



Department of Public Services
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REQUEST FOR ENGINEERING PROPOSALS
2027 PARKS AND RECREATION MASTER PLAN UPDATE
CITY OF THREE RIVERS
ST JOSEPH COUNTY, MICHIGAN

The City of Three Rivers is requesting proposals for an update to the 2022 Parks and Recreation Master Plan. The successful consultant will prepare the update along with the additional items identified in the scope of work. The updated plan will constitute the 2027 Parks and Recreations Master Plan.

Scope of Project

2027 Parks and Recreation Master Plan Update

- Consultant shall prepare the Master Plan Update in accordance with the Michigan Department of Natural Resources Guidelines for the Development of Community Parks and Recreation Plans.
- Consultant shall prepare an updated Master Plan with input from stakeholders. A list of stakeholders will be developed with input from City staff and the Parks Advisory Board.
- The Master Plan Update will be prepared under the direction of the Parks Manager, Parks Advisory Board, and the Department of Public Services.
- Consultant to create and conduct all community input activities.
- Consultant will provide its professional opinions on maximizing the use and development of city parks and green space.

Branding

- Consultant shall work with the Parks Manager, Parks Advisory Board, and Department of Public Services to create a mission statement, logo, and branding for the parks in conjunction with the existing City branding guide.

Splash Pad

- Consultant will review locations for future installation of a splash pad and provide its professional opinion on feasibility, assets, engineering, and construction of said splash pad.
- Consultant will develop a plan for implementation of splash pad at reviewed and approved location.

Anticipated Project Schedule

Project start date	October 1 st , 2026
Submit plan to City Commission for approval	December 15 th , 2026 by noon
Present plan to City Commission for approval	January 5 th , 2027 at 6:00 p.m.
Submit plan to MI DNR	By February 1 st , 2027

City-provided information and data

In conjunction with the proposed project, the City of Three Rivers will provide the following information and data:

- 2022 Parks and Recreation Master Plan
- GIS information
- City of Three Rivers branding guide

The City of Three Rivers has adopted a Local Preference Policy regarding any contractual or professional contracts. A copy of the policy is available upon request.

If you received this document from our website, please e-mail your contact information to aroth@threeriversmi.org so we can place you on the bidders list for addenda.

Submittal of Proposals

Proposals should be submitted to the City of Three Rivers, City Clerk; 333 W Michigan Avenue; Three Rivers, MI 49093 by **2:00 pm on Thursday August 13, 2026**. It is anticipated that the contract for engineering services will be awarded by the City Commission on **Tuesday, September 15, 2026**.

Proposals shall include a listing of previous experience with Parks and Recreation Plans along with a staff listing showing the professionals that will be involved in our project and their experience with the requested scope of work.

The award recommendation will be based on a combination of price and experience with the requested work.

Price basis

The proposal for design services should be submitted on a lump sum fee basis. The lump sum fees shall include all labor, material and expenses required to complete the parks and recreation plan update described herein. A separate fee shall be provided for the splash pad siting assistance.

The respondent is requested to submit a breakdown of hours by staff classification for the design services. Respondents are also requested to submit an hourly rate sheet showing the charges for any items not included in the original project scope.