

# REQUEST FOR PROPOSALS TO UPDATE & REWRITE

## THE FREMONT COMMUNITY JOINT COMPREHENSIVE AND GROWTH MANAGEMENT PLAN

City of Fremont,  
Sheridan Charter Township,  
Dayton Township,

Newaygo County,  
Michigan

Issued March 31, 2021

**SUBMITTAL DEADLINE: Friday April 30<sup>th</sup>, 2021 at 5:00 P.M.**

# **FREMONT COMMUNITY JOINT COMPREHENSIVE AND GROWTH MANGEMENT PLAN UPDATE 2021**

## **INTRODUCTION**

The Fremont Community Joint Planning Commission (FCJPC), representing the City of Fremont, Sheridan Charter Township, and Dayton Township (the Jurisdictions), is requesting proposals from qualified consultants to assist the FCJPC in reviewing, updating, and rewriting its Fremont Community Joint Comprehensive and Growth Management Plan (Master Plan). This plan shall be developed in accordance with the Michigan Planning Enabling Act (Act 33 of 2008, as amended), as well as to the specifications of a *Redevelopment Ready Communities*-approved master plan, as outlined in Best Practice 1.1 of the Michigan Economic Development Corporations' (MEDC) *Redevelopment Ready Communities Best Practices Guidebook*. The Master Plan was last updated in 2015/2016 and is due for its required 5-year update. Copies of this plan as well as any other pertinent documents will be available upon request. The current plan can also be found on the City of Fremont's webpage at [www.cityoffremont.net](http://www.cityoffremont.net).

## **BACKGROUND**

The Fremont Community is located approximately 45 miles northwest of the Grand Rapids metropolitan area and 30 miles northeast of the City of Muskegon. The Fremont Community may be generally described as an urban center surrounded by inland lakes, rural farmland and open space.

The City proper contains a relatively compact development pattern with an intimate, small mid-western town setting. Residential neighborhoods have developed within a rectangular grid street pattern throughout the City. The focal point of the City is its historic central business district situated along Main Street, between Weaver and Darling Avenues. Dayton and Sheridan Charter Townships, which abut the City to the north and south are both rural in nature and feature a combination of streams, lakes, open spaces and agricultural lands. The Fremont Community is home to approximately 10,000 residents.

## **PROJECT SCOPE**

As stated above the primary focus of the project will be to complete an update and rewrite of the Fremont Community Master Plan in accordance with the Michigan Planning Enabling Act (Act 33 of 2008, as amended), as well as to the specifications of a *Redevelopment Ready Communities*-approved master plan, the details of which are outlined in Best Practice 1.1.

## **PLAN OBJECTIVES**

1. Conduct public engagement sessions to gather input from residents, businesses and property owners, the Joint Planning Commission, and administrative staff.
2. Review and Audit the current Master Plan, Fremont Community Joint Zoning Ordinance, and any other relevant documents, and note any relevant inconsistencies between the documents. Provide a plan to make necessary revisions to eliminate any such inconsistencies.
3. Review and update relevant maps, tables, and other content as needed.
4. Conduct a community-wide survey to obtain input regarding trends, outlooks, and preferences.
5. Implement the "*Best Practices*" associated with the *Redevelopment Ready Communities* program in the updated Master Plan.
6. Define a clear direction of how and where development/re-development should occur over the next 5, 10, 15, and 20 years.

7. Determine a specific implementation plan for immediate, short, and long term goals.
8. Be able to complete project within twelve (12) months of contract execution date.

## **SUBMITTAL AND SCHEDULE**

1. Submit all required materials as detailed in the Proposal Content and Selection Criteria sections on the following pages. Include at least 5 hard copies of the proposal, as well as an electronic version that may be submitted via email.
2. Submit proposal no later than 5:00 P.M. Friday April 30<sup>th</sup>, 2021 in a sealed package marked as indicated:

**COMPANY/FIRM NAME**  
**“PROPOSAL TO UPDATE AND REWRITE**  
**FREMONT COMMUNITY JOINT COMPREHENSIVE**  
**AND GROWTH MANAGEMENT PLAN”**

3. Proposal shall be submitted to:

**Andy Harrington**  
**City of Fremont Zoning Administrator**  
**City of Fremont**  
**101 E Main Street**  
**Fremont, MI 49412**

Any questions concerning the Proposal shall be directed to:

**Andy Harrington, City of Fremont Zoning Administrator**  
**231-924-2101**  
[aharrington@cityoffremont.net](mailto:aharrington@cityoffremont.net)

4. Preliminary RFP Schedule:
  - Issue Request For Proposal to the public (RFP) March 31, 2021
  - RFP Submission Deadline April 30, 2021
  - Mater Plan Committee to Review Submissions Early May, 2021
  - Contract to Update Master Plan Awarded By Last week of May, 2021

**It is anticipated that initial work on this project will begin June/July of 2021 and will be completed Spring/Summer of 2022.**

Note: The Jurisdictions reserve the right to reject any or all responses to this RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the Fremont Community. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit the Jurisdictions to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract. Furthermore, the Jurisdictions reserve the right to use their staff to complete a portion or portions of the described activity and to negotiate rates per activity after bids have been received.

## PROPOSAL CONTENT

1. **Letter of Interest:** Cover letter indicating interest in the project and identifying the firm's ability to provide services needed.
2. **Introduction:** A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
3. **Work Program:** Describe the general project approach and process to be employed; describe a process approach that was used in the past to successfully complete a similar project; and describe the proposed project schedule including timeline of major milestones, deliverables, and completion.
4. **Experience and Qualifications:** A brief description of the firm's prior work relevant to this RFP.
5. **Consultant Personnel:** Identify individuals from the firm's professionals who will work on the project along with a brief summary of the individual(s) and their experience.
6. **List of Clients:** Provide a list of comparable clients for which similar services have been provided, as well as their contact information.
7. **Time-frame Flow Chart:** Submit a flow chart with estimated project time-frame for relevant meetings, public and other engagement sessions, and other important project targets.
8. **Estimated Costs:** Submit cost estimates for each task associated with preparation of the Master Plan and overall completion of the project.

## SELECTION CRITERIA

Proposals will be reviewed by the Master Plan RFP Committee. The Committee reserves the right to request additional information from first submitting proposals. Final decision in awarding a contract will be based on the following criteria:

1. Specialized experience of firm and related experience on projects of similar scope.
2. Qualifications, references, and capability of key staff members.
3. The firm's general approach to the project. Although this proposal has identified the general nature of services expected, the firm will be given leeway in its methodology to provide the proposed services.
4. Quality and completeness of proposal.
5. Firm's demonstrated experience and/or knowledge working with MEDC's *Redevelopment Ready Communities* Program, and/or being able to successfully implement the required practices into the updated Master Plan.
6. Demonstrated experience and creativity conducting public engagement sessions.

7. Ability to present a finished, edited product; including proper grammar, formatting, and spelling.
8. Compatibility with the City of Fremont, Dayton Township, and Sheridan Charter Township's financial obligations.

**WITHDRAWL/DECLINATION**

Firms declining to submit an RFP or seeking to withdraw during the selection process are requested to contact Andy Harrington, City of Fremont Zoning Administrator, via the above means.