



REQUEST FOR PROPOSALS

Department of Parks and Recreation Nancy Moore Park Pavilion Renovation

Deadline for Submission: September 4, 2026 by 3:00 pm

Purpose

The Meridian Township Parks and Recreation Department is requesting proposals for professional services for the renovation of the Nancy Moore Park Pavilion and Restroom building. This pavilion has been serving hundreds of visitors each year for over 30 years. Upgrades to the current structure are a high priority at this time in order to keep up with the demand for use of this structure and the surrounding park.

Required upgrades include:

- New aluminum drip edge, ice/water guard
- Update pavilion structure: replace damaged boards, power wash and finish with stain
- Install new vinyl siding and include house wrap and siding blocks for plaques, lights and plugs
- Remove existing walls on the restrooms building and replace
- Replace light fixtures with LED strip lights in restrooms and one LED fixture on outside gable end
- Insulate ceilings in restrooms and add electric heaters for year round use
- Install new circuit for heaters and new commercial grade fan motor with two ducts
- Install power out to the ball fields
- Install new toilets, sinks and faucets in the restrooms
- Install new tile floors in the restrooms
- Install ADA compliant privacy panels to both restrooms

Background

Nancy Moore Park was acquired in 1989 and was developed into the Township's first athletic complex. It is located adjacent to the Meridian Township Service Center, which houses the Department of Parks and Recreation staff. Development of the athletic complex began in 1992 and was completed in 1995. This park includes a small dog park, ball diamonds, athletic fields, restrooms, paved pathways, natural trails, a pavilion, playground, sand volleyball court, gaga ball pit and ample parking that is accessible. Nancy Moore Park continues to grow to accommodate the needs and interests of the community. The original pavilion still stands sturdy but is in need of some upgrades to ensure visitor enjoyment for years to come. The restroom building needs improvement to the structural soundness and to be renovated for year-round use.

Estimated Timeline:

- Friday, September 4, 2026: Proposals Due
- Friday, September 11, 2026: Award Contract
- Thursday, December 31, 2026: Project Completed

Proposal Scope

The intent of this proposal and the resulting contract (attached) is to provide the Township with the ability to utilize, as-needed, specific prices for listed pay items. For the specific pay items listed on Page 3, include all necessary costs for the successful completion of the particular pay item unit, including, but not limited to, overhead, maintenance, fuel and profits.

Please provide, as a minimum, with the following information in your proposal:

1. General company information, including a description of the company's quality operating system;
2. A comprehensive description of the services offered by your company;
3. An emergency contact number;
4. Any other company information for use in evaluating the proposal;
5. Two (2) to Three (3) References

If the contract is awarded, the Contractor's Proposal will be incorporated as Exhibit "A", along with the items listed below.

Rights Reserved by the Township

The Charter Township of Meridian reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reissue RFPs, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the project or to accept any proposals determined by the Township to be in the best interest of the Township and successful completion of the project.

Deadline for RFP Submission

Proposals shall be mailed, hand delivered or emailed by **Friday, September 4, 2026 by 3:00 pm.**

Proposals may be submitted to Meridian Township, Office of the Clerk, 5151 Marsh Road, Okemos, MI 48864. Furnish the original proposal in an envelope with the company name. Bids may also be submitted electronically at bids@meridian.mi.us. Provide the following on the outside of the envelope or in the subject line if submitting electronically:

"PROPOSAL – Nancy Moore Park Pavilion Renovation"

Further Information

For further information, please contact:

Kati Adams

Parks/Land Preservation Superintendent

kadams@meridian.mi.us

W 517.853.4616 | F 517.853.4095

2100 Gaylord C. Smith Ct. | Haslett, Mi 48840

Criteria for Selection

The following factors will be taken into consideration in the selection process:

1. Qualifications of the firm and individuals responsible for the work
2. Experience with similar projects
3. Price

Other Information

1. In the event it is necessary to revise any part of the request for quotes, addenda will be provided to all who received the request.
2. Freedom of Information Act: Responses and contents therein may be eligible for review under the FOIA.
3. Acceptance: The contents may become an obligation if a contract results. The proposal will be incorporated by reference into any resulting contract to the extent accepted by the Township.
4. Contract Compliance: The selected firm will comply with all relevant requirements of Meridian Township.
5. There is no expressed or implied obligation by the Township to reimburse any expenses incurred in responding to the Request for Proposals.

SPECIFIC PAY ITEMS
Nancy Moore Park Pavilion Renovation Contract
(Provide pricing for all listed items.)

<u>ITEM/JOB DESCRIPTION</u>	<u>TOTAL COST</u>
New aluminum drip edge, ice/water guard	\$
Update pavilion structure (replace damaged boards, power wash, stain)	\$
New vinyl siding (including house wrap and siding blocks where indicated)	\$
Remove and replace existing walls on restroom building.....	\$
Replace light fixtures with LED (strip lights in restrooms, fixture on gable end)	\$
Insulate ceiling and add electric heaters	\$
Install new circuit for heaters and new commercial grade fan motor with two ducts.....	\$
Install power out to ball fields	\$
Install new toilets, sinks and faucets.....	\$
Install new tile floors in restrooms.....	\$
Install ADA compliant privacy panels in restrooms.....	\$
ENTIRE PROJECT AS A WHOLE	\$

*****The Township reserves the right to exclude individual upgrades based on budget allowance for the project.*****

(Attach additional pages to include the information requested in the Scope above [available personnel and rates, services offered by your company, etc.]

Date: _____	Company Name: _____
By: _____ Signature	Address: _____
_____ Printed Name	_____
Title: _____	Phone Number: _____
	Email Address: _____