

**Request for Proposals
Refresh of Central Park
Spring Lake Village**



**VILLAGE OF
SPRING LAKE**

Response Due Date: Tuesday, September 26, 2023 by 2:00 p.m.

Issued By:

The Village of Spring Lake
102 W. Savidge St.
Spring Lake, MI 49456

Tuesday, August 8, 2023

VILLAGE OF SPRING LAKE, MICHIGAN

Request for Proposals Refresh of Central Park Spring Lake, Michigan

September 26, 2023

GENERAL INFORMATION

The Village of Spring Lake issues this Request for Proposals (RFP) for Refresh of Central Park (807 Central Avenue, Spring Lake, Michigan 49546). All contact regarding this RFP should be directed to:

Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49456

Email: christine@springlakevillage.org

PURPOSE OF THE RFP

The Village of Spring Lake (Village) requests statements of interest, qualifications and proposals from professional planning, architectural and engineering firms (Consultant) that are capable of providing services including building code requirements and construction estimates leading to the design, of a renovated park that includes public engagement to construct a new pavilion, playground, improved dog park and other improvements resulting from the public engagement process and the consultant's recommendations for Central Park, 807 Central Avenue, Spring Lake, Michigan. The selected Consultant will provide the Village with a clear understanding of the project as detailed in the Scope of Services described in this RFP.

PROJECT OVERVIEW

The Village of Spring Lake has identified a need to create a plan for the renovation and improvement of Central Park in the Village of Spring Lake. There is a desire to include the residents in a public engagement process led by an experienced firm to propose renovations and improvements to the park such as a new and improved pavilion, a new playground along with other state-of-the-art renovations that will make the park more accessible to users and present more opportunities for use by the residents of the Village. The park is located at 807 Central Avenue and is north of Savidge Street, West of Fruitport Road and south of the Spring Lake Cemetery in the Village of Spring Lake.

COMMUNITY BACKGROUND

The Village of Spring Lake was founded as the Village of Mill Point in 1849; it was incorporated as the Village of Spring Lake in 1869 with a population of 1,169. Today the population is estimated at 2,546 (2020 Census). The population increases in the summer due to the influx of summer residents at condos and boat slips in the Village. The 1.91 square mile Village has a median age of residents at 44.8 years. There are many historic buildings, charming homes, local businesses, thriving marinas, a municipal boat launch, canoe and kayak launches, a sandy beach and fishing platforms within the Village boundaries. The bike and pedestrian paths in the Village connect to neighboring communities in all directions.

The Village of Spring Lake is closely aligned with the neighboring cities of Grand Haven and Ferrysburg (commonly called the “Tri-Cities”). The Village is also situated within the geographical boundaries of the Township of Spring Lake and works closely with the township on day-to-day activities. Spring Lake is on a peninsula surrounded on three sides by the Spring Lake and the Grand River. The Village is located about 25 miles northwest of Downtown Grand Rapids.

Spring Lake has a quaint downtown, which features local merchants and restaurants. Surrounding Spring Lake’s downtown area are many historic homes, some built in the mid-1800s. The majority of Spring Lake homes were built in the 1950s and 1960s, with many newer homes built on the community’s perimeter.

CENTRAL PARK BACKGROUND

The Village owns and operates eleven parks, of which Central Park is the largest and offers the widest range of options for residents. Seven of the parks provide access to either Spring Lake or the Grand River. One park has a boat launch. One park is the setting for the Farmer’s Market, provides facilities for rentals such as weddings and a splash pad. One park has a small playground adjacent to one of the non-motorized pathways in the Village.

Central Park currently has the following amenities:

- Three parking lots
- Sidewalks and paths leading into the park and to various areas of the park
- Three picnic shelters available for rental
- Three utility buildings
- One playground
- Basketball courts
- Two baseball fields
- Eight pickleball courts
- One ice skating rink (roller hockey in the summer)
- One dog park with a large and small exercise area
- One Chess table

The eastern most picnic shelters were donated by the Spring Lake Rotary Club in 1975. The western most picnic shelter was built and donated by the Spring Lake Rotary Club in 2010. Additional improvements were made in 2014 including converting the tennis courts to pickleball courts, new basketball courts, the installation of a new parking lot and a new storage facility located next to the ice rink. Additional minor improvements have been made since then. Central Park was included in a Parks & Recreation Assessment & Management Plan created in 2020. The goal of this RFP is to take that plan and utilizing the input of the public through a focus group and community engagement process, create a new design for the park and present the plan to the Spring Lake Village Downtown Development Authority (DDA).

CONSULTANT REQUIREMENTS

GENERAL

The consultant will arrange and attend meetings, coordinate activities as necessary, and obtain information to complete the Scope of Services described in this RFP.

This request is being sent to individuals and firms that are believed to possess relevant experience to complete the requested services in this RFP.

MINIMUM QUALIFICATIONS

The Village of Spring Lake is interested in receiving proposals from qualified firms or teams (Consultant Team) with multidisciplinary expertise. Proposals will only be accepted from firms or teams that have recent experience and provide details of project(s) of similar or greater scope and complexity as the services requested in this RFP within the past five (5) years.

LICENSING AND INSURANCE

The selected Consultant shall be licensed in the State of Michigan to conduct engineering or architectural business in the state. The Consultant shall obtain and maintain insurance

with limits of not less than \$1,000,000 against claims for injuries to persons or damage to property which may arise out of or in connection with services provided by the Consultant or Consultant's agents, representatives, employees or sub-contractors. The Village of Spring Lake shall be named as an additional insured on the policy of all contractors working on this project. Worker's compensation insurance with limits of not less than \$500,000 shall also be obtained and maintained for the life of the project.

PRE-SUBMISSION CONFERENCE AND TOUR

All prospective firms may schedule a pre-submission conference and a tour of the park with a representative of the Village to answer questions regarding the RFP. Contact Ms. Christine Burns, Village Manager at 616-842-1393 (or email; christine@springlakevillage.org) to set an appointment.

RESOURCES

Respondents may find the following resources about the Village of Spring Lake helpful in completing the proposal response:

- Village of Spring Lake website: www.springlakevillage.org
- Village of Spring Lake Facebook page: [www.facebook.com/Spring Lake Village](https://www.facebook.com/SpringLakeVillage)
- Spring Lake DDA website: www.visitspringlakemi.com
- 2020 Parks & Recreation Assessment & Management Plan: <https://documentcloud.adobe.com/lnik/track?uri=urn:aaid:scds:US:6124bc73-a306-439d-818a-47894432d8ec>

SCOPE OF SERVICES

The selected Consultant will provide the Village with a clear and complete plan for the renovation and improvement of Central Park after meetings of the focus group and public engagement sessions have determined the specific improvements needed at the park.

Items to be considered for improvement or additions to the park include, but are not limited to the following (the items listed represent possible improvements; the final determination will be made based on the meetings of the focus group and the public engagement sessions):

1. Buildings
 - a. Remove existing restroom facility
 - b. Remove existing pavilions (#1 & #2)
 - c. Construct a new pavilion/restroom facility
2. Parking Lots
 - a. Repaving/restriping as necessary
3. Playground
 - a. Remove existing playground (except new accessible swings installed in 2023)

- b. Install new playground equipment with a focus on accessibility
- c. Install seating at the playground
- 4. Dog park
 - a. Level the area
 - b. Improve drainage
 - c. Increase the size of the 'small dog' area
 - d. Add benches & tables
 - e. Add shade structures
 - f. Improve landscaping
 - g. Add a dog wash station
 - h. Add a water station in the 'small dog' area
 - i. Evaluate fencing requirements
- 5. Other
 - a. Renovations to the existing infrastructure (i.e. irrigation, lighting, etc.)
 - b. Provide seating and shade between Pickleball and basketball courts
 - c. Evaluate the skating rink for possible refrigeration
 - d. Evaluate location of pathways
 - e. Landscaping additions to the park, including the entrance on Rotary Drive

A final plan will be presented to the Spring Lake Village Parks & Recreation Board that includes the proposed improvements and an estimate of construction costs detailed for each improvement noted in the plan. The Parks & Recreation Board will make a recommendation to Village Council.

The Consultant will attend meetings of the focus group as necessary and plan at least one public engagement session for the public to provide input to the plan.

SUBMITTAL OF RFP

SUBMITTAL REQUIREMENTS

The following information shall be required in the RFP submittal:

1. Letter of Transmittal –The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:
 - a. Company name, address, and telephone number(s) of the firm submitting the proposal.
 - b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
 - c. Federal and state taxpayer identification numbers of the firm.
 - d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
 - e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to its proposal.
 - f. Submit a statement which indicates that the “proposal shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the Village of Spring Lake.”
2. General Vendor Information – Provide the following information:
 - a. Length of time in business.
 - b. Length of time in business of providing the services detailed in this RFP.
 - c. Location of the office which would service this account (location of headquarters and any field offices that are not providing service to this project should also be listed).
3. Description of Services – Provide the following information:
 - a. Describe how your firm is positioned to provide the services listed in this RFP and provide a history of experience providing similar services. In particular, describe previous work in West Michigan to renovate and improve community parks similar to the Spring Lake Central Park property.
 - b. Describe your approach and methodology to providing these services.

- c. Provide insight as to how your team may propose to phase this project and your proposed schedule for each phase of this project.
4. References - Provide the following information:
 - a. Name, title, address, and telephone number of three references of clients for whom you have provided similar services.
 - b. Describe the actual services provided and the length of tenure providing services to each client referenced.
5. Staff Resources – Provide the following information:
 - a. Identify names of principals or sub-CONSULTANTS and key personnel who, if your firm is selected, will actually provide the required work of the RFP.
 - b. Summarize the experience and expertise of these staff members (or subs).
 - c. Describe the role and responsibilities that each of these individuals will have on this project.
6. Default – Provide details of any action resulting in the termination of a contract in the past five years for default. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address and telephone number of the party. If NO such terminations for default have been experienced by your firm in the past five years, declare that. The Village will evaluate the facts and may, at its sole discretion, reject the firm's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this firm.
7. Summary – Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that helps the Village of Spring Lake determine your overall qualifications. Your proposal summary is not to exceed two pages.
8. Cost of Services – As stated previously in this RFP, the goal of this project and the RFP is to have the park property renovated in a manner that meets the requirements of the Village, the Michigan Building Code and is fully usable by the Village and the public. With this in mind, submit the following:
 - a. Submit a proposed price for the RFP as stated.

- b. Provide a detailed timeline for the creation of the Plan and include a suggested time for the Village to respond to each submittal made by your firm.

EVALUATION CRITERIA AND PROCESS

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personnel expertise
4. Ability to provide requested services
5. Compatibility with end users
6. Project approach including timing for the project and plan for utilizing grants to reduce costs for the project.
7. Project price
8. References

The committee may choose to interview the interested firms prior to making a final determination on the submittals.

DEADLINE FOR SUBMISSION OF PROPOSALS

1. Four (4) paper copies and one digital copy of the proposal must be received by the Village of Spring Lake prior to 2:00 PM on Tuesday, September 26, 2023. All copies of the proposal must be plainly marked as “**CENTRAL PARK REDEVELOPMENT PROPOSAL**”. Proposals shall be delivered or mailed to:

Ms. Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49546

2. Any questions regarding this proposal are to be submitted in writing (mail or email) no later than Friday, September 8, 2023 to:

Ms. Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street

Spring Lake, Michigan 49546
Phone – 616-842-1393
Email – christine@springlakevillage.org

MISCELLANEOUS

1. The Village of Spring Lake reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the sole judgment of the Village of Spring Lake, best meets the requirements of the project.
2. The Village reserves the right to change the RFP contents or issue amendments to this RFP at any time.
3. In the event of a material modification, all known and/or potential applicants will be notified of an amendment to this RFP. If deemed necessary by the Village, applicants will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.
4. The Request for Proposal creates no obligation on the part of the Village of Spring Lake to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Village of Spring Lake reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
5. The Village of Spring Lake further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the Village of Spring Lake may request.
6. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the Village of Spring Lake should not, upon written request, disclose such materials.
7. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, the Village of Spring Lake has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of

the Vendor is solely within the discretion of the Village of Spring Lake. After the contract award has been announced, no unsuccessful Vendor should submit additional information for consideration by the Village of Spring Lake or have any subsequent contact with Village of Spring Lake employees or officials, other than to receive a debrief from an authorized individual.

- 8.** Job Familiarization – Vendor is urged to make itself fully aware of all job and facility requirements. Vendor is encouraged to make an appointment to visit and tour the exterior and interior of the building. Vendor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by the Village of Spring Lake.
- 9.** In the event that the firm to whom the services are awarded does not execute a contract within thirty (30) calendar days after Village Council approval of the award, the Village may give notice to such firm of intent to award the contract to the next most qualified firm or to call for new proposals and may proceed to act accordingly.
- 10.** The Village will not reimburse vendors for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- 11.** The contract between the successful applicant and the Village may be terminated by the Village for convenience upon not less than thirty (30) days advance written notice. The selected firm shall be entitled to just and equitable compensation for any satisfactory work completed prior to the termination date.
- 12.** Under no circumstances will any damages be paid as a result of the termination of this contract. The Village reserves the right to terminate the contract without a thirty (30) day written notice if the contracted firm fails to comply with any of the terms and conditions of this RFP or subsequent contract as determined by the Village at its sole discretion.
- 13.** Equal Employment Opportunity/Anti-Sexual Harassment Policy. During the term of the contract, the selected firm shall comply in all respects with the Equal Employment Opportunity Act. The selected firm shall have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age. Findings of noncompliance with applicable state or federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of the contract.
- 14.** The selected firm shall comply with the provisions of the Americans with Disabilities Act.

15. The RFP and subsequent contract shall be governed by and construed according to the laws of the State of Michigan.

16. Non-Enforcement by the Village. The selected firm shall not be excused from complying with any of the requirements of the RFP or contract because of any failure on the part of the Village, on any one or more occasions, to insist on the selected firm's performance or to seek the selected firm's compliance with any one or more of said terms or conditions.

17. All submitted proposals are subject to the Michigan Freedom of Information Act.

18. All contracts are subject to review by the Village of Spring Lake legal counsel.

Prepared and distributed by the Village of Spring Lake, Michigan

Ms. Christine Burns, Village Manager