

**Howell Township
Park and Community Center
Request for Proposal
July 24, 2026**

Project Brief: To create final and construction level site plans for Phase I of the concept park plan. Phase I includes a Community Center building.

Owner/Client: Howell Township
3525 Byron Rd.
Howell, MI 48855

Location of Bid Documents: www.howelltownshipmi.org/parks

Point of Contact: Jonathan Hohenstein
3525 Byron Rd.
Howell, MI 48855
treasurer@howelltownshipmi.org
517-546-2817 x 103

Schedule of Events: RFP Distributed: July 24, 2026

Questions/Clarifications Due by: August 5

Owner Responses Due by: August 19

Sealed Submittals Due by: August 31

Interviews: September 21

Contractor Selected by Township Board: October 13

Project Summary

The Howell Township Board has approved a concept plan for a public park (attached as Exhibit A) currently on parcels 4706-15-300-002 and 4706-22-100-001. Howell Township is now seeking to create a site plan for Phase I (Exhibit A, page 2), including a universally accessible walking trail and a 10,000 square foot Community Center to be used as a voting center for the Township and will otherwise be used for programs run by Howell Area Park and Recreation Authority.

Expectations

Contractor is expected to create final site plans and construction level documents. This project is a special use per Section 16.18 of the Township's Zoning Ordinance and requires the site plan to be presented at a public hearing before the Planning Commission and ultimately to the Township Board for approval. Contractor is expected to attend all required meetings. The Township is also requesting that proposals include a contract with an architect for the Community Center.

Items to be included in the proposals:

Survey of the two properties, as properties will be combined, prepared by a licensed land surveyor showing all property lines, easements, adjacent roads, topographical contour lines at two foot intervals for the area of disturbance, location of all trees having a diameter at breast height of six inches or more just beyond the area of disturbance, boundaries of woodlots and shrub masses, existing buildings and structures located above and below the ground surface, potential wetlands and flood areas, connecting property lines and land uses of adjacent properties and utilities available to serve the project site.

Site plan for Phase I.

Stormwater management for complete plan build out.

Geotechnical work for building site and parking area; indicate number of soil borings planned in the test locations.

Architect – To include a needs assessment session for the Community Center with final deliverable as construction documents for the Phase I Community Center.

The Township does not believe wetland delineation will be required. If bidders wish to include it in their proposal it needs to be listed separately.

Construction administration services will be negotiated at a future date.

Confidentiality

From the date of issue of the RFP, until a firm is selected, prospective firms shall not communicate about the subject of the RFP including with its Board of Trustees, individual members, or staff, except as permitted by the requests for clarifications. Proposals and modifications shall be submitted only to the point of contact, listed above.

Addenda

Any addendum to this RFP will be issued in writing by Howell Township and will be posted on Howell Township's website or can be picked up at the Township Hall.

Owner's Rights

The Township reserves the right to accept or reject any or all proposals.

Information to be included in the RFP Submittal:**Cover Letter**

Cover letter should include contact information and a general overview of your firm

Detailed Scope and Schedule (25%)

Provide information on your approach to the project and an estimate of timing

Your Team (35%)

Provide names of staff assigned to the project and resumes of the key team members (limited to 2 pages each)

Funding (15%)

Explain your teams funding experience for public projects

References (25%)

Provide names and contact information for at least three projects of similar size and complexity.

Process

This is a Qualifications Based Selection process. Proposals are limited to 20 pages, excluding resumes, and will be weighted by the percentages listed above. Those invited to be interviewed will be provided time for a 15-minute presentation and a 30-minute question and answer session.

Township Selection Team

Martha Haglund – Park and Recreation Committee - Member

Teresa Murrish - Park and Recreation Committee - Member

Jonathan Hohenstien – Park and Recreation Committee - Board Representative

Rob Spaulding – Township Supervisor

Jodi Fulton – Township Trustee

Phil Westmoreland – Township Engineer, Executive Vice President of Spicer Group, Inc.