

# 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 [bc.ingham.org](http://bc.ingham.org), choosing the "Events Calendar," and clicking on Monday, September 28, 2020

## Monday, September 28, 2020

### 5:30pm

## PARKS & RECREATION COMMISSION MEETING

Meeting via Zoom:

<https://zoom.us/j/97517790340?pwd=UEp2Nkt4cGlodnJ4VC9Qc1U1UGRpZz09>  
Meeting ID: 975 1779 0340  
Passcode: 075859

Or one tap mobile +19292056099,,97517790340#,,,,,0#,,075859#

1. **Call to Order**
2. **Approval of Minutes**  
Minutes of September 21, 2020 regular meeting will be considered - [Page 3](#)
3. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
4. **APPROVE THE AGENDA**  
**Late Items / Changes/ Deletions**
5. **MILLAGE APPLICATION PRESENTATIONS**
  - A. Onondaga Township
  - B. Leslie Township
  - C. Meridian Township
  - D. Ingham County Parks
6. **DISCUSSION ITEMS**
  - A. Millage Consultant Contract Renewal/Rebid - [Page 9](#)
  - B. Ingham County Trails and Parks Millage Feedback Survey - [Page 24](#)
7. **Board/Staff Comments**
8. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
9. **Upcoming Meetings**
  - A. Date: Monday, October 19, 2020; Time: 5:30pm  
Via Zoom:  
<https://zoom.us/j/92761820189?pwd=UIJOdmptZGNsTVo2anZsbElxTXhCZz09>  
Meeting ID: 927 6182 0189  
Passcode: 138316  
Or one tap mobile +13126266799,,92761820189#,,,,,0#,,138316#

**10. Adjournment**

Official minutes are stored and available for inspection at the address noted at the top of this agenda. 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 & Recreation Commission. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks & Recreation Commission by writing to the Ingham County Parks Department, P.O. Box 178, Mason, Michigan 48854, or by calling 517.676.2233.

**DRAFT MINUTES OF THE MEETING**  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**121 E. Maple Street, Suite 102, Mason, Michigan 48854**  
**September 21, 2020**

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting virtually via Zoom website.

**Board Members**

**Present:** Matt Bennett, Cherry Hamrick, Steve James, Simar Pawar, Paul Pratt, Commissioner Emily Stivers, Stephanie Thomas, Commissioner Chris Trubac, and Michael Unsworth

**Absent:** Chris Swope

**Also Present:** Park Director Tim Morgan, Administrative Office Coordinator Nicole Wallace, Hawk Island Park Manager Brian Collins, Lake Lansing Park Manager Coe Emens, Burchfield Park Manager Tim Buckley, Steve Carpenter- President of Lake Lansing Property Owners Association (LLPOA), Assistant Director of Parks and Recreation Wendy Longpre, Band Shell Committee members: Donna Timock, Susan Robinson, Del Hultgren, and Aengus McIntosh

**Call to Order:** Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:30pm

**Minutes:** **Moved by** Commissioner Stivers and **Supported by** Ms. Pawar to approve the August 24, 2020 minutes of the regular meeting as written:  
**Yes-9; No-0. MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None.

**LATE ITEMS / CHANGES / DELETIONS**

Agenda Item #5C. Lake Lansing Boat Launch Waiver of Fees: Letter from Steve Carpenter, President LLPOA.

**ACTION ITEMS**

*2019/2020 Volunteer of the Year: Band Shell Committee ~*

Mr. Pratt and Mr. Bennett thanked the Band Shell Committee. Mr. Emens thanked the Band Shell Committee and provided an overview of their service. Mr. Morgan thanked the Band Shell Committee and stated we combined the volunteer of the year award for 2019 and 2020, so the sign at the park can be displayed through the end of next year. Ms. Pawar thanked the Band Shell Committee and suggested the Band Shell Committee mentor youngsters so they know how to work these programs. Mr. McIntosh thanked the Park Commission and stated the concerts are a great success, and they have even expanded to use the overflow parking. Mr. McIntosh stated they will discuss the idea of mentorship at a future committee meeting.

**RESOLUTION #12-20 HONORING THE LAKE LANSING COMMUNITY BAND SHELL COMMITTEE AS THE 2019/2020 VOLUNTEER OF THE YEAR**

WHEREAS, the Parks and Recreation Commission has established an award to publicly recognize outstanding volunteers each year; and

WHEREAS, Lake Lansing Community Band Shell Committee volunteer work at Lake Lansing Park - South began in the late 1990's; and

WHEREAS, since then, the Band Shell Committee has planned, organized, raised funds, and coordinated the Sounds of Summer Concert Series since 2003; and

WHEREAS, this service has included:

- Being involved in a year-round volunteer activity attending monthly meetings and weekly concerts during the season
- Seeking sponsorships from local businesses
- Reviewing prospective talent and creating a schedule
- Handing out programs at each concert
- Coordinating with bands and performing Emcee duties during the concerts

WHEREAS, the Lake Lansing Community Band Shell Committee efforts contribute to the Parks Department's ability to provide a variety of musical talent at a free and relaxing venue with over 10,000 Ingham County residents who attend the concert series annually.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of the Lake Lansing Community Band Shell Committee's work and extends its sincere appreciation for their ongoing efforts.

BE IT FURTHER RESOLVED, the Lake Lansing Community Band Shell Committee is the recipient of the 2019/2020 Ingham County Parks Volunteer of the Year Award.

**Moved by Ms. Hamrick and Supported by Ms. Pawar that Resolution #12-20 be approved as written. Yes-9; No-0. MOTION CARRIED.**

East Lansing Project TR033 ~

Ms. Longpre presented a PowerPoint presentation regarding additional funding for project TR033 Northern Tier Trail Connection through White Park. The original allocation was \$469,000. Ms. Longpre stated the asphalt portion of the trail, and the boardwalk and overlook platform have been completed. The turnpike trail and pond improvements are mostly completed. The scope is to extend the Northern Tier Trail from Pebblebrook Lake to Lake Lansing Road and improve the pedestrian crossing at Lake Lansing Road to improve safety. The Lake Lansing Road/Towar Avenue intersection is difficult to get across, and there is little emphasis on the pedestrian crossing.

Ms. Longpre stated initially she met with Road Department staff, and at the time, they had not done extensive research and the City hadn't done any design since it was so early in the process, and they estimated it would be \$50,000 to address this issue. Later, the Road Department indicated the signal couldn't be upgraded, so instead they provided two options. The first option would be to reconstruct the Lake Lansing Road intersection and install new signals, with an estimated cost of \$350,000. The second option would be to create a mid-block crossing to the southeast, with an unknown cost. However, pedestrians wouldn't necessarily cross at that location. The Road Department preferred option one.

Ms. Longpre stated the City of East Lansing chose option one and has worked on reworking this intersection, to remove the slip-lane for eastbound traffic, install pedestrian activated crossing signals for

all directions, install audible crossing signals for all directions, install ADA compliant ramps for all directions, and restripe and resign intersection. Mr. Morgan sent this information to Spicer Group for review, and Spicer Group identified some items missing from the design, and they recommended increasing the cost to \$400,000 which includes a contingency. Ms. Longpre said they may have thought the Road Department could fund this, but they aren't providing any funding.

Mr. Morgan stated this is an important project to connect Meridian to East Lansing, and it is a critical intersection. There will be built trails on either sides of this intersection, and it is important to address and fix the intersection to make it the safest crossing possible. Commissioner Stivers said the intersection is in her district and it is really unsafe. Commissioner Stivers questioned whether all the funds should come from the parks millage, or if the Road Department could contribute some? This would be beneficial for businesses around this area and a big priority to connect the trails. Commissioner Stivers stated she supports this project.

Mr. Bennett asked if the Road Department would fund this, is that something the BOC would request. Commissioner Stivers recommended Ms. Longpre ask the Road Department. Mr. Unsworth said if the Road Department doesn't fund this, the parks millage should. Mr. Unsworth said he likes the proposal to get rid of the slip-lane, but recommends no right turn lane. An example of an intersection with this problem is Okemos Road and Hamilton Road. There is a right turn lane on northbound Okemos with a right turn arrow signal for motorized traffic to enter Hamilton Road and "walk-wait" signal for pedestrians crossing Hamilton. Regardless what either signal indicates, motorists routinely ignore them, making it nearly impossible for pedestrians to safely cross Hamilton. Thus, there should be no right turn arrow signal on eastbound Lake Lansing. Mr. Unsworth said this is a good first step to make the road pedestrian/cyclist friendly. Mr. Pratt agreed with Mr. Unsworth and recommended the Commissioners ask the Road Department about funding. Mr. Pratt said the trail system doesn't work if big traffic blocks it. Commissioner Trubac said this project is important, and he is not sure if it an ideal use for parks millage funding. Commissioner Trubac recommended staff discuss this more, and ideally it would be funded elsewhere. Commissioner Stivers said she will email Bill Conklin to make this a priority.

MOVED BY COMMISSIONER STIVERS, SUPPORTED BY COMMISSIONER TRUBAC

To table the Resolution to Recommend Authorizing an Amendment to the City of East Lansing Trails and Parks Millage Agreement TR033 until the 10/19/20 Park Commission meeting

THE MOTION CARRIED UNANIMOUSLY. Absent: Chris Swope. MOTION CARRIED.

Lake Lansing Boat Launch Waiver of Fees ~

Mr. Emens stated we recently passed a resolution to charge parking fees at the Lake Lansing Boat Launch. Mr. Emens said at a previous meeting, a resident of the lake stated he was charged for the launch fee. In the past, residents usually put their boats in the lake in the spring, and were not charged since we don't have the staff to charge at that time. Mr. Emens said this resolution proposes waiving the fee for residents who pay for the special assessment district.

Steve Carpenter, President of Lake Lansing Property Owners Association (LLPOA), said he is in favor of waiving fees for members of the LLPOA too. Mr. Carpenter said the LLPOA supports both parks on the lake in the form of geese control. Mr. Carpenter said the LLPOA donates annually to help support the band shell and to make improvements to the park. Mr. Carpenter said this would be a small token between

the lake residents and the parks. Mr. Carpenter stressed that in the past, they have not been charged. Mr. Carpenter thanked the commission for their consideration.

Mr. Morgan suggested instead of an annual pass, maybe it should just be two daily launch passes we provide to the organization to distribute. Discussion.

Mr. Bennett suggested the resolution be reworded. Mr. Morgan said the resolution could be reworded to remove the free annual boat launch pass for lake residents, and state instead that residents won't be charged to launch their boat, and leave it up to staff how to implement this.

MOVED BY COMMISSIONER TRUBAC, SUPPORTED BY COMMISSIONER STIVERS

To table the Resolution to Recommend Approving the Implementation of a Hardship Boat Launch Pass and Fee Waiver for Lake Lansing Residents at the Lake Lansing Park Boat Launch until the 10/19/20 Park Commission meeting

THE MOTION CARRIED UNANIMOUSLY. Absent: Chris Swope. MOTION CARRIED.

Contract with F.D. Hayes for Generators ~

**RESOLUTION #13-20 TO RECOMMEND AUTHORIZING A CONTRACT WITH F.D. HAYES FOR A GENERATOR SYSTEM AT BURCHFIELD PARK & LAKE LANSING SOUTH**

WHEREAS, staff solicited proposals for the purpose of entering into a contract to provide and install a backup generator system at Burchfield Park and Lake Lansing South; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to F.D. Hayes.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends that the Ingham County Board of Commissioners hereby approves entering into a contract with F.D. Hayes for an amount of \$10,769 for Burchfield Park and \$9,519 for Lake Lansing South for a total amount not to exceed \$20,288 for a backup generator system for Burchfield Park and Lake Lansing South.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through June 1, 2021.

BE IT FURTHER RESOLVED, that there are funds available in line items 664-75299-978000-20P08 for the generator for Lake Lansing South and 664-75299-978000-20P09 for the generator for Burchfield Park.

**Moved by Ms. Thomas and Supported by Ms. Hamrick that Resolution #13-20 be approved as written. Yes-9; No-0. MOTION CARRIED.**

Metal Roof for the Main Shelter at Lake Lansing North Park ~

**RESOLUTION #14-20 TO RECOMMEND AUTHORIZING A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC. FOR A ROOF FOR THE MAIN SHELTER AT LAKE LANSING**

**NORTH COUNTY PARK**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Lake Lansing North County Park; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of supplying and installing standing seam metal roof on the main picnic shelter/winter warming house/ski rental building at Lake Lansing North County Park; and

WHEREAS, L. J. Trumble Builders, LLC., a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners to approve entering into a contract with L. J. Trumble Builders, LLC. for the base bid in the amount of \$31,800.00 for supplying and installing standing seam metal roof on one picnic shelter/winter warming house/ski rental at Lake Lansing North County Park, and a contingency not to exceed \$3,200.00 to include replacing tongue and groove sheathing, if necessary, at a cost of \$3.50 per square foot for a total amount not to exceed \$35,000.00.

BE IT FURTHER RESOLVED, this agreement shall be effective the date of execution through December 18, 2020.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-976000-20P21.

**Moved by** Commissioner Stivers and **Supported by** Ms. Thomas that Resolution #14-20 be approved as written. **Yes-9; No-0. MOTION CARRIED.**

*Hawk Island Splash Pad Equipment ~*

**RESOLUTION #15-20 TO RECOMMEND AUTHORIZING A PURCHASE ORDER WITH VORTEX AS A SOLE SOURCE VENDOR FOR SPLASH PAD EQUIPMENT FOR HAWK ISLAND**

WHEREAS, the Hawk Island Splash Pad was originally designed and built with all Vortex brand splash pad features and specifications; and

WHEREAS, due to the age of the facility, it has become necessary to replace an original feature on the splash pad; and

WHEREAS, park staff recommends the splash pad equipment be purchased for Hawk Island from Vortex in the amount of \$9,400.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Vortex to purchase Splash Pad equipment for Hawk Island for a total cost not to exceed \$9,400.

**Moved by Ms. Hamrick and Supported by Ms. Thomas** that Resolution #15-20 be approved as written. **Yes-9; No-0. MOTION CARRIED.**

### **ADMINISTRATIVE REPORTS**

#### *Director ~*

Mr. Unsworth asked for an update on the new Controller. Commissioner Stivers said the search was underway for a while and they interviewed a lot of candidates and he started in August. Mr. Morgan stated he took a long bike ride out of Hawk Island Park with the Controller and toured all our parks per his request.

#### *Park Managers, Administrative Office, Financial Report, Millage Coordinator Report ~*

No discussion.

#### *FLRT Trail Ambassador Report ~*

Ms. Hamrick invited the Park Commissioners to attend the FLRT Virtual Annual Meeting on September 23<sup>rd</sup> at 6pm and encouraged the commissioners to join FLRT.

### **BOARD/STAFF COMMENTS**

Mr. Morgan confirmed the ribbon cutting for the new dock with Commissioner Stivers at Lake Lansing South will be on October 1st at 4:30pm and asked everyone to mark their calendars and to save the date as Melissa was coordinating this event and more would come from her upon her return from vacation. Mr. Unsworth stated he went to Baldwin Park for the millage application site visit, and he was really impressed with the enthusiasm of their staff for the park improvements. It is a gem of a park and there is a hiking trail that kids would love.

### **LIMITED PUBLIC COMMENT**

None.

#### **Adjournment:**

There being no further business, the meeting was adjourned at 6:40 pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Administrative Office Coordinator

## **Draft 2020 RFP**

### **6.2 Evaluation Methodology**

Proposals will be evaluated using the criteria detailed below:

1. 5% - The proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
2. 20% - The proposer's expertise regarding past experience and performance on comparable engagements.
3. 15% - The qualifications of the proposer's professional personnel to be assigned to the engagement and the quality of the proposer's management support personnel.
4. 60% Cost of the proposal & project approach

### **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. Please provide us with the estimated work hours to complete this each scope including rates of pay for each of service items outlined in the proposal that you will be including to get each scope of service item accomplished.

### **8.0 SCOPE OF SERVICES**

1. Evaluate applications for the Ingham County Trails Parks Millage Program Applications, validate that cost estimates given in the application are accurate (if not, provide estimates that would assist communities to provide the best estimates), provide recommendations on project viability and provide compiled scoring of the applications to the Parks Commission with oversight from the Director and Millage Coordinator.
2. 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.
3. Follow up on all awarded projects and monitor 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.
4. 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.

5. Tracks all financial aspects of the millage fund using a detailed excel form provided by the County and updates monthly or as requested.
6. Bridge Engineering and Expertise, ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT standards.
7. Ability to conduct a variety of engineering field studies pertaining to PASER ratings, pavement thickness.
8. Continue to aid the County Park staff and community stakeholders in the implementation of future phases of the Ingham County Trails regional wayfinding sign program from working with communities to identify needed signage, and aiding in the design drafts to installation.
9. Assists with the design and cost estimates for Ingham County Parks Capital Action Program projects that would be usable for an RFP and write(s) grant application(s) with assistance from staff for MDNR, Land and Water, ~~and~~ Trust Fund, and Passport grants ~~and~~ as well as any additional public or private grants as deemed appropriate by consultant to try and secure grant funding to match millage funds. Consultant, with the assistance from the Ingham County Parks (ICP) staff, writes the scope of work for the Request for Proposals (RFP) and assists the County with the front-end documents for the IC purchasing department to be able to send out RFP's for implementing all County park projects funded by the Trails & Parks Millage for the ICP specific projects. It should at a minimum meet all the requirements of the MDNR grants for prime professional services as well as those of the Ingham County Purchasing Department.
10. Ability to perform updates and improvements to the current 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 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.
11. Ability to provide the costing and design and work with the assistance of the Trails & Park Millage Coordinator, park staff, Park Commission, and Board of Commissioners to apply for state, federal, private and millage dollars to complete the priority trails outlined in the Ingham County Parks Trails and Parks Comprehensive Report. This includes, but is not limited to key connections such as the Holt to Mason Trail (from College Rd. to the Hayhoe Trail), the Ram 2 Burchfield trail and phase 3 of the MSU to Lake Lansing trail. This should include communicating with both MDOT and DART manufacturing as well as all local entities and stakeholders and communities.
12. Consultant will track and provide detailed reporting of time spent on all items spelled out in the RFP.

13. **Limitation of Contracting:** The Consultant awarded this contract shall refrain from contracting with any communities/municipalities located within Ingham County for the purpose of providing consulting services regarding any park, path, or trail designs during the term of this agreement. The consultant may contract with Ingham County Parks Department for consulting services during the term following all Ingham County purchasing guidelines.

### **Tab VI – Project Approach**

Use this section to describe in detail your approach and methodology to this project. Include a timeline and the total number of hours expected to complete this for each scope of services items outlined in the proposal. Provide a detailed scope of work tasks that your firm will provide for the Ingham County Parks that you are proposing to complete each of the 12 items listed under 8.0 Scope of Services. If you feel there are items that would be creative or innovative that you would propose as part of your project approach, please include them as well.

### **Tab VII - Proposed Costs**

The proposal should clearly set forth the basis for the time (estimated hours expected to complete each scope including rates of pay for each of the service items outlined in the proposal) and any other fees to be charged for the work proposed. Also please provide a per meeting rate for one in person participant to attend when requested by the Park Commission or Board of Commissioners for Committee or Commission meetings. Provide a total not-to-exceed cost associated with completing this contract and itemize all reimbursable expenses for years 1,2 and 3 and a fee if the County and proposer agree to renew the contract for an additional 3 years; year 4, 5 and 6.

The County shall not be responsible for the reimbursement of any costs not specifically set forth in the firm's proposal. In addition, the County shall reserve the right to accept any part or the proposer's entire fee schedule and to negotiate any charges contained therein, unless otherwise qualified by the proposer.

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

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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**

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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**

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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.



November 2, 2016

Tim Morgan, Director  
Ingham County Parks  
121 E. Maple St., Suite 102  
Mason, MI 48854

RE: Professional Consulting Services RFP, Packet #132-16  
Ingham County, MI

Tim,

At your request, we are providing you with a revised Scope of Work for the Parks and Trails Professional Consulting Services, Request for Proposals (RFP) Packet #132-16.

**Background**

Ingham County has a Parks and Trails millage that generates about 3.5 million dollars per year. With this millage, the County offers a grant program, to communities within the County, to create and maintain a sustainable countywide system of recreation trails and adjacent parks.

Administering this program is a good deal of work. Ingham County would like assistance with the administration of this grant program regarding a number of specified tasks. The initial task list in the Request for Proposals (RFP) included 20 items (see attached) but for budgetary reasons the desired assistance task list has been reduced to 8 of those 20 items. Listed below are the 8 items with an associated scope of work for each item.

**Scope of Work / Fee**

Following email correspondence from Ingham County, dated 10/25/16, and a follow-up meeting with Tim Morgan, Parks Director on 10/2/16, we have revised our Scope of Work as follows:

**TASK #4. VALIDATE COST ESTIMATES ARE ACCURATE** – *Validate that cost estimates given in the application are accurate for each Ingham County Trails Parks Program Application before they are recommended for funding.*

- We will review program application cost estimates, as determined by the County, for accuracy.
- We will visit the site, if needed, to help determine the accuracy of the proposed estimate. At the site we may check the project size or length, the number of road crossings, look at any drain crossings, grade challenges, wetland issues, and any needed bridge crossings, among other things.
- We will compare the cost estimate to recent bid prices for accuracy and we will include an inflation factor for the actual construction time.
- Reviewing the estimate, we will look to make sure all the needed ancillary elements are included as well, such as engineering, survey, staking, material testing, inspection, permits, soil erosion and sedimentation control, contingencies and project signage.
- Once we have completed our review, we will send a brief memo to Park staff on its accuracy and recommendation.

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**STRONGER. SAFER. SMARTER. SPICER.**

WWW.SPICERGROUP.COM

November 2, 2016

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- The Park staff will communicate any identified inaccuracies with the corresponding community.

**Fee:** Our anticipated fee for this task is based on an average of 4 hours per application review. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$560 for each application, based on an average of 4 hours of time per application. Last year 17 projects were awarded. If we were to review 17 project cost estimates for the 2017 round we would anticipate our fee to be \$9,520 for this work in 2017.

**TASK #5. PROVIDE RECOMMENDATION ON PROJECT VIABILITY – Provide recommendations on project viability for the Ingham County Trails Parks Program Application to Parks Commission with oversight from the Director.**

- Spicer Group will look at each application, as requested by the county, with regard to project viability. Project viability is reliant on many factors, including such things as needed easements or Right of Way (ROW), wetlands, permitting, project costs and water crossings, to name a few.
- The Park Staff will communicate any viability issues to the corresponding community and Park Commission.

**Fee:** Our anticipated fee for this task is based on an average of 1 hour per application review. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$122 for each application, based on an average of 1 hour of time per application. Last year 17 projects were awarded. If we were to review 17 projects for viability for the 2017 round, we would anticipate our fee to be \$2,074 for this work in 2017.

**TASK #9. FOLLOW UP ON AWARDED PROJECTS AND MONITOR ON-GOING PROJECTS THROUGH FALL 2016 COMPLETION – Follow up on awarded projects and monitors on-going 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.**

- Spicer Group will follow up on awarded projects and monitor ongoing project construction activities, providing intermittent site observation to ensure compliance with the contract for each awarded project. At each project site visit we will check the work for conformance to the plans and specifications.
- For this task we would like to be involved in the pre-construction meeting between the owner and the contractor and the community's prime professional. We would also envision participating in the project close out walk through with the community, contractor and project prime professional.
- This work includes general oversight of the asphalt and bridge rounds as well.
- Spicer Group will communicate with county park staff on its findings and the county park will then communicate as they see fit with the Community.

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- It is not the intent of this task to act as the project Prime Professional and provide all needed project inspection and testing, but to check to make sure that this type of oversight is occurring and that the project is being constructed to the industry standards and per the plans and specifications.

**Fee:** Our anticipated fee for this task is based on an average of 20 hour per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$2,800 for the monitoring of each project, based on an average of 20 hours of time per project. Last year a total of 17 projects were awarded. If we were to follow up on 17 projects and monitor the construction progress of these projects for 2017 , we would anticipate our fee to be \$47,600 for this work in 2017.

**TASK #10. PROJECT AUDIT POST COMPLETION** – *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.*

- Upon project completion, Spicer Group will audit the project and make sure: the project elements in the grant have been completed and to industry standards, that site restoration is complete and the vegetation is established and that the project is ready to be closed out.
- Once the audit is complete, Spicer Group will communicate with the park Staff that the project is complete and ready for final close out.

**Fee:** Our anticipated fee for this task is based on an average of 4 hours per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$460 for the post completion project audit of each project, based on an average of 4 hours of time per project. Last year a total of 17 projects were awarded. If we were to perform a post completion project audit up on 17 projects for 2017, we would anticipate our fee to be \$9,520 for this work in 2017.

**TASK #13. BRIDGE AND ENGINEERING EXPERTISE** – *Bridge Engineering and Expertise, ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT standards.*

- Spicer Group will provide the ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT Standards.
- Our in-house MDOT certified, structural engineers and MDOT field inspectors will visit a county requested project site and evaluate an existing bridge structure and structure approaches for a variety of needs.
- Our staff is also able to evaluate best fits of pre manufactured pedestrian bridges for needed water crossings, wetland crossings or valley crossings.

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**Fee:** Our anticipated fee for this task is based on an average of 4 hours per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$10,212 for providing bridge engineering and expertise for 23 projects, based on an average of 4 hours of time per project. However, not all bridge projects may require our expertise or review. If this is the case, our fee would reflect this accordingly.

**TASK #15. PROVIDED FINISHED PROGRAM** – *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.*

- We will conduct a stakeholder meeting to discuss long term way finding goals and review the way finding development process.
- At this stakeholder meeting we will seek input from the communities.
- Next we will develop options for a way finding system similar to the TART way-finding system.
- We will then meet with County Park Staff and review way finding system options.
- County park Staff will seek input from the Park Commission.
- Once feedback is received, we will revise the Wayfinding signage options.
- From this point, County parks will share the Wayfinding system with the communities.

**Fee:** Our anticipated fee for this task is based on an expected amount of 40 hours of effort. This equates to \$5,600.

**TASK #16. PROFESSIONAL SERVICES DESIGN, WRITES GRANT APPLICATIONS AND PROVIDED DATA FOR RFP's** – *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. (2018 submittal)*

*The County is also interested in pursuing Recreation Passport grants to provide ADA parking (paving the existing parking spaces) at both Burchfield and Lake Lansing Parks. (2017 submittal)*

We will explore the various preferred improvements and see what might be fundable under a grant. We will also explore what grant program might best match with your improvements and budget. After we have sorted out the grant type and project scope, we will begin the grant application process which will include a conceptual plan and preliminary estimate of cost (PEC) for the proposed improvements. Our tasks for this item will include:

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- Conceptual Plan
  - Walk the site with County Park Staff to review the site(s) for the proposed park improvements.
  - Prepare a base map of the proposed project site(s).
  - Gather information to include in the plan.
  - Develop preliminary conceptual plan(s).
  - Submit the preliminary conceptual plan(s) to the County for review.
  - Make any needed changes to the plan(s) based on feedback from the County.
  - Submit the final conceptual plan(s) to the County.
- Grant Application
  - Prepare a Preliminary Estimate of Cost (PEC) for the project(s). Assist the County in determining the local match amount(s).
  - Assist the County in setting up the new grant application(s) on the DNR MiRecGrants online system.
  - Complete the MDNR application form(s) with the required information.
  - Produce the project location map(s) and legal boundary map(s).
  - Review and complete the environmental checklist(s) with the County.
  - Write the supporting text for the application(s).
  - Include photos of the park site(s) and areas of proposed improvements.
  - Produce and submit the Transmittal Letter(s) and Notice of Intent form(s) to the regional planning house.
  - Compile and upload all of the requirements for the grant application(s).
- Ingham County's Responsibilities:
  - Assist with and provide information for the grant application form(s) as needed (i.e. property deeds, plat map information, property descriptions, etc.)
  - Obtain commitment letters from any cash donors.
  - Obtain your attorney's signature on the Documentation of Site Control form(s).
  - Advertise for a public meeting at least one week prior to the public meeting.
  - Host the advertised public meeting prior to April 1, 2017.
  - Obtain documentation from a disabled person and/or disability organization about the accessibility of the project(s) and their concerns and/or support.
  - Produce signed public meeting minutes and obtain a copy of the advertisement.
  - Certify a resolution from the Ingham County Board of Commissioners regarding the application(s), committing the matching funds, prior to April 1, 2017.
  - Solicit and collect letters of support for the project(s).
  - Review the final submittal documents.
  - Electronically submit the application(s) through the MiRecGrant system.

**Fee:** For all grant application projects, the cost estimate and conceptual plan are included in our scope of work.

Our anticipated fee for this task is based on an expected amount of 30 hours of effort per grant application. We understand there are (2) Recreation Passport grant applications for 2017. This equates to \$3,660 per grant application, or \$7,320. This includes separate applications to provide ADA paved parking spaces at Lake Lansing North and Burchfield Parks.

For 2018, we understand the County would like to submit (1) Land & Water Conservation Fund grant application. This equates to \$3,780. This application would include the bathhouse/concession/restroom and ADA parking improvements at Lake Lansing Park.

**TASK #18. PROVIDES UPDATES AND IMPROVEMENTS TO COMPREHENSIVE REPORT –**  
*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 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.*

- Review the maps and documentation in the existing plan.
- Identify trail connection gaps and critical connections that are unclear.
- Review gaps and critical connections with Park Staff.
- Seek input on what gaps and connections the staff would like to further research.
- Study identified trail gaps and identify potential routes.
- Review potential routes with park staff and seek their input.
- Park staff to share possible routes with Park Commission.
- Revise maps indicating potential trail gap routes
- We will also look at the study and list all the identified future trail connectors and recommend connection priorities.
- Review bike lanes with the Ingham County Road Commission.
- Update map and trail document, “Ingham County Trails and Parks Comprehensive Report” to reflect yearly changes.

**Fee:** Our anticipated fee for this task is based on an expected amount of 24 hours of effort per year. This equates to \$3,360.

#### Additional Services

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

#### Fee Schedule

Our proposed fee to complete these services can be found **above** and on the **attached spreadsheet**. When we add up the anticipated task efforts for Year 1, the total estimated hourly fee is in the amount of **\$95,206**.

We find it difficult to determine a not-to-exceed lump sum number without knowing the actual amount of projects, or number of applications, or required time to monitor the construction of the projects. We are aware of the County’s desire to set a pre-determined dollar amount for the budgeting of this work. If that is the desire, we believe it might be best for the County to set an upper limit dollar amount per year. If, or when, we approach that number, we would let the park staff know that we are within say 15% of the upper

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limit. At that time the County could determine to either limit additional work or utilize additional dollars.

It is also our understanding that the Ingham County Park Staff will be responsible for communication with the Park Commission and Board of Commissioners, however if our attendance is required at one of these meetings, our fee for this will be in addition to the amount above, at a rate of **\$350 per meeting**

Once we have done this work for a year or two, I think both parties will have a better understanding of what work is involved and the level of assistance needed.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Robert R. Eggers, AICP**  
Senior Planner / Principal



**Tanya M. Moore, PLA, ASLA**  
Landscape Architect/Planner

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5568  
Fax: (989) 754-4440  
mailto: [robe@spicergroup.com](mailto:robe@spicergroup.com)

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ALE. Acctg.

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Items in RFP	YEAR 1			YEAR 2		
	Estimated Hours	Rate/Hour	Total Not to Exceed	Estimated Hours	Rate/Hour	Total Not to Exceed
1. Receive & Review applications	BY STAFF			BY STAFF		
2. Score applications	BY STAFF			BY STAFF		
3. Ensure applications are complete and correct	BY STAFF			BY STAFF		
4. Validate cost estimates are accurate	68 "	\$140.00	\$9,520.00	68 *	\$141.40	\$9,615.20
5. Provide recommendation on project viability	17 "	\$122.00	\$2,074.00	17 *	\$123.22	\$2,094.74
6. Evaluate applications & provide funding recommendations	BY STAFF			BY STAFF		
7. Provide limited assistance to communities completing application	BY STAFF			BY STAFF		
8. Work w/ staff & improve mapping, produce GIS doc & printable copies for 4 parks	BY STAFF			BY STAFF		
9. Follow up on awarded projects & monitor ongoing projects through fall 2016 completion	340 *	\$140.00	\$47,600.00	400 *	\$141.40	\$56,560.00
10. Project audit post completion	68 *	\$140.00	\$9,520.00	80 *	\$141.40	\$11,312.00
11. Provide assistance with the improvement of application and review process	BY STAFF			BY STAFF		
12. Administrative	BY STAFF			BY STAFF		
13. Bridge engineering & expertise	92 **	\$111.00	\$10,212.00	60 **	\$112.11	\$6,726.60
14. Engineering field studies	BY STAFF			BY STAFF		
15. Provided finished program	40	\$140.00	\$5,600.00	30	\$141.40	\$4,242.00
16. Professional services design, writes grant applications, and provides data for RFP's	60 (2 grant app.)	\$122.00	\$7,320.00	30 (1 grant app.)	\$123.22	\$3,696.60
17. Meeting Coordination and delivery	BY STAFF			BY STAFF		
18. Provides updates & improvements to Comprehensive report	24	\$140.00	\$3,360.00	24	\$141.40	\$3,393.60
19. Track and provide detailed reporting	BY STAFF			BY STAFF		
20. Assist and guide development of spending plan through FY 2010	BY STAFF			BY STAFF		
<b>OVERALL TOTALS:</b>	<b>1,354</b>		<b>\$95,206.00</b>	<b>1,364</b>		<b>\$97,640.74</b>

\* Estimated cost is based on the 17 projects that were awarded in spring 2010.

\*\* Estimated cost is based on 23 bridge projects.

NOTE: We anticipate an annual increase of 1% or the rate of inflation, whichever is greater.



**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 <small>Insert Ranking in this column</small>	Expertise & Performance <small>Insert Ranking in this column</small>	Qualifications <small>Insert Ranking in this column</small>	Cost <small>Insert Ranking in this column</small>	Approach & Timeline <small>Insert Ranking in this column</small>	TOTAL
Spicer Group Inc.	Yes	5	5	5	3	4	3.85
Landscape Architects & Planners Inc. (LAP)	Yes	3	3	3	3	2	2.85

**Adheres to the instructions** in the RFP on preparing and submitting the proposal: **5%**

**Expertise** regarding past experience and **performance** on comparable engagements: **15%**

**Qualifications** of the proposer’s professional personnel to be assigned to the engagement and the quality of the proposer’s management

**Cost** proposal: **50%**

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

**Vendor Comments:**

Spicer Group Inc.	Yes	
LAP	Yes	

# Report for Ingham County Trails and Parks Millage Feedback

Ingham County Trails and Parks Millage Feedback

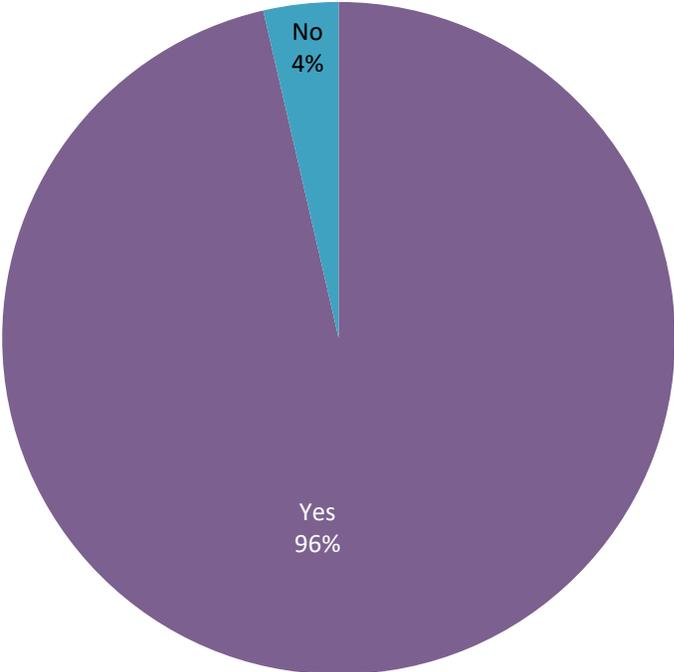
## 1. What community are you affiliated with?

Value	Percent
Aurelius Township	6.7%
City of East Lansing	6.7%
City of Lansing	10.0%
City of Leslie	3.3%
City of Mason	10.0%
Delhi Charter Township	3.3%
Ingham County	16.7%
Ingham Township	3.3%
Meridian Charter Township	16.7%
Village of Stockbridge	6.7%
Williamstown Township	6.7%
Other - Write In	10.0%
MDOT - TAP	
Michigan State University	
Several - Lansing, East Lansing, Meridian, Mason	

## 2. What is your role in your community?

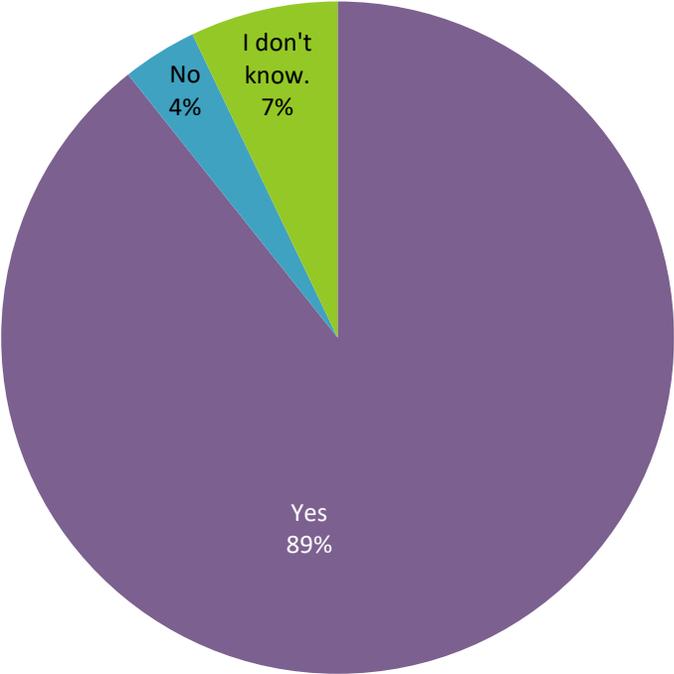
Value	Percent
Elected Official	17.9%
City, Village, or Township Manager	14.3%
Parks Director	7.1%
Planning or Community Development	3.6%
Other - Write In	57.1%
Burchfield Park Manager	
Chief Engineer	
Non-profit funder/Foundation	
Park Management	
Parks Landscape Architect	
Parks commission	
Parks commission	
President of Friends of Ingham County and Chairperson of Lake Lansing Community Bandshell	
TCBA Advocacy Committee	
Trail Funder	
Trail Volunteer Coordinator	
Volunteer - DDA and BRA	
funder	
private citizen	

**3.Are you familiar with the Ingham County Trails and Parks millage?**



Value	Percent	Count
Yes	96.4%	27
No	3.6%	1
	Totals	28

**4.Has your community applied for funding from the Ingham County Trails and Park millage program?**

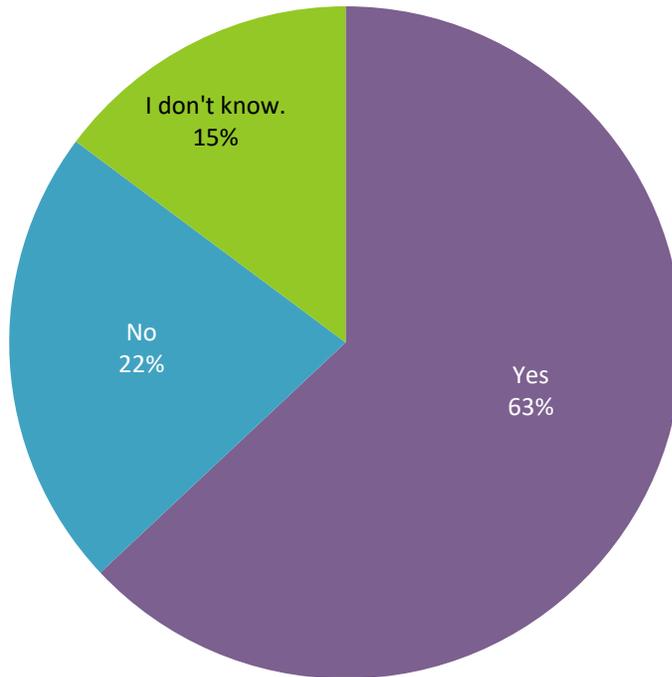


Value	Percent	Count
Yes	89.3%	25
No	3.6%	1
I don't know.	7.1%	2
	Totals	28

**5. Why has your community not applied for funding from the Ingham County Parks and Trails Millage program?**

Other - Write In	Count
Totals	0

**6. A major initiative of the Ingham County Parks and Trails millage has been a wayfinding program that has installed uniform trail signs in several Ingham County communities. All communities were invited to participate. The signs have been 100% funded by the millage. Has your community participated in the wayfinding program?**



Value	Percent	Count
Yes	63.0%	17
No	22.2%	6
I don't know.	14.8%	4

**7. Why did your community not participate in the wayfinding program?**

Value	Percent
Other - Write In	100.0%
not part of the County trail system	
County Commissioner did not want TAP funding	
I think they may be ready now.	
Not done with Parks/Recreation Plan & survey	
We were interested in coordination with Mason Branding/Cost to replace and maintain	

**8. Would your community like to participate in the wayfinding program in the future?**

Value	Percent
Yes	85.2%
No	0.0%
I don't know.	14.8%

**9. Does your community plan to apply for Ingham County Parks and Trails funds in the future?**

Value	Percent
Yes	84.6%
No	0.0%
I don't know.	15.4%

**10.The web pages relating to Ingham County Trails and Park Millage are informative and user friendly.(Click here to view web page in a new window.)**

Value	Percent
Agree	75.0%
No opinion	21.4%
Disagree	3.6%

**11.Ingham County staffers that I have worked with relating to the Ingham County Trails and Park Millage have been helpful and easy to work with.**

Value	Percent
Agree	92.0%
No opinion	8.0%
Disagree	0.0%

**12.Representatives from Spicer Group, who is the Ingham County Parks and Trails Millage consultant, are helpful and easy to work with.**

Value	Percent
Agree	80.0%
No Opinion	20.0%
Disagree	0.0%

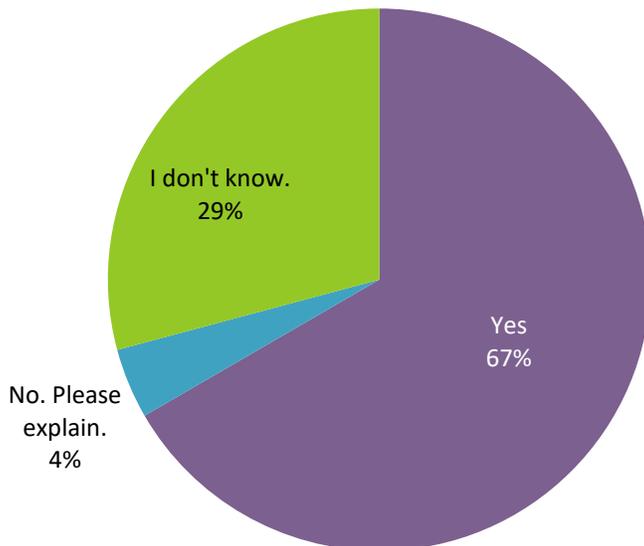
**13.The Ingham County Parks and Trail Millage grant application was straightforward and easy to complete.**

Value	Percent
Agree	72.0%
No opinion	28.0%
Disagree. Please explain.	0.0%

**14.Has your community received funding from an Ingham County Parks and Trails millage grant?**

Value	Percent
Yes	96.0%
No	0.0%
I don't know.	4.0%

**15.Was your community satisfied with the contract and grant administration process after receiving an Ingham County Parks and Trail millage grant?**



Value	Percent	Count
Yes	66.7%	16
No. Please explain.	4.2%	1
I don't know.	29.2%	7
	Totals	24

No. Please explain.	Count
Contracts and reimbursement requests take a long time to get processed. The County processes are cumbersome	1

**16. Do you have any other feedback to provide regarding the Ingham County Parks and Trails millage program?**

Response
Combining projects together into one grant is very helpful for bidding purposes and dealing with a lump sum amount. Going back after the contract amount changes can be difficult and we may need to put higher contingency amounts into the contract. Wayfinding is great and really connects all the trails back to the Ingham Co Millage.
It would be helpful to receive notification that funding applications are available to be completed. We haven't been notified for the last few funding cycles and nearly missed them both. Also, it takes an inordinate amount of time to receive reimbursements.
I can only speak from the 5 Healthy Towns Foundation and Stockbridge Area Wellness Coalition perspective. We thought the grant process was straight forward and the help we received from Melissa, Tonya and Tim timely, always with the information we needed. I put I don't know for the signage questions above because of MDNR's role with our project. I know they have their own signage requirements, and they are also during a historic sign project for the Lakelands Trail with Dan Spiegel. It's my understanding Stockbridge will participate in whatever capacity they can. For question 7, I expect there will be a request to collaborate with Washtenaw County Parks and Rec, Jackson County Parks and Rec, and Huron Waterloo Pathways Initiative, to complete an approximately 4 mile loop that would tie the Lakeland Trail to Washtenaw County's Border to Border project, and eventually to the capital area trails.

Deb Stuart, City Mgr has done most of the work on grants. She will likely provide feedback as well.
Keep up the good work Tanya Moore and Melissa Buzzard
Give Tim a raise!
Not at this time, thank you
Mason has completed several projects under the millage program. Some upgrades are budgeted for upcoming years. Main focus of next year is Raynor Park playground replacement.
great program!
Thanks for being a great partner to the communities in Ingham County!

**17.If you would like more information about the Ingham County Parks and Trails millage program, please visit [www.parks.ingham.org](http://www.parks.ingham.org). or contact Ingham County Parks and Trails Millage Coordinator Melissa Buzzard at [mbuzzard@ingham.org](mailto:mbuzzard@ingham.org) or 517-676-2233. If you would like someone from Ingham County to contact you regarding the Trails and Park millage program, please complete the form below.**

**First Name** Matt

**Last Name** Pegouskie

**Organization Name** 5 Healthy Towns Foundation

**Email Address** matt@5healthytowns.org

**Phone Number** 734.433.4599

**First Name** Kathy

**Last Name** LaGrow

**Organization Name** Ingham Township

**Email Address** clerk@inghamtownship.com

**Phone Number** 517-623-0008

**First Name** Elaine

**Last Name** Ferris

**Organization Name** City of Mason

**Email Address** ejferris@toast.net

**Phone Number** 5176764175

**First Name** Michael  
**Last Name** Unsworth  
**Organization Name** County parks commission  
**Email Address** unsworth@msu.edu  
**Phone Number** 5172827515

**First Name** Brett  
**Last Name** Kaschinske  
**Organization Name** lansing Parks and Recreation  
**Email Address** brett.kaschinske@lansingmi.gov  
**Phone Number** 5178810721