



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

## NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

### PROFESSIONAL SERVICES FOR A MUNICIPAL FACILITY SPACE NEEDS ASSESSMENT

TO: ALL PROSPECTIVE RESPONDENTS

FROM: Brian Wilson, Director of Operations

SUBJECT: REQUEST FOR QUALIFICATION for Professional Services for a Municipal Facility Space Needs Assessment

DATE: February 25<sup>th</sup>, 2026

Cascade Township is seeking the professional services of a qualified and experienced consulting team for a Municipal Facility Space Needs Assessment. This study will involve working with Township staff and decision makers to identify needs and develop options that ensure highly efficient workplaces now and into the future. Please be aware that more than one site will be assessed as part of this initiative, including Building and Facilities, Fire and Administration.

All submittals must be received at the location below by 4:00 P.M. on March 25<sup>th</sup>, 2026.

Attn: RFQ-Municipal Facility Space Needs Assessment  
c/o Brian Wilson  
5920 Tahoe Dr SE  
Grand Rapids, MI 49546

All questions related to this RFQ shall be directed to Brian Wilson via Email at [bwilson@cascadetwp.com](mailto:bwilson@cascadetwp.com) or by phone at (616) 949-3765 x311.

Cascade Township reserves the right to reject any and all qualifications.

Published: Cascade Township Website Date: February 25<sup>th</sup>, 2026

**RFQ for a Municipal Facility Space Needs Assessment  
Cascade Township – February 25<sup>th</sup>, 2026**

# Request for Qualifications

## Professional Services for a Municipal Facility Space Needs Assessment

Cascade Township is seeking the professional services of a qualified and experienced consulting team for a Municipal Facility Space Needs Assessment. This study will involve working with Township staff and decision makers to identify needs and develop options that ensure high efficiency workplaces now and into the future. Please be aware that more than one site may be assessed as part of this initiative.

The project will include:

- Building and Facilities
- Fire Department
- Administrative Offices
- Wisner Center

The expectation is that the consultants will guide Township staff in planning buildings that are appropriately located, customer focused, integrated, and that reduce barriers between functions when appropriate. It is envisioned that there will be shared spaces that promote efficient delivery of services to residents. Every effort will be made to identify areas of collaboration and cooperation between the services envisioned for the facility, allowing for growth for these services as well as potential new services in the future. The goal is to serve the citizens of Cascade Township in an effective, cost-conscious manner.

The project will be conducted in phases, beginning with this ***Phase I planning study***. At the sole option of the Township and pending funding, the project may proceed to Phase II, which is the design process including schematics, design development and construction drawings. The final component is Phase III or Construction/Construction Management, again at the sole option of the Township and pending funding. The Township reserves the right to utilize the firm selected for the Phase I planning study in future phases, or the Township may choose to move to another firm at its sole option.

### **Background**

Cascade Township desires to have a professional evaluation of all building facilities that will outline any current deficiencies and projects future needs that will allow efficient and cost-effective service delivery to residents. The assessment should include the four functional areas outlined as follows:

#### *Building and Facilities*

This department is responsible for all buildings, parks and pathway maintenance throughout the township. They currently operate in a storage facility in Burton Park. The

location does not allow for interior storage of all equipment, shares restroom facilities with the park and has several challenges due to the mixed use and location of the property. They currently have a small cold storage building in Rec Park and utilize Fire Station 2 for parts of their operation.

### *Fire Department*

The Fire Department recently completed and occupies a main station located at 2865 Thornhills Ave SE. This facility functions as designed and acts as the hub for department operations. Station 2 is located at 2990 Buttrick Ave SE. This facility is light construction and in need of frequent maintenance and repairs. The Fire Department currently operates 5 large apparatuses, 2 grass rigs, 2 medics, a boat and various staff vehicles. The department rosters 22 full-time personnel, (6 per shift + 4 admin) and 12 paid-on call firefighters. Previous studies have indicated a future need for a third station located to minimize response times and provide needed emergency services to all residents in the community. Review of needs specific to sub-stations 2 and potentially 3, potential locations, costs and possible joint ventures with other public service agencies should be included in the facility needs analysis.

### *Administration*

Cascade Township's administrative offices are located at 5920 Tahoe in a recently renovated office building. Additional cubicle space has been added to accommodate staff since the renovation and there is currently no additional capacity in the building. Future needs should be analyzed to determine best uses and location for this part of the operation.

### *Wisner Center*

Public meetings for the Township are held in the Wisner Center located at 2870 Jacksmith in a building where Kent District Library also operates. The space has been recently refreshed with interior upgrades. The Wisner Center is a high demand space for community programming and events requiring various set up configurations to be performed by building and facility staff. Future needs should be analyzed to determine best uses and location for this part of the operation.

## **Objectives**

Township staff have identified guiding principles to serve as the foundation for the planning process, including Fiscally Responsible, Efficient Service Delivery, Forward Looking, Functional, Flexible and Community Centered.

Key study objectives include:

- Analyze current and future organization space needs
- Analyze facility site/locations and recommend alternatives where appropriate
- Identify priorities and timelines for implementation

- Design welcoming, well-organized facilities oriented to serving our community
- Design spaces that are safe, secure and welcoming while providing a great public experience
- Engage staff and project stakeholders during all architectural and design phases
- Design high-quality facilities that reflect our values of innovation, collaboration and excellence
- Design buildings and sites that are functional for current services while promoting efficiency and service delivery

### **Scope of Initial Phase I Work**

Utilizing staffing level projections, space guidelines, Township services and other relevant information provided by Township staff, the selected consultant will produce a space needs analysis report for each category outlined. Each category shall include a narrative describing:

- Project scope
- Project needs
- Locations
- An estimated cost in current dollars for design, construction, property acquisition, FF&E (furniture, fixtures and equipment), technology, and contingency fees to meet the needs of the identified planning work
- Outside funding sources for planning and implementation

Cascade Township anticipates the selected firm will design and lead a process consistent with the work program outlined below. *Consultants may suggest deviations to this work program that would better achieve project goals.*

### **Inventory and Needs Assessment**

In addition to reviewing existing Township documentation, the consultant will collect additional data necessary to provide a baseline for a needs analysis and plan recommendations. This includes but is not limited to:

1. Identify current facility conditions and deficiencies
2. Incorporate Township population and growth projections
3. Determine current and future facility space needs in each category
4. Consider future staffing levels required for service delivery
5. Evaluate opportunities for joint services and collaboration
6. Consider existing public meeting spaces and resident needs
7. Consider all existing building locations and provide alternatives where appropriate

### **Future Facility Needs Synthesis/Schematics**

Information from the Inventory and Assessment of Needs will generate recommendations based on the goals and objectives identified. At a minimum, recommendations should address the following elements:

- Determine the ability of existing buildings to meet programmatic and operational space requirements
- Develop preliminary site design layouts that provide solutions addressing short-term and long-term deficiencies and opportunities and relate to each category
- Develop cost estimates for each proposed solution
- Develop a plan for any unused buildings and properties

### **Statement of Qualifications (SOQ) Submittal Requirements**

The selection committee appreciates proposals that are direct and to the point. The length of proposals should be limited to no more than 20 pages.

Include a brief overview of the company and its experience in providing identified services to local governments. If subcontractors are used, please provide the same information for each subcontractor.

List the name(s) of key personnel who would be assigned to the project, if selected, and a biography for each person.

### **Relevant Experience**

Provide a description of the project team's experience and capabilities in the following areas:

- General municipal planning and design
- Fire / Emergency Services evaluation and planning including performance analytics, community risk assessment and deployment
- Building and Facilities planning and design
- Cross-departmental collaborative ventures

Submit references for similar recent projects, including the date and cost of services performed and contact information for an owner's representative having knowledge of the lead firm's work. Provide information on the anticipated and completed project schedules and any potential reasons for delay.

### **Anticipated Schedule**

The scope of work should be completed as quickly as possible. The lead firm's estimate of the time required to complete the work will be considered in the consultant selection process. The proposal shall include a statement or chart showing the anticipated schedule. This schedule should identify the components of the scope of work, any other tasks deemed necessary or desirable and include provisions for review by Township staff.

Request for Qualifications advertised February 25, 2026

Statement of Qualifications due March 25, 2026 – 4:00 P.M.

Interviews held April 6-10, 2026

Anticipated award date May 1, 2026

### **Submittal Schedule**

An original, three copies and one electronic copy of the proposal must be submitted in a sealed envelope, marked with the RFQ title “Professional Services for a Municipal Facility Space Needs Assessment,” to Brian Wilson, Director of Operations, by 4:00 P.M. on March 25, 2026.

Statements of Qualifications received after the date and time specified in this RFQ will not be considered. Cascade Township reserves the right to reject any or all qualifications or to request additional information from any or all applicants as determined to be in the best interest of the Township.