

MEMORANDUM

DATE: October 7, 2024
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Bid Award – Recreation Master Plan

The expiration of the City’s five-year Recreation Master Plan is rapidly approaching. Additionally, due to the aggressive pursuit of grants as well as substantial general fund monies, the majority of the items identified in the current plan have been completed, or are in progress.

The master plan is not just a means to an end as far as grants are concerned; municipalities have to have an approved plan in place to be considered for any grants through the Michigan Department of Natural Resources. They help parks and recreation staff know the voice of the people. They act as a steering document for budgeting and grantwriting; for both processes, it is invaluable to know what you want to build, and where you want to build it.

An RFP was issued for recreation planning services, and three companies responded by the deadline. Upon tabulation of both overall cost and the level of service offered, Fleis and Vandenbrink appeared to have submitted the proposal which was not only the best value for money, but was also the most comprehensive. They provided for a high level of public input, and ongoing communication with staff throughout the development process. A follow-up meeting was held with representatives from that company seeking clarification on several points with good dialogue had by all parties.

Staff therefore recommends that Council award the proposal for the Recreation Master Plan to Fleis and Vandenbrink, of Farmington Hills, in the amount of \$24,000. Funding is budgeted and available.

Department of Public Services
City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071

MEMORANDUM

Department of Public Services
City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071

p: (248) 589-2294 | f: (248) 589-2679 | e: DPS@Madison-Heights.org