated bathhouse structure
3. Concept and design for renovated beach house structure
4. Recommendations for trail development and design
5. Recommendations and layout options for restructuring of campsite layout to create bigger sites while maintaining the current number, and possibly adding additional sites (to include electrical and water upgrades, and sewer installation)

6. Conceptual design of updates to existing playgrounds
7. Concept plan for additional and existing parking
8. Amenity and phasing recommendations

Deerfield Park

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Recommendations for trail development and design
3. Amenity and phasing recommendations (consider north side camping options, sledding hill rustic shelter)

Meridian Park

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Recommendations for trail development and design
3. Amenity and phasing recommendations

McDonald Sanctuary

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Amenity and phasing recommendations

Majeske Landing

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Amenity and phasing recommendations

Gilmore Park

1. Evaluation of property for optimal use to accommodate new infrastructure
2. Amenity and phasing recommendations

Detailed site plans are available for all parks and will be provided upon request.

3.3 Delivery of Contracted Services

- All material created in relation to the work stated above by the successful bidder will become property of Isabella County. Any final product must be delivered in hard copy and electronic form. Hard copies must include a 24"x36" plan for each park, clip mounted on foam board, with smaller copies as appropriate. Electronic copies must be submitted in DWG format and printable in AutoCAD Map 3D 2013 compatible with the County program and also copies in PDF form.
- A minimum of three meetings between Isabella County Staff and contractor for planning and presentation of materials will be included in the contract. In the proposal, bidders must provide a set rate for additional needed meetings.
- All scope items must be completed and submitted to the project administrator by November 20, 2015 TBD.

IV. PROPOSAL CONTENT

Proposals must be submitted in written form and separated into five major sections. The five major sections shall include:

1. Corporate Profile.
2. Qualifications.
3. Experience.
4. Project Plan.
5. Cost Estimate

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist respondents in preparing a thorough proposal.

4.0 Corporate Profile

Along with introductory remarks, the Corporate Profile section is to include the following information about the respondent:

- A. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
- B. Legal status of the Respondent (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- C. Federal Employer Tax Identification number or Social Security number.
- D. Location of the facility from which the Respondent would operate.
- E. Identify any Isabella County employees or former County employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the respondent's organization. If following a review of this information, it is determined by the County that a conflict of interest exists, the respondent may be disqualified from further consideration for the award of a contract.
- F. Briefly describe the background of your company and why it is qualified to provide the services requested.

4.1 Qualifications

The Qualifications section must identify key personnel who will be working on the project and describe their qualifications. Resumes for key personnel will be required.

4.2 Experience

The experience section must include examples of experience relatable to the services requested in this RFP. List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) references for which similar work has been accomplished and briefly describe the type of service provided. Respondent providing this information grants permission to the County to contact the references. Do not include current Isabella County staff as references.

4.3 Project Plan

In the project plan section, describe your understanding of the project and a brief overview of your plan for providing the requested services, including:

- A. Project Approach/Methodology – Include a brief description of the proposed approach and methodology to perform the services in the Statement of Work (Section III) of this RFP. This section should convey an understanding of the proposed project.
- B. Work Plan – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the service provider’s knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of County staff. Respondents may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
- C. Project Schedule – Inasmuch as is possible, include a project schedule indicating when the elements of the work will be completed and when deliverables will be provided.

4.4 Cost Proposal

The evaluation process is designed to award this procurement not necessarily to the service provider of least cost, but rather to the service provider whose proposal best meets the requirements of this RFP. However, respondents are encouraged to submit proposals which are consistent with ongoing efforts to conserve County resources.

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of this RFP. Respondents must submit a breakdown of costs for each major project task area and a list of standard billing rates along with an estimate of the time involved in creating the designs. Isabella County desires to enter into a 90 day commitment for professional services as a result of this RFP. All proposals must include a “not to exceed” fee for services to be provided.

4.5 Related Information

- A. If the Respondent contracted with Isabella County during the past 24 months, provide a project description and/or other information available to identify the contract.
- B. If the respondent's staff or subcontractor's staff was an employee of Isabella County during the past 24 months, or is currently an Isabella County employee, identify the individual by name, the department previously or currently employed by, job title or position held, and separation date.
- C. If the respondent has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the respondent's non-performance or poor performance and the issue of performance was either: (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the respondent was in default.
- D. Submit full details of the terms for default including the other party's name, address, and phone number. Present the respondent's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Respondent in the past five years, please indicate.

V. EVALUATION AND CONTRACT AWARD

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the County, which will determine the ranking of the proposals.

The selected firm will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Following the selection of the successful bidder, the selected firm will be provided a contract establishing an official schedule of work and payment. Further, the County will consider the selected firm to be the sole point of contact with regard to all contractual matters, including schedule of work and payment of any and all charges resulting from the contract.

**EXHIBIT A
CERTIFICATIONS AND ASSURANCES**

*THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION*

Firm Name: _____

I/we make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal or bid.
2. The attached proposal or bid is a firm offer for a period of 60 days following receipt, and it may be accepted by the Isabella County without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
3. In preparing this proposal or bid, I/we have not been assisted by any current or former employee of Isabella County whose duties relate (or did relate) to this proposal, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of proposal bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that Isabella County will not reimburse me/us for any costs incurred in the preparation of this proposal or bid. All proposals or bids become the property of Isabella County, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other proposer or to any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our proposal directed to parties other than the Project Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this proposal or prospective contract.

Signature

Date

Title

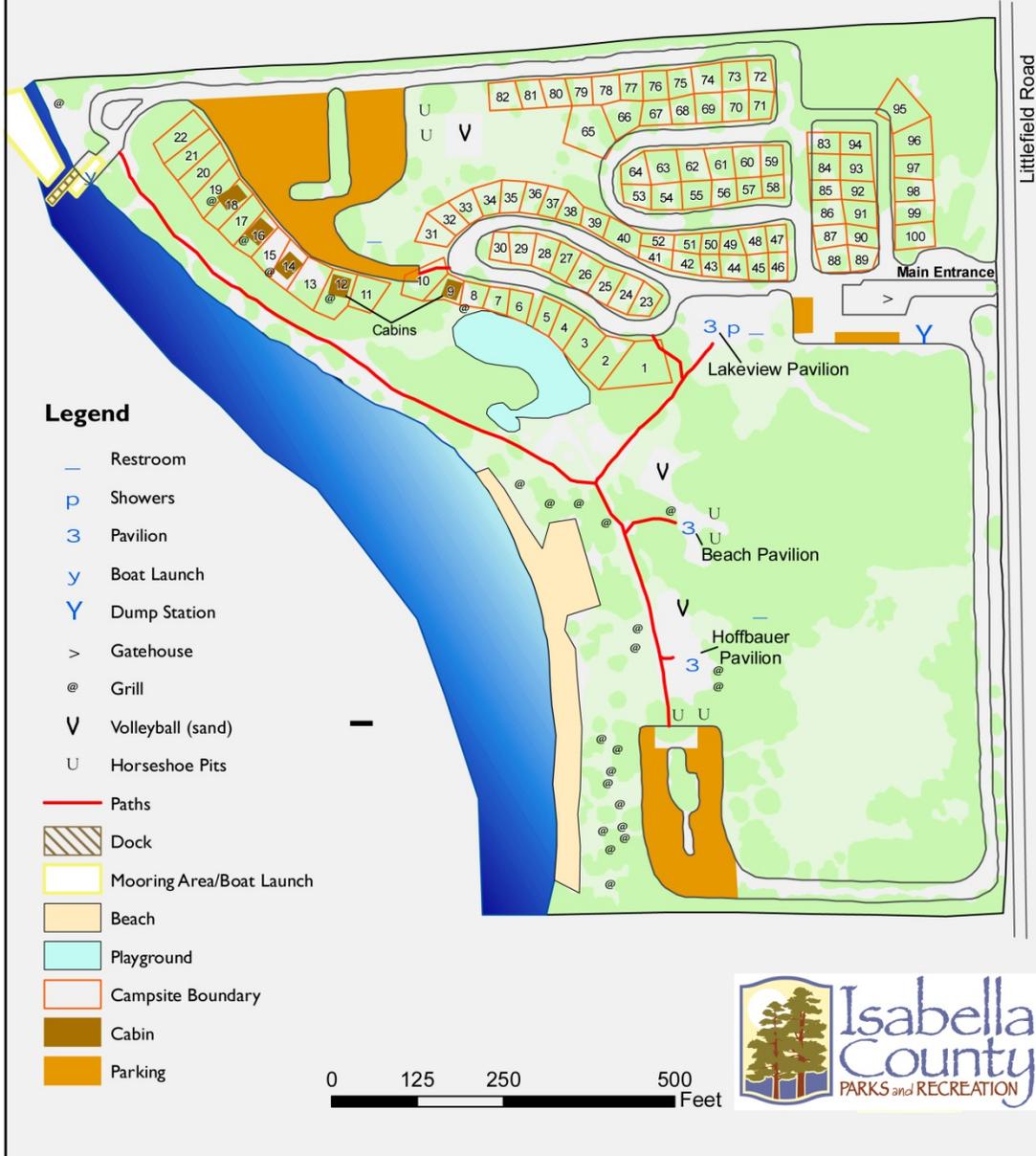
**EXHIBIT B
CHECKLIST FOR RESPONSIVENESS**

- ____ Proposal was submitted on or before 4:00 pm Monday, August 31, 2015.
- ____ The required number of proposal copies were submitted.
- ____ Proposal was formatted into five major sections:
1. Corporate Profile.
 2. Qualifications.
 3. Experience.
 4. Project Plan.
 5. Cost Estimate
- ____ Respondent meets minimum qualifications:
1. Licensed to do business in the State of Michigan.
 2. Will comply with the Certificate of Assurances set forth in Exhibit A.
 3. Submit proposals as specified in this RFP.
- ____ Certifications and Assurances were signed by an individual authorized to bind the Proposer to a contractual relationship, e.g., the President or Executive Director of a corporation, the managing partner of a partnership, or the sole proprietor of a sole proprietorship.
- ____ Three (3) references from three (3) previous municipal clients provided.

NOTE: "Yes" answers must be given to each element above for the proposal to be considered responsive.

**EXHIBIT C
SITE MAPS AND AERIALS**

Coldwater Lake Family Park



**EXHIBIT C
SITE MAPS AND AERIALS**

Coldwater Lake Family Park Imagery

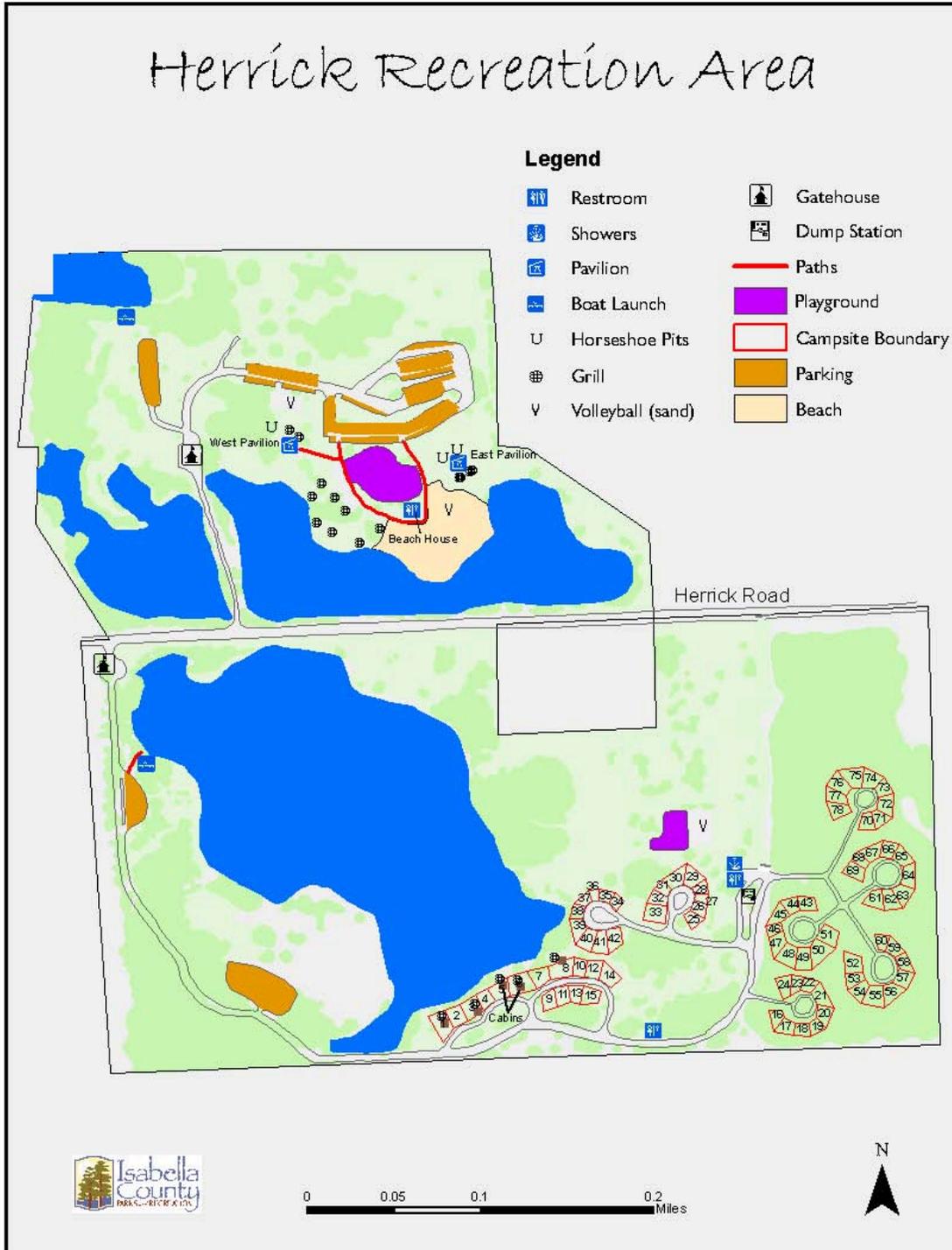


 Park Boundary

0 125 250 500 Feet



**EXHIBIT C
SITE MAPS AND AERIALS**



**EXHIBIT C
SITE MAPS AND AERIALS**

Herrick Recreation Area Imagery



 Park Boundary

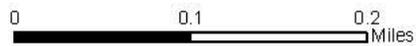


EXHIBIT C SITE MAPS AND AERIALS

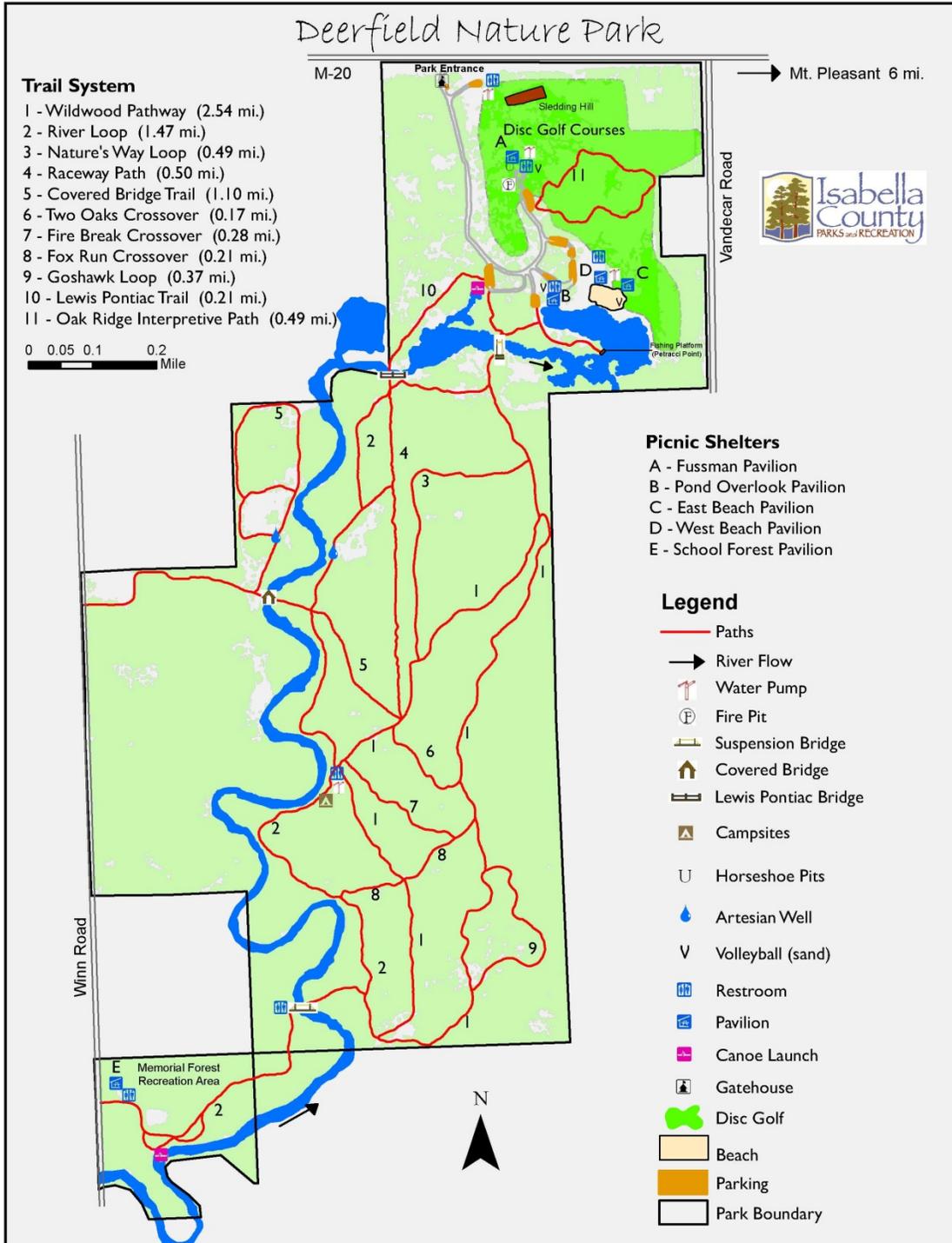
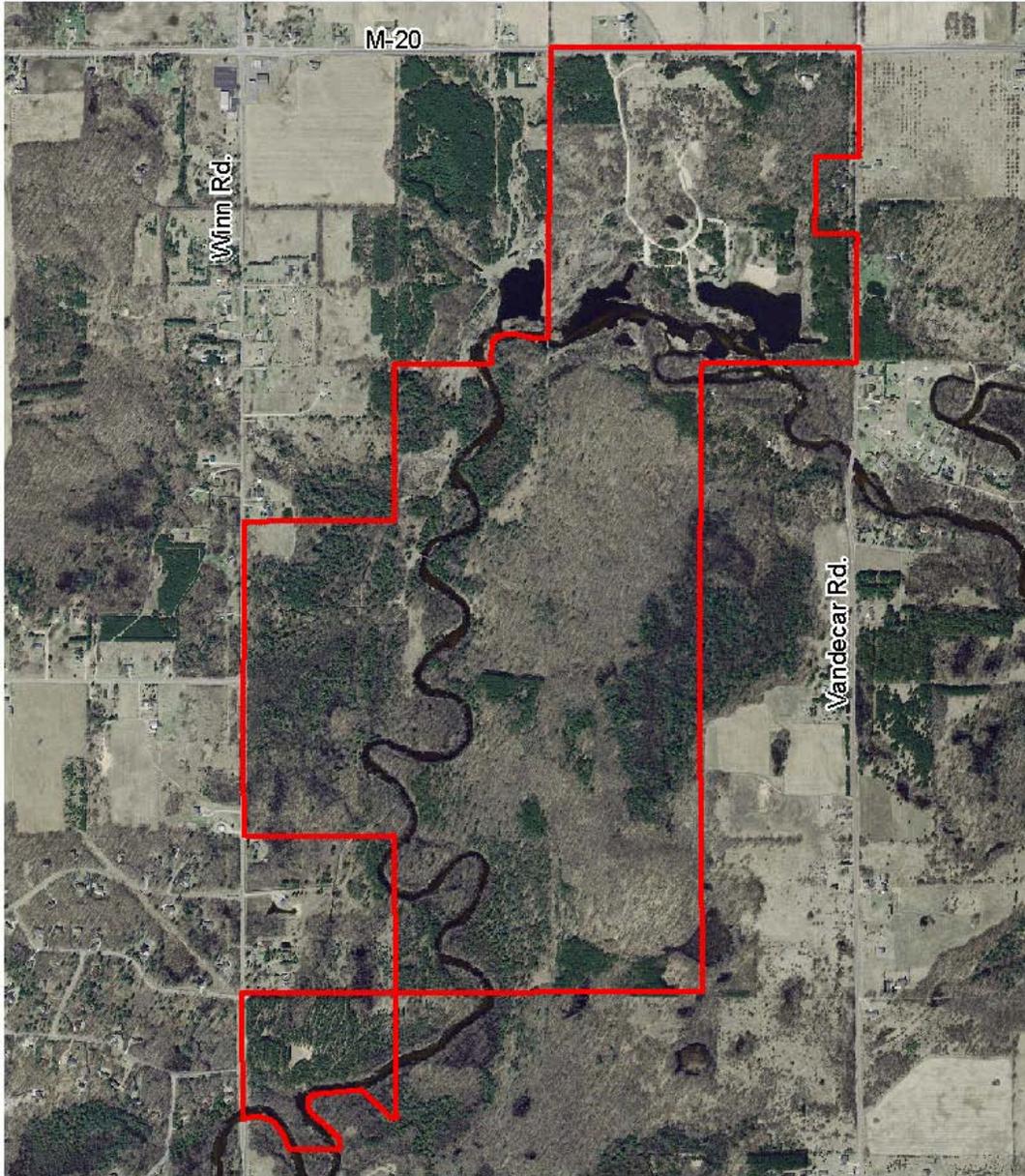


EXHIBIT C
SITE MAPS AND AERIALS

Deerfield Nature Park Imagery

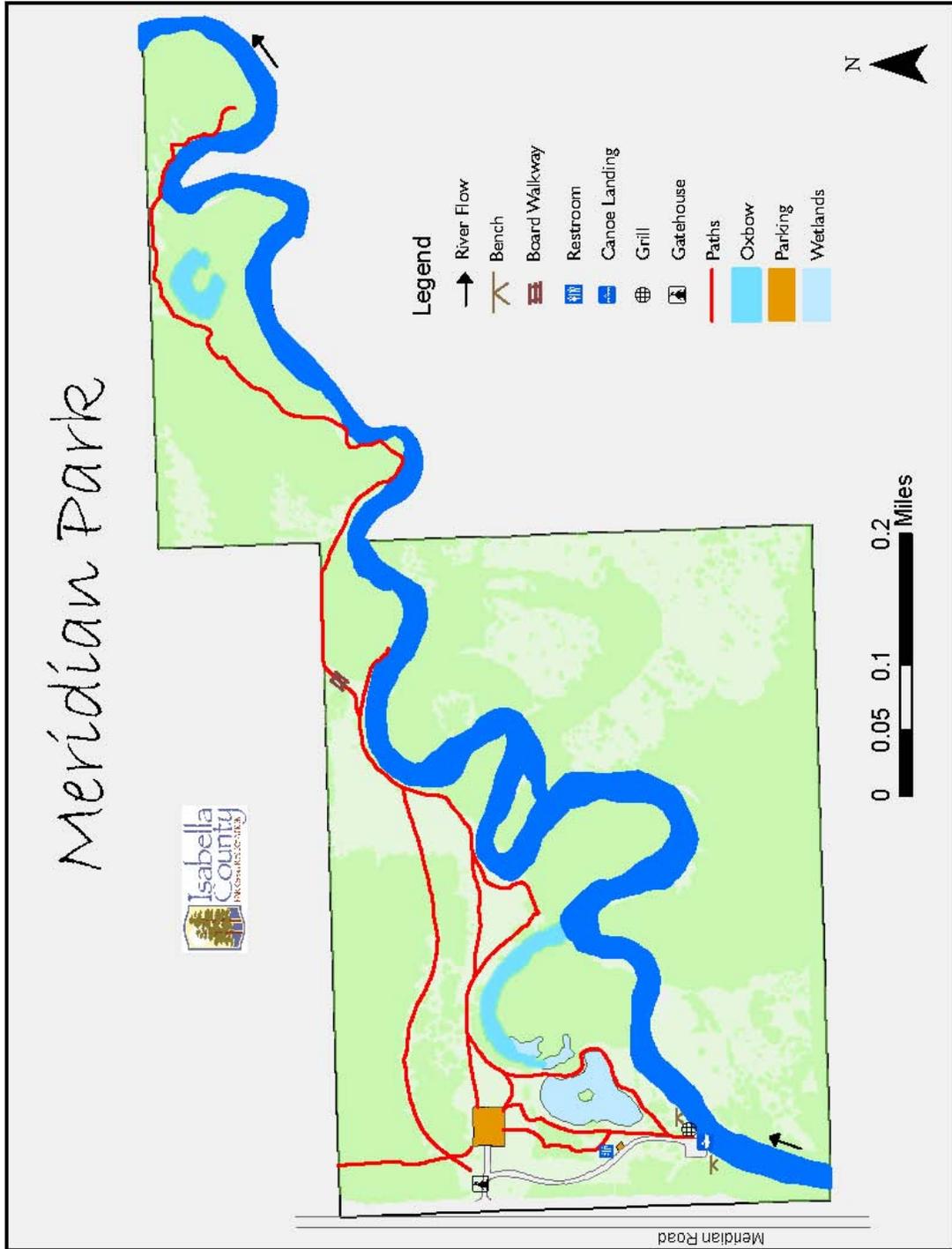


 Park Boundary

0 0.25 0.5 Miles



EXHIBIT C



SITE MAPS AND AERIALS

EXHIBIT C

Meridian Park Imagery



EXHIBIT C
SITE MAPS AND AERIALS



Lawrence McDonald Wildlife Sanctuary



web mapping by
Amalgam LLC



1:3200

Map Publication:

Wed Apr 4 2012 11:29:10 AM

Disclaimer:

This map does not represent a survey or legal document and is provided on an "as is" basis. Isabella County expresses no warranty for the information displayed on this map document.

**EXHIBIT C
SITE MAPS AND AERIALS**

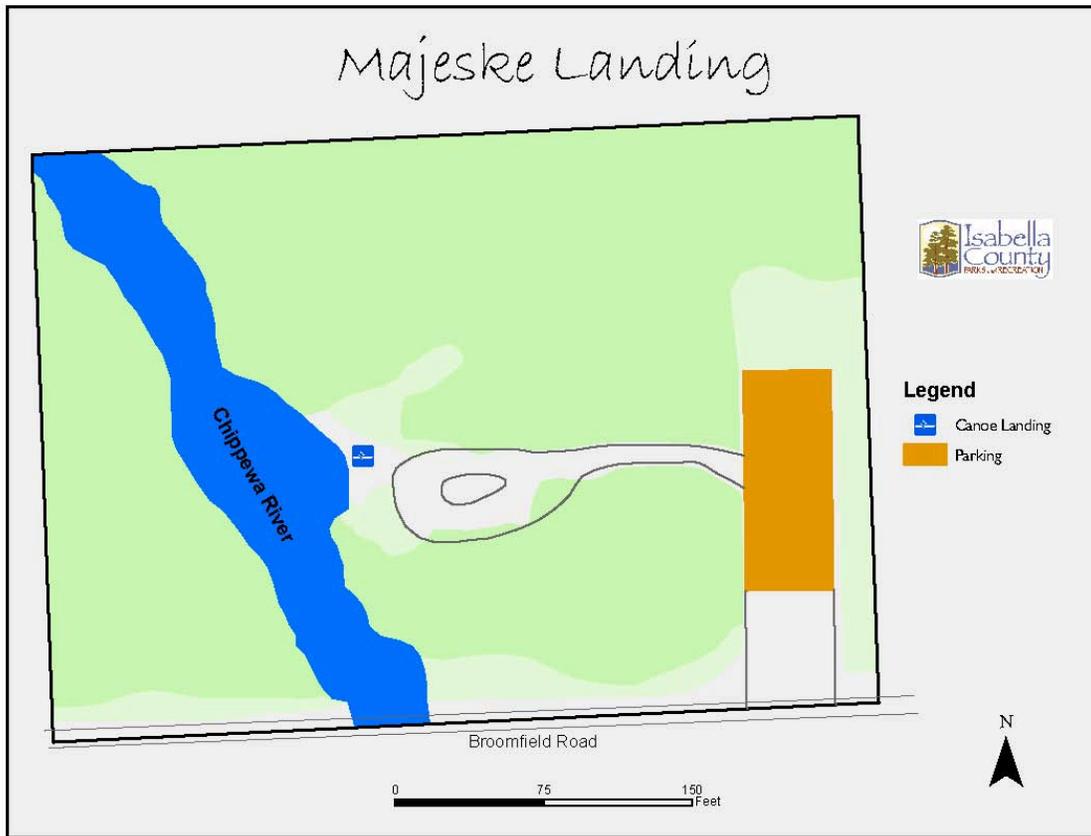


EXHIBIT C
SITE MAPS AND AERIALS

Majeske Landing Imagery

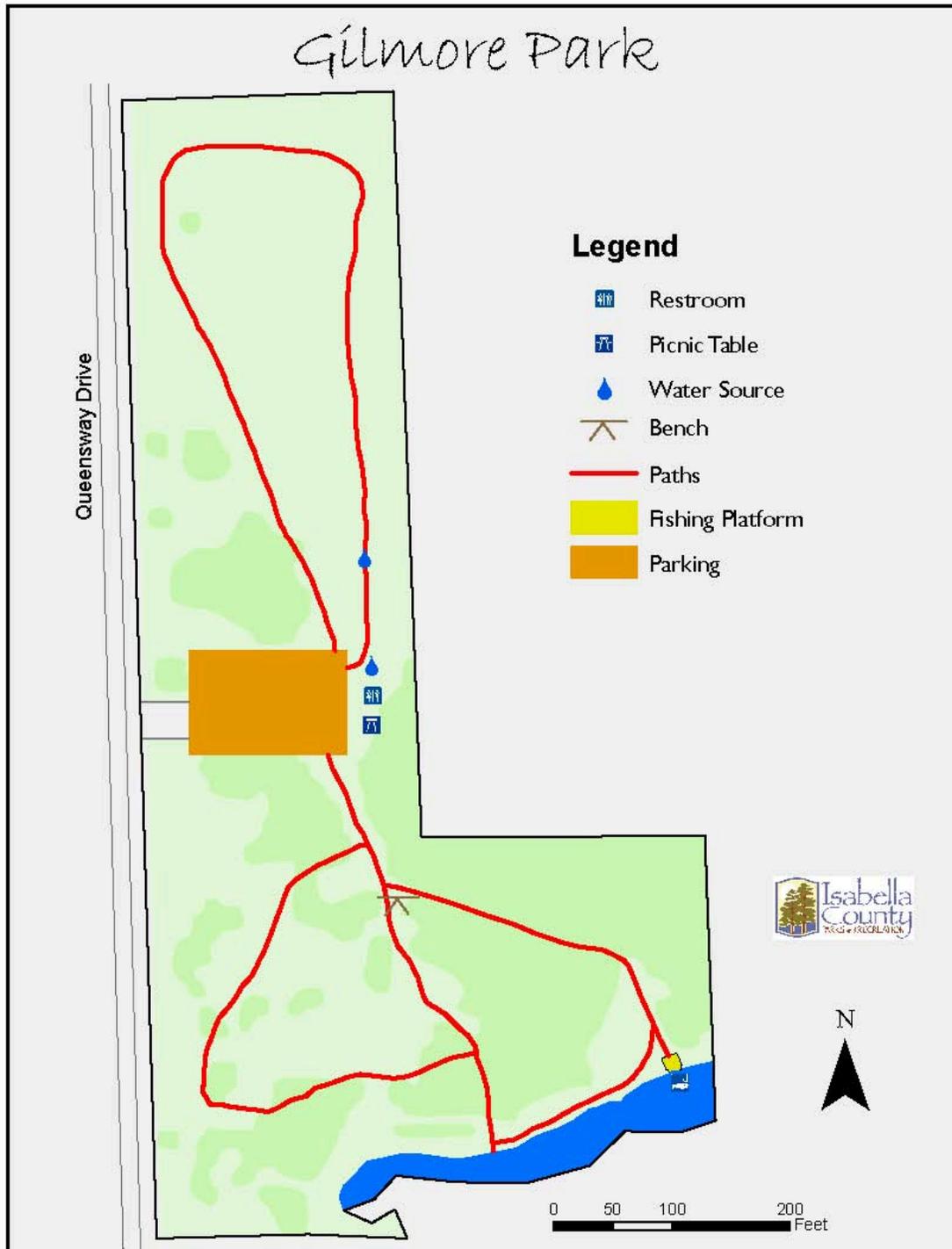


 Park Boundary

0 75 150 Feet



**EXHIBIT C
SITE MAPS AND AERIALS**



**EXHIBIT C
SITE MAPS AND AERIALS**

Gilmore Park Imagery

