



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2110

Telephone: (734) 240-7250 · Fax (734) 240-7266

April 3, 2018

Dear Consultant:

The County of Monroe is seeking a professional consultant to facilitate the review, revision, and update of its 5 Year Recreation and Open Space Plan. The Parks Commission in conjunction with Planning Department staff would be the lead body to guide the update and public participation process. The planning area for the updated Plan will include all parks and open space areas owned and maintained by the County of Monroe and should consider connections and relationships to the Raisin River and surrounding residents. A copy of the existing plan can be found at: http://www.co.monroe.mi.us/Parks-Recreation/recplan2013_final_approved.pdf

The purpose of the Monroe County Recreation and Open Space Plan is to identify existing recreational opportunities, to assess the need for future recreational needs, to provide direction for the future development of parks and recreational programs, and to develop programs and strategies in order to meet the emerging recreational demands of a changing population.

The Recreation Plan Scope of work will include:

- Document Facility Inventory and Analysis of current park facilities, amenities, and their current life cycle status.
- Develop a Needs Assessment/Environmental Scan
- Identification of changes from current plan for Opportunities, Strategies, and Vision
- Provide Final Recommendations, Strategic Plan Document, and Executive Summary

The Monroe County Planning Department will conduct any necessary public surveys and outreach. In the proposal, the consultant shall describe the overall technical and creative approach that demonstrates that the consultant understand the needs and objectives of this RFP and that the proposed method meets the Michigan DNR requirements for a Comprehensive Recreation, Park, and Open Space Plan.

The Responses to this RFP must not be more than 2 pages in length, 12 point font (and include the following:

1. A description of the approach to be taken toward completion of the project;
2. A summary scope of work that includes steps to be taken, including any products or deliverables resulting from each task;
3. A proposed schedule that indicates project milestones and overall time for completion in table format;
4. Provide digital links to 3 comparable projects in progress or completed for municipalities in Michigan.
5. Proposed Fee - Describe the allocation of the project budget by task (time, personnel, etc.). Identify the base fee for professional consulting and include per hour fee for additional work to be performed. Provide your proposal as a cost not to exceed and the billing rate(s) applicable

The final date for submitting a proposal is **Friday, April 20, 2018 at 4:00 P.M.** Eastern Standard Time to Annamarie Osment, Monroe County Finance Department, 2nd Floor, 125 East Second Street, Monroe, Michigan 48161. Your proposal must be sealed and clearly marked "**5 Year Recreation Plan Update**" so that no error in opening may occur. If sent by overnight mail in a mail shipping package, include the proposal in a sealed envelope inside the mail pack. Alternatively, respondents may submit proposals by the same deadline via electronic mail as a separate Microsoft Word or PDF document attachment to annamarie_osment@monroemi.org. Indicate on the cover of the transmission in the subject header a sealed proposal is attached.

The County of Monroe reserves the right to accept or to reject any and all proposals, to waive any irregularities and to make an award that is determined by the County of Monroe to be in the best interest of the County.

Sincerely,



Annamarie Osment
Operations Coordinator