

# **REQUEST FOR PROPOSALS**

## **PROFESSIONAL SERVICES RELATED TO THE CREATION OF A MASTER LAND USE PLAN FOR NOTTAWA TOWNSHIP**

Nottawa Township (Township) request proposals from qualified professional firms to create update/rewrite the Township’s master plan. Nottawa Township, located in St. Joseph County, Michigan, wishes to update its master plan in order to better meet the needs of the Township residents and businesses. Unfortunately, the Township does not possess the requisite expertise to update its master plan so it is seeking outside assistance.

### **SCOPE OF SERVICES**

Proposals should give cost estimates for the following services:

- Develop, and work with the Planning Commission to implement a public engagement strategy
  - The consultant will advise the Township on statutory requirements regarding public involvement
  - The consultant will provide a cost related to a jurisdiction-wide survey
- Review of the current master plan
- Write and present draft chapters of the master plan
  - Work with the Planning Commission to develop all required sections of the master plan
- Finalize the Plan
  - Guide the Township through the process to adopt and distribute the master plan
  - The contractor will supply editable and pdf digital copies of the master plan along with two (2) bound printed copies
  - The contractor will also supply two (2) large format copies of the updated future land use map for display purposes and provide the digital shapefile format for future updates
- Other tasks identified by potential contractors

### **INFORMATION & QUESTIONS**

Please visit [www.nottawatownship.org](http://www.nottawatownship.org) for general information. A copy of the current Master Land Use Plan “Comprehensive Plan” and Zoning Map is available at the Township Hall or visit [www.nottawatownship.org](http://www.nottawatownship.org) at the Resources – Links tab.

Any questions related to this request for proposals must be submitted by e-mail to [supervisor@nottawatownship.org](mailto:supervisor@nottawatownship.org) before April 26. The Township will only engage in documentable correspondence (email, mail) with prospective contractors. The Township will not engage in in-person or telephone consultations prior to awarding a contract. The names or organizations of vendors submitting questions will not be disclosed.

### **SUBMITTAL INSTRUCTIONS**

The Planning Commission will review all proposals submitted for this project. For consideration, respondents must:

- Submit five printed copies of their proposal package in a sealed envelope clearly marked: **Proposal for the Update of the Nottawa Township Master Plan**
- Submit an electronic copy of their proposal package to [supervisor@nottawatownship.org](mailto:supervisor@nottawatownship.org)
- Submit packages to the Nottawa Township Planning Commission by April 30, 2019.

- Proposal packages can be hand delivered or mailed to the address below:
  - Nottawa Township Planning Commission Secretary
  - 112 S. Clark St.
  - PO Box 68
  - Centreville, MI 49032
- Submit a proposal package with the following information:
  1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services.
  2. **Understanding of the Project and Community:** Describe in three pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested.
  3. **Project Team:** Describe in two pages the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required (include in an appendix).
  4. **Experience:** Provide, in two pages or less, evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from past projects for reference purposes.
  5. **Cost:** Break down of costs for each major project task area and a list of standard billing rates along with an estimate of the time involved in creating the design and other documents as requested.

Any packages received after the deadline listed above will be deemed unresponsive. The Nottawa Township Board reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of the community. Issuance of this RFP does not obligate the Township to award a contract nor is the Township liable for any costs incurred by the respondent in the preparation and submittal of the proposal.

## EVALUATION

The Nottawa Township Planning Commission will rank firms will base its decision on following criteria:

- Corporate Profile
- Understanding of the Project and Community
- Project Team
- Experience
- Cost

A committee of the Nottawa Township Planning Commission will review proposals and make a recommendation to the Planning Commission and Nottawa Township Board for their May 20 meeting. Ultimate decision-making authority rests with the Nottawa Township Board of Trustees.

## FEE NEGOTIATIONS

At the time of awarding the contract to the successful firm, a not-to-exceed fee for required services will be established. If the Township and the successful firm cannot agree on a firm cost, the Township will solicit a fee from the next highest scored firm. Project award is contingent upon funding approval from the Township Board. The Township will accept billing on a monthly basis for any services provided.