

Submitted by:

REQUEST FOR INFORMATION

#6888

Organization Partner for Staebler Farm County Park: Agricultural Management and Educational Programming

for

WASHTENAW COUNTY
PARKS AND RECREATION COMMISSION

<http://parks.ewashtenaw.org>



Issued By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Beth A. Duffy, CPPB
Senior Buyer
(734) 222-6761





WASHTENAW COUNTY FINANCE
220 N. Main Street, Ann Arbor, MI 48104



September 22, 2016

Washtenaw County Purchasing is issuing a Request For Information (RFI) on behalf of the Washtenaw County Parks and Recreation Commission (WCPARC) to non-profit, 501(c)(3) Organizations to enter into a long-term partnership to manage agricultural operations and provide educational programming at Staebler Farm County Park. The RFI requires submitting experience and a detailed description of services the Organization proposes to offer at the site that complement its agricultural and cultural heritage. Submissions shall include qualifications of the Organization and staff, Organizational structure, and experience providing similar services. The County is looking for an Organization to participate in this partnership that shall demonstrate the potential to sustain a long-term program.

Project Site:

Staebler Farm County Park is a 98-acre property located at 7734 Plymouth Road, Superior Twp., Washtenaw County, Michigan, 48105. The farmhouse is located about a ½-mile east of Prospect Road. It is anticipated that only a portion of the property would be leased to the partner Organization, while WCPARC will maintain control over the remainder of the property for active recreation with public access. See Attachment A for detailed map of site, layout and buildings.

A **mandatory** pre-submittal meeting will be conducted at **3:00pm on Thursday, September 29, 2016**, at the Staebler Farm property. A sign-in sheet will be provided to record attendance. Review of the buildings and site as well as potential partnership scope shall be discussed at that time. Please park in the farmhouse driveway on south side of Plymouth Road.

Responses to the RFI are due on or before 3:00pm Thursday, October 13, 2016.

Proposals must be delivered via email to macydak@ewashtenaw.org AND duffy@ewashtenaw.org in .pdf format.

*Please note: You may be requested to present your proposal at the **November 8, 2016**, Parks Commission meeting.*

Please direct all technical questions regarding this RFI to Kira Macyda at (734) 971-6337 x321 or via email at macydak@ewashtenaw.org during the hours of 8:30AM – 4:30PM, Monday through Thursday.

Please direct purchasing and procedural questions regarding this RFI to Beth A. Duffy via email only at duffy@ewashtenaw.org at any time.

Thank you for your interest.

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PROPOSAL INFORMATION

1. Proposal Definitions:

- “Organization” A 501(c)(3) Organization submitting a proposal that is qualified to provide agricultural and educational opportunities at Staebler Farm County Park
- “County” Washtenaw County in Michigan
- “Owner-WCPARC” Washtenaw County Parks & Recreation Commission

2. Purpose of RFI:

WCPARC anticipates this process to result in the formation of a partnership with a non-profit Organization to implement a shared and collaborative approach to the operations of Staebler Farm County Park. In particular, WCPARC is looking for an Organization with demonstrated experience in providing hands-on learning experiences in traditional crafts and agricultural practices.

Proposals will be evaluated based on the alignment with WCPARC’s mission and mission for the Staebler Farm Park, as identified in Section 4 below, and the Organization’s demonstrated experience.

3. Proposal Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFI. If a proposal is selected, it will be the most advantageous regarding quality of service, the Organization’s qualifications, and capabilities to provide the specified service(s), and other factors that the WCPARC may consider. The County does not intend to enter into a partnership fully on the basis of any response made to the RFI; the County reserves the right to consider submissions for modification at any time before an agreement would be awarded, and negotiations would be undertaken with that Organization whose submission is deemed to best meet WCPARC needs, specifications, and interests.

B. A lease agreement will be negotiated and executed between County and the Organization. The County reserves the right to reject any and all submissions, to waive or not waive informalities or irregularities in submission procedures, and to accept or further negotiate terms, or conditions of any submission determined by the County to be in the best interest of the County.

C. Submissions must be signed by an official authorized to bind the Organization to its provision for at least a period of 90 days.

D. In the event it becomes necessary to revise any part of the RFI, an addendum will be provided. Deadlines for submissions may be adjusted to allow for revisions. To be considered, proposals must be submitted to the Washtenaw County Parks

and Recreation Commission Administrative Offices and the Finance/Purchasing Office, as indicated, on or before the date and time specified.

E. Organization warrants that to the best of its knowledge, there exists no actual or potential conflict between the Organization and County, and its services under this request, and in the event of change in either Organization's private interests or services under this request, Organization will inform the County regarding possible conflict of interest which may arise as a result of the change. Organization also affirms that, to the best of its knowledge, there exists no actual or potential conflict between a County employee and Organization.

F. The Organization shall be responsible for all costs incurred in the development and submission in response to this RFI. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFI, the preparation or submission of a response by an Organization, the evaluation of an accepted response, or the selection of finalists. All submissions, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the Organization. *The Organization shall ensure that proposals are submitted using both sides of recycled paper whenever practicable.*

G. Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act (Public Act No. 442 of 1976) and may be released to third parties in compliance with that Act.

4. **Scope of Services:**

Washtenaw County Parks and Recreation Commission (WCPARC) is seeking to partner with a non-profit, 501(c)(3) Organization to manage agricultural operations and provide hands-on educational programming services at Staebler Farm County Park. Proposals must reflect the intent to manage the facility in a manner that will support agricultural operations, educational programs, and quality interpretive experiences for Washtenaw County residents as well as support the WCPARC and Staebler Farm County Park missions (see below).

WCPARC Mission:

...to enhance the quality of life in the County by promoting a healthy lifestyle, efficiently providing high quality facilities and programs reflective of current and anticipated recreational needs of County residents and visitors—with particular emphasis on preserving fragile lands, water quality, wildlife habitat, creating pedestrian and greenway connections, and providing high quality services to those of all backgrounds.

Staebler Farm County Park Mission:

Staebler Farm County Park, a community resource, fosters sustainable, healthy living and celebrates the rich farming traditions of Washtenaw County through historical collections, interpretive programming, agricultural uses, and a variety of recreational opportunities.

Location

Staebler Farm County Park, 7734 Plymouth Road, Superior Twp., Michigan, 48105

Background

In 2001, the Washtenaw County Parks and Recreation Commission purchased Staebler Farm for future development of a County park. This 98-acre property includes frontage on four water bodies, open fields and pastureland, woods, barns, a farmhouse and outbuildings. Currently, there is no public access, and the property is being farmed by an outside party. Additionally, the Commission has a life-lease agreement with former owner, Donald Staebler, now 106 years old, allowing his continued residence on the site. In order to prepare for a transition, WCPARC is in the midst of preparing a Master Plan for the site and invites proposals from non-profit Organizations seeking to implement or expand agricultural and hands-on educational programming of traditional folk arts, crafts and skills on a portion of the site.

5. **Proposal Contents:**

Proposals should include the following information:

A. Cover Letter: Include the name, address, and telephone number of the person who is authorized to represent the Organization.

B. Introduction: Summary of the key services the Organization proposes for the site and history of the Organization.

C. Proposed Services: Provide a complete description of the services that will be of benefit to County residents. In addition, the Organization responding to the RFI shall include details on the portion of the site where their activities would be conducted and, therefore, the portion that would be included in a lease agreement.

D. Organization: State the full name of your Organization. This section should include a listing of key staff, management, and board members. Also, include a copy of your 501(c)(3) determination letter.

E. Prior Experience/Qualifications: Indicate the relevant experience of the Organization in undertaking the Scope of Services being proposed in the RFI.

F. Staff Experience: Provide evidence of education, expertise, and experience of the management team and key staff that will be involved in providing services, or provide resumes.

G. Proposed Revenue: Provide detailed information regarding potential revenue generation or offset of costs for WCPARC (e.g., lease fees, in-kind contributions to WCPARC, and/or programming fees). In addition, list the site management services that the Organization would be willing to perform (e.g., maintenance of buildings,

etc.), as well as, state what services the Organization would be requesting of WCPARC.

H. References: Provide at least three (3) references for services of a similar nature to this request and a short description of the services provided. Include contact name, Organization/association, phone number, and email address.

6. **Evaluation Method:**

WCPARC staff will review the submissions and make a recommendation to the Parks Commission to enter into a lease agreement. The Organization(s) may be requested to make a presentation to the Parks Commission. In assessing the proposals, WCPARC will consider (as appropriate) the following criteria:

- A. How does the proposal align with mission of WCPARC and Staebler Farm County Park?
- B. Ability to provide high-quality, diverse level of learning experiences to meet the needs of County residents?
- C. Demonstrated experience in providing services identified in proposal.
- D. What alternatives currently exist, or have been considered, to serve County residents?
- E. Ability to generate revenue or offset operations costs for WCPARC at Staebler Farm Park through lease fees, in-kind contributions, and maintenance and/or park fee generation.

7. **Insurance:**

The successful Organization will be required to obtain satisfactory insurance as agreed upon in the Lease Agreement.

8. **Qualifications Requirements:**

Any Organization contemplating submission on this project shall be an established non-profit, 501(c)(3), entity and have at least three (3) years of documented experience in providing similar services.

Complete documentation as requested on pages QES-1 and QES-2.

QUALIFICATIONS AND EXPERIENCE STATEMENT

WCPARC requires supporting evidence regarding Organization’s Qualifications and competency for the proposed project work elements. The Organization is required to furnish all of the applicable information listed below, which must be submitted with the bid. The Qualifications and Experience certificate must be type written and signed in ink.

QUALIFICATIONS AND EXPERIENCE CERTIFICATE

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

Submitted To: Washtenaw County Parks and Recreation Commission

Address: 2230 Platt Road, P.O. Box 8645, Ann Arbor, MI 48107-8645

Submitted By: _____

Name: _____

Address: _____

Telephone: _____

Fax No. _____

Executive Director: _____

Name of Project:

Staebler Farm County Park – Partnership Proposal

ORGANIZATION

How many years has your Organization been in business?

Has your Organization ever operated under a different name? If so, please state:

Complete the following:

Date of Incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's name: _____

Secretary's Name: _____

Treasurer's Name: _____

Board Member Name: _____

Other: _____

ATTACHMENT A

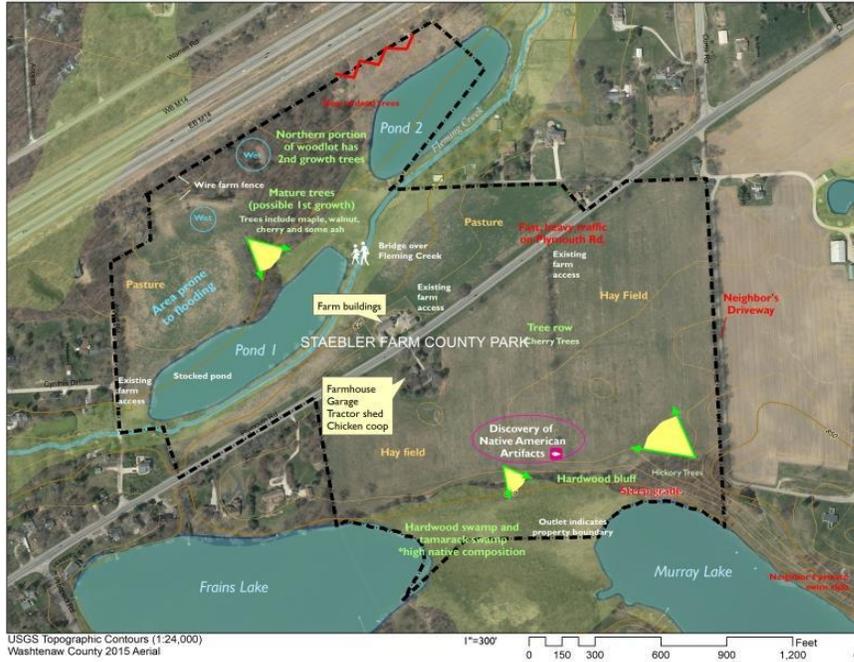
Staebler Farm County Park

Site Analysis
98+/- acres

July 21, 2016

Legend

-  Index Contour
-  Contour
-  Staebler Farm County Park
-  Streams
-  DEQ Wetlands
-  Best Views
-  Views to avoid



Washtenaw County
Parks & Recreation
Commission