



CITY OF NOVI CITY COUNCIL
NOVEMBER 27, 2023

SUBJECT: Approval to award a contract for professional services to Spicer Group for development of the 2025-2029 Strategic Community Recreation and Master Park Plan, in the amount of \$27,500.

SUBMITTING DEPARTMENT: Parks, Recreation, & Cultural Services (PRCS)

EXPENDITURE REQUIRED	\$27,500
AMOUNT BUDGETED	\$40,000
APPROPRIATION REQUIRED	\$27,500
LINE ITEM NUMBER	208-752.00-816.026

BACKGROUND INFORMATION:

The State of Michigan Department of Natural Resources (DNR) requires municipalities to develop and approve a five-year Master Park Plan to be eligible to apply for and be awarded State and Federal grant monies. The plan is meant to be an active working document used to serve the community and meet the needs of its citizens. It is also a vital component to maintaining CAPRA accreditation for Parks, Recreation and Cultural Service (PRCS).

An RFP was posted for development of the 2025-2029 plan. The five-year plan will include elements of both a strategic plan and a master plan for the department, in accordance with Michigan Department of Natural Resources (MDNR) requirements. Meeting Requirements in the RFP included:

- Preliminary meeting with the leadership team of PRCS
- Community Open House at Spring Palooza May/June 2024
- Stakeholder Roundtable (Boards, Commissions, City Leadership)
- One additional community roundtable

- Public Hearing meeting
- Meet with City staff to develop strategic and action plans
- Presentation to the Parks Commission
- Final adoption at City Council meeting

City Staff used a Qualifications Based Selection (QBS) process. The proposals were evaluated based on four criteria:

- Budget, cost controls experience & results on previous projects
- Evaluation of firm's prior experience and references
- Related experience: Master Plan creation or update in state of Michigan
- Evaluation of Approach, Schedule, and Proposed Staff

Based on the review of qualifications and proposed fees, PRCS is recommending the contract for development of the 2025-2029 Strategic Community Recreation and Master Park Plan be awarded to Spicer Group. Spicer Group was overwhelmingly rated the top firm of the four submitted and was the low bidder. Spicer Group is currently serving as the consultant for the ITC Community Sports Park Master Plan and staff has been very satisfied working with their team. The PRCS Commission reviewed and discussed Spicer's proposal at their November 16 meeting and recommended the contract to City Council.

Spicer Group will work closely with staff from the Parks, Recreation and Cultural Services Department and Planning Department throughout the course of the project. Development of the plan will include multiple opportunities for public engagement and input, with the final document scheduled to be presented for adoption by City Council in late fall 2024.

RECOMMENDED ACTION: Approval to award a contract for professional services to Spicer Group for development of the 2025-2029 Strategic Community Recreation and Master Park Plan, in the amount of \$27,500.