

**LELAND TOWNSHIP
PARKS & RECREATION**

Leland Township
123 N. St. Joseph Street
Phone: 231-256-7546 X 202

**REQUEST FOR PROPOSALS
PLANNING CONSULTING SERVICES
Hancock Field Land Use**

Leland Township is seeking proposals from qualified professional planning firms to complete a land use study of Hancock Field in Leland, MI. Approximately 8 acres of land is used as Leland Public Schools athletic facilities. In addition, a portion of the property was acquired with Michigan Natural Resources Trust Fund assistance.

Interested firms are invited to submit proposals to assist the Township in completing this study. The services required are described in the following sections of this Request for Proposals (RFP). The 2020-2025 Recreation Plan is available for reference on the Township website at: <https://www.leelanau.gov/lelandtwpparks.asp>

Scope of Work

The selected firm will work with Leland Township Parks & Recreation Commission to update design sample use plans.

Following is the scope of work required for this use study:

- Offer options for best configuration of Hancock field to best suit the needs of today's stakeholders including:
 1. Leland Township Citizens
 2. Leland Public Schools
 3. Adjoining neighbors
 4. Soccer Club
 5. Township Visitors
 6. Leland Country Club
 7. 4th of July Festivities
- Add new plan content as needed, including but not limited to:
 - Selecting photos and developing illustrations (photos may be provided by Leland Township)
 - Text and maps describing/illustrating current and proposed future configuration
- Community Survey
 - Develop an online survey to gauge public opinion of the existing park facilities and desired improvements
 - Conduct the survey and tabulate the results
 - Present the survey results to the Leland Parks & Recreations Commission
 - Incorporate the survey results into the plan text

- Facilitate at least two (2) public meetings to gather public input to be incorporated into the plan
- Incorporate into the plan description of properties and most current deed restrictions
- Provide formatting and layout for the plan
- Provide high level conceptual cost estimates for phasing and funding purpose

Project Schedule

It is anticipated that the contract for consulting services will be awarded within forty-five (45) days of the deadline for submitting proposals in response to this RFP. The proposal should include a schedule that identifies the timing of major tasks, beginning with the contract award and ending with adoption by the Leland Township Board.

Please note: The draft plan must be completed no later than **July 15, 2021** to allow time for review and a public hearing to be held, with final adoption by the Township Board in **October 2021**.

Qualifications

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the firm. The resumes of key personnel that would be assigned to the project should also be provided. In addition, related experience during the last five (5) years should be provided (include the name of the community, contact person, and phone number).

Project Cost and Contract

The proposal should include the following cost information:

- Lump sum project cost with a breakdown illustrating the costs of various deliverables
- Estimate of the amount of staff time required to complete the project
- Number of meetings/site visits included in the project cost
- Fee schedule for additional work

The County desires a professional services contract with a **not-to-exceed fee** for the required services. The contract shall include language to allow the project to be terminated by joint agreement of the parties with full compensation being made to the consultant for expenses incurred and work completed to the Township's satisfaction up to and including the contract termination date.

Proposal Evaluation

Once the proposals are received, they will be reviewed by the Parks & Recreations Commission. One (1) or more of the firms submitting proposals will be interviewed by the Commission prior to their making a recommendation to the Leland Township Board, who will make the final selection.

The proposals will be evaluated by the Commission based on the criteria listed below. Firms are encouraged to structure the proposals to address the information in the order listed below.

1. **Understanding of the Project** – A brief statement of the firm’s understanding of the project including an overview of the plan to complete the scope of work in this RFP.
2. **Qualifications of the Firm** – The firm’s experience in similar projects in the last five (5) years, as described previously.
3. **Qualifications of the Personnel** – The qualifications of the individuals assigned to the completion of the Land Use Study.
4. **Project Schedule** – The proposed schedule, as described earlier.
5. **Project Cost** – The total project cost as well as the value of services provided by the firm.

Deliverables

At the close of the project, the selected consultant shall provide an electronic copy of the Land Use Plan in Portable Document Format (PDF) as an unsecured document, which is suitable for reproduction. The selected consultant shall also provide all digital source files used to develop the Land Use Plan. Once submitted, all deliverables become the property of Leland Township.

Submittal Instructions

To be considered, five (5) copies of the completed proposal, along with one (1) digital copy (PDF) on a standard flash drive, must be submitted via **U.S. Mail, UPS, FedEx, or personal delivery** in a sealed envelope clearly marked: REQUEST FOR PROPOSALS – by Noon on **February 12, 2021** to:

Leland Township
123 N. St. Joseph Street
PO Box 238
Lake Leelanau, MI 49653
Drop Box is in the front of the Office.

Emailed proposals will not be accepted. Proposals arriving after the deadline will remain unopened and will be disqualified.

Questions regarding the proposal may be directed to:

Susan Och
Township Supervisor
Leland Township
Phone: 231-256-7546 X 202
Email: lelandoch@gmail.com

Karen Kirt
Parks and Recreation Member
Leland Public School
Email: kkirt@lelandschool.com

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