

Iron County Parks & Recreation Commission

Iron County Courthouse

2 South 6th St. Suite 7

Crystal Falls, MI 49920

IRON COUNTY PARK & RECREATIONAL COMMISSION

REQUEST FOR PROPOSALS

PARKS AND RECREATION MASTER PLAN UPDATE.

Iron County Parks and Recreation Commission is seeking proposals from qualified engineering firms or planning firms to assist the Commission in updating the existing Parks & Recreation Master Plan.

The Plan can be viewed on the Iron County website at www.ironmi.org (home page).

The Recreational Plan will be completed in accordance with the Michigan Department of Natural Resources. The Michigan DNR Guidance Document can be found at Michiga.gov/DNT Grants.

SCOPE OF WORK

1. Public Input

Pursuing ideas from the general public and the current Commission is a critical element of the Master Plan and the selected firm will manage and facilitate the public engagement. The successful Consultant will also describe the methodology used to incorporate public input into the planning process. If perhaps a survey is to be conducted the commission will provide this data for use in the Master Plan.

2. Accessibility Assessment

Conduct necessary assessments of Parks and Recreation Locations (list provided by Commission) and propose ideas for potential available grants.

3. Final Review

Review the final draft of the Master Plan to provide edits and ensure compliance with the MDNR guidelines.

Anticipated Schedule

Phases 1: Project Initiation and Administration: **Monday July 6, 2026**

Phase 2: Commission Input: **Tuesday August 18, 2026**

Phase 3: Public Input: **Tuesday August 18, 2026**

Phase 4: Final Draft Master Plan and ensure MDNR compliance: **Friday January 29, 2027**

All dates are proposed with the exception of Phase 4 which is required to meet filing deadlines with the Michigan DNR Grants Program.

Commission's Goals

Iron County Parks & Recreational Commission's goals are to develop a plan that can be utilized for the purpose of procuring grants from the Michigan Natural Resource Trust Fund.

Proposal Bid Due Date

Applicants must submit an electronic copy by Wednesday May 27, 2026 to Lynette Lorenz, Administrator at: llorenz@ironmi.org with "Planning Consulting Services" as the subject. proposals received after the deadline will not be considered. It will be the responsibility of the responding firm to ensure the proposal arrives on time.

Iron County Parks & Recreation Commission has the right to refuse any or all bids.

Applicants will be required to submit the following:

1. Letter of Interest

A Cover Letter indicating interest in the project and identifying the firm's ability to provide the scope of services required.

2. Qualifications

The Proposal shall provide statement of qualifications including a brief history of the firm, including the number of years the firm has been in business, range of professional services, local office locations, and professional staff that would be qualified for this project. List of names of key personnel that would be assigned to this project. Any related experience during the last 5 years with names of municipalities and contact information.

3. Estimated Project Budget and Hourly Rates

4. Completed and Signed Bid Form

See " Bid Form", Attachment A.

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BID FORM

Bid Due Date: Wednesday May 27, 2026. 12:00 noon

Please provide the following information:

Name of Person/Firm: _____

Address: _____

Contact Person and Title: _____

Telephone Number: _____

Email: _____

Signature: _____