



**PARKS AND RECREATION 5-YEAR MASTER PLAN UPDATE
REQUEST FOR PROPOSALS**

**Proposal Due Date:
Thursday, July 10 by 5 PM**

Issued by:

**City of Berkley
3338 Coolidge Hwy
Berkley, MI 48072**



**REQUEST FOR PROPOSALS (RFP) FOR
PARKS AND RECREATION 5-YEAR MASTER PLAN UPDATE**

The City of Berkley (hereafter “City”) is soliciting proposals from qualified firms/individuals consultants to assist in the update of a Five-Year Master Plan for the Parks & Recreation Department. The selected consultant will develop and assemble the required documents and facilitate meetings and processes required to draft the 5-year plan.

BACKGROUND INFORMATION:

The City of Berkley has nine parks ranging in size from 0.7 to 17.9 acres. The City also has a community center, seven baseball fields, and ten tennis courts. Special events, such as Winterfest and Summerfest play a huge role in the outreach the Parks & Recreation Department does in the community.

Development of Oxford Park, construction of an inclusive park at Bacon Park and a complete refurbishment of Community Field #1 are some of the major changes seen in the Parks and Recreation landscape since the last Recreation Master Plan was adopted in 2020. A grant from the Land and Water Conservation Fund (LWCF) helped develop Oxford Park which includes a new playground, splash pad and bathrooms.

City staff has assembled and prepared much of the background information required for the recreation plan including the community description, administrative structure, and inventory of parks and recreation facilities.

SCOPE OF WORK

The selected consultant will provide the following services:

- Develop a map of the city showing recreation facilities
- Provide photographic documentation of each park and its facilities
- Facilitate two (2) public meetings and a minimum of two (2) focus groups (participants to be determined) to help identify priorities, goals and objectives for the next 5 years
- Provide a survey with a return rate that accurately represents a sampling of the community population to identify community needs and issues on the recreation and park programs and facilities. This survey will be used as a baseline to determine needs, desires and willingness to pay
- Identify updated goals and objectives with a coordinating action plan – develop a set of prioritized recommendations for maintenance and renovation of parks and recreation facilities
- Assemble all updated information and develop a Parks and Recreation Plan update for the City’s consideration, in accordance with Michigan Department of Natural Resources (MDNR) guidance documents and include all requisite components for certification by the MDNR.
- Present the plan at the Recreation Advisory Board meeting
- Present the plan at the City Council meeting

The consultant will also meet with City staff as needed. The City will base its Action Program on the recreation inventory as well as the objectives outlined by the public.

The Consultant will provide an electronic copy of all meeting material. City staff will make the necessary number of copies.

PROJECT SCHEDULE (ALL DATES ARE ESTIMATES, FINAL PLAN MUST BE COMPLETE BY JANUARY, 2026)

RFP Response deadline	July 10, 2025
Recommendation to City Council	August 4, 2025
Plan preparation and public input meetings and focused group meetings	August 5, 2025 – October 31, 2025
Present plan to Parks and Recreation Advisory Board	November 13, 2025
Present plan to City Council	December 1, 2025

FINAL PRODUCT

Five bound copies and a PDF of the adopted master plan. All electronic files of text, map and graphics incorporated in the plan should also be provided to the city.

PROPOSAL FORMAT

The proposal shall include the following:

1. **Proposed work schedule:** Include project milestones and overall time for completion, including project deliverables for each task
2. **Previous project experience:** Describe the firm’s experience in development similar plans for municipalities in Michigan
3. **Resumes of staff members who will be working on the project**
4. **Proposed Approach:** Description of the approach and methodology to be used in updating the plan
5. **Fees:** A line-item budget detailing all project costs to the City, including projected number of hours and personnel involved and hourly rate for each task. The consultant should propose an hourly Not-to-Exceed Fee. The fees should be broken down by phases or tasks as proposed in the approach, with a separate estimated budget for reimbursable costs.
6. **Completion of required forms provided by the City of Berkley:**
 - A. [Non-Discrimination Affidavit](#)
 - B. Five (5) references, including name, address and phone number of the primary contact person
 - C. [Non-Collusive Affidavit](#)
 - D. [Conflict of Interest Disclosure Form](#)
 - E. [Hold Harmless and Indemnity Form](#)
 - F. [Iran Business Relationship Affidavit](#)

CONTRATOR'S QUALIFICATIONS:

1. EXPERIENCE

No award will be made to a company that is in violation of any State laws or local ordinances.

2. INSURANCE REQUIREMENTS:

The Contractor shall comply with the requirements of the Michigan Workmen's Compensation Law, and shall maintain Commercial General Liability insurance, as specified below. Proof of insurance coverage shall be provided to the City Clerk prior to commencing work. All required insurance shall name as Additional Insured's the City of Berkley, including all elected and appointed officials, employees and volunteers. Such insurance shall include an endorsement that 30 days advance written notice of cancellation or non-renewal of, or material change in, any such insurance shall be provided to the City.

The Contractor shall secure and maintain, during the life of this contract, Worker's Compensation Insurance as required by Michigan State Law, for all employees performing work under this contract.

The Contractor shall secure and maintain, during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.

The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including all applicable no-fault coverage, with limits of liability not less than \$500,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

The Contractor shall secure and shall maintain during the life of this contract, Owner's and Contractor's Protective Public Liability and Property Damage Insurance in the name of the City of Berkley, in an amount not less than \$1,000,000 for injuries, including accidental death, to each person; and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of each accident and property damage in an amount not less than \$200,000 each accident and \$200,000 aggregate.

3. LICENSE TO DO BUSINESS IN MICHIGAN

At the time of awarding the contract, successful vendor must provide proof to the City of Berkley that the firm/company is licensed to do business within the State of Michigan.

4. RIGHT TO ACCEPT, REJECT AND WAIVE DEFECTS

The City reserves the right to accept any proposal, to reject any and all proposals, and to waive any defect or irregularity in any proposal if it is deemed to be advantageous to the City to do so. In particular, any alteration, erasure, or interlineation in the specifications which are made a part,

specifically of the instructions or of the form of proposal, shall render the accompanying proposal irregular and subject to rejection by the City. In case any explanation, additions or alterations are to be offered, they shall be indicated on separate sheets attached to the proposal and referred to therein.

The City reserves the right to award the contract for the scope of work in its entirety, or to award any part or parts of the contract. The City also reserves the right to award the any part or parts of the contract to one or more Contractors as it deems advantageous to the City.

It is the intention of the City to award the contract to a Contractor whose ability and financial resources are fully equal to the task of performing the work in a satisfactory manner. With this end in view, the form of proposal calls for at least three (3) commercial references concerning their ability to do this particular class of work. The bidder may be required to furnish current evidence of its financial status.

The City reserves the right to determine the acceptability of any Contractor which shall be at the sole discretion of the City.

5. SAFETY

The Contractor shall take all reasonable precautions for safety and shall provide all reasonable protection to prevent damage, injury or loss to persons and employees of the City. The Contractor shall comply with all OSHA regulations, as they relate to, and are applicable to the performance of the work of this contract.

6. LEGAL CONDITIONS

The Contractor agrees to abide by all Federal, State, County and Local laws and regulations.

REVIEW AND SELECTION:

All submissions or parts thereof become public records of the City of Berkley and are subject to the Michigan Freedom of Information Act. Responses to the RFP will be reviewed by the City staff with a final recommendation made to the City Council. The City reserves the right to request interviews with respondents as needed. All proposals submitted may be subject to clarifications and further negotiation.

All documents submitted in response to the RFP will become the property of the City of Berkley. The City reserves the right to reject any or all proposals, accept and/or waive any informalities or technicalities when deemed in the best interest of the City.

QUESTIONS PERTAINING TO REQUEST FOR QUALIFICATIONS

All questions regarding this RFP shall be submitted via email on or before July 3, 2025 and should be addressed to dmcminn@berkleymi.gov. Should any respondent be in doubt as to the true meaning of any portion of this RFP, or should the respondent find any ambiguity, inconsistency or omission therein, the respondent shall make an emailed request for an official interpretation or correction.

SUBMISSION

All responses to this RFP are due and must be delivered to the City Clerk on or before **Thursday, July 10 at 5 PM.** Responses must be clearly marked: “RFP for Parks and Recreation 5-year plan update” and show the respondent’s name and address. If you are responding with the provision of a limited scope of services, (e.g. prosecution only) please make this point clear in your introduction. Proposals must be provided electronically in a PDF format. They may be mailed, hand delivered or emailed to the attention of:

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