



CHARTER TOWNSHIP OF MERIDIAN
Request for Bid (RFP)
Parks and Recreation 5 Year Master Plan

OWNER: Charter Township of Meridian
Parks and Recreation Department
2100 Gaylord C. Smith Court
Haslett, MI 48840

CONTACT PERSON: Courtney Wisinski, Parks & Recreation Director

CONTACT PHONE: 517.853.4604
E-mail: <mailto:wisinski@meridian.mi.us>

PROJECT NAME: Community 5-Year Parks and Recreation Master Plan Update

BIDS DUE: Friday, December 5, 2025, by 3:00 PM

Community Description:

Meridian Township has a population of 43,916 and encompasses 32.5 square miles. The park system consists of 933 acres of parkland in 30 parks including a nature center, historical village, senior center and farmers' market. In addition, the Parks and Recreation Department acquires, develops and maintains more than 85 miles of bicycle-pedestrian pathways, 20 miles of nature trails, and 968 acres of land preserves. Meridian Township has special millages that support parks, recreation, senior center, nature center, bicycle-pedestrian pathway and land preservation. The parks are governed by an elected five-member Park Commission who have jurisdiction over parkland in the township.

Project Description:

The 5-Year Recreation Plan must meet all requirements of the Michigan Department of Natural Resources (MDNR) Grants Management Division as outlined in their guidelines material (IC1924) at <https://www.michigan.gov/dnr/buy-and-apply/grants/rec/5-yr>. The plan will be used to help assist priorities for the department and guide future development needs in our community and region.

Staff of the Parks and Recreation Department will complete the updates for items 1-4 of the plan which include the Community Description, Administrative Structure, Park Inventory and Resource Inventory. The portion of the plan that requires professional assistance includes items 5, 6, 7, and 8 as well as drafting the executive summary.

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1. Community Description
2. Administrative Structure
3. Inventory of Existing Parks, Natural Areas and Recreation Facilities
4. Natural Resource Inventory
5. Description of the Planning Process
6. Description of Public Input Process
7. Goals and Objectives
8. Action Program

Proposal Preparation Instructions:

Please provide, as a minimum, with the following information in your proposal:

1. A detailed written description of the firm's understanding of the project, delivery approach, and proposed methods and work tasks to complete the work requested in this proposal.
2. A list of the people proposed for the work and a brief description of their education and experience and responsibilities on similar projects. List primary contact for projects.
3. A table listing the proposed personnel to be assigned to the project, their anticipated hours for each task, and total hours for each phase.
4. General company information including size, years in business, and philosophy. Include a description of the company's quality operating system.
5. Project histories for at least three similar projects both in project type and budget reference with contact information.

Content of Submissions:

1. Assisting the Township with defining their goals (2-3 meetings with the Park Commission and staff)
2. Facilitating public input meetings (2 or more meetings)
3. Facilitating a community survey and preparing a summary of the input
4. Providing an updated 5-Year Parks and Recreation Plan in paper and pdf format.

Required Information in Proposal:

Judging of Submissions:

The Township will judge submissions received based on professional qualification and experience, completeness of submission, quality of product, ability to meet project work schedule and total bid costs. The Township reserves the right to reject all bids, waive informalities or irregularities and accept the bid that it determines to be in the best interest of its residents, which may not necessarily be the lowest bid. All services provided will be consistent with the Township's policies and procedures.

Instructions:

Complete the A- Content of Proposal Form and the B- Proposal Form for Professional Services. These forms are applicable only for this project and all information requested must be submitted in three (3) copies to:

Meridian Charter Township, Clerk's Office
Attn: Courtney Wisinski, Director of Parks and Recreation
5151 Marsh Road
Okemos, MI 48864

Content of Proposal Form – A:

1. At the time of when the contract is signed, the company shall provide Meridian Township:
 - a. Statutory Workers Compensation Insurance
 - b. Comprehensive General Liability Insurance: \$100,000
 - c. Statutory Comprehensive Automobile Liability Insurance

2. If submittal is by association with more than one firm, outline for each firm, specific professional serviced responsibilities as it related to this project.

3. Please identify any additional supportive information not addressed in this proposal, which may be important for Meridian Township to consider evaluating your proposal.

4. Please describe, in detail, the process/steps that the firm will use to develop the most dynamic, creative and achievable plan.

5. The firm selected shall agree not to discriminate against any employee or applicant for employment because of gender, race, age, religion, color, national origin, or disability status.

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Proposal Form for Design Services – B:

Organization Name:

Contact:

Email:

Address:

Telephone Number:

Total Not to Exceed Cost:

Submission Deadline: December 5, 2025, by 3:00 pm

Send Bids to: Meridan Township Clerk's Office

Parks and Recreation Department – Master Plan RFP

5151 Marsh Road

Okemos, MI 48864