

**Village of Vicksburg  
126 N. Kalamazoo St.  
Vicksburg, MI 49097**

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*Request for Proposal*

***Parks and Recreation Master Plan 2025-2030***

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Issue Date: Dec 3, 2024

Questions Due: December 17, 2024, 4pm

Due Date: January 9<sup>th</sup>, 2025, 2pm

Questions may be directed to:

Jim Mallery, Village Manager

Village of Vicksburg

Jmallery@vicksburgmi.org

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## **INVITATION TO BID**

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### **Project: Village of Vicksburg Parks and Recreation Master Plan 2025-**

**2030 Due Date:** Proposals will be received at the Village of Vicksburg, 126 North

Kalamazoo St., Vicksburg, Michigan, 49097 until **2pm, January 9<sup>th</sup>, 2025 at 2 PM**

### **Introduction**

The Village of Vicksburg ("Village" or "Owner") is a community with a population of about 4,000. The Village owns or controls approximately 80 acres of parkland across 7 parks. The Village issues this Request for Proposals ("RFP") from experienced professional parks planning consultants interested in developing the Village's Parks and Recreation Master Plan for 2025 – 2030 ("Plan"). Selection of a firm will be determined on or after January 9<sup>th</sup>, 2025, and approved by our Village Council.

### **Scope of Proposed Work:**

The selected firm ("Contractor") will update the Village's current [Parks and Recreation Master Plan 2015-2019](#) for the years 2025 – 2030. The Plan must be completed according to the standards and guidelines established by the Michigan Department of Natural Resources in the "Guidelines for the Development of Community Parks and Recreation Plans." Activities within this scope (the "Main Scope") include:

- Schedule and participate in kick-off meeting with Village officials
- Review the current plan with Village officials; including, but limited to, Village Council and Park and Recreation Board members, as well as Village staff.
- Lead regularly scheduled check-in meetings with Village officials
- Review/update content in the Plan as needed
- Gather public input for development of the Plan, using at least two in-person/synchronous method and two asynchronous/remote method; a static survey is acceptable but must be accompanied by at least one other asynchronous method of gathering public input.
- Prepare first draft of the Plan
- Receive and address comments from Village officials, including the Parks and Recreation Board, on first draft
- Prepare final draft of the Plan
- Create and implement strategy (including marketing) for the 30-day public comment period
- Address all public comments received
- Attend public meeting for adoption of the plan by Village Council
- Prepare the final plan and checklist

**Project Schedule and Completion Period:**

The Main Scope (Parks and Recreation Plan) shall be completed before May 19, 2025.

**Selection and Rejection of Proposal(s):**

The Village of Vicksburg reserves the right to accept or reject any and all proposals or parts of proposals; to waive any and all irregularities, informalities, or inconsistencies; to negotiate contract terms with the successful applicant(s); and to disregard all non-conforming, non-responsive, or conditional proposals. The Village of Vicksburg will accept the proposal(s) or parts of any proposal(s) that it determines, in its sole discretion, to be in the best interest of the Village of Vicksburg. Such acceptance of any proposal(s) or parts of any proposal(s) will be based on level of experience, qualifications, costs, and other factors. Price shall not be the sole determining factor.

**Location of Applicant:**

In their proposals, applicants should identify the location of its headquarters or the physical location of the owner, any use of locally produced products, what percentage of employees are local, and describe any planned efforts to employ local persons for the purposes of the completion of the work.

**Withdrawal:**

No proposal may be withdrawn within sixty days (60) following the opening of proposals.

**Terms of Agreement with Successful Applicant(s):**

Attachment 1 herein is the Village of Vicksburg Contract Addendum Form. By submitting a proposal, the applicant agrees to all relevant terms and conditions contained therein if the Village of Vicksburg selects its proposal or part(s) of its proposal.

**Applicant Representation:**

Each applicant submitting a proposal represents that he or she has read, understands, and agrees to the bidding documents, including their proposal, this request, and the attached addendum.

**Bidding information on file at:**

Village of Vicksburg  
126 N. Kalamazoo  
Vicksburg, MI 49097  
Attn: Jim Mallery  
[www.vicksburgmi.org](http://www.vicksburgmi.org)



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## INSTRUCTIONS

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### A. PROPOSALS AND SCOPE

1. Proposals shall provide for work in accordance with outlined specifications.
2. The Owner will receive sealed proposals for work as herein set forth until **2pm, Tuesday, January 9, 2025**, at which time proposals will be publicly opened. *Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Village Manager.*
3. Proposals must be submitted on forms furnished with the documents and include:
  - Starting date
  - Project duration
  - Public engagement methods
4. Forms must be filled out in ink or typewritten with the signature in longhand (electronic is acceptable); the completed forms shall be without any interlineations, alterations or erasure, and shall contain no recapitulation of the work to be done.
5. Proposal amounts shall be stated in written statement and figures; the written amounts stated shall govern. Proposals submitted in any other form will not be considered.
6. One unbound paper copy with the pricing page flagged and one electronic copy of the proposal must be delivered separately in an opaque *sealed* envelope, properly addressed, identified and labeled (*including FedEx and UPS labels*) as follows:

THIS ENVELOPE CONTAINS A PROPOSAL FOR:  
Village of Vicksburg  
PARKS AND RECREATION MASTER PLAN 2025-2030  
Submitted by: (Name of Applicant)

Mailed Address:

Village Manager

Village of Vicksburg

126 N. Kalamazoo  
Vicksburg, MI  
49097

7. Faxed or e-mailed proposals will not be accepted.
8. Applicants shall state any and all alternates to portion of work covered by base proposal. Applicant agrees that failure to fill such spaces on Proposal Form shall be interpreted that work covered by alternate may be incorporated in contract at no change in contract price at option of Owner. In the case award contract might depend upon the Owner's selection of alternates, Applicant understands that Owner will recommend rejection of any proposal of that fills such spaces with terms such as "NB", "NO BID", of similar statements for any applicable alternate. Each proposal must be submitted on the prescribed form. All blank spaces for proposal prices must be filled in ink or typewritten, in words, figures, or both as indicated.
9. Applicant's proposal price shall include all City, State, and Federal sales, excise and similar taxes which may be lawfully assessed in connection with performance of work and purchase of materials to be incorporated in work.
10. The applicant is required to submit no less than three references with their proposal.

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**PROPOSAL FORM**

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Owner: Village of Vicksburg  
126 N. Kalamazoo  
Vicksburg, MI 49097

Firm Name: \_\_\_\_\_ (herein called "Bidder")

\* a corporation organized and existing laws of the State of \_\_\_\_\_

\* a partnership consisting of \_\_\_\_\_

\* an individual trading as \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Pursuant to and in compliance with all Addenda as prepared by the Owner, we the undersigned, propose to furnish all labor, materials, equipment, and all things necessary to perform all the work associated with:

Village of Vicksburg Parks and Recreation Plan 2025-2030

The undersigned as bidder declares that he/she has familiarized himself with the proposed work and the conditions under which it must be performed.

**I. PROPOSAL:**

The undersigned agrees to enter into an agreement with the Owner to complete the general contract for the following project scopes:

Therefore, the undersigned agrees to enter into an agreement with the Owner to complete the general contract for the total price of:

\_\_\_\_\_ Dollars (use words)  
\_\_\_\_\_ (Use numbers)

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II. BUDGET FOR ALL SCOPES (or, attach line-item budget for each scope)

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III. WARRANTIES:

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IV. PROPOSED SCHEDULE CHANGES

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V. ATTACHMENTS:

- a. Reference list
- b. Line-item budget (if attached)
- c. Schedule (if attached)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_