

CITY OF HART, MICHIGAN

REQUEST FOR PROPOSALS

5-Year Parks & Recreation Plan and Historic District Concept Plan

1. PROJECT OVERVIEW

The City of Hart is seeking proposals from qualified firms to prepare a new 5-Year Parks & Recreation Plan meeting current MDNR requirements and a concept plan for the Hart Historic District. The project will assess existing recreational assets, identify future priorities and improvements, support grant eligibility, and explore the Historic District and improved downtown-to-Hart Lake access as future community recreation opportunities.

2. SCOPE OF SERVICES

The selected consultant shall provide, at minimum, the following services:

A. 5-Year Parks & Recreation Plan

Prepare a new 5-Year Parks & Recreation Plan meeting current MDNR requirements.

The planning process shall include:

- Kickoff meeting with City staff.
- Inventory and assessment of all City-owned parks and recreational properties and facilities.
- Review of relevant community characteristics, demographics, land use, existing recreation resources, administration, and recreation-related expenditures.
- Evaluation of accessibility and ADA considerations.
- Community needs and recreation analysis.
- Online community survey.
- At least one in-person public engagement meeting.
- Development of community recreation goals and objectives.
- Identification and prioritization of capital improvements.
- Conceptual cost estimates and potential funding sources.
- Five-year action and implementation program.
- Required public review, public hearing, and adoption process.
- Preparation and submission of the completed plan in accordance with MDNR requirements.

The plan shall also identify improved public connectivity and access from downtown Hart to Hart Lake as a future recreational and community development priority. Detailed design of the connection or lake access improvements is not required as part of this RFP. The intent is to establish the project within the City's adopted planning framework to support future planning and grant opportunities.

B. Hart Historic District Assessment & Concept Plan

The consultant shall evaluate the Hart Historic District site and its potential function as a recreational, cultural, historic, and community gathering destination.

The scope should consider opportunities such as community gathering and event space, farmers market activities, museum/history interpretation, food truck accommodations, pedestrian circulation, traffic and parking, landscaping, accessibility, Hart Lake interaction, and other complementary recreational or placemaking amenities.

The Historic District planning process shall include:

- Site assessment and review of existing conditions.
- Coordination with the Parks & Recreation Plan planning process.
- Public input through the community survey and at least one in-person public meeting.
- Development of preliminary concepts and/or bubble diagrams.
- Draft concept plan for City review.
- Preliminary opinion of probable project costs.
- Final color concept drawing.
- Photo or graphic examples of recommended amenities and improvements.
- Opportunity for City review and revisions prior to finalization.
- Identification of logical project priorities and potential implementation phases.

The assessment is intended to focus primarily on the site, public spaces, circulation, amenities, and overall function of the Historic District, rather than detailed architectural or structural assessments of individual buildings.

3. DELIVERABLES

At completion, the City expects to receive:

1. Final MDNR-compliant 5-Year Parks & Recreation Plan.
2. Inventory and assessment of City parks and recreation facilities.
3. Five-year capital improvement/action program with priorities, estimated costs, and potential funding sources.
4. Historic District assessment and final concept plan.
5. Final color concept drawing and supporting amenity examples.
6. Preliminary cost opinion and implementation priorities for the Historic District.
7. Identification of improved downtown-to-Hart Lake connectivity/access as a future priority project.
8. Digital copies of final documents, drawings, graphics, survey results, and related materials.

4. PROJECT SCHEDULE

The City desires completion of the project by **March 1, 2027**.

Proposers shall provide a proposed project schedule identifying major milestones, public engagement, draft review, adoption, and final delivery.

5. PROPOSAL REQUIREMENTS

Proposals should be concise and include:

- Firm qualifications and relevant municipal parks/recreation planning experience.
- Experience preparing MDNR-compliant recreation plans.
- Proposed project team and responsibilities.
- Understanding of the project and proposed approach.
- Public engagement approach.
- Proposed schedule.
- Examples of similar projects and references.
- Lump-sum project fee, including any optional or additional services clearly identified.

6. SELECTION

The City will evaluate proposals based on the firm's qualifications and relevant experience, understanding of the City's objectives, proposed approach, project team, ability to meet the schedule, quality of comparable work, and proposed fee.

The City reserves the right to reject any or all proposals, waive informalities, request additional information, and select the proposal determined to be in the best interest of the City.

7. SUBMITTAL

Proposals shall be submitted to:

City of Hart
407 S. State Street
Hart, MI 49420

Attention:	Nichole Kleiner, City Manager
Proposal Due:	September 25, 2026
Contact:	(231) 873-3546
Email:	nkleiner@cityofhart.org