

REQUEST FOR PROPOSAL (RFP)

RFP:	#RFP-FH-12-13-1753
ITEM:	Special Services (Parks & Recreation) Master Plan
DEADLINE:	Wednesday, March 27, 2013, 10:00 a.m., E.S.T

1. SUBMISSION AND RECEIPT OF PROPOSAL

Proposals to receive consideration shall be received prior to the specified time of opening as designated on the bid form. **NO LATE PROPOSALS WILL BE ACCEPTED.** The City reserves the right to postpone the opening for its own convenience. Bidders shall use the proposal documents furnished as none other may be accepted. Proposals are considered received when in the possession of the Farmington Hills City Clerk. All proposals shall be labeled with the RFP number, item, as well as the aforementioned deadline date/time and the vendor name and address on the outside of the envelope. Proposals shall be sealed when submitted. Separate proposals shall be submitted on each proposal number and shall be typewritten or written in ink and legibly prepared. Proposals having any erasures or corrections thereon may be rejected unless explained or initialed by the bidder. **If you are submitting a “No Bid”, do not follow the above directions but send a letter to the Purchasing Division indicating a “No Bid.** 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 or emailed proposals will be accepted.**

2. RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unless otherwise specified, the City reserves the right to accept any item in the proposal. Bidders may submit proposals on any item or group of items, provided however, that the unit prices are shown as required. Accordingly, the City reserves the right to declare as non-responsive, and reject any incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is provided. Alterations to the written requirements will negate any response. The City of Farmington Hills promotes “green” technologies and the reduction of waste. When possible, your response should be double sided to reduce paper usage. Other factors including source of supply may be used in award recommendations

3. OFFICIAL DOCUMENTS

The City of Farmington Hills shall accept **NO CHANGES** to the proposal document made by the Vendor unless those changes are set out in the “Exceptions” provision of the Authorized Version of the proposal document. It is Vendor’s responsibility to acquire knowledge of any change, modifications or additions to the Authorized Version of the proposal document. Any Vendor who submits a proposal and later claims it had no knowledge of any change, modifications or additions made by the City of Farmington Hills to the Authorized Version of the proposal document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version. If a proposal is awarded to a Vendor who claims that it had no knowledge of changes, modifications or additions made by the City of Farmington Hills to the Authorized Version of the proposal, and that Vendor fails to accept the award, the City of Farmington Hills may pursue costs and expenses to re-bid the item from that Vendor. The Authorized Version of the bid document shall be that document appearing on the MITN with amendments and updates.

The City of Farmington Hills officially distributes bid 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 documents from either the Purchasing Division or the MITN system is guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than MITN, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy and any addenda.

4. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS

Any interpretation to a bidder 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 bidders 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 bids are opened. Inquiries 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 this proposal will be on file in the Purchasing Division. It shall be the bidder'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 bidders shall be bound by such changes or addenda.

6. SPECIFICATIONS

Unless otherwise stated by bidder, the proposal will be considered as being in strict accordance with the City's applicable standard specifications, and any special specifications outlined in the document. Reference to a particular trade name, manufacturer's catalogue, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City, and should not be construed as excluding bids on other types or materials, equipment and supplies unless otherwise stated. However, the bidder, if awarded the contract, will be required to furnish the particular item referred to in the specifications or description unless departure or substitution is clearly noted and described in the proposal. The City reserves the right to determine if equipment/product or service being bid is equal to the specified equipment/product or service requested.

7. ALTERNATES

Bidders are cautioned that any alternate proposal, unless requested by Purchasing, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this proposal, may be considered non-responsive, and at the opinion of the City, may result in rejection of the proposal.

8. PRICING

Prices shall be stated in units of quantity specified in the Document. In case of a discrepancy in computing the amount of the bid, the unit price will govern.

9. QUANTITIES

All quantities stated, unless indicated otherwise are estimates and the City reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

10. DELIVERY

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

11. 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 38-6006902. Payment terms are Net 30 days upon receipt and acceptance. Cooperative members will provide their tax-exempt status if required by the awarded vendor

12. AWARD

The bid will be awarded to that responsible, responsive bidder 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 proposal, in part or whole and to waive informalities and minor irregularities in bids received. Unless otherwise specified in the document the City reserves the right to accept any item in the proposal on an individual basis. Bidders may submit proposals on any item or groups of items provided unit prices are clearly shown and a notation is made on the document clearly indicating Bidder's intent.

13. WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn in person by a bidder, 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 bidder in making up a proposal, the Purchasing Division staff may, by discretion, reject such a proposal upon presentation of a letter by the Bidder which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

14. 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 bidder responsible for any excess cost occasioned thereby. In case of error by the bidder relating to a Contract, the Purchasing Division may, by discretion, upon presentation of a written explanation by the bidder substantiating the error, reject the Contract and award to the next qualified bidder; such error may be subject to default conditions.

15. INFRINGEMENTS AND INDEMNIFICATIONS

The bidder, 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 bidder, contractor, agents or employee.

16. CITY POLICY ON SMOKING

The bidder, if awarded a contract, agrees to follow the City of Farmington Hills Smoking Policy which states: "The City of Farmington Hills is dedicated to providing a healthy, smoke free work place for employees, residents and visitors." To that end; smoking is prohibited in all municipal buildings, in all municipal owned, leased or rented vehicles and within twenty five (25) feet from any municipal building entrance, outdoor air intakes and operable windows. Smoking is permitted in outside designated smoking areas or in personal vehicles. Smokers are responsible for properly disposing of all smoking related litter, which includes cigarette and cigar butts, tobacco, etc. Disposal of any smoking litter is not permitted on City property except in the provided receptacles

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

The contractor, and any and all of their subcontractors, shall not commence work for the City of Farmington Hills under any agreement until they have obtained the insurance required under this paragraph. All coverage's shall be with insurance carriers acceptable to the City of Farmington Hills. Please note the City uses the A.M Best Company Carrier Rating System to verify insurance carrier standing (www.ambest.com). Acceptable carriers must be an A (-) VII or higher to be qualified.

- A. Workers' Compensation Insurance-**The contractor shall procure and maintain during the life of this contract, Worker's Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes if the State of Michigan.
- B. General Liability** -The contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits no less that **\$1,000,000.00** per occurrence and aggregate project. Coverage shall include the following extensions (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included: Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions(if applicable).
- C. Motor Vehicle Liability-**The contractor shall procure & maintain during the life of the contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than **\$1,000,000.00** per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
- D. Additional Insured-** All insurance as described above shall include an endorsement stating the following shall be ADDITIONAL INSUREDS: The City of Farmington Hills, all elected and appointed officials, all employees and volunteers. All boards & commissions and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming The City of Farmington Hills as additional insured, coverage afforded is considered primary and any other insurance the City may have in effect shall be secondary and/or excess.
- E. Cancellation Notice-** All Insurance listed above shall be endorsed "Thirty days advanced written notice of cancellation/reduction material change will be provided"
- F. Proof of Insurance coverage-** An ACORD form outlining insurance coverage is required prior to commencement of work. All documents will be forwarded to the City of Farmington Hills, Purchasing Division, 31555 Eleven Mile Road, Farmington Hills, MI 48336-1165.

18. 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. **Questions regarding this request for proposal should be addressed to Ellen Schnackel, Director of Special Services at (248) 473-1807 or eschnackel@fhgov.com.**

19. PROPOSAL INFORMATION- **PROPOSALS NOT INCLUDING ALL THIS INFORMATION MAY 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.

20. PROCESS FOR REVIEW OF PROPOSALS

When submitting your proposal **one (1) original & two (2) 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, interview and negotiate with vendors as needed and recommend for award the vendor whose proposal is viewed in the best interest of the city.

21. FIRM SPECIFICATIONS

- A. The awarded firm 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 firm must have an established process of data collection.
- D. The awarded firm will adhere to a mutually agreed upon project schedule
- E. The awarded firm 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 July, 2013. The final plan must be submitted to the MDNR by September 1, 2008 and must include the Community Park, Recreation, Open Space, and Greenway Plan Certification Checklist. (IC 1924-1, Appendix H)

22. 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.

23. 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

- 1) Overall recreational commitments must remain within the financial capacity of the City
- 2) 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

- 1) 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.
- 2) 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.
- 3) Compile a description and use of each park and the type and number of recreation support facilities
- 4) Compile an assessment of accessibility of each park to people with disabilities
- 5) Compile a status report for all grant assisted Parks & Recreation Facilities
- 6) 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

- 1) 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.
- 2) 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 public involvement and should include two (2) public workshops/focus group meetings (participants to be determined) as well as an electronic survey.
- 3) 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.
- 4) 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:

- 1) Upgrading/consolidating existing recreation facilities and programs.
- 2) Identifying potential locations for future recreation facilities and programs, open spaces and trails.

- 3) Providing a parks and recreation facilities maintenance and operations analysis.
- 4) 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.
- 5) 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. 01/13/2012- 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

- 1) Provide twenty-five (25) hard copies and an electronic version in MS Word format of the draft Special services Master Plan.
- 2) 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.
- 3) 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

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