



**REQUEST FOR PROPOSAL (RFP)
CITY OF PERRY**

**PROFESSIONAL CONSULTING SERVICES IN COLLABORATION WITH CITY STAFF & PLANNING
COMMISSION TO PREPARE A NEW 2023 MASTER PLAN.**

MAILING ADDRESS:

**203 W. Polly St.
PERRY, MI 48872**

PROJECT DESCRIPTION:

The City of Perry (“City”) is roughly 3 square miles and is located on the southern edge of Shiawassee County. The major north/south access into the City is Main Street (M-52), with Lansing Rd. as the major east/west access. One of the most appealing features of Perry is its small-town feel, walk- ability and recreational land. These amenities have recently attracted residential growth. The City has several well-established single-family subdivisions and with the possibility for additional residential developments of varying densities.

The City is seeking proposals from qualified firms (“Consultant”) to provide technical and public engagement assistance for creating a new community vision and identify long term goals and objectives.

As bedroom community with walkability, affordable housing and quality schools the City seeks to leverage these assets for future sustainable development. The City currently has little in terms of a cohesive redevelopment strategy for a community and seeks to utilize this plan to repair City-wide disconnects in order to address these needs. It is the hopes of the City that the next Master Plan would function as a starting point with other government entities to establish a coordinated effort for long term growth and development.

The City has started the process of becoming a Redevelopment Ready Community (RRC) through the Michigan Economic Development Corporation. As part of that certification process the City seeks to incorporate an RRC-aligned Master Plan with both an Economic Development Strategy and a Framework Plan for a mixed-use downtown corridor as major components to the Master Plan. These components must also align with the RRC Best Practices.

PROPOSAL TIMELINE:

DESCRIPTION	Date/Time	
Request for Proposals Released	March 20, 2023	
Deadline to Submit Questions	March 31, 2023	2:00 PM
Posting of Addenda, if necessary,	April 5, 2023	10:00 AM
Deadline to Receive Proposals	April 12, 2023	2:00 PM

The City reserves the right to modify any element of the timeline should that become necessary.

PRE-SUBMITTAL MEETING:

No Pre-Submittal Meeting has been scheduled for this project. However prospective consultants may request one.

SUBMISSION OF PROPOSALS:

Consultants must submit three (3) copies of their Proposal by April 12, 2023 labeled “**MASTER PLAN PROPOSAL**” and addressed to:

**City of Perry
203 W. Polly Street
Perry, MI 48872**

The firm's name and address shall be clearly marked on the outside of the envelope. Proposals, and amendments to Proposals, received after the date and time specified above will not be accepted and will be returned to the Consultant unopened. The RFP can be downloaded from the City's website. Faxed Proposals will not be accepted nor will the City entertain any sales calls or presentations during the RFP process.

DISSEMINATION OF RFP INFORMATION:

From time to time, the City may issue responses to requests for clarifications, questions, comments, and addenda to this Request for Proposals ("RFP"), or other material related to this solicitation. It is the responsibility of the Consultant to check the City website regularly during the solicitation period for updated information. **By submitting a Proposal, Consultants are deemed to have constructive knowledge and notice of all information pertaining to this RFP.** In the event information cannot be downloaded from the City's website, Consultants should contact the Clerk's Office at (517) 625-6155 to request copies of the information they are unable to obtain through the City's website.

ADDENDA TO THE RFP:

Any change(s) to the requirements of this RFP initiated by the City will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into and made a part of the terms and conditions of any resulting agreement. The City will not be bound to any modifications to or deviations from the requirements set forth in this RFP unless they have been documented by addenda to this RFP. Consultants will be required to document that they are aware of all addenda issued, if any, by the City in their Proposal.

QUESTIONS AND REQUESTS FOR CLARIFICATIONS:

1. Contact Person for the Project: All questions or contact regarding this RFP must be directed to Meggen Galbreath who can be reached at Email: treasurer@perry.mi.us
2. Clarifications of the RFP: Consultants are encouraged to promptly notify the City of any apparent errors or inconsistencies in the RFP. Should a Consultant require clarifications to this RFP, the Consultant shall notify the City via e-mail in accordance with Subsection "A" above. Should it be found that the point in question is not clearly and fully set forth in the RFP, a written addendum clarifying the matter will be issued and posted on the City website.
3. Deadline for Submitting Questions: All questions must be submitted to the City by March 31, 2023 at 2:00 PM. The City is not responsible for failure to respond to a request or question that has not been labeled correctly. Questions can be submitted via email to treasurer@perry.mi.us as long as they are received no later than the date and time specified above.
4. City Responses: The City, in its sole discretion, will respond to requests for clarifications, questions and comments. Responses will be posted to the website on or before April 5, 2023 at 10:00 AM.

COST OF PROPOSAL PREPARATION:

Any party responding to this RFP shall do so at their own risk and cost. The City shall not, under any circumstances, be liable for any pre-Contractual expenses incurred by any Consultant who elects to submit a Proposal in response to this RFP or by any Consultant that is selected.

Pre-Contractual expenses are defined as expenses incurred by Consultants and the selected Consultant, if any, in:

- Preparing a Proposal and related information in response to this RFP;
- Submitting a Proposal to the City;
- Negotiations with the City on any matter related to this RFP;
- Costs associated with interviews, meetings, travel or presentations; or
- Any and all other expenses incurred by a Consultant prior to the date of award, if any, of an agreement, and formal notice to proceed.

The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind, which may be incurred by the Consultant.

GENERAL SCOPE OF SERVICES:

Included in the scope of services will be the following tasks:

1. Conduct public engagement sessions to gather input from residents, businesses and property owners, the Planning Commission, City Council, and administrative staff.
2. Review and Audit the current Master Plan, Zoning Ordinance, and any other relevant documents, and note any relevant inconsistencies between the documents.
3. Conduct a community-wide survey to obtain input regarding trends, outlooks, and preferences.
4. Implement the “Best Practices” associated with the Redevelopment Ready Communities program in a new Master Plan that will define a clear direction of how and where development/re-development should occur over the next 5, 10, 15, and 20 years.
5. Determine a specific implementation plan for immediate, short-, and long-term goals.
6. Be able to complete project within eighteen (18) months of contract execution date.

Economic development strategy

The City does not currently have an economic development strategy. One needs to be developed that identifies the City's economic development goals, actions, timelines and responsible parties that meet the RRC objectives. For an economic development strategy to follow best practices put forth by the Redevelopment Ready Communities program, the individual objectives must tie back to one or more of the goals identified in the regional context. The consultant shall tie the City's strategy to the Shiawassee Economic Development Partnership. The process will include conducting visioning sessions to identify and understand our resources, and to develop those resources to accommodate business growth along the M-52 Corridor with particular focus of future development both within and outside of the downtown areas identified during the process of this Master Plan initiative.

Framework plan for a mixed-use downtown

The City of Perry wants to explore the possibility of creating a small mixed-use environment within the mostly suburban community that will attract professionals, creates a "sense of place," and spurs economic development. The ideal framework plan for a mixed-use downtown would identify development area boundaries, priority projects, and includes mixed-use and pedestrian- oriented development elements.

DELIVERABLES:

1. One un-bound copy of the new Master Plan
2. A digital copy of the new Master Plan in .pdf format

3. A digital copy of the new Master Plan in .docx format
4. All tables associated with the new Master Plan in .xlsx format
5. Any additional raw data
6. All pictures, graphs, renderings, and charts associated with the new Master Plan in .TIF/JPEG format
7. GIS data will be provided in digital format tied to 1983 State Plane Coordinate System and compatible with the City's existing GIS.

PROPOSAL REQUIREMENTS:

The successful proposal shall:

1. Provide information on the respondent's background and experience in the following:
 - Preparing municipal master plans and updates
 - Creating economic development strategies
 - Engaging the public for planning purposes, including methods utilized for public engagement
2. Highlight any characteristics or capabilities that make the respondent uniquely qualified to perform the services requested.
3. Provide a separate proposed fee range for completing each part of the Scope of Work. The final scope and fee will be negotiated with the successful respondent but is expected to be consistent with the fee range submitted with this proposal.
4. Indicate if you are a woman or minority-owned business.
5. Disclose any actual or potential conflicts of interest with the City, its officers, elected officials, agents, and employees.
6. Describe any partnerships with any organizations/subcontractors/suppliers that will play a role in this project.
7. Identify at least three (3) references including the organization/business, address, contact person, phone number, date of services, and scope of services.
8. Provide examples of at least two (2) similar projects completed in the last three (3) years. Examples may be provided in electronic format or by providing a link.

Any additional information believed necessary to assist the City in evaluating your proposal may also be submitted.

PROPOSAL CONDITIONS

1. By submission of a proposal, the respondent certifies that they have not paid or agreed to pay any fee or commission, or any other thing of value, contingent on the award of this contract to any employee, official, or current contracting consultant of the City. The respondent certifies that the financial information in this statement has been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposal or Bidder.
2. The contents of the proposals shall be considered public records of the City. Any respondent submitting a proposal hereunder further acknowledges and agrees that the City is a public entity which is required to abide by laws governing public records and shall not be liable for disclosures required by law. All materials submitted in response to this RFP shall become the property of the City upon delivery to the address set forth above.

3. The City or its representatives shall not be held responsible for expenses incurred in the preparation or subsequent presentation of the RFP response.
4. This RFP is not an offer to enter into a contract, but rather a solicitation for Proposals.
5. The City reserves the right to reject all Proposals in its sole discretion. The City reserves the right to reject any and all Proposals in whole, or in part, and accept any Proposal or portion of the Proposal that, in their opinion, best serves the interests of the City.
6. The selected consultant and their subcontractors are required not to discriminate against any employee or applicant for employment to be employed in the performance of the Proposal with respect to hire, tenure, terms, conditions or privileges of employment, because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a legitimate occupational qualification. Violation of this requirement may be regarded as a material breach of the Michigan Fair Employment Practices Act and may be subject to prosecution.
7. The awarded contract will be governed by the laws of the State of Michigan. The selected vendor/contractor shall not assign the contract or sublet it or portions thereof without the written consent of the authorized City representative. The City insurance and indemnification requirements as well as standard contract provisions will be a requirement of the awarded contract.

EVALUATION CRITERIA

The selection process will be based on responses to this RFP, verification of references and any interviews to verify the ability of proposer to provide services in response to this document. The City will evaluate each proposal based on the following criteria:

1. Demonstrating clearly and completely, your firm's understanding of the RFP scope of work;
2. Qualification, skill and experience level of staff and creativity conducting a public engagement strategy;
3. Reasonableness of project cost;
4. Demonstrated experience on projects of similar scope and favorable reference checks;
5. Provision of a certificate of insurance that meets or exceeds the City's minimum requirements;
6. Previous experience preparing an economic development strategy that comports with the MEDC RRC program is preferred.
7. The City may elect to invite final consultants to present and/or demonstrate services during the evaluation period.