

FAX: (810) 231-4295
TELEPHONE: (810) 231-1000



P.O. Box 157
10405 Merrill Road
Hamburg, MI 48139

REQUEST FOR PROPOSAL FOR FIVE-YEAR MASTER PLAN FOR PARKS AND RECREATION

Issue Date: August 3, 2026

Proposal Deadline: **August 20, 2026, at 2:00 p.m., Eastern Time**
Hamburg Township
Attn: Parks Department/Township Coordinator
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139

Contact: Deby Henneman
Phone: (810) 231-1000 Ext. 218
Direct: (810) 222-1124
Fax: (810) 231-4295
Email: dhenneman@hamburg.mi.us

DESCRIPTION: Proposals are being solicited for the purpose of contracting for researching and updating the current five-year Master Plan for our Parks and Recreation Department.

This solicitation, along with all attachments and addenda may be downloaded from the Hamburg Township Purchasing Department website at hamburg.mi.us. Copies of this solicitation document and any issued addenda may also be obtained from the Township Coordinator, 10405 Merrill Road, P.O. Box 157, Hamburg, MI 48139, (810) 231-1000 Ext. 218. Please note that additional addenda or attachments will be issued to the bid page which can be found here:

https://www.hamburg.mi.us/departments/purchasing/open_bids_and_bid_results.php

Proposals must be time stamped by the Purchasing Agent by the exact date and time indicated above. Proposals may be submitted via email to Clerk@hamburg.mi.us with a cc to dhenneman@hamburg.mi.us. Proposals received after the deadline will not be accepted.

REQUEST FOR PROPOSALS
TOWNSHIP OF HAMBURG

PARKS AND RECREATION MASTER PLAN

A. Introduction

The Township of Hamburg is requesting proposals to update their current five-year Township Parks and Recreation Master Plan. Selected consultant will assist staff in updating and formatting current plan, providing statistical data and charts, and re-writing the sections of the plan that require new information based on the changes in Township demographics, budget considerations, and the desires of the residents based on a thorough survey and input process.

The consultant shall work with staff to facilitate public meetings, surveys, and assist in meeting the requirements of the MDNR timeline in order to comply with the 2027 Trust Fund grant cycle. Consultant will be given access to past Master Plans as a reference and will work with staff to ensure that all listed goals and objectives comply with ADA Standards.

B. Scope of Work

- Development of Final Master Plan Document (3 copies and PDF)
- Community Description Update
- Administrative Structure Update
- Inventory of Regional Facilities
- Community Input Sessions/Public Meetings/Publications
- Goals and Objectives next five years and beyond
- Action Plan next five years and beyond
- Planning Process Summary
- Provide sample flyers, postcards, press releases, and other templates to staff
- Photographs, if needed
- Master Design Plan Drawing of Manly Bennett Park including 5-year improvements
 - To be used as attachment for all grants pursued for Township Parklands
 - Should include 3 Trailheads owned by Hamburg Township as well
 - Reflect future build-out of the “Park within a Park” in West Park

C. Township Board

The Township Board shall be responsible for contract approval or any changes thereto and authorization to approve payment of all invoices submitted to the municipality. The Township Coordinator will be the lead staff person assigned to this project. The consultant is encouraged to meet with the Township Clerk, Planning/Zoning Administrator, Senior/Community Center Director, Public Works Director, and Buildings & Grounds Team Leader, if input is required.

D. Scope of Work

The scope includes a series of meetings with the Parks & Recreation Committee and/or Staff and provide a report of the findings with accompanied drawings. Activities include:

- Meet with the Parks Committee: 1) prior to commencing the project to receive input, 2) at fifty percent completion, 3) at eighty percent completion, 4) review and make recommendations of final plan draft to Township Board, and 5) to assist with delivery the final plan with accompanying drawings, recommendations and estimates to the State.
- Review the documents provided by the Township and become familiar with our facilities by way of an on-site inspection.
- Obtain public input to understand community sentiment and needs through focus groups, current user groups, charrettes, and surveys.
- Consider the range of uses desired at the parks and make a recommendation on what uses should be accommodated based on the goals of the current administration.
- A comprehensive review and report on existing facilities and infrastructure, with recommendations on better utilizing those facilities considering the existing use as well as the Township's desire to create a multi-use/ intergenerational facility.
- Determine the facilities and infrastructure needed to meet these uses, taking into consideration any natural resource constraints and permitting and constructability issues.
- Update the existing five-year Parks and Recreation Master Plan by incorporating necessary improvements (e.g., lighting, parking, pedestrian and vehicular circulation improvements, etc.) with full contemplation to be used as a tool to secure grants, budgetary needs, and other available funding.
- Prepare preliminary cost estimates of the proposed future planning and improvements and an analysis of permitting issues for budgetary use and/or the consideration of a future millage. Document should also include a timeframe required to complete each element.
- Prepare a conceptual design showing recommended facilities and uses using goals and objectives for the next 5-year period for parklands as well as trailheads.

The Township will provide its chosen consultant with copies of the following items:

- Most recent copy of Hamburg Township Parks & Recreation Master Plan
- Hamburg Township Master Plan, if desired
- Parks & Recreation Committee prioritized project list
- Aerial photos of East Park and West Park, if desired (via drone)
- Other documents as requested and on file at the Township Offices

The Township Parks currently include the following facilities:

- Senior/Community Center
- Two (2) Community Playgrounds
- Two Concession Stand structures; one at each park
- Three Football Practice Fields
- Seven Soccer Field areas
- One “Park within a Park” near Soccer Field (New “pod” design playground)
- Nine Baseball Fields/Diamonds
- Hamburg R/C Airplane Flyers Club Field, Runway and Pavilion
- One Volleyball Court area
- Walking path through Park including a Boardwalk through the Wetlands
- 5K course through Airfield location
- The Mike Levine Lakelands Trail; 6.5 miles of non-motorized trail system including a box culvert (tunnel) located under State Highway M-36
- Three municipally owned trailheads linked to, and providing parking for, the Mike Levine Lakelands Trail
 - Village Trailhead – Includes Free little library and StoryWalk
 - Merrill Trailhead – Near access to the Kayak Launch and Huron River Water Trail
 - Pettysville Trailhead – Pump Track, Wind Turbine Mural, FD Wayside Exhibit, Nature Trail
- Associated parking lots, roads, sidewalks, pavilions, etc.

A successful proposal shall have the following characteristics:

- Demonstrated background in recreation master and site planning
- Demonstrated understanding of state, federal and other prevailing permitting issues
- Ability to provide preliminary cost estimates for proposed scenarios

E. Response Format

Responses to this RFP should consist of the following:

1. A cover letter expressing the firm’s interest in working with the Township including identification of the principal individuals that will provide the requested services and sub-consultants (if any). Please demonstrate success on similar projects, including contact names, addresses, and emails for references.
2. A description of the scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task. Please include a summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
4. A proposed schedule/timeline with completion deadline of 3/1/27.

G. Consultant Selection

A bid tab will be developed, including all submitted proposals, which will be delivered to the Parks and Recreation Committee at their August 25, 2026 – 3:30 p.m. meeting. They will make a recommendation to the Township Board who will select a consultant at their daytime meeting held September 1, 2026 – 2:30 p.m. Proposal should include contract language in order to allow the Township Board a chance to review it prior to directing the Clerk to execute.

H. Submissions

Consultants wishing to be considered for this project should submit a PDF, or mail one copy of their proposal to:

Deby Henneman
Hamburg Township Coordinator
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139
clerk@hamburg.mi.us
cc: dhenneman@hamburg.mi.us

Please ensure the following information is clearly printed on the outside:

1. Name and address of prime consultant
2. Due date and time
3. Envelope contents (technical and cost proposals)
4. Project name: 5-Year Master Plan for Hamburg Township Parks & Recreation

Questions about the project should be directed to Deby Henneman, Township Coordinator, at the above address or at:

Telephone: (810) 231-1000 Ext. 218
Direct Line: (810) 222-1124
Email: dhenneman@hamburg.mi.us

The Township must receive all proposals no later than **2:00 PM on Thursday, August 20, 2026**. Proposals received after this time will not be accepted or reviewed. Please be advised if you hand delivering your proposal that our offices are closed on Fridays.

All proposals become the property of the Township upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Township reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as is in the best interest of the Township.