



CITY OF GREENVILLE

"Danish Festival City"

411 South Lafayette Street
Greenville, Michigan 48838

Phone: (616)754-5645 Fax: (616)754-6320
infocity@greenvillemi.org

May 26, 2023

Potentially Interested Planning Firm

RE: Update to the City of Greenville Five Year Recreation Plan and Additional Park-related Services

To Whom It May Concern:

The City of Greenville desires to update their Five Year Recreation Plan, prepare a database of park facilities for asset management and potentially develop some park facility conceptual plans for certain parks. This is a Request for Qualifications to do the work outlined in the following scope. A fee proposal will be requested of the selected firm at a later date and after an initial scoping meeting.

Scope of Work:

1. Refer to the document entitled "Guidelines for the Development of Community Parks and Recreation Plans" that is available from the Michigan Department of Natural Resources: [Click Here](#)
2. Refer to the "City of Greenville, Community Recreation Plan 2020-2024" that is available for review on the City website: [Click Here](#)
3. Work with a local Recreation committee. We anticipate an initial meeting and up to four additional meetings
4. Review area demographic changes.
5. Visit all of the City parks, document changes, itemize all assets of each park. Identified assets should be organized on a spreadsheet / database that can be incorporated into the City's ArcGIS system. The spreadsheet / database will be a deliverable. Assigning attributes to the assets may or may not be part of this scope, but will be a discussion item to be decided at the scoping meeting.

The mission of the City of Greenville, as a part of the Coalition of Greater Greenville, is to serve through leadership and action, to assure all citizens a collaborative, planned and visionary community.

6. Update the existing maps in Autocad format. The City will make maps available in this format. Autocad versions of the base map updates will become the property of the City of Greenville.
7. Develop a strategy for public input, oversee opportunities, receive and organize data and report the data to the committee and assist the committee with developing recommended projects.
8. Formalize committee recommendations into a format that is consistent with the requirements of the Recreation Plan guidelines and prepare a preliminary report for committee and public review.
9. Upon final approval by the Committee, public and City Council prepare the final report for uploading into MiGrants. The City will upload the required documents.
10. There may be a desire to immediately develop concepts in specific parks based on the recommendations. That will be a scoping item in the fee structure if selected.

Timeline: We anticipate that a selection will be made, fee proposal obtained, contract approved and committee formed for an initial meeting in July 2023. Existing park evaluation will be immediately commenced and public input sought in the late summer months. The preliminary report needs to be completed for public review no later than mid-January. The final report needs to be delivered to the City by March 1, 2024.

Submission Content:

If, after reviewing the scope and tasks as defined above, you would like to submit a Statement of Qualifications, the content of the Statement must include the following, which will be scored by a selection committee according to the assigned values as shown.

- Full business name and address, and primary contact(s) and authorized negotiator(s) for this proposal and project, and their contact information. Include a brief history and background of your company that highlights the necessary areas of expertise. If partnering with another firm, please include that firm’s background and history also.
- A demonstration of understanding the scope and tasks associated with the work. Are there other intermediate tasks that were not identified in this request? What aspects of the scope hold particular interest to your team? **10 points**
- A demonstration of knowledge of the application for sustainable materials, efficiencies, accessibility and security issues. **10 points**
- A demonstration of creativity in the approach to the scope and tasks. **20 points**
- A demonstration of cost-effectiveness in the approach to the scope and tasks. **20 points**

- A demonstration of experience in the design and implementation of projects, by the actual proposed team, on other Projects with similar scope and tasks. **30 points**
- A demonstration that the team is able to complete the necessary work through provision of a tentative schedule of the work. **10 points**

The selection committee may include the Recreation Department staff, City Manager's office, City Engineer and others as deemed appropriate to obtain objectivity in reviews. The committee will evaluate the Statements and assign a score based on their impression as to how well each firm addresses the issues described above. Each firm will be ranked in order of the point scores assigned in the evaluation process.

Do **NOT** send price information with the Statement of Qualifications. The City of Greenville will negotiate the Contract price with the top-scoring firm and the firm must provide a derivation of cost and a cost analysis. If the City of Greenville is unable to successfully negotiate price with the top scoring firm, the City of Greenville will end negotiations and negotiate price with the next highest scoring firm.

Submit 3 hard copies of your Statement of Qualifications for consideration, not later than 2:00 p.m. on Tuesday, *June 13, 2023* to:

Douglas W. Hinken, P.E., City Engineer
City of Greenville
411 S. Lafayette
Greenville, MI 48838

Late submissions will not be accepted.

Submission Conditions:

Submitted qualifications become the property of the City of Greenville. The contents of the submitted qualifications are considered valid for one hundred and twenty (120) days after the submission deadline.

This will be a firm, fixed price contract. Final payment will not be made until the Scope of Work is completed to the City of Greenville's satisfaction.

The City of Greenville reserves the right to waive any informalities or minor defects and to accept or reject any or all of the submitted proposals, or to postpone the proposal due date for sound, documentable, business reasons. Protests will be handled consistent with the City of Greenville's policy.

Conditional submissions will be considered non-responsive and may be rejected unless the City of Greenville gives specific approval to a written request received at least ten (10) working days prior to the submission due date. No other submission changes will be accepted after submittal. All other interested parties will be notified of any changes to the Scope of Work.

This RFQ does not commit the City of Greenville to award a contract, to pay any cost incurred in the preparation of a proposal, or to preclude the City of Greenville from canceling, in part or in its entirety, this RFQ, for sound, documentable, business reasons.

Questions:

Verbal questions are not allowed as part of this RFQ. All questions must be submitted by email to vmester@greenvillemi.org. Written answers will be distributed for all questions by email to all firms who have indicated an interest in the project, have submitted qualifications or a question, and will be posted on the City of Greenville's website www.greenville.org. The deadline for submitting questions is 5:00 p.m. on Friday, June 9, 2023.

Terms And Conditions:

The City of Greenville complies with all Federal and State civil rights, equal opportunity, and fair housing requirements of Title VI of the Civil Rights Act of 1964.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract. The City of Greenville is exempt from federal, state, and local taxes. The City of Greenville will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this RFQ. Protests must be submitted consistent with the City of Greenville's policy.

The selected firm will contract with the City of Greenville. The selected company will receive a Notice to Proceed upon award of the contract. The City of Greenville reserves the right to cancel the contract with thirty (30) days written notice.

Indemnification:

The selected firm shall indemnify, defend and hold harmless the City of Greenville, its officers, agents, employees, independent contractors, the State of Michigan and all officers, agents, employees thereof:

--from any and all claims by persons, firms, or corporations for labor, materials, supplies or services provided in connection with any contract awarded, which the offeror shall perform under the terms of this contract; and

--from any and all claims for injuries to, or death of, any and all persons, for loss of or damage to property, environmental damage, degradation response and cleanup costs, and attorney fees or other related costs arising out of, under, or by reasons of this RFQ, except claims resulting from the sole negligence or willful acts or omissions of said indemnities, its agents or employees.