

August 17, 2026

Mr. Adam Bowen
New Buffalo Area Schools
1112 East Clay Street
New Buffalo, MI 49117

RE: Proposal for Parks and Recreation Combined Plan Update

Dear Members of the New Buffalo Area Schools Board,

Abonmarche is pleased to submit this proposal to assist the New Buffalo Area Recreational Authority (NBARA), the City of New Buffalo and New Buffalo Township with updating its combined Five-Year Parks and Recreation Plan. We value the opportunity to continue our partnership with each plan member and support the efforts to review and plan for high-quality parks and recreational opportunities for residents and visitors while maintaining eligibility for Michigan Department of Natural Resources grant funding.

Our team understands the importance of developing a practical, community-driven plan that reflects current priorities and builds upon the success of the existing recreation system. We would perform each of the tasks listed below for each member of the plan. The results of the tasks would be presented in a combined plan that includes NBARA, the City of New Buffalo and New Buffalo Township.

We look forward to working closely with you throughout the planning process to prepare an updated recreation plan that is ready for adoption and submission no later than February 1, 2028.

Project Understanding

Abonmarche understands that the current Five-Year Parks and Recreation Plan supporting NBARA, the City of New Buffalo and New Buffalo Township is valid through December 31, 2027. To maintain eligibility to apply for DNR recreation and waterways grants in 2028, a new plan would need to be submitted to the DNR by February 1, 2028. Several review steps and public comment periods are required for the plan, so initiating the process to update the plan now would provide time to reach out to both year round residents and seasonal visitors. Since robust data analysis and public input were gathered to create the current plan in 2022, the intention of this approach will be to conduct a less extensive process that reviews existing information and provides updates as needed, at a more economical cost. The plan will reflect current community priorities, document changes in park facilities and conditions, evaluate accessibility,

and position NBARA, the City and Township as eligible for MDNR recreation grant funding.

Proposed Work Plan

Task 1 | Project Kickoff & Existing Conditions Review

We will begin the project with a kickoff meeting with each entity to confirm the project schedule, review the existing recreation plan, discuss changes since the previous plan was adopted, and identify any new priorities or initiatives. Our team will also collect available background information and review existing demographic and recreation data needed for the update.

Task 2 | Community Survey

Community input is a critical component of the recreation planning process. Abonmarche will work with NBARA, the City and Township to develop and administer an on-line community survey to understand how recreation priorities have changed since the previous plan was adopted. Survey results will help identify community needs, desired improvements, and future recreation investments, and will be incorporated throughout the updated plan.

Task 3 | Park Inventory & Accessibility Assessment

Our team will conduct site visits to each entity's parks and recreation facilities to document existing conditions, inventory amenities, and evaluate accessibility. We will update facility descriptions, photographs, maps, and inventory information while identifying improvements that have been completed and areas that may require future investment.

Task 4 | Recreation Plan Update

Using the community survey, site assessments, and updated data, Abonmarche will update the existing Five-Year Parks and Recreation Plan. The updated plan will reflect each community's current vision, changes in existing conditions, recreation goals, capital improvement priorities, and implementation recommendations. The document will be prepared in accordance with MDNR Recreation Plan Guidelines. We will have one meeting with each entity to review updates prior to public posting of the draft plan.

Task 5 | Public Review, Adoption & MDNR Submission

Following completion of the draft plan, Abonmarche will assist NBARA, the City and Township with the required public review and adoption process. We will incorporate public comments, prepare the final plan for adoption, and provide the completed

document in both digital and printed formats. The final recreation plan and supporting materials will be formatted and submitted to the Michigan Department of Natural Resources no later than February 1, 2028 to satisfy Five-Year Recreation Plan requirements.

Schedule

Authorization to Proceed & Kickoff Meeting	September 2026
Existing Plan Review & Data Collection	September – November 2026
Community Survey	November – December 2026 and May – June 2027
Park Inventory & Accessibility Assessments	March - April 2027
Draft Recreation Plan	July 2027
Plan Members Review & Revisions	July - August 2027
Public Review (30-Day Comment Period)	September - October 2027
Public Hearing & Plan Adoption	November 2027
Final Revisions & MDNR Submission	By February 1, 2028

Fees

Abonmarche will complete the tasks above for a flat fee of **\$24,000**, split evenly among NBARA, the City of New Buffalo, and New Buffalo Township (**\$8,000 each**). Each entity will be billed separately for their portion.

The following additional scope elements are not included with the scope of work above. If necessary, Abonmarche will submit a proposal for these additional items of work.

- Community mailings
- In person charettes

We appreciate the opportunity to be of service and look forward to working with you on this important project. To authorize the commencement of the outlined work, please sign the attached Professional Services Agreement.

If you have any questions or require further clarification, feel free to reach out to our office at (269)926.4579 or via email at jregovich@abonmarche.com.

Sincerely,

Abonmarche Consultants, Inc.



Joelle Regovich
Grant Administrator/Project Manager



Timothy R. Drews, PE, PTOE, RSP
Chief Control Officer