



Request for Proposals

Professional Planning Services to Complete Recreation Plan Update

Deadline to Submit: August 15, 2013 @ 4:00 PM

City of Monroe
Attn. Loretta LaPointe
Recreation Department
120 East First Street
Monroe, MI 48161
(734) 384-9156

A. Purpose

The purpose of this Request for Proposals (“RFP”) is to solicit competitive proposals from qualified professional planning consultants to complete a comprehensive update of the City of Monroe Recreation 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 ([Recreation Plan Guidelines Booklet IC1924](#)).

All proposals must contain the requisite information outlined in this RFP and must be received no later than **4:00 PM EST on Thursday, August 15, 2013**. Interested parties may obtain a copy of the RFP at the City of Monroe Recreation Department, or through the Michigan Inter-Governmental Trade Network (MiTN).

B. Introduction

Founded in 1785 and the site of a War of 1812 battlefield, Monroe is a historic community that has a vision to balance the opportunities of economic development with the stewardship that is required for historic and natural resources preservation. The City of Monroe was incorporated in 1817, making it Michigan’s third oldest community. With a population of just over 20,000, Monroe is a small town, but is located in an urbanized area of over 50,000 people and is also the county seat. The community’s strategic location 17-miles north of Toledo, Ohio and 35-miles south of Detroit; make Monroe a prospective bedroom community and a recreation destination for day-trips from the larger metropolitan area.

Monroe’s situation on the west shore of Lake Erie and its River Raisin made it a natural crossroads for food and transportation that attracted the Potawatomi Tribe of Indians who first lived here. Later, French missionaries, fur trappers, and settlers came for the same reasons. Residents and visitors today continue to find Monroe to be a welcoming crossroads of historic and natural treasures. The City is home to the National Register of Historic Places War of 1812 River Raisin National Battlefield Park. Monroe’s natural environment is showcased by the 180-acre Ford Marsh unit of the Detroit River International Wildlife Refuge and 1,300 acre Sterling State Park. Lake Erie offers boating, swimming, camping, wetlands exploration, hiking, and fishing, and a highly desirable waterfront residential location. Monroe is the only community in the nation to host a National Park, State Park and an International Wildlife Refuge within its boundaries.

In 2012, the City of Monroe and the Monroe County Historical Society secured a professional planning consultant (Beckett & Raeder, Inc.) to complete a focused plan surrounding the newly established River Raisin National Battlefield Park. The recently completed Plan outlines the development potential for the “*River Raisin Heritage Corridor-East*.” It is anticipated that this Plan will provide significant direction to this proposed Recreation Plan update. Additionally, the City is currently engaged in a joint land use

master plan (a.k.a. comprehensive plan) update effort with the adjacent communities of Frenchtown Charter Township and Monroe Charter Township, entitled “Resilient Monroe!” The Resilient Monroe! project has identified goals to leverage the cultural and natural resource assets in the community to diversify the local economy and help attract highly educated professionals to the community. Both of these recent planning efforts will serve as the starting point for this recreation planning effort and help shape the goals and objectives of the final document.

C. Scope of Work and Timeline

The City of Monroe’s current “Recreation Systems Plan” was adopted in 2007 and has recently exceeded the five-year expiration window with the Michigan Department of Natural Resources (MDNR). The current Plan is available upon request from the Recreation Department, using the contact information provided in this RFP. The primary focus of the current plan was a thorough inventory of existing parks facilities and identification of desired improvement projects. While these aspects will need to be carried forward to the updated Plan, the City’s desire is for the Recreation Plan to provide more direction to larger redevelopment initiatives and future land use goals. Two of the primary motivations for this proposed update are to integrate the Recreation Plan more closely with the City’s land use Master Plan, and incorporate the newly developed vision for the River Raisin Heritage Corridor- East.

Since the last update in 2007, the City has placed more emphasis on its non-motorized transportation network and implemented improvements to the multi-jurisdictional River Raisin Heritage Trail. Improved access and site specific enhancements have also been made to the “Riverwalk” that traverses downtown Monroe along the River Raisin. Recognizing the non-motorized system improvements to date and providing clear guidance on future system improvements will be a key element of this Recreation Plan update. The City has also invested heavily through grants and internal funds in restoration projects on the River Raisin itself. Leveraging these improvements for natural resourced based recreation such as canoeing, kayaking and fishing will be another key aspect of this Plan update.

The following required elements identified by the MDNR will serve as the primary guidance for this Plan update. Based on the current Recreation Systems Plan, the first four elements are established with the noted exception of recent projects and limited Accessibility Assessment. It is anticipated that more effort will be focused on elements 5-7 below:

- 1. Community Description**
- 2. Administrative Structure**
- 3. Inventory of Existing Parks, Natural Areas and Recreational Facilities**
 - Accessibility Assessment
- 4. Resource Inventory**
- 5. Description of Planning and Public Input Process**

6. Goals and Objectives

7. Action Program

Required Meetings and Presentations

To ensure the requisite inventories are up-to-date and the new plan supports other initiatives, the successful respondent will need to interact with City Recreation, Department of Public Services, and Planning staff on a regular basis. Additionally, the requisite public input process will demand several public meetings to solicit input on the proposed amendments and updates to the Plan. In responding to this RFP, respondents should anticipate a minimum of 12 meetings as outlined below:

- Kickoff meeting and four monthly progress meetings with City staff (5 meetings)
- Two evening meetings with the Recreation Advisory Committee (2 meetings)
- One evening meeting with the Citizens Planning Commission (1 meeting)
- Two public input sessions: One daytime and one evening (2 meetings)
- One evening public hearing/presentation to City Council (1 meeting)
- One meeting for adoption by City Council (1 meeting)

The City's goal is to have the Recreation Plan adopted by City Council at or before its January 20, 2014 regular meeting. This would then allow the City to submit the plan to the MNDR in time for the Michigan Natural Resources Trust Fund grant application deadline in April 2014. 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: August 30, 2013

- Phase 1: Project Initiation/Administration: *August 27 – September 6, 2013*
- Phase 2: Research and Analysis, Accessibility Assessment, Needs Assessment: *September 9 – September 27, 2013*
- Phase 3: Prepare Plan Outline and Preliminary Recommendations: *September 30 – October 18, 2013*
- Phase 4: Public Outreach: *October 18 – November 22, 2013*
- Recreation Advisory Committee Meeting
 - Citizens Planning Commission Meeting
 - Public Input Meeting(s)
- Phase 5: Prepare Draft Plan with Goals and Objectives: *November 1- December 20, 2013*
- Phase 6: Review and Adoption: *November 22, 2013 - January 20, 2014*
- Recreation Advisory Committee Review and Recommendation
 - Required Public Hearing
 - Final Recommendation to City Council

City Council Meeting for Approval: January 20, 2014

D. Submittal Format and Requirements

To be considered for selection, submit the following information in keeping with the recommended format, identifying each item by number and letter.

1. Introduction

Briefly describe your firm, qualifications of its principals, and how you are best suited to provide the scope of services required. You should include an explanation of your overall approach and any unique capabilities or qualifications you could bring to the City. Be sure to include the primary contact's name, address, e-mail and phone number. The proposal should be signed by someone authorized to bind the firm to all commitments made in the proposal.

2. Experience and Qualifications

- a. Identify the individuals or team members that will be performing the Scope of Services described above. Include a complete listing of the name(s), phone number(s) and e-mail address(es) for everyone listed.
- b. Describe relevant experience and qualifications of the key individual(s) that will be involved in providing or developing the requested services.
- c. Describe past performance in providing similar services and a list of representative projects completed for other municipalities or authorities where you have provided recreation planning services.

3. References

Provide at least three (3) references that may be contacted for verification of your experience and qualifications.

4. Estimated Project Budget and Hourly Rates

a. Project Budget

Based on review of the current Recreation Systems Plan, the described scope of services, and past project experience; please provide an estimated overall project budget. The City is not required to accept the lowest cost proposal, and will consider other factors in selecting the successful respondent. Please note that estimated project budget will account for approximately 15% of the evaluation criteria.

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.

E. City of Monroe Contact Person and Clarification of the RFP

Any respondent requiring clarification of the provisions or requirements outlined in this RFP may address questions to the Recreation Department preferably by e-mail no later than August 12, 2013 to:

Loretta LaPointe
Recreation Manager
Recreation Department
City of Monroe
Lortetta.lapointe@monroemi.gov
(734) 384-9156

Clarifications and addendums made by the City will be in writing and e-mailed or faxed to all known respondents. Upon request, the Recreation Department will e-mail a copy of the current Recreation Systems Plan. Hard copies of the current Plan can also be mailed for a nominal fee. To obtain a copy, contact the Recreation Department at the above noted e-mail address or telephone number.

F. Consultant Selection

1. Evaluation Criteria

Respondents will be evaluated and selected by a selection committee of City staff based on the following criteria on a 100-point scale:

- a. Demonstrated experience, technical knowledge and minimum qualifications with emphasis on cultural and natural resource based recreation (25 Points);
- b. Completion of similar projects and positive responses from References (20 Points);
- c. Ability to complete services in a timely manner (20 Points);
- d. Estimated project budget and hourly rates charged for services (15 Points);
- e. Demonstrated local knowledge and familiarity with the Monroe area (10 Points); and
- f. Ability to work with diverse interest groups and conduct an effective public input process (10 points).

2. RFP Review and Award Timeline

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

Activity	Estimated Date
RFP Issued	July 26, 2013
Last Date for Questions & Clarifications	August 12, 2013
Proposal Due Date	August 15, 2013 @ 4:00 PM
Interview <i>(If Needed)</i> & Reference Checks	August 16- August 20, 2013
Contract Negotiations <i>(If Needed)</i>	August 20 – August 23, 2013
City Council Approval	August 26, 2013
Award of Contract	August 30, 2013

G. General Terms and Conditions

1. Professional Services Agreement

The City anticipates entering into a standard form professional services agreement for this project (Example: AIA Standard Form- Regional or Urban Planning). The City reserves the right to negotiate elements of the requirements, terms, conditions, and/or scope of services as part of the agreement negotiation process prior to any formal authorization of the agreement by the City. The resultant agreement shall be in a form and substance acceptable to the City Attorney.

2. Rights of City

After review of the RFP submittals, the City may select a successful respondent, invite one or more respondents for interviews, or reject all proposals. There is no guarantee that the City will decide to move forward with any proposal based on the RFP submittals. The City, in its sole discretion, reserves the right to select a proposal it deems to be in the best interest of the City and is not required to accept the lowest cost proposal.

3. Indemnification

The successful respondent, its agents and employees will be required to defend, indemnify and hold the City of Monroe harmless for the cost of the defense of any claim, demand, suit or cause of action arising from the negligence or independent action of the consultant/respondent.

H. Existing Resources and References

1. River Raisin Heritage Corridor- East <http://historic1812.org/>
2. River Raisin National Battlefield <http://www.nps.gov/rira/index.htm>
3. Resilient Monroe! <http://www.resilientmonroe.org/>
4. Monroe County Parks and Recreation Master Plan
http://www.co.monroe.mi.us/docs/recplan2013_final_draft.pdf
5. Monroe County Historical Museum
http://www.co.monroe.mi.us/government/departments_offices/museum/index.html
6. Monroe Multi-Sports Complex <http://monroemultisports.com/>
7. River Raisin Heritage Trail <http://www.rrtrail.com/>
8. Sterling State Park
<http://www.michigandnr.com/parksandtrails/Details.aspx?id=497&type=SPRK>
9. US Fish and Wildlife Service- Detroit International Wildlife Refuge
http://www.fws.gov/refuge/detroit_river/
10. Population and demographics data (2010 Census)
<http://quickfacts.census.gov/qfd/states/26/2655020.html>
11. National Recreation and Park Association- Recreation, Park and Open Space Standards and Guidelines (1995)
12. Michigan Statewide Comprehensive Outdoor Recreation Plan 2013-2017
<http://www.michigandnr.com/publications/pdfs/grants/SCORP%20Final%20Report.pdf>
13. DTE Environmental Initiatives
https://www2.dteenergy.com/wps/portal/dte/aboutus/environment/details/generation%20and%20emissions/emissions%20controls!/ut/p/b1/hZHkqlwFEC_xQ-gSVgCPCliiyRI2H2hBBkFBUUQla8fe2q6apbq7rylck5SN4fdsAm7abdjtd8O1bndnt73G5TxskMiMXS9gEYCsKS56BMZA1nkXkD6AsAnSwV_-44
14. Monroe Family YMCA <http://ymcaofmonroe.org/>
15. Arthur Lesow Community Center http://www.monroe.lib.mi.us/alcc_info.htm