



## **CITY OF MUSKEGON**

### **REQUEST FOR PROPOSALS**

PROJECT NAME:	Park Design Services
DATE OF ISSUANCE:	Tuesday, June 10 <sup>th</sup> 2025
DATE PROPOSAL DUE:	Thursday, July 10 <sup>th</sup> 2025
ISSUING OFFICE:	City of Muskegon c/o – Parks & Recreation 1350 East Keating Avenue Muskegon, MI 49442 Tel. (231) 724-6776

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**ATTACHMENT A – MASTER PLANS: Kruse Park, McGraft Park, Hartshorn Boat Ramp & Richards Park**

**Note:** Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact Kyle Karczewski at the City of Muskegon via (231) 724-6776 or via E-mail at [kyle.karczewski@shorelinecity.com](mailto:kyle.karczewski@shorelinecity.com)

## **PROPOSAL & AWARD**

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax No. \_\_\_\_\_

## **INSTRUCTIONS TO BIDDERS**

### ***PROPOSALS***

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each bidder will include in their proposal submittal a listing of comparable projects and the names of any proposed sub-consultant/contractor.

### ***SUBMITTAL OF PROPOSALS***

Three (3) copies of the proposal documents shall be submitted in a sealed envelope:

City of Muskegon  
Attn: Clerk's Office  
RE: Park Design Services  
933 Terrace Street  
Muskegon, MI. 49440

The envelope shall be clearly marked on the exterior denoting the name of the business submitting the proposal and the name of the particular RFP for which the proposal is offered.

The proposals shall be submitted by no later than 2:00 PM on Thursday, July 10<sup>th</sup>, 2025.

### ***AWARD / REJECTION OF PROPOSALS***

The City reserves the right to reject any and all qualifications/proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

## ***CITY RESPONSIBILITIES***

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager (Kyle Karczewski) with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, and other documents prepared by the bidder and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the bidder in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

## **SPECIFIC PROJECT INFORMATION**

The City of Muskegon is seeking proposals from qualified firms to provide park engineering services for the planning, design, and implementation of park infrastructure improvements. This project will involve the development of engineering solutions for various amenities, including but not limited to an ADA Kayak Launch, Pickleball Courts, an automated gate and an accessible ramp.

The objective of this RFP is to select a firm with expertise in park design, engineering, and construction to develop innovative, functional, and sustainable solutions that enhance the community experience. These amenities are based on master plan concepts informed by a robust public engagement process.

### ***PROJECT OVERVIEW***

The selected firm will provide park engineering services for conceptual designs already established for four (4) City of Muskegon Parks: Kruse Park, Richards Park, Hartshorn Boat Ramp & McGraft Park.

#### ***Master Plan Priorities for Design & Cost Estimates:***

***All Concepts highlighted here are called out on the individual master plan concepts and may be phased if the cost estimate is below the full project cost. If a certain project is deemed not viable due to permitting or other unforeseen challenges, the City may choose a different element from the master plan concept.***

#### **Richards Park: Accessible Kayak Launch - \$200,000**

The master plan includes an accessible Kayak launch and the appropriate paving to make this parking and launching area accessible as well. This proposed amenity is in the 100-year flood plain so permitting will be necessary for this project if staff and the selected firm deem this project viable. If it is not, we will look into other master plan elements from the concept.

#### **McGrift Park: Resurface & Redesign Tennis Courts into Pickleball & Tennis Courts – \$390,000**

This park has 2 sections of tennis courts that will need resurfacing and new fencing. The main court is roughly 300ft x 100ft (6 tennis courts) and a secondary court that is 200ft x 100ft (4 tennis courts). We would like the main court to maximize pickleball while including 2 tennis courts and the secondary court to be multipurpose. This can be a phased approach but the community would like to see at least one of these courts renovated within this master plan.

#### **Kruse Park: ADA Ramp to Beach & Automated Entry Gate - \$380,000**

The Kruse Park beach access ramp was destroyed with the Lake Michigan high waters of 2020. It is a priority of the City of Muskegon to replace the ramp at this park and restore this additional

access point. There may be additional work to replace the decking or make repairs to the approach. This park is located on a sand dune and may require EGLE permitting.

**Hartshorn Park: Boat Launch & Park Improvements - \$200,000**

Inspection of the current boat ramp infrastructure and suggestions for improvements. If that is deemed in fair to good condition, the priority for this park is a paved accessible fishing area as highlighted on the master plan.

## **SCOPE OF REQUESTED SERVICES**

### 1. Site Evaluation and Analysis:

- Conduct an assessment of existing park conditions and infrastructure (e.g., roads, pathways, utilities).
- Identify any site constraints or challenges related to topography, soil conditions, and accessibility.
- Perform a utility investigation (water, sewer, electricity, etc.) to inform design and planning.

### 2. Design Development:

- Prepare engineering designs for infrastructure improvements, including grading, drainage, paving, and utilities. This may include topographic survey as necessary.
- Incorporate sustainable design principles into the engineering, such as stormwater management, energy-efficient lighting, and low-impact materials. New hard surfaces (roofs, pavement, etc.) may be subject to the City's storm water management regulations which can be viewed at the bottom of this webpage: <https://muskegon-mi.gov/city-services/public-works/engineering/>.
- Lead all required permitting processes, and ensure designs prepared comply with all permitting and other applicable regulations.

### 4. Cost Estimating:

- Provide detailed cost estimates for the proposed engineering solutions, including infrastructure, utilities, and amenities.
- Develop cost breakdowns by phase, if applicable.

### 5. Bidding and Procurement Support:

- Prepare detailed specifications, bid documents, and drawings for the construction of the park improvements.
- Lead the competitive bidding process, including responding to bidder questions during the bidding phase and making a recommendation for award.

### 6. Construction Support:

- Provide support during the construction phase, including answering RFIs (Requests for Information), reviewing submittals, reviewing and recommending approval of contractor-prepared pay estimates and change orders, and conducting site visits.
- Ensure the project is completed per the approved plans, specifications, and budget.



## **PROPOSAL REQUIREMENT**

Proposals must include the following components:

1. **Firm Overview:**
  - A brief history of your firm and its qualifications, including experience with similar park engineering projects.
  - Overview of your firm's key staff, including resumes for each person involved in the project, including an organizational chart. Indicate what roles will be completed by sub-consultants.
2. **Project Approach:**
  - Description of your firm's approach to park engineering services, including methodology for design, community engagement, and coordination with other professionals.
  - A proposed project schedule outlining key phases, deliverables, and milestones.
3. **Relevant Experience:**
  - Provide a list of at least three (3) similar park or recreational infrastructure projects completed in the last five years.
  - Include references for each project, with contact information.
4. **Cost Proposal:**
  - A detailed fee proposal, including hourly rates for key personnel and an estimated total project cost.
  - Include a breakdown of costs by phase of work (e.g., design, bidding, construction support, etc.).
5. **Project Timeline:**
  - Provide a detailed timeline for completing the work outlined in the scope of services. Indicate milestones for each major task and the estimated number of weeks required to complete each task.
6. **Sustainability and Innovation:**
  - Highlight any innovative or sustainable practices you plan to incorporate into the park design and engineering process.

## **CONTENTS OF PROPOSAL SUBMITTAL**

At a minimum, each proposal shall include the following items:

**SIGNED AND COMPLETED PROPOSAL**

**LISTING OF ANY IDENTIFIED SUBCONTRACTORS**

**COPY OF INSURANCE (IF NO OBJECTIONS, SUBMIT UPON AWARD)**

### **PROJECT SCHEDULE**

It is critical to have these projects constructed during the 2025 or 2026 construction season(s) due to funding rules.

### **PARK DESIGN CONSIDERATIONS**

Questions on the desired playground elements can be submitted to Kyle Karczewski via email ([kyle.karczewski@shorelinecity.com](mailto:kyle.karczewski@shorelinecity.com)). Questions received prior to Tuesday, July 8, 2025 will receive a response prior to the acceptance of the RFP. Requests received after that date will receive a response pending staff availability.

## **EVALUATION**

The project will be awarded based on Qualifications Based Selection (QBS) criteria to the firm(s) that provide a proposal that is most responsive to meeting both the needs of the project and the City of Muskegon.

Proposals will be scored in four categories, by a scoring team composed of staff from the City of Muskegon:

- Qualifications of Team – 50% of Total Score
- Understanding of Services – 25% of Total Score
- Priced Proposal – 20% of Total Score
- Location of Firm – 5% of Total Score

Qualifications of Team will be scored based on the experience, technical competence, and related past experience of the project team.

Priced Proposal will be based on the scoring team's interpretation of the hours, rates, detailed tasks and total amounts, and the firm with the priced proposal that the team feels best matches the scope of the project and best demonstrates effort proportional to the services requested will be awarded the highest score.

Understanding of Service shall be scored based on the information provided in the proposal that details the understanding of the processes and milestones throughout the project to ensure that the project is completed successfully. Include relevant technical competence in the project areas, and past experience completing projects of similar scope.

Location of Firm will be based on location of the firm's office where project work will be completed. A maximum score will be awarded for firms completing work within the corporate limits of the City of Muskegon. Reduced scores will be awarded to firms proportional to their distance from the City of Muskegon

## **TENTATIVE SCHEDULE**

Proposal Due Date .....	July 10 <sup>th</sup> 2025
City Commission Consideration of Bids .....	July 22 <sup>nd</sup> 2025
Notice to Proceed.....	July 23 <sup>rd</sup> 2025
Bid Documents .....	November 15 <sup>th</sup> 2025
Permits Ready & Project Letting.....	January 2026
Construction Completion .....	November 1 <sup>st</sup> 2026

## **INSURANCE REQUIREMENTS**

The Bidder will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Vendor agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Vendor Insurance Requirements:** Vendor shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. **Workers' Compensation Insurance:** The Vendor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. **General Liability Insurance:** The Vendor shall procure 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 Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. **Motor Vehicle Liability:** The Vendor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$1,000,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

- f. Professional Liability Insurance: The Vendor shall procure and maintain during the life of this contract and during the performance of all services Professional Liability Insurance covering all performances from the beginning of the consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the consultant's work with limits of liability not less than \$500,000 per claim. This section is only applicable for RFP's requesting professional services (Architect, Engineer, etc...)
- g. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- h. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- i. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
  - 1. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance
  - 2. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance
  - 3. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance
  - 4. Two (2) copies of Certificate of Insurance for Professional Liability Insurance
  - 5. If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.