CITY OF WALKER
REQUEST FOR PROPOSALS
2022 Parks, Recreation & Open Spaces Master Plan

The City of Walker hereby requests proposals from qualified firms interested in providing consultation services for the creation and adoption of a new **2022 Parks, Recreation & Open Spaces Master Plan**.

Proposals are due **June 23rd, 2022**, at 10:00 AM. Please mark a sealed envelope as “Proposal for a City of Walker Parks, Recreation & Open Spaces Master Plan.” A formal bid opening will be held in the office of the Walker City Clerk at 10:10 AM on the same date.

A complete Request for Proposals document may be obtained from:

City of Walker  
ATTN: Frank Wash  
Assistant City Manager  
4243 Remembrance Road NW  
Walker, MI 49534

Or on the Web at:  
www.walker.city
The City of Walker hereby requests proposals from qualified firms interested in providing consultation services for the creation and adoption of a new **2022 Parks, Recreation & Open Spaces Master Plan**. The City is targeting February 1st, 2023, for official submission of the new Master Plan to the Michigan Department of Natural Resources, in order to be eligible for the 2023 grant cycle.

**Selection Priority:** Responding firms must explain how they will create the new **2022 Parks, Recreation & Open Spaces Master Plan** so that all standards and specifications contained in the current *MDNR Guidelines for the Development of Community Parks and Recreation Plans* document will be included.

The City of Walker has budgeted a maximum of $50,000 for this project.

The selected firm / team will be required to enter into a professional services Contract, as approved by the Walker City Commission.

**Insurance Requirements**

Proposals will be accepted from firms / teams who meet the following minimum qualifications. Firms / teams that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

- **Commercial General Liability Coverage:** Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: “City of Walker, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget, including the City of Walker, are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Walker”. The limit amount for this insurance shall be not less than $1,000,000 per occurrence and $2,000,000 aggregate.
- **Workers Compensation Coverage**: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors, or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of $500,000 each accident, $500,000 disease policy limit and $500,000 disease each employee.

- **Automobile Liability Coverage**: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than $1,000,000 combined single limit each accident.

- **Professional Liability Insurance**: A policy in an amount not less than $1,000,000 per claim.

- **Cancellation**: Cancellation clause of insurance not less than thirty (30) days.

- **Proof of Insurance**: The City of Walker reserves the right to require complete, certified copies of all required insurance policies at any time.

**Period of Performance**

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about July 1st, 2022, and conclude on or before June 30th, 2023.

**City of Walker Project Administrator**

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

Frank Wash, AICP, SHRM-CP  
Walker Assistant City Manager / Community Development Director  
Telephone: (616) 791-6850  
E-mail: fwash@walker.city

**Submission of Proposals**

Responding firms / teams are required to submit two (2) written copies of their proposal, which must have original signatures, and one (1) electronic copy in PDF. The proposal, whether mailed or hand delivered, must arrive at the office of the Walker City Clerk no later than 10:00 AM on **June 23rd, 2022**. Please mark a sealed envelope as “Proposal for a City of Walker Parks, Recreation & Open Spaces Master Plan.” A formal bid opening will be held in the office of the Walker City Clerk at 10:10 AM on the same date.
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 City of Walker also reserves the right, at its sole discretion, to waive minor administrative irregularities.

Most Favorable Terms

The City of Walker reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The City of Walker reserves the right to contact a respondent 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 some of or the respondent’s entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the City of Walker.

No Obligation Contract

This RFP does not obligate the City of Walker to award a contract for services specified herein.

Rejection of Proposals

The City of Walker 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.

Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

Signatures

The proposal 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 if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.
**General Scope of Work**

The scope of work the City of Walker is prioritizing focuses on a process and schedule of tasks required to prepare and produce a *2022 Parks, Recreation & Open Spaces Master Plan* that meets all applicable requirements of the Michigan DNR for establishing grant eligibility, as described in the current version of the *MDNR Guidelines for the Development of Community Parks and Recreation Plans* document.

❖ **PROPOSAL CONTENT**

Each proposal must contain, at a minimum, the following information:

**Business Organization**

State the full name and address of your organization and, if applicable, the branch office, sub-consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), email address(es) and respondent’s website address.

**Executive Summary**

Summarize the respondent’s strong points and how experience, particularly with similar responsibilities, will benefit the City of Walker. Include a description of the proposed scope, staffing and schedule.

**Project Proposal**

Describe the methods proposed for creating and publishing the *2022 Parks, Recreation & Open Spaces Master Plan*. Identify deliverables with emphasis on the stated priorities, scope, and intent of the project, including tasks and timelines. Emphasis on clarity and detail of the proposal will be important factors in evaluation of the responses. Proposals must identify a timeline for this project, including proposed beginning date, length of time to conduct each phase and completion date.

**Public Input**

Describe in detail the methods you will utilize to engage the public during this project.

**Project Staffing**

Provide an organizational chart with the staff you are committing to the project. Show lines of authority and communication and provide a brief role description with responsibilities for each person as they relate to the solicitation. Provide resumes for each person assigned to the project.
Pricing Methodology

Provide a pricing methodology with attention to detail and understandability that includes a properly designed and implemented all-inclusive response. The respondent shall include all associated costs to successfully complete the project including travel, printing, telephones, expenses, etc.

Authorized Negotiations

Include the names and telephone numbers of those persons in your organization authorized to negotiate the proposed contract with the City of Walker.

References

Provide a minimum of three (3) relevant references preferably of similar scope and complexity. Include the names of the projects, location, completion date, project cost and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

Provide permission for the City of Walker to contact any municipality or individuals, whether offered as references or otherwise, to obtain information that will assist the City in evaluating the proposal. The City of Walker retains the right to use such information to make selection decisions. Submittal of a proposal is an agreement that the City of Walker may contact and utilize such information.

Additional Information

The respondent may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

◆ EVALUATION CRITERIA

Parks and Recreation Committee

The City of Walker Parks and Recreation Committee will be responsible for evaluating the submitted proposals and submitting a recommendation of project award to the Walker City Commission for consideration. The Parks and Recreation Committee will focus on the following items when evaluating the proposals:

1. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing, and references.

2. Completeness of the proposal.
3. Responsiveness to all elements outlined in the RFP.

4. Whether the project proposal addresses the needs of the City regarding the proposed scope of services.

5. Experience and qualifications of the respondent and all identified team members.

6. Experience and results in performing the services desired by the City.

7. Whether the cost proposal is advantageous to the City.

City of Walker Parks and Recreation Committee Recommendation

The Parks and Recreation Committee will be responsible for making recommendations on the choice of a proposal to the Walker City Commission. The Walker City Commission remains the sole body responsible for awarding a contract. The Walker City Commission reserves the right to request additional information from the firms including, but not limited to, formal interviews and/or firm presentations. Should firms be requested to present to the Parks and Recreation Committee or the Walker City Commission, they will receive a minimum notice of seven (7) days.

Note: Submission of a proposal indicates acceptance by the firm / team of the conditions contained in this Request for Proposal.