

AGENDA

Ingham County Parks & Recreation Commission
121 E. Maple Street, P.O. Box 178, Mason, MI 48854
Telephone: 517.676.2233; Fax: 517.244.7190

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking Tuesday, September 20, 2016.

**A MEETING OF THE
BUDGET AND PERSONNEL COMMITTEE**
of the
INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
12:00pm
Tuesday, September 20, 2016
Human Services Building, 5303 S. Cedar
Entrance #3, Conference Room C
(Southeast corner of Jolly and Cedar Streets)
Lansing, Michigan

1. Call to Order
2. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
3. Late Items / Deletions
4. DISCUSSION ITEMS:
 - A. [August Financial Report](#)
 - B. [2017 Controller Recommended Budget](#)
 - C. [Timeline for the Trails and Parks Millage Applications](#)
5. ACTION ITEMS
 - A. [Resolution](#) to Update the Application for the Trails and Parks Millage Program
 - B. [Resolution](#) to Update the Scoring Criteria for the Trails and Parks Millage Program
6. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
7. [Trails & Parks Consultant Interviews](#)
 - A. Spicer Group, Inc. - 12:30pm
 - B. Landscape Architects and Planners - 1:00pm
8. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
9. Adjournment

The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 ~ Phone: (517) 676-2233. ¹

A QUORUM OF PARK COMMISSION MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING

Ingham County Parks Budget Status
As of 8/31/16

	ORIGINAL 2016 BUDGET	ANNUAL AMENDED BUDGET	ACTUAL	VARIANCE + / -	Percent Used
Park Administration					
Revenue					
Passport Revenue	16,000	18,450	16,413	(2,037)	89.0%
Misc Revenue	3,000	3,000	571	(2,429)	19.0%
Carry Over Surplus Used	0	23,700		(23,700)	0.0%
Rev trf in F101	674,251	614,451	503,814	(110,637)	82.0%
Rev trf in F228	50,000	50,000	37,500	(12,500)	75.0%
Rev trf in (Cap Imp) F101	8,000	8,000	6,000	(2,000)	75.0%
Total Revenue	751,251	717,601	564,298	(153,303)	78.6%
Expenditures					
Personnel Services	360,646	360,646	223,714	136,932	62.0%
Controllable Expenses	198,822	215,172	94,589	120,583	44.0%
Non-Controllable Expenses	141,783	141,783	96,417	45,366	68.0%
Total Expenses	701,251	717,601	414,720	302,881	57.8%
Net Cost Park Administration	50,000	0	149,578	(149,578)	
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	14,228	(1,572)	90.1%
Disc Golf Fees	22,000	22,000	19,431	(2,569)	88.3%
Pedal Boat Rental	5,000	2,500	1,479	(1,021)	59.2%
Canoe/Kayak Rental	34,500	37,000	38,365	1,365	103.7%
Ski Rental	7,000	7,000	3,241	(3,759)	46.3%
Food Concessions	2,500	2,500	1,939	(561)	77.6%
Parking Fees	44,665	44,665	41,480	(3,185)	92.9%
Snow Tube Rental	4,000	4,000	1,602	(2,398)	40.1%
Day Camp	15,000	15,000	8,366	(6,634)	55.8%
Rev trf in F101	317,319	319,819	228,864	(90,955)	71.6%
Total Revenue	467,784	470,284	358,995	(111,289)	76.3%
Expenditures					
Personnel Services	399,998	399,998	251,151	148,847	62.8%
Controllable Expenses	57,786	60,286	38,308	21,978	63.5%
Non-Controllable Expenses	10,000	10,000	5,999	4,001	60.0%
Total Expenses	467,784	470,284	295,458	174,826	62.8%
Net Cost Burchfield Park	0	0	63,537	(63,537)	
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	20,920	370	101.8%
Boat Rental	7,500	7,500	7,784	284	103.8%
Boat Launch Fees	17,000	17,000	17,540	540	103.2%
Food Concessions	13,650	13,650	20,639	6,989	151.2%
LL House	9,600	9,600	6,400	(3,200)	66.7%
Parking Fees	84,335	84,335	77,640	(6,695)	92.1%
Inflateable Rental	1,000	1,000	2,025	1,025	202.5%
Rev trf in F101	298,129	302,729	225,867	(76,862)	74.6%
Total Revenue	451,764	456,364	378,815	(77,549)	83.0%
Expenditures					
Personnel Services	374,507	374,507	251,861	122,646	67.3%
Controllable Expenses	64,257	66,357	42,832	23,525	64.5%
Non-Controllable Expenses	13,000	13,000	14,693	(1,693)	113.0%
Total Expenses	451,764	453,864	309,386	144,478	68.2%
Net Cost Lake Lansing Parks	0	2,500	69,429	(66,929)	
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	24,535	(5,615)	81.4%
Boat Rental Fees	13,000	13,000	10,286	(2,714)	79.1%
Food Concessions	29,000	29,000	34,914	5,914	120.4%
Parking Fees	176,000	176,000	147,116	(28,884)	83.6%
Snow Hill Tubing Fees	50,000	50,000	40,841	(9,159)	81.7%
Dog Park Revenue	10,000	10,000	9,639	(361)	96.4%
Rev trf in F228	0	0	0	0	
Rev trf in F101	276,442	329,142	216,061	(113,081)	65.6%
Total Revenue	584,592	637,292	483,392	(153,900)	75.9%
Expenditures					
Personnel Services	485,076	485,076	310,383	174,693	64.0%
Controllable Expenses	100,722	103,422	54,440	48,982	52.6%
Non-Controllable Expenses	48,794	48,794	11,534	37,260	23.6%
Total Expenses	634,592	637,292	376,357	260,935	59.1%
Net Cost Hawk Island Park	(50,000)	0	107,035	(107,035)	
Grand Total Revenue	2,255,391	2,281,541	1,785,500		78.3%
Grand Total Expenses	2,255,391	2,279,041	1,395,921		61.3%
Net Change in Fund Balance	0	2,500	389,579		
Fund Balance, Beginning of Year			322,294		
Projected Fund Balance End of Year			711,873		

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of August 31, 2016

Item	Original Budget	2016 Adjusted Budget	Encumbrance	2016 Actual Cost	Balance	Status *	Staff Notes
245 FUND							
Life Jackets- Canoe Kayak Program 245-75299-73510C	5,000			4,057	943	Complete	
Disc Golf Store Inventory- BUR 245-75299-72601C	4,000				4,000		
Cross Country Ski Equip.- BUR 245-75299-72601C	4,000				4,000		
Snow Tubes- HI 245-75299-72601C	3,000			2,440	560	Complete	
Reforestation- Landscaping BUR Disc Golf Courses 245-75299-974000	4,500			1,780	2,720	In Progress	
Office Counter Space - ADA Compliance 245-75299-93100C	2,100			1,975	125	Complete	
Overlook Shelter Roof- BUR 245-75299-97600C	20,000				20,000	On Hold	Pending Grant
Shoreline Stabilization- LL Boat Launch 245-75299-74300C	15,000	20,166	3,150	2,863	14,153	In Progress	
Beach Roof House- HI 245-75299-976000	20,000				20,000	RFP Issued	Will re-bid
Maintenance Building Roof- HI 245-75299-976000	20,000				20,000	RFP Issued	Will re-bid
Security Cameras & Alarms- All Parks 245-75299-97600C	30,000				30,000		GF \$15K / MMRA Grant 15K
Total	127,600	20,166	3,150	13,115	116,501		
208 OPERATING FUND							
AED Defibrillator - 3 208-75200-73510C	4,500			4,197	303	Complete	
Rescue Boat- LLS 208-75200-73500C	3,500			2,350	1,150	Complete	
Mechanics Hoist - HI 664-75299-97800C	6,023			6,023	0	Complete	
Total	14,023	0	0	12,570	1,453		
664 REVOLVING EQUIPMENT FUND							
Canoe Van- BUR 664-80000-97801C	30,000			29,989	11	Complete	
Zero Turn Mower- HI 664-75299-97800C	14,000			13,645	355	Complete	
Total	44,000			43,634			
INNOVATION TECHNOLOGY							
Parks- 4 Printer Replacements 664-75299-73500C	1,680			1,156	524	Complete	
Parks- 1 CPU's and 1 Laptop 664-75299-73520C	2,950			2655	295	Complete	
Total	4,630	0	0	3,811	819		
CARRY FORWARD							
Path Repair - HI (2015) 245-75299-974000	80,000	200,000	8,550	2,915	188,535	In Progress	Carry Forward 2016 2014: \$15K CIP + \$45K grant + 2015: \$10K CIP + 10K 2015 pklot +120Kmillage
Roof White Restroom - LLN (2015) 245-75299-97600C	8,000			6,164	1,836	Complete	
Roof Picnic Area Restroom - LLS (2015) 208-75500-931000-51000	8,000			0	8,000	RFP Issued	Carry Forward 2016
Reforestation - LLS 245-75299-976000 (2015)	5,000			3,425	1,575	Complete	
Gravel/Road Maintenance - LLS (2015) 208-75200-974000-8600C	7,000			0	7,000	On Hold	Carry Forward 2016
Gravel/Road Maintenance - BUR (2015) 208-75200-974000-8600C	7,000			641	6,359	On Hold	Carry Forward 2016
Master Plan (2015) 208-75200-967000-8600C	25,000	23,700		9,588	14,112	In Progress	Spicer Group Approved
Lake Lansing Restroom/Concession Cabana (2013/450) 245-75299-93100C	14,855	10,015		6,884	3,131	In Progress	Carry Forward 2016
Total	154,855	233,715	8,550	29,617	230,548		
228 Trails & Parks Millage Fund							
McNamara Accessible Launch 228-75999-976000	151,200				151,200	Grant Submitted	\$45,360 Match or \$75,600 Match MNRTF or LWCF Grant
Overlook Shelter Roof/Restrooms 245-75299-976000	159,500				159,500	Grant Submitted	\$20K 2016 CIP, \$94,500 Millage, \$45K Passport
Road Millings - LLN & Bur 228-75299-97400C	20,000				20,000		
Zero Turn Mower - LL 228-75999-97800C	14,000			12,607	1,393	Complete	
Gator - Bur 228-75999-97800C	14,000			13,997	3	Complete	
Tractor - LL 228-75999-97800C	30,000			29,995	5	Complete	
Band Shell Roof - LL 228-75999-976000	8,000				8,000	RFP Issued	Will re-bid
Rental House Roof - LL 228-75999-97600C	14,500				14,500	Discussion	
Magic Carpet - Hawk 228-75999-97800C	150,000		2,300	58,250	89,450	In Progress	
Total	561,200	0	2,300	114,849	444,051		

TRAILS AND PARKS MILLAGE

as of 8/31/16

REVENUE

FY 2015 actual	\$3,353,305
FY 2016 actual ytd	\$3,413,177
TOTAL TO DATE:	\$6,766,482

2015 & 2016 Expenses

Mannik & Smith Contract (BOC Res 15-241)	\$73,514
Parks Police & Supplies - FY 2015	\$50,000
Parks Police & Supplies - FY 2016	\$50,000
Property Tax Refunds	\$88
Parks Equipment (BOC Res 16-198)	\$117,240
Parks Equipment - encumbered - (BOC Res 16-198)	\$2,300
TOTAL EXPENSES:	\$293,142

TOTAL REMAINING AFTER EXPENSES **\$6,473,340**

BOARD OF COMMISSIONERS RESOLUTIONS

Resolution 16-258 (signage 2016)	\$10,000
Resolution 16-257 (asphalt 2016)	\$788,863
Resolution 16-198 (parks 2016 - balance)	\$421,807
Resolution 16-328 (bridge 2016)	\$4,736,872
BOARD OF COMMISSIONER FUNDING TOTAL	\$5,957,542

**TOTAL REMAINING AFTER EXPENSES AND BOC
RESOLUTIONS** **\$515,798**

2017 Controller Recommended Operating Budget	2016 Amended Budget	2017 Controller Recommend Budget
REVENUE		
600000 SHELTER FEES	66,500	66,500
600100 DISC GOLF FEES	22,000	22,000
610100 BOAT RENTAL	23,000	25,500
610200 CANOE / KAYAK RENTAL	37,000	34,500
620000 BOAT LAUNCH FEES	17,000	17,000
630000 SKI RENTAL	7,000	7,000
641000 FOOD CONCESSIONS	45,150	45,150
650000 LL HOUSE RENT	9,600	9,600
652000 PARKING FEES	305,000	305,000
652100 SNOW HILL ADMISSIONS	50,000	50,000
669130 INFLATEABLE RENTALS	1,000	1,000
669140 TUBE RENTALS	4,000	4,000
669141 DOG PARK REVENUE	10,000	10,000
669142 PASSPORT REVENUE	18,450	16,000
671000 DAY CAMP	15,000	15,000
688220 MISC REVENUE	3,000	2,000
698010 CARRY OVER SURPLUS USED	23,700	0
699000 REVENUE TSF IN - F101	1,566,141	1,597,379
669228 REVENUE TSF IN - F228	50,000	50,750
699500 REVENUE TRF IN CAP IMP - F101	8,000	
TOTAL REVENUE	2,281,541	2,278,379
PERSONNEL SERVICES		
704000 SALARIES & WAGES-PERM	693,490	693,395
705000 SALARIES & WAGES-TEMP	467,884	493,684
706000 SALARIES & WAGES-OVERTI	4,783	4,783
706100 ON CALL PAYMENT	180	180
706700 OVERTIME WAGES - SEASONAL	6,587	6,587
708000 MEETING FEES	9,400	9,400
713000 MISC FRINGES	-2,962	10,239
714000 UNEMPLOYMENT	3,589	3,575
715000 FICA COUNTY SHARE	66,950	54,689
716020 HEALTH INS-PHP	114,779	119,699
716030 HEALTH WAIVER	11,269	8,788
716035 RETIREE HLTH INS CHARGEBACK	39,520	43,511
716040 RETIREE HLTH INS TRUST CHG	32,305	32,169
716100 DENTAL INS-ADMIN	11,517	11,752
716200 VISION INSURANCE	1,586	1,612
717000 LIFE INS	1,676	1,398
717100 DISABILITY INS	157	215
718000 RETIREMENT PROGRAM	122,990	116,468
718000 RETIREMENT DEFINED	1,997	2,916
720000 LONGEVITY BONUS	13,100	12,700
722000 WKCPMP INS	19,001	18,126
722600 EMPLOYEE ASST PROGRAM	429	429
TOTAL PERSONNEL SERVICES	1,620,227	1,646,315

2017 Controller Recommended Operating Budget	2016 Amended Budget	2017 Controller Recommend Budget
CONTROLLABLE EXPENSES		
726011 OTHER SUPPLIES - CONCESSION	30,900	30,900
728000 PRINTING AND BINDING	10,300	12,800
729000 POSTAGE	4,500	4,500
730000 OFFICE SUPPLIES	3,000	2,500
731000 PHOTO-COPYING & SUPPLIES	600	600
734000 NON-CAPITAL EQUIP	4,900	4,900
735000 CONTROL CAP - CMPT	3,500	
735100 CONTROL CAP - OTHER	6,950	
740000 MAINTENANCE SUP	117,136	117,136
743000 OTHER SUPPLIES	28,531	26,531
745000 UNIFORM & ACCESSORIES	5,500	5,500
746010 CLOTHING ALLOWANCE	600	600
747000 GAS-GREASE-OIL-ANTIFREE	37,900	45,400
802000 CONSULTANTS	0	0
802180 MED SERVICES - physicals	0	1,000
815000 MEMBR/SCRPS/SUBSCRIPTIONS	3,500	3,500
818000 CONTRACTUAL SERVICES	16,460	18,280
823100 POLICE SERVICES	30,000	30,000
861000 TRAVEL EXPENSE-LOCAL	2,000	2,000
861100 TRVL PROF DEVELOP INSTATE	2,100	600
890080 ADMINISTRATION FEES <i>(cc fees)</i>	12,500	12,500
901000 ADVERTISING	10,750	10,750
921050 TELEPHONE	7,900	7,900
921060 TELEPHONE - LONG DISTANCE	0	0
931100 MAINT-RELATED CONTRACTUAL	28,922	31,833
932000 EQUIP REP & MAIN	39,700	31,200
942000 EQUIPMENT RENTAL	3,138	13,138
957120 SALES/USE TAX	3,650	3,650
957130 OTHER TAXES/ ASSESSMENTS	1,800	3,500
960080 STAFF DEV & TRAINING	7,300	8,800
967000 SPECIAL PROJECTS	23,700	0
TOTAL CONTROLLABLE EXPENSES	447,737	430,018
NON-CONTOLLABLE EXPENSE		
911000 INSURANCE & BONDS	5,594	0
921000 UTILITIES	82,794	82,794
921070 COURIER SERVICE	1,662	1,579
921150 TELEPHONE ALLOCATION COSTS	5,070	5,330
943000 IT OPERATIONS	32,123	32,362
943010 EQUIP SVC CHG	44,064	42,000
943020 EQUIP SVC CHG PC	3,829	3,793
943100 NETWORK MAINT SVC CHG	9,860	13,651
944000 VEHICLE SERVICE CHG	19,664	18,999
944100 COPIER SERVICE CHG	897	1,538
968000 DEPRECIATION	8,020	
TOTAL NON-CONTROLLABLE EXPENSES	213,577	202,046
TOTAL EXPENSES	2,281,541	2,278,379
Total Revenue	2,281,541	2,278,379
Total Expenses	2,281,541	2,278,379
Difference	0	0

2017 CAPITAL BUDGET - CONTROLLER RECOMMENDED

<u>DEPARTMENT</u>	<u>DEPARTMENT</u>	<u>FUNDED</u>	<u>GENERAL</u>	<u>EQUIP.</u>	<u>DESCRIPTION</u>
	<u>REQUEST</u>	<u>AMOUNT</u>	<u>FUND</u>	<u>REVOLV.</u>	<u>OF OTHER</u>
<u>PARKS</u>					
3 Golf Carts - Hawk Island & Burchfield Parks (updated ranking 6/27)	13,500	13,500		13,500	
Boat Launch Wash Station - Lake Lansing	5,000	5,000	5,000		
Office Furniture	1,000	1,000	1,000		
Blower - Lake Lansing & Burchfield	8,000	8,000		8,000	
Pedal Boats - All Parks	8,000	8,000	8,000		
Dump Truck - Lake Lansing	40,000	40,000		40,000	
Wood Chipper - All Parks	30,000				
Concession Equipment - All Parks	10,000				
Zero Turn Mower - Burchfield	14,000				
Pick Up Truck - Burchfield	27,000				
Snowmobile - Burchfield	10,000				
Service Boat Trailer & Motor - Burchfield	16,000	16,000			16,000
Pump House Bldg. - Hawk Island Tubing Hill	25,000	25,000			25,000
Parking Lot Repairs - Hawk Island	50,000	50,000			50,000
Carousel Bldg. Roof - Lake Lansing	20,000	20,000			20,000
Stone Chip Road - Burchfield	10,000	10,000			10,000
Gravel/Millings - Burchfield & Lake Lansing	30,000	30,000			30,000
Restroom Refurbishment - Hawk Island	15,000	15,000			15,000
Grills & Tables - All Parks	10,000	10,000			10,000
Beach & Volleyball Sand - All Parks	6,500	6,500			6,500
Trail Signage/Wayfinding - Burchfield	10,000	10,000			10,000
Concession & Restroom Bldg. - Lake Lansing South	450,000				Split between Grant and Trails & Parks Millage Fund
Revenue Management System - All Parks	150,000				
<u>PARKS PROJECTS TOTAL</u>	<u>959,000</u>	<u>268,000</u>	<u>14,000</u>	<u>61,500</u>	<u>192,500</u>
<u>SCHEDULED EQUIPMENT REPLACEMENT (IT)</u>					
Parks - 2 CPU's and 1 Laptop	3,130	3,130			3,130

DRAFT

Timeline for Trails and Parks Millage Application Fall 2016 Round

September 2016 - run concurrent BOC and Park Commission agendas for approval of Application and Scoring

October 1, 2016 – Applications Open

November 28, 2016 at 5:00pm – Applications Due

December – Park Staff Review

December 12th- Park Staff Sends applications to Park Commission for beginning Review (electronic and hard copy handed out at the Park Commission meeting that evening)

January 2nd-6th- Coordinate meeting with MDOT and MDNR to review/coordinate their grant applicants

January 10, 2017 – Packets to the Park Commission (Planning, Budget) Agenda Item

January 17, 2017 – Parks Planning Committee

January 18, 2017 – Parks Budget Committee

January 23, 2017 – Park Commission Meeting

February (Possible Park Commission round again if phasing of projects or additional information needed)

February 7, 2017 – Deadline to get on BOC Agenda

February/March 2017- BOC Committee Meetings

February 28, 2017 or March 28, 2017 BOC

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of September 26, 2016
RESOLUTION # -16

RESOLUTION APPROVING THE APPLICATION FORM FOR THE TRAILS AND PARKS PROGRAM APPLICATION

WHEREAS, Board of Commissioners Resolution 16-106 declared that a second round of applications would be taken beginning October 1, 2016 that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, Board of Commissioners Resolution 16-106 stated the Application form would be reviewed and approved by the Board of Commissioners prior to the second round; and

WHEREAS, the Application is attached in Exhibit A.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners authorizes the application in Exhibit A to be used for the Trails and Parks Program Applications for the second round of applications to be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

Ingham County Trails and Parks Program Application 10-01-16



Ingham County
Parks and Recreation Commission
P.O. Box 178
121 E. Maple Street, Suite 102
Mason, MI 48854

Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County.

These funds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: **New Construction; Repair, Rehabilitation, or Long-Term Maintenance; and Special Project(s), (including blueways).**

Project applications must be received by 5pm November 28th, 2016 for funding consideration in the following year. Projects deemed worthy of funding may be approved at the February or March 2017 Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners.

If applying for multiple projects, applications must be ranked and prioritized from highest to lowest priority by the applicant.

APPLICANT		
Agencies (each project should have its own individual application):		
Lead Contact Person:		
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:

Ingham County Trails and Parks Program Application 10-01-16

PROJECT SUMMARY		
<input type="checkbox"/> New Construction	Repair, Rehabilitation, <input type="checkbox"/> Long-term Maintenance	<input type="checkbox"/> Special Project
Project Title		
Project Description <i>Provide a brief description of your proposed project. Include, as applicable, the type of project (new construction; repair/rehabilitation/long-term maintenance; special project), property ownership, and if applicable, the rights in land to be purchased (fee simple, development rights only, etc., minimum of 20 years), the acreage to be acquired, the acreage/length of the existing project and the features of the site.</i>		
Project Region-Wide Significance and Benefit to County Residents		

Ingham County Trails and Parks Program Application 10-01-16

PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

1. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information.

Ingham County Trails and Parks Program Application 10-01-16

2. Describe how the project responds to public demand and has public support.

Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information.

3. Explain how the project meets acceptable design standards and is the best design solution.

You must have on staff, or hire a Michigan licensed professional engineer, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained); considers low impact development techniques that protect and enhance significant natural features; and any other related information.

Ingham County Trails and Parks Program Application 10-01-16

4. Explain how the project is feasible and ready for implementation or development.

Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds.

5. Discuss how the project supports equitable opportunities.

Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds.

Ingham County Trails and Parks Program Application 10-01-16

6. Describe in detail any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match.

7. Maintenance Commitment & Plan

Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling.

Ingham County Trails and Parks Program Application 10-01-16

DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)

Provide a detailed description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)).

Ingham County Trails and Parks Program Application 10-01-16

ESTIMATED COSTS/BUDGET		
<i>Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.</i>		
EXPENSES		
Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Contingency		
6-Other		
7-Other		
Other Fees (i.e., Permitting, etc...)		
Total Project Expenses		\$
APPLICANT FUNDS		
<u>Local Contribution</u>	Amount	\$ _____
<u>Other Grant Contributions</u>	Amount	\$ _____
Name of Grantor(s)	Amount	\$ _____
_____	\$	_____
_____	\$	_____
Name of Partner(s)	Amount	\$ _____
_____	\$	_____
_____	\$	_____
Name of Donor(s)	Amount	\$ _____
_____	\$	_____
_____	\$	_____
<u>In-Kind Support</u>	Value	\$ _____
Name of Organization Description	\$	_____
_____ _____	\$	_____
<u>Other</u>	Amount	\$ _____
_____	\$	_____
Total Applicant Funds		\$ _____
*Millage Funds REQUESTED (does not count as match)		\$ _____
*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses		
Total % of matching Funds	%	_____ Match

Ingham County Trails and Parks Program Application 10-01-16

ATTACHMENTS - REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources. If any portion of the match is to be made up of cash, labor, or material donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County.

CERTIFICATION

Signature of Applicant:

Date:

S:\PKOWMILLAGE\FINAL Report And Application\Application\October 1 2016 Application FINAL.Docx

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of September 26, 2016
RESOLUTION # -16

RESOLUTION APPROVING THE SCORING/RANKING CRITERIA FOR THE TRAILS AND PARKS PROGRAM APPLICATION

WHEREAS, Board of Commissioners Resolution 16-106 declared that a second round of applications will be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, the scoring/ranking criteria is attached in Exhibit A.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners authorizes the scoring/ranking criteria in Exhibit A to be used to evaluate the Trails and Parks Program Applications for the second round of applications to be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

Exhibit A

S:\PKO\MILLAGE\SCORING\SCORING CRITERIA For October 2016-Forward FINAL.Docx

The following criteria will be used to evaluate and select projects. They will be scored from 0 to 5 with 0 being the least desirable and 5 the most positive response. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

1. How the project improves regional connectivity.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____ pts

Improves Regional Connectivity: Projects that improve regional connectivity and access throughout Ingham County will receive a higher priority. To determine whether a project improves regional connectivity or access, the project should address the following:

- Provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
- Improves access to Ingham County Parks;
- Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
- Expands transportation options as well as provide for recreation; and
- Increases access to sites of natural, scenic or historic interest.

2. How the project responds to public demand and support.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____ pts

Responds to Public Demand and Support: Projects that have significant support and meet the needs of the region should be scored and ranked positively. Projects strengthening new or existing partnerships and including the support of volunteers should receive a high priority. To determine whether a project has support, the project should address the following:

- Is based on public demand;
- Has been prioritized in adopted plans;
- Has volunteer and/or partner organization support;
- Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; and
- Has the support of multiple jurisdictions and/or stakeholders.

3. How the project meets acceptable design guidelines and is the best design solution, including AASHTO Guidelines when appropriate.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Meets or Exceeds Design Standards and Is the Best Design Solution: Projects should be able to meet minimum design guidelines and all other design alternatives should be considered. To determine whether a project meets minimum design standards and is the best option, a project should address the following:

- Is physically separated from streets and roadways where possible;
- Provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities – projects must meet or exceed the minimum accessibility requirements of the Americans with Disabilities Act (ADA);
- Design alternatives to the project have been examined to minimize impact on the environment;
- Meets minimum standards for grade, width, vertical clearance, intersection and crossing design; and
- Considers low impact development techniques that protect and enhance significant natural features.

4. How the project is feasible and ready for development or repair, rehabilitation, or long-term maintenance.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Is Feasible and Ready for Development: Projects that are feasible and ready to implement will receive a higher priority. To determine whether a project is ready and feasible, the project should address the following:

- Is under public ownership or is currently accessible for public use;
- Does not require a complex or lengthy acquisition process;
- Does not require a complex or lengthy permitting process;
- Is within an existing corridor such as a transmission line or a railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
- There is an imminent threat to lose the project opportunity;
- Demonstrates cost efficiency, is appropriate and in line with available funds.

5. How the project supports equitable opportunities.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Supports Equitable Opportunities: Projects that improve equity will receive a higher priority. A project that demonstrates equity should address the following:

- Increases access and provides low cost transportation and recreation options for low income populations;
- Is located in a high use area;
- Is located in an underserved area; and
- Contributes to an equitable geographical distribution of the millage funds.

6. How the project provides for other available funders and partners.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Has Potential Available Funds: Projects that have the potential to be funded through state or federal grants, donations, partner contributions or other funding sources will receive a higher priority than projects without other identified funding opportunities. To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for.*

0%= 0 pts

1-10%= 1 pts

11-20%= 2 pts

21-30%= 3 pts

31-40%= 4 pts

41& higher%= 5 pts

7. How the project provides for a maintenance commitment.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Maintenance Commitment: Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail after it is completed and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, limitation on use, enforcement provisions, and scheduling.

Recipients must be willing to commit to continue the maintenance and operation of the project and provide a realistic operation and maintenance plan/budget (show letter of commitment for funding); and

This criteria may be fulfilled in cases where applicants demonstrate innovative measures for trail maintenance, such as adopt-a-trail programs supported by volunteer organizations under a nonprofit status.

Preference given to year-round access and maintenance.

From: [Morgan, Timothy](#)
To: [Bennett, Matthew](#); [Carol Koenig](#); [Hamrick, Cherry](#); [Cypher, Jared](#); [Czarnecki, John](#); [Fraser, Karen](#); [Jonathan Schelke](#); [Morgan, Timothy](#); [Nicholls, Sarah](#); [Patrick Lindemann](#); [Pratt, Paul](#); [Robin Lewis](#); [Ryan Earl \(rear1@live.com\)](#); [Teri Banas](#); [Wallace, Nicole](#)
Subject: Trails & Parks Millage Position Consultant Interviews at Budget & Personnel Committee
Date: Monday, August 29, 2016 2:41:26 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[132-16 Evaluation Grid and Excel Sheet Yrs 1 2.msg](#)
[RFP Parks & Trails Professional Consultant 132 16.pdf](#)
[Interview Questions - Trails & Parks Consultant.docx](#)
Importance: High

Subject: Trails & Parks Millage Position Consultant at Budget & Personnel Committee
Importance: High

Dear Budget and Personnel Committee members,

I have attached the electronic documents, from Purchasing Department (two have submitted response to our RFP).

I have also attached the RFP 132-16 Scope of services (20 items) from the RFP that we have asked both consultants to be prepared to discuss how they propose to accomplish these items while not exceeding the amount proposed by the firm. Also, some draft questions...

We are sending the hard copies to the Personnel & Budget Committee only for your review well in advance to the September 20th committee meeting.

If you are on Planning Committee you will only be getting an electronic copy, you are welcome to attend the Personnel & Budget committee meeting as a guest.

Purchasing has suggested that we invite the two consultants to interview and have you all interview/ask them questions, like we did for the Master Plan.

We will be conducting the normal Budget and Finance meeting starting at noon on the 20th, then the two consultants will be scheduled at 12:30 and the other at 1, that gives 30 minutes for the business part of the Committee meeting and 30 minutes each for the two consultants with the Committee.

Feel free to call me if you would like to discuss further....

Thank you,

Tim

Tim Morgan, CPRP (Certified Parks & Recreation Professional), and
 CTA (Certified Tourism Ambassador™)
 Director, Ingham County Parks
 121 E. Maple St., Suite 102

EVALUATION FOR REQUEST FOR PROPOSAL

Packet Number: 132-16

Description: Parks and Trails Professional Consulting Services

Criteria

Scale
1=Poor **2=Fair** **3=Good** **4=Very Good** **5=Excellent**

Vendor	Local	Adheres to Instructions Insert Ranking in this column	Expertise & Performance Insert Ranking in this column	Qualifications Insert Ranking in this column	Cost Insert Ranking in this column	Approach & Timeline Insert Ranking in this column	TOTAL
Spicer Group Inc.	Yes						0.00
Landscape Architects & Planners Inc. (LAP)	Yes						0.00

Adheres to the instructions in the RFP on preparing and submitting the proposal: **5%**
Expertise regarding past experience and **performance** on comparable engagements: **15%**

support personnel: **15%**

Cost proposal: **50%**

Project **approach and timeline**: **15%**

Vendor Comments:

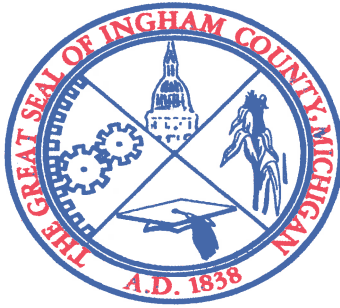
Spicer Group Inc.	Yes
LAP	Yes

SPICER YR 1 - LOW	SPICER YEAR 1 - HIGH	AVG L/H	LAP YR 1	SPICER YR 2 - LOW	SPICER YEAR 2 - HIGH	AVG L/H	LAP YR 2
\$976.00	\$1,952.00	\$1,464.00	2,640.00	\$1,008.00	\$2,016.00	\$1,512.00	2,640.00
\$244.00	\$244.00	\$244.00	3,520.00	\$252.00	\$252.00	\$252.00	3,520.00
\$78.00	\$78.00	\$78.00	1,760.00	\$80.00	\$80.00	\$80.00	1,760.00
\$560.00	\$560.00	\$560.00	4,400.00	\$576.00	\$576.00	\$576.00	4,400.00
\$122.00	\$122.00	\$122.00	3,520.00	\$126.00	\$126.00	\$126.00	3,520.00
\$1,240.00	\$1,240.00	\$1,240.00	6,160.00	\$1,280.00	\$1,280.00	\$1,280.00	6,160.00
\$140.00	\$140.00	\$140.00	6,160.00	\$144.00	\$144.00	\$144.00	6,160.00
\$5,856.00	\$5,856.00	\$5,856.00	6,160.00	\$6,048.00	\$6,048.00	\$6,048.00	6,160.00
\$47,600.00	\$47,600.00	\$47,600.00	4,400.00	\$57,600.00	\$57,600.00	\$57,600.00	4,400.00
\$9,520.00	\$9,520.00	\$9,520.00	3,520.00	\$11,520.00	\$11,520.00	\$11,520.00	3,520.00
\$1,440.00	\$1,800.00	\$1,620.00	1,760.00	\$1,480.00	\$1,850.00	\$1,665.00	1,760.00
\$1,560.00	\$1,560.00	\$1,560.00	4,400.00	\$1,600.00	\$1,600.00	\$1,600.00	4,400.00
\$10,212.00	\$10,212.00	\$10,212.00	7,920.00	\$11,400.00	\$11,400.00	\$11,400.00	7,920.00
\$19,040.00	\$19,040.00	\$19,040.00	7,920.00	\$23,040.00	\$23,040.00	\$23,040.00	7,920.00
\$976.00	\$1,952.00	\$1,464.00	3,520.00	\$1,008.00	\$2,016.00	\$1,512.00	3,520.00
\$3,660.00	\$3,660.00	\$3,660.00	5,280.00	\$3,780.00	\$3,780.00	\$3,780.00	5,280.00
\$1,240.00	\$1,860.00	\$1,550.00	4,400.00	\$1,280.00	\$1,920.00	\$1,600.00	4,400.00
\$976.00	\$1,952.00	\$1,464.00	3,520.00	\$1,008.00	\$2,016.00	\$1,512.00	3,520.00
\$976.00	\$1,952.00	\$1,464.00	3,520.00	\$1,008.00	\$2,016.00	\$1,512.00	3,520.00
\$1,240.00	\$2,480.00	\$1,860.00	3,520.00	\$1,280.00	\$2,560.00	\$1,920.00	3,520.00
\$107,656.00	\$113,780.00	\$110,718.00	88,000.00	\$125,518.00	\$131,840.00	\$128,679.00	88,000.00
HOURS LOW	HOURS HIGH	HOURS AVG	HOURS	HOURS LOW	HOURS HIGH	HOURS AVG	HOURS
807	853	830	1,000	911	957	934	1,000

HOURS CALCULATED - NOT IN PRINT AREA:						
Yr. 1 Low	Yr. 1 High	Yr. 1 Avg.	Yr. 2 Low	Yr. 2 High	Yr. 2 Avg.	
8	16	12	8	16	12	
2	2	2	2	2	2	
1	1	1	1	1	1	
4	4	4	4	4	4	
1	1	1	1	1	1	
8	8	8	8	8	8	
1	1	1	1	1	1	
48	48	48	48	48	48	
340	340	340	400	400	400	
68	68	68	80	80	80	
8	10	9	8	10	9	
20	20	20	20	20	20	
92	92	92	100	100	100	
136	136	136	160	160	160	
8	16	12	8	16	12	
30	30	30	30	30	30	
8	12	10	8	12	10	
8	16	12	8	16	12	
8	16	12	8	16	12	
8	16	12	8	16	12	
807	853	830	911	957	934	

County of Ingham

Request for Proposals (RFP) Packet #132-16



Parks and Trails Professional Consulting Services

**Sealed Proposals Due:
July 19, 2016 at 11:00 A.M.**

**Sealed Proposals shall be delivered to the:
Ingham County Purchasing Department
121 E. Maple St.
Mason, Michigan 48854**

Phone: (517) 676-7222

**County of Ingham Request for Proposals
Parks and Trails Professional Consulting Services
Packet #132-16**

Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

- The County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase or whatever term was previously authorized by the Board.

7.0 PRICES

Prices quoted must remain firm for the period covered by this contract, unless price escalation is herein specified. Prices quoted shall be inclusive of all costs involved with the services contained in this RFP.

8.0 SCOPE OF SERVICES

1. Receive and review applications with oversight from the Director for Ingham County's Trails applications for fall 2016 second round Ingham County Trails Parks Program Application from the millage program.
2. Score with oversight from the Director the applications for Ingham County Trails Parks Program Application.
3. Ensure applications are complete and correct for Ingham County Trails Parks Program Application with oversight from the Director.
4. Validate that cost estimates given in the application are accurate for each Ingham County Trails Parks Program Application before they are recommended for funding.
5. Provide recommendations on project viability for the Ingham County Trails Parks Program Application to Parks Commission with oversight from the Director.
6. Evaluate applications for Ingham County Trails Parks Program Application and provide funding recommendations with oversight from the Director to the Parks Commission & Board of Commissioners.
7. Provide limited assistance to communities in completing Ingham County Trails Parks Program Application.
8. Work with staff and improve upon the Mapping of existing trails and planned trails within the Boundaries of the existing County Parks as needed, produce a GIS document and printable copies for each of the four County Parks; Burchfield, Hawk Island, Lake Lansing North and South.

**County of Ingham Request for Proposals
Parks and Trails Professional Consulting Services
Packet #132-16**

9. Follow up on awarded projects and monitors ongoing project activities to assure conformance to standards, plans, and specifications as an Ingham County's Trails project as to their status through to completion, including asphalt and bridge rounds as well as fall 2016 round.
10. Perform a "project audit" post completion on each project as part of the Ingham County's Trails award to ensure compliance with the contract for each awarded project. Including construction inspection and checking their work for conformance to standards, specifications, and guidelines.
11. Provides assistance with the improvement on the whole Ingham County Trails Parks Program Application and review process with coordination of the Director and Park Commission.
12. Administrative (office/paperwork/secretarial) as needed. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings. Tabulates measurements and field data, maintains related records, prepares support materials diagrams and prepares various written reports.
13. Bridge Engineering and Expertise, ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT standards.
14. Ability to conduct a variety of engineering field studies pertaining to PASER ratings, pavement thickness.
15. Leads the County Parks and community stakeholders in the development of way finding and signage design, concepts, and implementation program for Ingham County Trails. Provide finished program including design standards, guidelines and examples of signage that can be implemented by all communities as part of the regional trail system in Ingham County.
16. Prepares the prime professional design and cost estimates that would be usable for an RFP and write(s) grant application(s) for the Lake Lansing bathhouse/concession/restroom building/facility replacement project with assistance from staff for MDNR, Land and Water, and Trust Fund grants and additional as deemed appropriate by consultant to try and secure grant funding to match millage funds.
17. Coordinate a meeting between MDNR, MDOT, and Park staff to go over joint applied applications between government entities. Develop a boiler plate for annual delivery of such meeting.
18. Updates and improvements to the Ingham County Parks Trails and Parks Comprehensive Report maps showing clear detail of critical connections within the entire system, and identify missing links and recommending priorities within the regional system for

**County of Ingham Request for Proposals
Parks and Trails Professional Consulting Services
Packet #132-16**

connecting communities. This would include verification of on road bike lanes within the current plans/mapping and status of widths of those bike lanes identified, this would be completed by the consultant but, coordinated with the Ingham County Road Department and Park Departments.

19. Consultant will track and provide detailed reporting of time spent on all items spelled out in the RFP as to millage related activities for a template for a future job description for this work.
20. Assist with and help guide the Park Commission and Board of Commissioners through the development of a spending plan through fiscal 2020 millage dollars as well as consider legacy costs of new construction projects.

9.0 INVOICING

1. The Contractor shall invoice the Ingham County Parks Department, attention Tim Morgan, Parks Director, unless otherwise advised, upon satisfactory receipt of an itemized invoice detailing at a minimum services rendered, dates of services, hourly rates, invoice number, and remit to address.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of services.
3. The County shall notify the Contractor of any adjustments required to invoice.
4. Invoices shall only be issued by the Contractor who is awarded a contract.
5. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the agreement.

10.0 RESPONSE FORMAT

The items listed below shall be submitted with each proposal and shall be submitted in the order shown. Each section should be clearly labeled with pages numbered and separated by tabs. Include a title page and table of contents. Failure by a proposer to include all listed items may result in the rejection of its proposal.

Tab I – Transmittal Letter

Provide a transmittal letter indicating your firm's understanding of the requirements of this specific job proposal. The letter must be a brief formal letter (1-2 pages) that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized to commit the firm's organization to perform the work included in the proposal must sign the letter in ink.