

Chair
Chuck Nelson, Citizen Rep.

Vice-Chair
Gary Boersen, Citizen Rep.

Secretary
Phil Hanes, Drain Commissioner



Clinton County Parks and Greenspace Commission

Members
Dwight Washington, BOC Rep.
Nicole Fickes, BOC Rep.
Kevin Holt, CCRC Rep.
Jan Motz, Plan. Comm. Rep.
Chris Stewart, Citizen Rep.
Melany Mack, Citizen Rep.
Pat Jackson, Citizen Rep.

Staff
Kyle Thornton, Coordinator
Parks and Green Space

1327 E. Townsend Rd • St. Johns, MI 48879
www.clinton-county.org

Phone: 989.224.5128 • Fax: 989.224-5102
Email: parks@clinton-county.org

**PARKS AND GREEN SPACE COMMISSION
FRIDAY, FEBRUARY 6, 2026
AT 8:30 A.M.
CLINTON COUNTY COURTHOUSE
BOARD OF COMMISSIONERS ROOM
100 EAST STATE STREET, ST. JOHNS, MI 48879**

1	8:30	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	8:31	APPROVAL OF FEBRUARY 6, 2026, AGENDA
3	8:32	APPROVAL OF JANUARY 9, 2026, PGSC MEETING MINUTES
4	8:33	LIMITED PUBLIC COMMENTS (LIMIT OF 3 MINUTES PER SPEAKER)
5	8:43	COORDINATOR REPORT – KYLE THORNTON
6	8:50	OLD BUSINESS – ACCESSIBLE HUNTING - NELSON
7	8:55	COMMITTEE REPORTS
7a	8:55	- WATER RESOURCE COMMITTEE - Gary Boersen (chair), Phil Hanes and Nicole Fickes
7b	9:00	- NON-MOTORIZED FACILITIES COMMITTEE - Melany Mack (chair) and Chuck Nelson
7c	9:05	- UNIVERSAL ACCESS COMMITTEE - Dwight Washington (chair) and Pat Jackson
7d	9:10	- GRASSLAND COMMITTEE - Chris Stewart (chair), Chuck Nelson and Jan Motz
7e	9:15	- HEALTH COMMITTEE - Melany Mack (chair), Dwight Washington, Pat Jackson and Nicole Fickes
7f	9:20	- OPEN SPACE COMMITTEE - Jan Motz (chair), Gary Boersen and Chris Stewart
8	9:25	NEW BUSINESS – SEASONAL EMPLOYEES - THORNTON
9	9:35	NEW BUSINESS – CLINTON TRAILS COUNTY PARK PHASE 1 RFP - THORNTON
10	9:40	COMMISSIONERS' COMMENTS

****MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED. AGENDA ITEM TIMES MAY VARY****

PACKET INFORMATION IS CURRENT AS OF POSTING DATE. **NOTE:** ADDITIONAL INFORMATION MAY BE PRESENTED ON SCHEDULED AGENDA ITEMS. AGENDA ITEMS MAY ALSO BE ADDED DUE TO BUSINESS NEEDS.

TO REQUEST ACCOMMODATIONS OR MATERIALS IN AN ALTERNATIVE FORMAT, PLEASE CONTACT PARKS AND GREEN SPACE DEPARTMENT AT 989-224-5128 OR VIA EMAIL AT PARKS@CLINTON-COUNTY.ORG NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

YEAR-TO-DATE BUDGET REPORT
JANUARY 2026

FOR 2026 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL FUND							
101751 RECREATION/PARKS							
101751 702000 PER DIEM - SALARIES	6,000	6,000	720.00	720.00	560.00	4,720.00	21.3%
101751 704000 SALARIES & WAGES - P	84,370	84,370	5,516.44	5,516.44	.00	78,853.56	6.5%
101751 705000 WAGES - TEMPORARY	93,000	93,000	.00	.00	.00	93,000.00	.0%
101751 715000 FICA COUNTY SHARE	13,816	13,816	422.00	422.00	.00	13,394.00	3.1%
101751 716000 HEALTH INSURANCE	8,286	8,286	690.42	690.42	.00	7,595.58	8.3%
101751 716020 HEALTH INSURANCE - R	844	844	.00	.00	.00	844.00	.0%
101751 718000 RETIREMENT	6,750	6,750	447.02	447.02	.00	6,302.98	6.6%
101751 719000 WORKERS COMPENSATION	2,981	2,981	90.10	90.10	.00	2,890.90	3.0%
101751 720000 UNEMPLOYMENT COMPENS	369	369	11.03	11.03	.00	357.97	3.0%
101751 721000 LIFE INSURANCE	70	70	5.84	5.84	.00	64.16	8.3%
101751 727000 OFFICE SUPPLIES	1,000	1,000	.00	.00	.00	1,000.00	.0%
101751 728000 PRINTING AND BINDING	1,500	1,500	.00	.00	.00	1,500.00	.0%
101751 729000 POSTAGE	1,000	1,000	.00	.00	.00	1,000.00	.0%
101751 740000 OTHER SUPPLIES	10,000	10,000	.00	.00	.00	10,000.00	.0%
101751 747000 GAS - OIL	6,600	6,600	.00	.00	.00	6,600.00	.0%
101751 775000 JANITORIAL SUPPLIES	5,000	5,000	.00	.00	.00	5,000.00	.0%
101751 812000 SERVICE AGREEMENTS	4,500	4,500	305.28	305.28	.00	4,194.72	6.8%
101751 820000 OTHER CONTRACTUAL SE	22,500	22,500	795.00	795.00	.00	21,705.00	3.5%
101751 829000 MEMBERSHIPS & SUBSCR	1,685	1,685	759.00	759.00	.00	926.00	45.0%
101751 850000 TELEPHONE & TELEGRAP	6,000	6,000	36.01	36.01	168.79	5,795.20	3.4%
101751 860000 TRAVEL	3,000	3,000	190.68	190.68	168.93	2,640.39	12.0%
101751 866000 CONFERENCE & TRAVEL	5,500	5,500	525.00	525.00	150.26	4,824.74	12.3%
101751 900000 ADVERTISING	2,250	2,250	260.00	260.00	.00	1,990.00	11.6%
101751 920000 UTILITIES	5,000	5,000	.00	.00	.00	5,000.00	.0%
101751 930000 BUILDING REPAIRS & M	7,500	7,500	.00	.00	.00	7,500.00	.0%
101751 931000 EQUIPMENT REPAIRS &	7,500	7,500	.00	.00	.00	7,500.00	.0%
101751 932000 VEHICLE REPAIR & MAI	4,000	4,000	16.98	16.98	.00	3,983.02	.4%
101751 935000 GROUNDS CARE & MAINT	8,500	8,500	.00	.00	.00	8,500.00	.0%
TOTAL RECREATION/PARKS	319,521	319,521	10,790.80	10,790.80	1,047.98	307,682.22	3.7%
TOTAL GENERAL FUND	319,521	319,521	10,790.80	10,790.80	1,047.98	307,682.22	3.7%
TOTAL EXPENSES	319,521	319,521	10,790.80	10,790.80	1,047.98	307,682.22	

CLINTON COUNTY JOB DESCRIPTION

PARK RANGER

Supervised By: Parks and Greenspace Coordinator and Lead Ranger (on duty)

Position Summary:

This position participates in the day-to-day work activities within the park system of the Clinton County Parks and Green Space regarding the operations, maintenance and cleaning of facilities. The employee shall perform various types of operational and maintenance duties consistent with the outdoor facilities and janitorial duties. This position is supervised by the Parks and Green Space Coordinator and Lead Ranger (on-duty).

Employment Period

January - December. Flexible scheduling (majority of hours between April and October) including days, nights, weekdays, weekends, and holidays. Adjustments may be made for students returning to school prior to the end of Employment Period

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Participate in routine and preventative maintenance tasks, repairs, cleaning public buildings, swimming beach grooming, grounds and trash removal.
2. Participate in the clearing, brushing, marking, signing, mowing and grooming of non-motorized trails.
3. Perform periodic inspections and routine cleaning and maintenance of the facilities, infrastructure and trails.
4. Complete daily operational, janitorial and maintenance tasks.
5. Inspect vehicles and equipment on a regular basis to ensure that they are in safe operating condition.
6. Assist and offer resolutions to customers concerns, problems and complaints in accordance with Clinton County policies, procedures and ordinances.
7. Answer phones, handle inquiries, disseminate information and answer questions as needed by the public.
8. Conduct vehicle and foot patrol of grounds and facilities.

9. Assist with public programs and special events.
10. Keep the Parks and Green Space Coordinator and on-duty park staff (including Lead Rangers and Park Rangers) apprised of concerns or complaints.
11. Responds to accidents, medical emergencies and incidents; while ensuring appropriate paperwork is completed and filed.
12. Enforcement on Clinton County policies, procedures and ordinances.
13. Report to Parks and Green Space Coordinator and the Lead Ranger (on-duty) employee accidents, unsafe or unusual conditions in the park or other conditions in the park that involve injuries, property damage or theft, facility breakdown or closure, power outages, areas of concern in the parks as related to public and employee safety and more.
14. Address safety issues that might directly or indirectly affect public safety including emergency situations and weather-related issues.
15. Safely operate County owned or leased vehicles, tools and equipment, which could include but is not limited to trucks, farm tractors, equipment trailers, utility terrain vehicle (UTV), beach rakes, riding and push lawn mowers, string trimmers, leaf blowers, chainsaws, and an array of electric power tools.
16. Other duties as assigned

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Minimum 17 years of age by start of Employment Period.
- No education required
- No experience required
- Ability to read, interpret and carry out a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Knowledge of basic computer word processing and spreadsheet software programs and ability to apply this knowledge in a productive and practical manner.
- Knowledge of basic arithmetic functions.
- Ability to write in an understandable and legible manner. Ability to prepare simple reports.
- Ability to express and exchange ideas by means of the spoken word; to convey information and detailed instructions to others in an accurate, audible and timely manner.
- Ability to establish and maintain effective working relationships with superiors, peers, subordinates, park visitors, and the general public.
- Ability to use tact and diplomacy and understand people from all social, economic and cultural backgrounds; to deal with upset/difficult people.

- Ability to perform light to moderate manual labor.
- Possess a Valid Michigan Driver's License. Ability to work independently and to complete daily tasks according to work schedule.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visual acuity to carefully survey physical surroundings at all times.
- Hearing acuity to listen and communicate in person.
- Manual dexterity to fill out forms and use tools and equipment such as hand tools, power tools, pickup truck, and mid-size tractor with implements.
- Physical stamina to perform assigned tasks in an accurate and timely manner.
- Ability to walk, stand, bend, stoop, climb and lift up to 75 pounds occasionally and 5 pounds frequently.
- Mental capacity to exercise good judgment and make basic decisions.
- Exposure to people from all social, economic and cultural backgrounds.
- Exposure to upset/difficult people.
- Must be willing to work weekends and holidays.
- While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee works near moving mechanical equipment. The noise level in the work environment is usually moderate, but can be loud. Subject to dangerous situations when working around motor vehicles and electric- and gas-powered equipment.

CLINTON COUNTY JOB DESCRIPTION

LEAD RANGER

Supervised By: Parks and Greenspace Coordinator

Supervises: Seasonal Park Rangers

Position Summary:

This position participates in the day-to-day work activities of the Clinton County Parks and Green Space parks regarding the operations of Parks and Green Space administered facilities. The employees shall assist the Parks and Green Space Coordinator in various administrative tasks as delegated with minimal supervision. The employee shall perform various types of operational and maintenance duties consistent with the operation of Parks and Green Space administered facilities. This position will train and provide guidance to staff, maintain grounds, infrastructure and equipment, and perform other duties as assigned. The employees provides direct supervision of the park rangers (on-duty).

Employment Period

January - December. Flexible scheduling (majority of hours between April and October) including days, nights, weekdays, weekends, and holidays. Adjustments may be made for students returning to school prior to the end of Employment Period

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assist in the planning, organizing, supervising and participating of routine and preventative maintenance tasks, repairs, cleaning public buildings, grounds and trash removal.
2. Participate in the clearing, brushing, marking, signing, mowing and grooming of non-motorized trails.
3. Perform periodic inspections and routine cleaning and maintenance of the facilities, infrastructure and trails.
4. Plan, prioritize and provide guidance on daily operational and maintenance tasks to employees in collaboration with the Parks and Green Space Coordinator.
5. Inspect vehicles and equipment on a regular basis to ensure that they are in safe operating condition.

6. Assist and offer resolutions to customers concerns, problems and complaints in accordance with Clinton County policies, procedures and ordinances.
7. Answer phones, handle inquiries, disseminate information and answer questions as needed by the public.
8. Conduct vehicle and foot patrol of grounds and facilities.
9. Assist with public programs and special events.
10. Keep the Parks and Green Space Coordinator and on-duty park staff (including Lead Rangers and Park Rangers) appraised of concerns or complaints.
11. Responds to accidents, medical emergencies and incidents; while ensuring appropriate paperwork is completed and filed.
12. Assist in training and enforcement on Clinton County policies, procedures and ordinances.
13. Complete various work activity reports and correspondence as directed by supervisor.
14. Report to Parks and Green Space Coordinator employee accidents, unsafe or unusual conditions in the park or other conditions in the park that involve injuries, property damage or theft, facility breakdown or closure, power outages, areas of concern in the parks as related to public and employee safety and more.
15. Address safety issues that might directly or indirectly affect public safety including emergency situations and weather-related issues.
16. Train or assist in the training of staff in safety precautions including use of personal protective equipment and safety talks and presentations.
17. Safely operate and train staff on County owned or leased vehicles, tools and equipment. Which could include but is not limited to trucks, farm tractors, equipment trailers, utility terrain vehicle (UTV), beach rakes, riding and push lawn mowers, string trimmers, leaf blowers, chainsaws, and an array of electric power tools.
18. Other duties as assigned

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Minimum 18 years of age by start of Employment Period.
- Minimum High School Diploma or GED.
- Minimum of one season as a park ranger or related experience.
- Ability to read, interpret and carry out a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Knowledge of basic computer word processing and spreadsheet software programs and ability to apply this knowledge in a productive and practical manner.

- Knowledge of basic arithmetic functions.
- Ability to write in an understandable and legible manner. Ability to prepare simple reports.
- Ability to express and exchange ideas by means of the spoken word; to convey information and detailed instructions to others in an accurate, audible and timely manner.
- Ability to establish and maintain effective working relationships with superiors, peers, subordinates, park visitors, and the general public.
- Ability to use tact and diplomacy and understand people from all social, economic and cultural backgrounds; to occasionally deal with upset/difficult people.
- Ability to perform light to moderate manual labor.
- Possess a Valid Michigan Driver's License. Ability to work independently and to complete daily tasks according to work schedule.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visual acuity to carefully survey physical surroundings at all times.
- Hearing acuity to listen and communicate in person.
- Manual dexterity to fill out forms and use tools and equipment such as hand tools, power tools, pickup truck, and mid-size tractor with implements.
- Physical stamina to perform assigned tasks in an accurate and timely manner.
- Ability to walk, stand, bend, stoop, climb and lift up to 75 pounds occasionally and 5 pounds frequently.
- Mental capacity to exercise good judgment and make basic decisions.
- Exposure to people from all social, economic and cultural backgrounds.
- Exposure to occasionally upset/difficult people.
- Must be willing to work weekends and holidays.
- While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee works near moving mechanical equipment. The noise level in the work environment is usually moderate, but can be loud. Subject to dangerous situations when working around motor vehicles and electric- and gas-powered equipment.



Request for Proposal
Clinton County
Parks and Green Space Department

Clinton Trails County Park - Phase 1 Trails Development
MDNR – Recreation Passport Grant

Issue Date: February 16, 2026

Proposals Due: April 7, 2026

Section 1

1.1 **Statement of Purpose and General Instructions:**

It is the intention of Clinton County (hereinafter shall be referred to as “County”) to accept proposals for **Clinton Trails County Park – Phase 1 Trails Development** Architecture and Engineering(A/E) Services detailed in this proposal. Recipients of the Request for the Proposal (hereinafter shall be referred to as “Prime Professional”).

Prime Professional must analyze and respond to all required sections of the RFP, from Section 1 through the appendices and attachments, and provide sufficient information to allow the County to evaluate the proposal. A written response is required. If the Prime Professional is unable to fulfill any section in the RFP please indicate on a separate piece of paper an explanation for the sections that are either non-compliant or not applicable.

Prime Professional must also furnish all information as requested and complete all forms according to the section instructions.

Any deviations or exceptions to the County’s requirements are to be clearly noted in the Prime Professional’s response. Incomplete proposals, or proposals which do not comply with the County’s stated requirements, may be eliminated from the purchase decision at the County’s discretion.

County shall incur no obligation or liability whatsoever to anyone by reason of issuance of the RFP or action by anyone relative thereto.

Prime Professional, by submitting its proposal, agrees that any costs incurred by the Prime Professional in responding to this RFP, or in support of activities associated with this RFP, are to be borne solely by Prime Professional and may not be billed to the County.

1.2 **Notification of Intent to Bid**

Each Prime Professional must submit their intent to bid.

Notification of intent to bid must be submitted in writing no later than 5:00PM EST on March 13, 2026 via email to:

Kyle Thornton, Parks and Green Space Coordinator

Email: thorntonk@clinton-county.org

Subject Line: Clinton Trails County Park - RFP Intent to Bid

1.3 Prime Professional Inquiries and Clarifications

Each Prime Professional has an obligation to ask any questions and/or clarify any issue, which they do not fully understand or which may be interpreted in more than one way. The County will make every attempt to answer all questions from each Prime Professional.

Questions must be submitted in writing no later than 5:00PM EST on March 25, 2026 via email to:

Kyle Thornton, Parks and Green Space Coordinator

Email: thorntonk@clinton-county.org

Subject Line: Clinton County RFP Question

Prime Professional has an obligation to explain and clarify any and all conditions imposed on or included in their responses to this RFP. Proposals may be modified after submission by withdrawal in writing and resubmission prior to the stated due date. Modifications offered in any other manner will not be considered.

1.4 Project Schedule

Proposals shall be received no later than **3:00PM EST on April 7, 2026.**

All proposals shall be mailed or delivered to:

Kyle Thornton, Parks and Green Space Coordinator

Clinton County Attn: **Clinton Trails County Park – Phase 1 Trails Development Proposal**

100 E. State St. Suite 2100

St. Johns, MI 48879

Prime Professional shall **submit six (6) copies** of all proposal documents in a sealed envelope. The outside of the envelope shall be labeled “**Clinton Trails County Park – Phase 1 Trails Development A/E Services Proposal**”.

It will be the responsibility of the Prime Professional that the proposal submitted is received in a timely and proper manner (no later than the submission deadline of April 7, 2026, at 3:00pm).

A public bid opening will be held in the Clinton County Courthouse Boardroom at 3:05PM on April 7, 2026.

Upon evaluation of the proposals, the County will notify the Prime Professionals who submit proposals as to the status of the County’s selection of a Prime Professional. The County reserves the right to accept, reject, or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, whether a bid is

lowest or not. The County reserves the right to request interviews with a Prime Professional before final selections are determined. If necessary, interviews would be hosted between **April 13, 2026, to April 20, 2026**. A final selection by the County is expected to be made no later than **April 30, 2026**.

- Estimated construction during 2027, project completion is no later than December 31, 2027 (design and construction). The County intends to issue construction **bidding documents in December 2026, with project completion by 12/31/2027**.

1.5 Compliance of Proposal

Proposals must be signed as set forth in Attachment #4 “Prime Professional Authority Statement,” by a duly authorized representative of Prime Professional. An unsigned proposal may be rejected. An agent of Prime Professional may sign a proposal only if that person is authorized to sign contracts on behalf of Prime Professional.

1.6 Review Criteria/Rejection of Proposals

Prime Professional understands that the County will review all proposals on a variety of factors including, but not limited to: *quality, recommendations of staff and/or representatives reviewing the proposal, history of capability to provide similar services, price, and RFP terms and conditions*. The County reserves the right to accept, reject, or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, whether a bid is lowest or not.

1.7 Product/Services Qualification

During the time the County is evaluating the proposals, Prime Professional(s) or its authorized representative should be prepared to demonstrate, at the County’s request, that the proposed objectives and requirements can be met or exceeded on all aspects of the proposed Service. The County reserves the right to request additional information, which may be deemed necessary to fairly compare proposals.

1.8 Disposition of Proposals

All information submitted in response to this RFP will become the property of the County. Proposals shall be retained by the County for official files as required. Successful and unsuccessful Prime Professionals will be notified. The County is not obligated to detail any of the results of the evaluation.

1.9 Compliance with Law

All goods or equipment shall comply with all applicable Federal, State, and local laws

relative thereto including all safety related items as required by the Federal Occupational Safety and Health Act (OSHA). The Prime Professional shall defend actions or claims brought and hold harmless the County from loss, cost or damage by reason of actual or alleged violations of Federal, State or local law in the design or manufacturing of equipment and/or material.

NOTE: The Prime Professional is responsible for applying for and obtaining the necessary permits to complete the scope of work outlined.

1.10 Assignment of Contract

The selected Prime Professional shall not assign, convey, sublet or otherwise dispose of any contract resulting from this RFP, or right, title or interest in any form, without previous consent in writing from the County endorsed on or attached in the contract.

1.11 Default Provision

In case of default by the Prime Professional or contractor, the County of Clinton may procure the services from other sources and hold the Prime Professional or contractor responsible for any excess costs occasioned or incurred thereby.

1.12 Non-Collusion Affidavit, Non-Discrimination Clause and Hold Harmless Statement

All Prime Professionals are required to complete Attachments 1 through 5 and include the completed attachments in the proposal. The person signing the attachments must be an authorized party as required in Section 1.5.

SECTION 2

SCOPE OF WORK

2.1 General Information

In 2023, Clinton County acquired Clinton Trails County Park, a 67-acre property on Pratt Road in the southcentral area of the county (7575 W. Pratt Rd., DeWitt, MI 48820). Although mostly undeveloped, this primarily natural and passive recreation-oriented park surrounds a 7-acre lake and features a newly constructed sandy beach and 20 acres of hardwoods, which are the park's hallmark feature. Clinton Trails County Park is accessible year-round via the gravel road which begins at the all-season parking lot at the main entrance. The beach, gravel road, and all-season parking lot were constructed by the previous property owner and were part of the purchase agreement. The plans for these improvements were prepared by Spicer Group in 2021. The 67-acre natural area in Riley Township offers water-based recreational opportunities and hiking/walking access for park guests. Currently the gravel access road serves as pedestrian access for the park. It runs through the heart of the property and terminates at the southwest corner of the small lake. In May of 2024, the County hosted the parks grand opening and ribbon cutting. During 2025, the County completed a Clinton Trails County Park Master Plan plus applied for and received a MDNR Recreation Passport Grant for Phase 1 Trails Development of the park.

Copies of current and previous master plans, which include the Clinton Trails County Park Master Plan, the 2025-2029 Parks, Recreation and Open Space Plan (Five-Year Plan) and the 20-Year Clinton County Parks and Green Space Master Plan can be accessed on the Clinton County website at <https://www.clinton-county.org/711/P-G-Commission>.

Additionally, Appendix A includes a combination of conceptual designs for Clinton Trails County Park, which includes Phases I-IV from the Clinton Trails County Park Master Plan and concept submitted to the DNR's Recreation Passport application.

The County is requesting proposals for professional Architectural and Engineering services for the Programming and Schematic Design, Design Development, Construction Document, Bidding, and Construction Administration phases of this project.

The Prime Professional will be required to provide an AIA B101-2017 (or equivalent) contract document.

The County intends to issue construction **bidding documents in December 2026, with project completion by 12/31/2027**. The budget approved for this project including all hard costs/soft costs/FF&E/etc. is \$400,000 (which includes MDNR Passport Grant and County match funds).

The Prime Professional will provide all planning services necessary for the design and construction of the project and will be required to certify that all work was completed satisfactorily. Their responsibilities include, but are not restricted to, site surveys and analysis, design and design calculations, plans and technical specifications, contract documents, construction stake out, construction oversight and inspection, contract administration, reimbursement review submission, and final on-site inspection.

The Prime Professional Services Certification page will be completed by the County and the Prime Professional for submittal of plans, specifications and bid documents in MiGrants. The Prime Professional will follow policy's, procedures and requirements listed in the Development Grant Project Procedures published 2/19/2025 by the Michigan Department of Natural Resources.

NOTE: The Prime Professional is responsible for applying for and obtaining the necessary permits to complete the scope of work outlined.

Scope Items within the Recreation Passport Grant

- Trail 8' wide or more
 - Universally Accessible Non-Motorized Trail, 8 feet wide proposed, Green Trail (0.5 miles)
- Trail 6' wide or more
 - ADA Accessible Non-Motorized Trail, 6 feet wide proposed, Blue Trail (2.0 miles)
- Vault Toilet
 - Unisex ADA Accessible Vaulted Toilet
- Crushed Stone Parking Lot
 - Gravel Parking Lot, proposed (40 spaces with 4 handicap spaces being accessible)
- Pathway 6' wide or more
 - 6'wide or more access pathway from parking lot to trail and unisex vault toilet

Programming & Schematic Design

- Conduct detailed programming meetings with the project team. Meetings to take place at Clinton County offices.
- Validate previously developed concept plans and budget with County.
- Collect County's information on existing buildings and site, including any drawings, standard specifications, CADD files, materials, and products.
- Field verify existing building and site conditions.
- Review State and local ordinances, regulations, standards, and legal requirements as they may relate to the project, including the timing for site plan review.
- Discuss potential bid alternates for project and how to maintain the integrity of the project while providing flexibility to award the project.

- Discuss and determine how the vaulted toilet and other equipment will be bid or purchased.
- Discuss material finishes, both interior and exterior.
- Prime Contractor to contract for and provide the Geo-Technical (soil borings) & Survey work for the project.
- Develop and provide project timeline.
- Secure County approval prior to proceeding with Design Development.

Design Development

- Review previous project budget to verify it aligns with the current project scope of work.
- Further develop the plans to reflect additional detail such as: enlarged floor plans, interior elevations, door and window details, door and frame schedules, room finish schedule, demolition plans, reflected ceiling plans and necessary structural framing as necessary.
- Work with the project team to finalize the bid alternates as necessary.
- Further develop the MEP (mechanical, electrical, and plumbing) drawings showing sizes and locations of systems and equipment for all work areas as needed.
- Review the final approved Design Development drawings, including site plan, for compliance with applicable building codes and zoning requirements.
- Finalize materials/finishes with County.
- Provide basic color 3-D renderings showing materials and colors.
- Secure County approval prior to proceeding with Construction Documents.

Construction Documents

- Complete the detailed architectural, site, civil, structural drawings and specifications for bidding as necessary.
- Complete the detailed MEP drawings and specifications for bidding as necessary.
- Coordinate infrastructure locations with County's FF & E (fixtures, furniture & equipment) documents/cut sheets/vendors as necessary.
- Complete the specifications manual for the bidding documents.
- Review the final Construction Documents for compliance with applicable building codes and zoning requirements.
- Finalize the bid alternates.
- Provide a color board for County review showing all materials and colors as necessary.
- Provide final bidding documents to the County for review prior to the Quality Assurance/Quality Control (QA/QC) review meeting.
- Perform one (1) QA/QC review on all final documents with the project team, pick-up all

- mutually agreed-upon comments prior to issuing for bidding.
- Update and provide estimated budget for cost of construction.
- Submit signed and sealed copies of drawings and specifications for site and building plan review to the authorities having jurisdiction.
- Answer all plan review comments in writing and update drawings as required per the plan review comments.
- Secure County approval prior to proceeding with Bidding.

Bidding

- Provide County the Invitation to Bid or Bid Advertisement documents of the project.
- Issue the bidding documents for contractor bidding to the regional plan houses and local means of advertising the project for bid.
- Conduct and attend one (1) Pre-Bid meeting.
- Answer contractor bid questions via written Addenda.
- Conduct post-bid interviews and issue findings to County for Board review and award.
- Provide Owner/Contractor Agreement to County for their review and use in contracting with the contractor.
- Issue Letter(s) of Intent to the Contractor on behalf of County.

Construction Administration

- Conduct the Project Kick-off Meeting.
- Review contractor payment applications, as required.
- Process trade contractor shop drawings for compliance.
- Confirm color selection of materials and finishes with County.
- Answer contractor RFI's, as required.
- Assist County in the selection and procurement of furniture with their local vendor.
- Attend twice-monthly Construction Progress Meetings (one every other week) for the duration of the Project.
- Perform one Punch List Walk Through for each facility/building/parking area/trails and issue findings to County and General Contractor after notification in writing that the project has been pre-punched by the Contractor and Work Completion Items generated by the Contractor are complete.
- Perform one (1) Punch List Verification Walk Through for each facility/building/parking area/trails and issue findings to County and General Contractor after notification in writing that the project punch list has been verified complete by the Contractor.

- Issue Certificate of Substantial Completion to establish warranty date for each facility/building/parking area/trails.
- Review contractor as-built's and O & M (operation & maintenance) books one time for completeness.
- Provide County with a Warranty Request Form to document any contractor items that need to be fixed during the 1-year warranty period.

2.2 Base Bid

The base bid shall include all A/E services required to successfully implement the Programming and Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration phases of this project as outlined above.

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SECTION 3

Prime Professional Response and Unit Cost Information

3.1 Completeness of Proposal

Each proposal shall provide a clear, concise delineation of Prime Professional's capabilities to satisfy the requirements of the RFP. Emphasis in each proposal shall be on completeness and clarity of content. In order to expedite the evaluation of proposals, it is mandatory that Prime Professional follow the instructions contained herein.

Failure to comply with any of the RFP mandatory requirements may subject the proposal to rejection. The mandatory submissions are not the sole requirements of the RFP. The County will be the final authority in determining the responsiveness of a proposal.

3.2 Proposal Expiration

Prime Professional shall indicate expiration date for pricing in any proposal submitted. Expiration date shall not be less than 90 days from the proposal due date.

3.3 Inclusive Unit Cost Information

Prime Professional's proposal shall be inclusive of all costs including Prime Professional provided supplies as detailed in the scope of work. Failure to provide this information may cause Prime Professional's proposal to be eliminated from the decision.

3.4 Prime Professional Response

In addition to completion of the forms contained in this RFP, the Prime Professional's response is to be returned in a format that follows the RFP section by section stating the Prime Professional is compliant, non-compliant or not applicable (N/A for sections in which compliance/non-compliance is not an appropriate response).

3.5 Sales Taxes

The County will provide tax exemption certificate/number to selected Prime Professional.

3.6 Required Performance and Payment Bonds

The Construction Contractor must provide Clinton County with performance and payment bonds for projects exceeding \$50,000 (PA 213 of 1963). The Construction Contractor is responsible for the cost of the bonds.

ATTACHMENT #1

Professional A/E Services for all phases of Clinton Trails County Park – Phase 1 Trails Development

Project Name: **Clinton Trails County Park – Phase 1 Trails Development (A/E Services)**

Proposals should include the following information:

1. Name, address, and a brief history of the firm.
2. Name, email, and telephone number of authorized individuals from your firm.
3. Brief description of similar projects completed in the last 3 years.
4. Contact information for 3 references related to recently completed projects.
5. Proposed project timeline.
6. Provide a list of consultants expected to be part of the A/E team (structural engineers, MEP engineers, Landscape Architects, etc.)
7. Detailed cost quotations for Base Bid. (Attachment #3 – attach additional pages for detail if needed)
8. Completed Prime Professional Authority Statement. (Attachment #4)
9. Completed Certifications and Assurances form. (Attachment #5)
10. You are invited to include a maximum of one (1) page of information not included above, if you feel it may be useful and applicable to this RFP.

ATTACHMENT # 2
*Professional A/E Services for all phases of Clinton Trails County Park – Phase 1
Trails Development*

Tentative RFP Timeline

The following schedule has been established for the **Clinton Trails County Park – Phase 1 Trails Development** (A/E Services) RFP process. Dates are subject to change at the sole discretion of the County.

February 16, 2026 – Release RFP

March 13, 2026 – Intent to Bid Notification due by 5:00PM

March 25, 2026 – All questions due by 5:00PM

April 7, 2026 – Proposals due by 3:00PM

April 7, 2026 – Public Bid Opening at 3:05PM

April 13-20, 2026 – Clinton County to conduct Post-Bid interviews as necessary

April 30, 2026 – Final Decision and Award

ATTACHMENT # 3

Professional A/E Services for all phases of Clinton Trails County Park – Phase 1 Trails Development

COST LIST

DESCRIPTION	COST
BASE BID: Professional A/E Services for all phases of Clinton Trails County Park – Phase 1 Trails Development	

DRAFT

Attachment #4
*Professional A/E Services for all phases of Clinton Trails County Park – Phase 1
Trails Development*

PRIME PROFESSIONAL AUTHORITY STATEMENT

The Prime Professional represents and certifies as part of the proposal that he/she is authorized to act as an agent for the company responsible for this proposal. The cost stated in this proposal were arrived at independently, without consultation, communication or agreement with any other Prime Professional, or with any competitor for the purpose of restricting completion.

Signature of Approving Authority

Signature

Title

Printed name

Date

Attachment #5
*Professional A/E Services for all phases of Clinton Trails County Park – Phase 1
Trails Development*

CERTIFICATIONS AND ASSURANCES

Company Name: _____

The Prime Professional makes the following statement of assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other bidders for the purpose of restricting competition. However, Prime Professional may freely join with other persons or organizations for the purpose of presenting a single bid.
2. The attached bid is a firm offer for a period of one hundred eighty (60) days from the proposal due date, and it may be accepted by Clinton County without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the one hundred eighty (60) day period.
3. Prime Professional understands that Clinton County will not reimburse Prime Professional for any costs incurred in the preparation of this bid. All bids become the property of Clinton County, and Prime Professional claims no proprietary right to the ideas, writings, items, or samples, unless so stated in this bid.
4. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the bidder and will not knowingly be disclosed by him/her prior to bid opening, either directly or indirectly to any other bidder or to any competitor.
5. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
6. Prime Professional agrees that submission of the attached bid constitutes acceptance of the solicitation contents.

7. Prime Professional acknowledges communication of any kind regarding the RFP directed to parties other than the identified contact person may result in disqualification of Prime Professional's proposal.
8. Prime Professional warrants that no conflict of interest knowingly exists for any member of the project team that contributed to this bid or prospective contract.
9. Prime Professional shall procure and maintain Workers' Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Michigan during the duration of this prospective contract.
10. Prime Professional shall procure and maintain Professional Liability Insurance (errors and omissions) shall be maintained during the life of this contract with limits of liability of not less than \$1,000,000 per claim.
11. Prime Professional shall procure and maintain Comprehensive General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: a) Contractual Liability; b) products and completed operations; c) Independent Contractors Coverage; d) Broad Form General Liability Endorsement or Equivalent.
12. Prime Professional shall procure Additional Insured Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insureds". The County of Clinton, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
13. Cancellation Notice- All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellations, non-renewal, reduction and/or material change shall be sent to Clinton County Administrative Services, Attention John Fuentes, 100 E State Street Suite 2100, St. Johns, MI 48879"
14. Prime Professional shall provide to the County of Clinton at the time the contracts are returned by it for execution, two (2) copies of certificates of insurance for each of the policies mentioned above. If so requested, certified copies of all policies will be furnished.

15. Prime Professional shall, as required by law, and/or the Equal Opportunity Employment and Non- Discrimination Policy of Clinton County, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification.) The Prime Professional shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:
- The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
 - The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
 - Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 8
 - Stat. 394, as amended, and regulations promulgated there under.
 - The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of the agreement.

16. The Prime Professional who is selected shall, at its own expense, protect, defend, indemnify, save and hold harmless the County of Clinton and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County of Clinton and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Prime Professional or its employees, servants, agents or subcontractors that may arise out of the agreement. The Prime Professional's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Prime Professional.

17. The Prime Professional who is selected shall be an independent contractor. The employees, servants and agents of the Prime Professional shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County and shall not be entitled to any fringe benefits received by the County's personnel, such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave. The Prime Professional shall be responsible for paying all compensation to its personnel for services they have performed under this Contract and for withholding and payment of all applicable taxes to the proper Federal, State and local governments.

18. The Respondent must certify to the County that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Contractor, are an "Iran linked business" engaged in investment activities of

\$20,000,000.00 or more with the energy sector of Iran, within the meaning of the Iran Economic Sanctions Act, Michigan Public Act 517 of 2012 (MCL 129.311 et seq.). The Respondent shall not become an “Iran linked business” during the term of the contract. NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS OF INVESTIGATION AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

19. The Customer reserves the right to accept or reject any or all proposals, and also the right to waive any formal defects in proposals when deemed in the best interest of the Customer. The Customer reserves the right to accept a proposal higher in price than the lowest proposal and to negotiate with any respondent concerning matters which the Customer determines require clarification or changes not in conformity with the specific requirements set forth herein.

Signature of Approving Authority

Signature

Title

Printed name

Date

Appendix – A

Conceptual designs of Clinton Trails County Park

- Documents included
- Phase I - Conceptual Design
- Phase II - Conceptual Design
- Phase III - Conceptual Design
- Phase IV - Conceptual Design
- Conceptual Design submitted to DNR

Request for Proposal

Clinton County

Parks and Green Space Department

Clinton Trails County Park - Phase 1 Trails Development

MDNR – Recreation Passport Grant

Appendix – A

Conceptual designs of Clinton Trails County Park

- Documents included
- *Phase I - Conceptual Design*
- *Phase II - Conceptual Design*
- *Phase III - Conceptual Design*
- *Phase IV - Conceptual Design*
- *Conceptual Design submitted to DNR*

Request for Proposal

Clinton County

Parks and Green Space Department

Clinton Trails County Park - Phase 1 Trails Development

MDNR – Recreation Passport Grant



Site Development Plan

“Clinton Trails County Park - Phase 1 Trails Development”

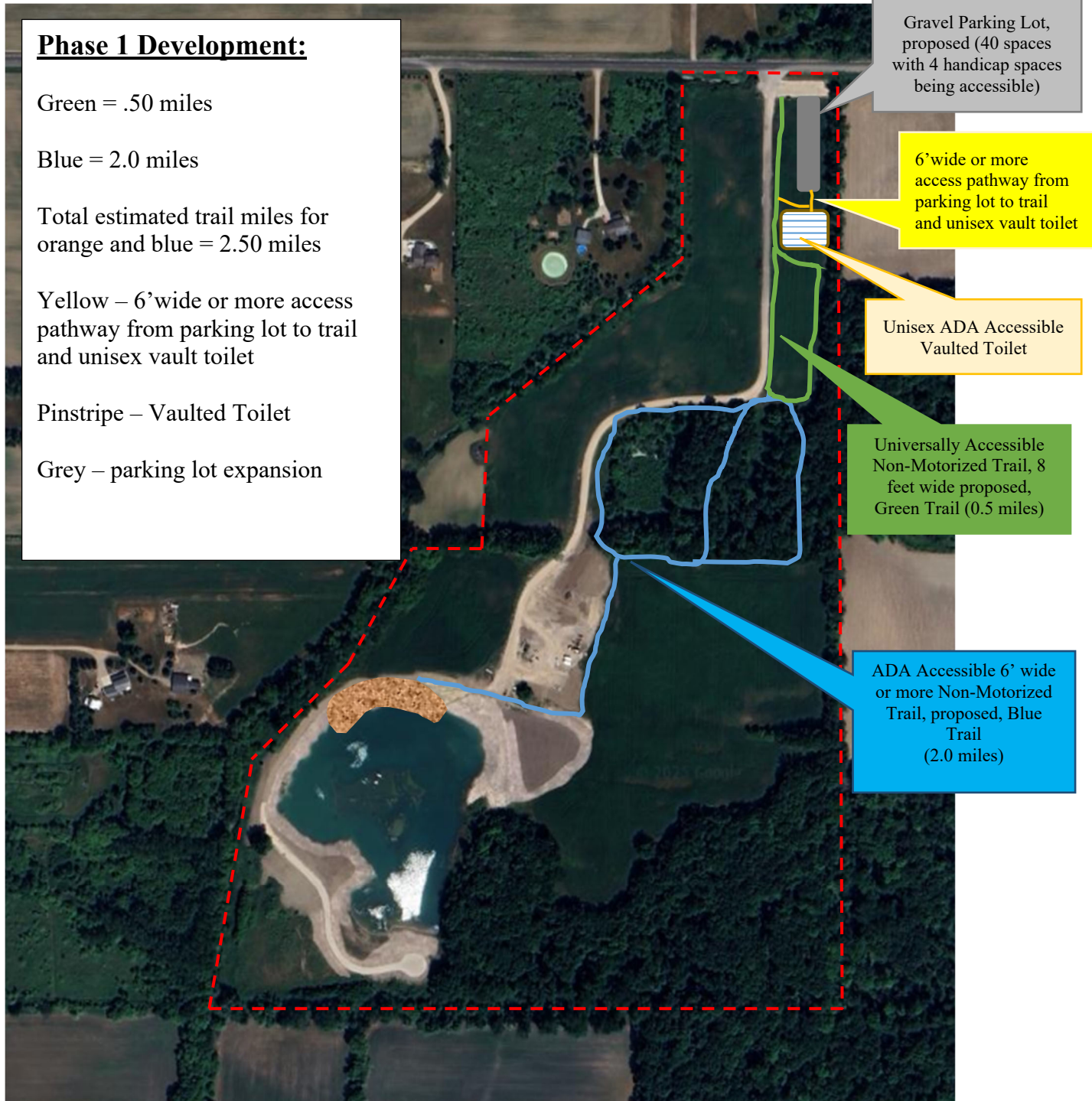
Passport Grant – 2025 Development Grant

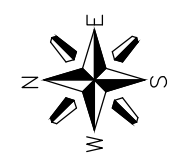
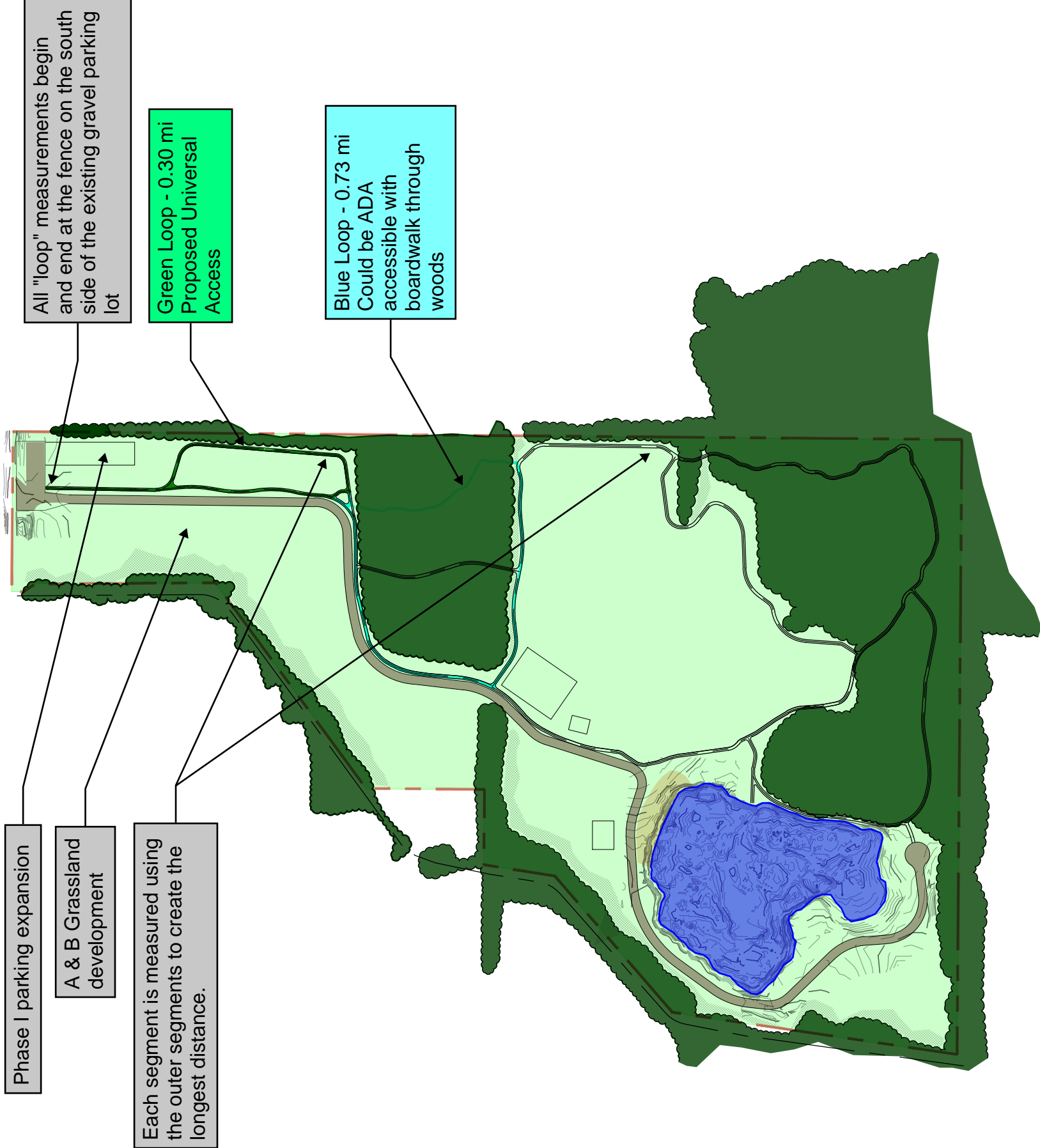
COUNTY OF CLINTON

1327 E. Townsend Road, St. Johns, MI 48879



***Updated for 'Supplemental Information' – 9/26/25**





NOT TO SCALE

Phase I parking expansion

A & B Grassland development

Each segment is measured using the outer segments to create the longest distance.

All "loop" measurements begin and end at the fence on the south side of the existing gravel parking lot

Green Loop - 0.30 mi Proposed Universal Access

Blue Loop - 0.73 mi Could be ADA accessible with boardwalk through woods

PROJECT NO: 023-05450
 DRAWN BY: ALL
 DATE: 09/26/2025

CLINTON TRAILS COUNTY PARK



601 P Street, Suite 200
 P.O. Box 84608
 Lincoln, NE 68508
 olsson.com
 TEL 402.474.6311
 Olsson - Engineering
 Nebraska COA #CA-0638

EXHIBIT
 PHASE
 1

PROJECT NO: 023-05450

DRAWN BY: ALL

DATE: 09/26/2025

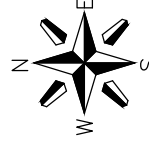
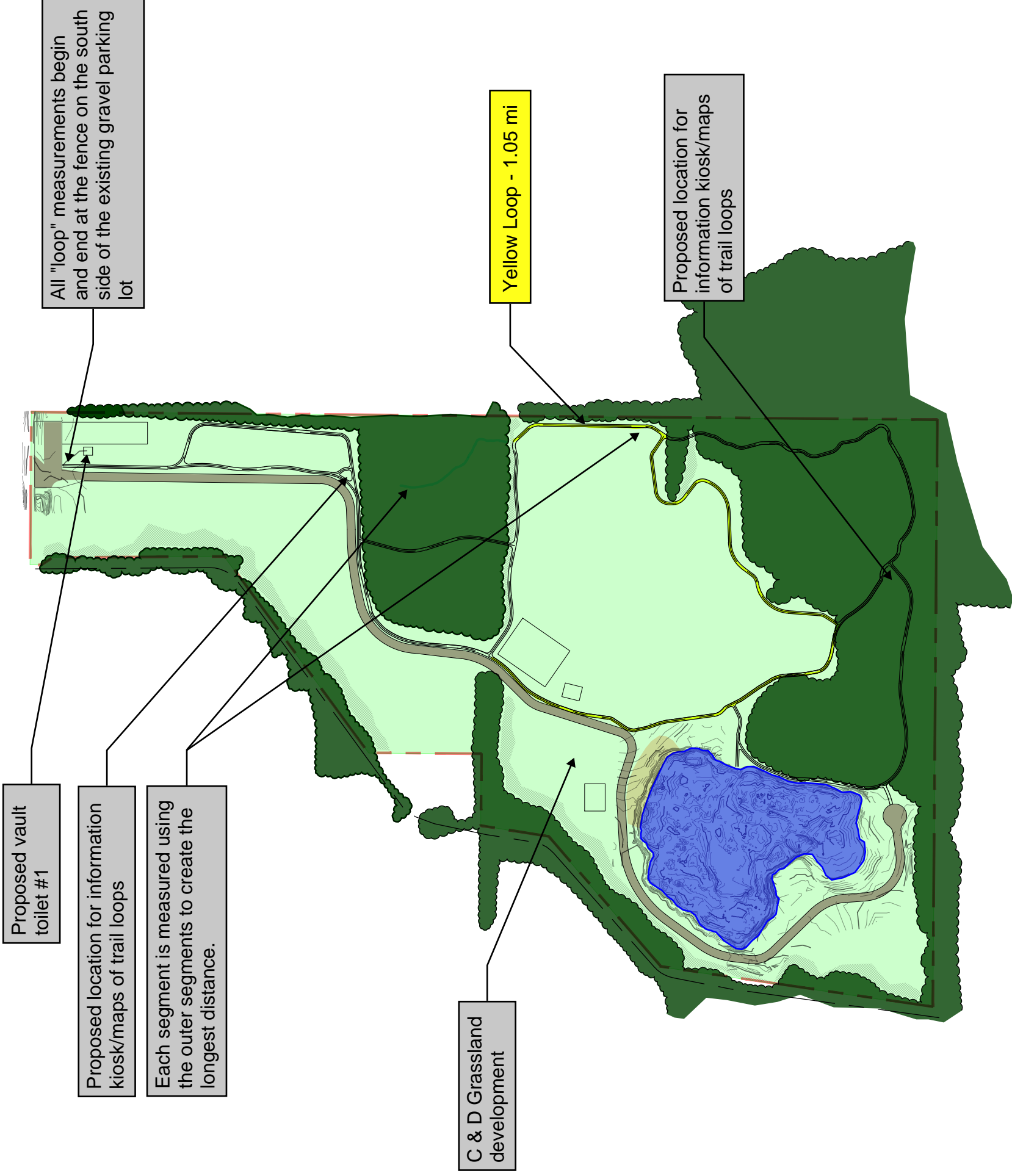
CLINTON TRAILS COUNTY PARK



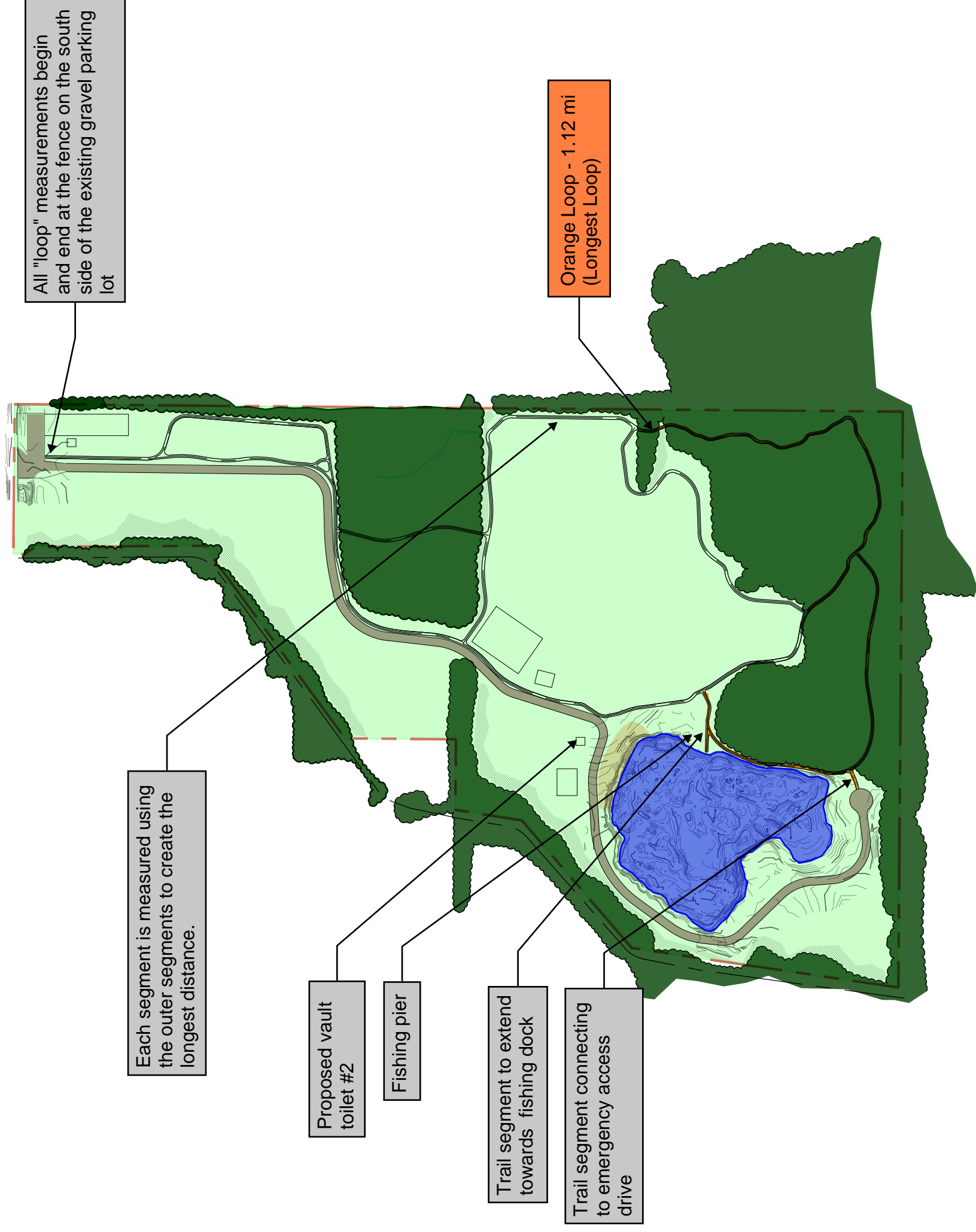
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EXHIBIT

PHASE II



NOT TO SCALE



NOT TO SCALE

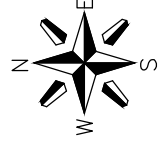
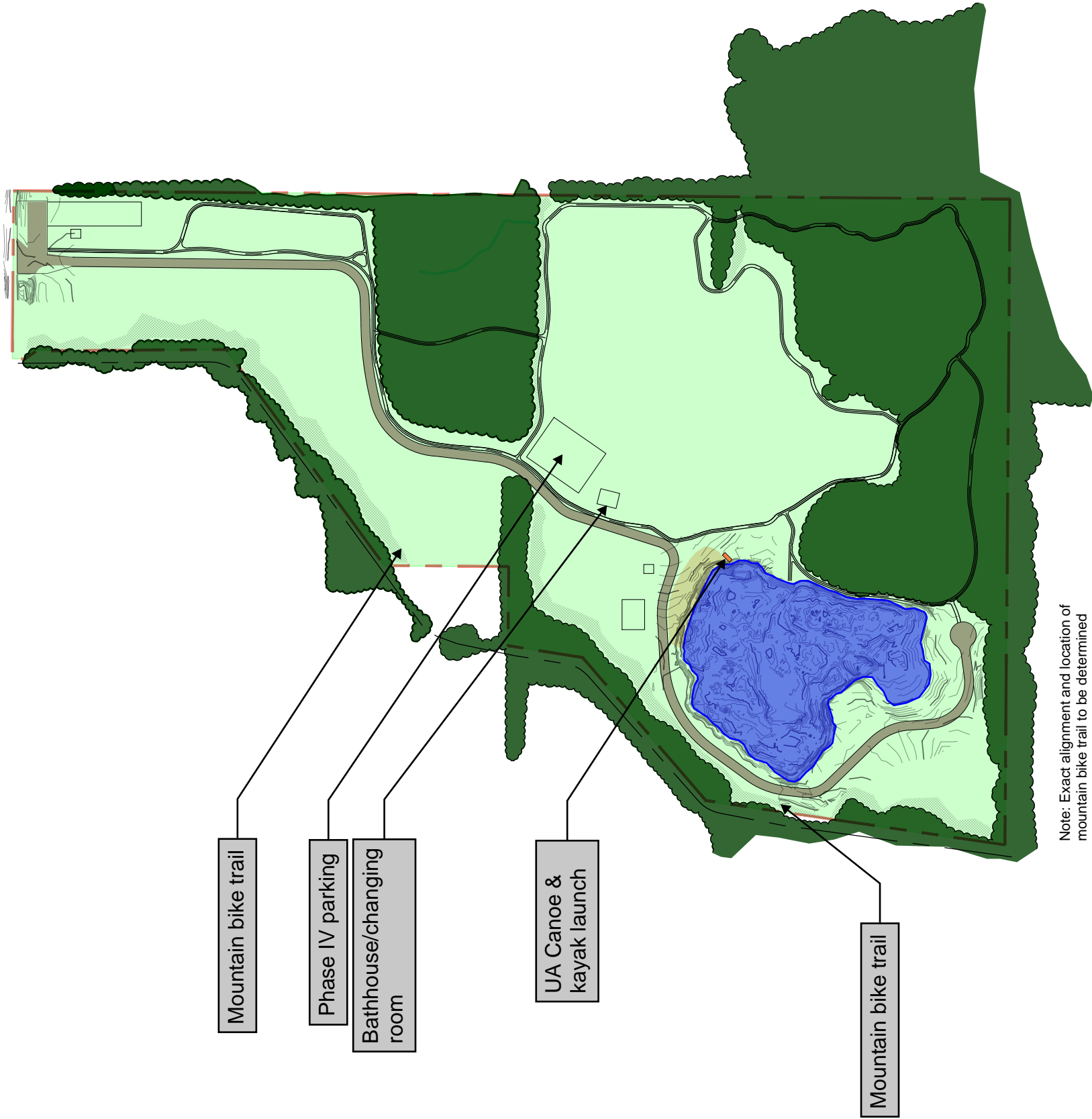
PROJECT NO:	023-05450
DRAWN BY:	ALL
DATE:	09/26/2025

CLINTON TRAILS COUNTY PARK



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Nebraska COA #CA-0638

EXHIBIT
PHASE III



NOT TO SCALE

PROJECT NO: 023-05450
 DRAWN BY: ALL
 DATE: 09/26/2025

CLINTON TRAILS COUNTY PARK

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EXHIBIT
 PHASE IV