

Request for Proposals



Hopkins Parks and Recreation Plan And Master Plan *Including Infrastructure Plan*

Introduction

Hopkins Township, and the Village of Hopkins, Allegan County Michigan are seeking bids to create a joint Master Plan. The plan process would include working with a steering committee comprised of representatives of both the incorporated Village and the Township to review the existing development plans, and to create a joint cohesive plan with consideration of today's demographics and development pressures that currently face the Township.

Community Profile

Hopkins Township is a rural agricultural township located in northeastern Allegan County. The Township has a population of approximately 2700 people, and is approximately equidistant to the cities of Grand Rapids, Holland, and Kalamazoo. Within the center of the Township lies the Village of Hopkins, an incorporated village with a population of approximately 900 that provides limited services and encompasses a majority of the Hopkins Public Schools properties. The Village is currently considering an extension of sewer services into the Township.

Hopkins is unique in that it has three highway exits within its jurisdiction, however an abundance of prime farmland and current lack of infrastructure cause friction between proposed developers and the Township's historic efforts to remain a largely undeveloped agrarian community. In recent years the Township has seen multiple parcels be removed from its tax rolls as property is purchased by and entered into the sovereign nation trust of the Match-e-be-nash-she-wish Band of Pottawatomi Reservation. Currently, public hearings are underway that may further reduce the footprint of the Township as properties may be annexed into the City of Wayland.

Contacts

The Hopkins Township and Village of Hopkins Zoning Administrator will serve as the point of contact for the Township as it relates to all aspects Master Plan. The Hopkins Township Planning Commission, Hopkins Village Council, and various community members will also be involved in the Master Plan process through a series of meetings, public hearings, and community engagement sessions.

Plan Objectives

The objective for the Hopkins Master Plan is to review and update the established community vision through public engagement and identify strategies to implement and support that vision. The Plan will continue to be an essential guide to future development based upon community support. While the Plan will be a joint effort, both jurisdictions will continue to maintain their own ordinances; therefore the Plan may have dual recommended Zoning Action plans to meet the goals and objectives for each.

Plan Expectations

The Hopkins Master Plan will....

- Comply with the Michigan Planning Enabling Act.

- Reflect the community's desired direction for the future 5-25 years based on public engagement opportunities to be included within the planning process.
- Identify strategies for priorities as identified within the planning process.
- Address land use and infrastructure.
- Evaluate previously established goals, identify any additional goals, and identify implementation actions, timelines, and responsible parties for each jurisdiction
- Consider regional changes that may affect development potential
- Have engagement opportunities that are also accessible online
- Include a section dedicated to development of a comprehensive infrastructure plan including potential expansion of the Village sewer system to provide service within the Township.

The Hopkins Parks and Recreation Plan will...

- Comply with State of Michigan Requirements
- Update and expand the existing plan to reflect community goals for both lands and recreation opportunity enrichment

Scope of Work

With assistance from the Township Zoning Administrator and other Officials, the selected consultant will develop a final deliverable that includes the following:

- **Document Draft:** The consultant will prepare the Draft Master Plan, including graphics, for review, culminating in the final version to be adopted by the Hopkins Township Planning Commission and Hopkins Village Council.
- **User-Friendly Format:** The Master Plan will be accessible to the public, and be presented in as much of a streamlined and clarified format as possible. Electronic versions shall include hyperlinks to additional sources, references, etc.
- **Updated Maps:** The consultant will provide updated zoning and land use maps.
- **Project Schedule:** The consultant will provide the Committee with an anticipated schedule and timeline for the above work to be completed in a timely manner (target 12-18 months) of contract execution.

Selection Criteria

The Committee shall select finalists from the complete proposals received before the deadline. The Committee may ask finalists to present their proposals to the Planning Commission in person before final selection. Final decisions in awarding a contract will be based on the following criteria:

- Specialized experience of firm and related experience on projects of similar scope
- Qualifications, references, and capability of key staff members
- Project approach including team organization, structure, and schedule
- Understanding of project objectives
- Quality and completeness of proposal
- Demonstrated experience and creativity conducting a public engagement strategy to produce positive outcomes

- Reasonableness of project cost, as well as proven track record of projects staying within original budget

Proposal Requirements

Proposals should contain the following information:

- Letter of Interest
- Introduction of candidate(s) and personnel
- Work Program, including estimated timeline
- List of Clients for which similar services have been provided, including contact information
- Estimated Costs for completion of contracted services

Inquiries

Questions regarding this request for proposal shall be directed to:

Lori Castello
Zoning Administrator
Professional Code Inspections of Michigan
1575 142nd Ave.
Dorr, MI 49323
616-877-2000 ext. 213
lcastello@pcimi.com

Submittal

Please submit all documents electronically via email to lcastello@pcimi.com no later than 5 p.m. on May 15, 2022.

Please state subject line of the email "HOPKINS MASTER PLAN BID".

Proposals will be considered by the Joint Master Plan Committee, with the finalist to be approved by the Hopkins Township Board and Hopkins Village Council prior to awarding of contract.

The Committee reserves the right to reject any or all responses to this Request for Proposal, to advertise for new responses, or to accept any response deemed to be in the best interest of the Township and/or Village. The Committee reserves the right to complete any and all portions of the described activity and to negotiate rates per activity after bids have been received. A response to this RFP shall not be construed as a contract nor indicate a commitment of any kind.

Questions are welcome prior to submission of bids; please use contact information as noted above.

Additional resources

The existing master plan, zoning ordinance and other information regarding the Township may be found on the Township website at www.hopkinstownship.org.

Information regarding Hopkins Village may be found at <https://sites.google.com/site/villagehopkins/Home> and by contacting Lori Castello, Zoning Administrator.