

**Request for Qualification**  
**Historic Charlton Park Village, Museum, & Recreation Area**  
**Storage Feasibility Study**  
Barry County Parks & Recreation Commission

Posted Date: November 6, 2024

Due Date: January 10, 2025

Barry County Parks & Recreation Commission is soliciting proposals from qualified architectural and/or engineering firms to consult on the feasibility of new construction or renovation of existing space to centrally locate a 40,000+ historic artifact collection out of flood danger at Historic Charlton Park in Hastings, Michigan.

Specifications and all pertinent data relating to this project can be obtained by contacting Dan Patton, Barry County Parks, 2545 S. Charlton Park Rd., Hastings, MI 49058 at (269) 945-3775 or at [www.barrycountyparks.org](http://www.barrycountyparks.org).

To be considered, proposals must be received at the following address no later than 4 p.m. on January 10, 2025.

Barry County Parks & Recreation Commission  
2545 S. Charlton Park Rd.  
Hastings, MI 49058

All proposals must be in a sealed envelope and clearly marked "**Historic Charlton Park Storage Feasibility Study Sealed RFQ**".

Please direct questions in writing regarding this RFQ to Dan Patton, County Parks Director at [info@charltonpark.org](mailto:info@charltonpark.org) so any clarifications can be published if needed.

Thank you for your interest.

## **Project Description**

Barry County Parks and Recreation Commission (BCPRC) is receiving Requests for Qualifications from experienced firms that can demonstrate the resources, experience, and qualifications to provide professional consulting services to complete a Feasibility Study at Historic Charlton Park (HCP) to evaluate new construction or renovation of existing space to centrally locate a 40,000+ historic artifact collection out of flood danger. The purpose of this study is to determine whether resources are best spent in remodeling or renovating the existing facility(ies) or constructing a new facility(ies) to mitigate future loss.

## **Background**

HCP has been a fixture in Barry County since 1936, and is often referred to as the "jewel of Barry County". Situated on 300+ acres along the Thornapple Lake and River, HCP has a turn-of-the-century historic village and museum, public boat ramp, public swimming beach, multi-use trail system, and approximately 1.5 miles of shoreline. Other amenities include picnic shelters, grills, fishing and boat docks, a primitive group camping area and multiple bird watching stations. It is the largest local park in Barry County and the largest within the Barry County Parks system.

HCP preserves the cultural heritage of Barry County's residents through the collection of artifacts and equipment that tell the story of the community's past and present for the future. The current artifact holdings are estimated to be 40,000-70,000 individual pieces (inventory is ongoing). The collection encompasses historic buildings, large and small agricultural equipment, and household items, as well as archival documents and photographs. The majority of the artifact collection was created between the years of 1850 and 1950. Currently, almost the entirety of collections storage is in the 100 year floodplain according to a 2009 FEMA/National Flood Insurance Program map. Severe weather events are here to stay, and each spring, the river waters rise perilously close to primary artifact storage. HCP has a duty to Barry County's residents, its community partners, and its visitors to safeguard their heritage.

HCP's mission is to provide educational and recreational opportunities, through the collection, preservation and demonstration of early rural Michigan life, artifacts and buildings, and the management of natural and recreation areas.

The initial feasibility study, including coordination, outreach, baseline data collection, development of a conceptual design, and preliminary engineering of the proposed project will be funded by a grant from the Michigan Department of Agriculture and Rural Development, with matching funds provided by the Charlton Park Village Foundation. The feasibility study will include preparation of cost estimates for potential future engineering and design and implementation and maintenance costs. Once engineering and design, implementation, and maintenance costs are further determined, the project's feasibility will be re-evaluated to consider potential funding being provided for additional engineering and design and/or construction.

## Scope of Services

The firm is expected to develop and submit a work plan and schedule describing how the work will be accomplished. The proposed contract agreement will be on a fixed price basis (or cost reimbursement “not to exceed” basis), with payment terms to be negotiated with the selected firm. The final scope of services and maximum amount of professional fees that can be paid with grant funds will be determined after selecting the most qualified proposer.

It is anticipated that the professional services for this project will include, but not be limited to, the following work plan items, with the Feasibility Study and all other components of the scope being completed by July 6, 2025.

1. The consultant shall meet with Barry County Parks Executive Committee and park staff to detail the project’s concept, program and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes. The meeting may be in-person or via conference call or virtual call.
2. Prepare a feasibility study that includes, but is not limited to, the following items:
  - Review existing park infrastructure and topography to determine whether new construction or renovation is preferable.
  - Review artifact storage areas and current contents to determine size, type, and best practice for future artifact storage.
  - Review existing utility infrastructure capacity and limitations (water, sewage, gas and electric) based on information provided by BCPRC to determine whether new construction or renovation is preferable.
  - Energy conservation—sustainable design practices, system optimization
  - Existing staff capacity and additional capacity needed to sustain the new/renovated space.
  - Disaster mitigation
  - Americans with Disabilities Act requirements
  - Technology—wired and wireless networking
  - Security—points of access, alarms and alarm systems, cameras, electronic door strikes, card readers, etc.
  - Layout and functionality of space, including staff offices and breakroom, space for public programming/research rooms, restroom facilities
  - HVAC system control that guarantees stable temperature and humidity levels in all areas/zones.
  - Fire suppression recommendations.
  - Maintenance and energy costs long term.
  - Ample storage space to support present and future artifact collection goals.
  - Furnishings and appliances

3. Prepare a draft Feasibility Study Report for review by the Barry County Parks and Recreation Commission.

- Summarize completed work.
- Provide conceptual designs and make recommendations regarding the feasibility of constructing, or renovating, a storage building.
- Include estimated engineering and design costs, as well as costs for potential implementation and monitoring. Not to exceed cost for all tasks, with a breakdown for each of the primary elements included.
- in the scope of services and the number of hours required to complete each element.
- Cost estimates for new or renovated amenities. Funding sources (County, grant funding, 3rd party naming/sponsorships) should be reviewed as part of a funding plan.
- This will be a phased project, so the final report must include phasing for the work to be completed.
- Organize a meeting with the Parks Commission to discuss the draft report.

4. Prepare a final Feasibility Study Report

- Respond to Input from Parks Commission when preparing a final Feasibility Study Report as the deliverable.

### **Firm Qualifications**

HCP/BCPRC will evaluate experience, qualifications, and capabilities for developing and implementing a Feasibility Study. The desired qualifications are outlined below.

- Introduction
- Company profile including company overview and history and capability of company
- Management team - key members of the implementation team
- Project development approach and schedule
- Scope of work
- Experience with feasibility study production, including 3 references.

### Timeline

RFQ Released	November 6, 2024
RFQ submittal deadline	January 10, 2025
Parks Commission review of RFQ	January 23, 2025
Contract Award	February 13, 2025
Expected Completion Date	July 6, 2025