



Saginaw Charter Township

Established 1831

Date: April 7, 2021

Re: Request for Statements of Qualification

To Whom It May Concern:

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for planning services for Saginaw Charter Township. Please review the attached requirements to prepare a proper response. Firms may provide proposals on some or all services described in the scope of work.

Your Statements of Qualification with four (4) copies should be forwarded directly to my office in a sealed envelope clearly marked "Proposals for Planning Services – Saginaw Charter Township" and should be received no later than 5:00pm on April 28, 2021. If you have any questions in the interim, please do not hesitate to contact me directly. I look forward to reviewing your submittals in the very near future. Thank you for your valuable time and interest in serving our community.

Regards,

James Wickman
Township Manager

REQUIREMENTS FOR STATEMENTS OF QUALIFICATION

Your Statements of Qualification should include the following pieces of information:

1. Name, address, and brief history of consultant.
 2. Resumes of key personnel to be assigned to Saginaw Charter Township
 3. Information as discussed and requested in the Scope of Work below
 4. Related experience and examples of other municipalities for which your firm has performed services for during the last two years that are similar in scope to this one, including a contact person.
 5. You are invited to include a maximum of one page of information not described above, if you feel it may be useful and applicable to this scope.
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SCOPE OF WORK

General

Saginaw Charter Township (pop. 40,840) is seeking qualification statements from planning firms to engage in a variety of important planning services in the near future. The consultant(s) will primarily serve the Board of Trustees, Planning Commission, Township Manager, and Community Development department. After review, initial interviews, and a final interview take place, the Township will enter into a contract with a firm or firms.

The Township will not be responsible for any costs incurred by any firm to respond to this request. The Township may conduct inquiries and request additional information from firms as the Township deems necessary in order to better evaluate each proposal. The Township Manager will make a recommendation to the Township Board of Trustees for a contract with the selected firm(s).

The Township reserves the right to accept or reject any proposal submitted and/or negotiate terms with firms who submit proposals. The Township reserves the right to select the firm or firms to contract with for planning services that best meets the needs of the Township in the sole judgment of the Township and the selection will be based on experience, qualifications and/or economic benefit to the Township. The Township also reserves the right to select one firm to perform all of the duties or select separate firms to perform any number of the duties.

The firms shall provide all administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff, researching options, supplies, and equipment.

Specifically, the Township is excited to undertake a number of strategic initiatives to best position the community for positive development and redevelopment. These include the following major projects:

- Complete overhaul and update of Zoning Ordinance, including:
 - Simple, user-friendly format (paper and digital) and graphics
 - Revised and expanded Planned Unit Development (PUD) section
 - Revised setback requirements for major commercial corridors
- Retail Market Analysis
- Residential Market Analysis
- Redevelopment Ready Community Certification
- Establish a Commercial Rehabilitation District
- Strategic Planning for revitalization of the regional shopping mall and major retail/commercial corridors (Tittabawassee, Bay, State, Gratiot)
- Geographic information system (GIS) updates and integration

Township staff has limited time to support this work and will rely on its consultant(s) to champion and dedicate staff for these projects. The Township is prepared to make the investment necessary to accomplish its goals.

The primary planning firm selected may be called upon to provide other types of planning services of a specialized nature. With recent increases in development activity, a firm may also be selected to conduct application and site plan reviews, as well as provide office staffing and/or supervision for an extended period.

Insurance

The firm shall acquire and continuously maintain during the period in which the consultant is performing any services on behalf of the Township, insurance coverage of types and amounts acceptable to the Township. The consultant must provide the Township with acceptable proof of the types and amounts of insurance coverage. A minimum 30 days' notice to the Township prior to cancellation of, or material change in, any such insurance shall be noted on each certificate.

Conflicts of Interest

The firm should state its policy on conflicts of interest and how it proposes to handle situations where a conflict might occur.

Rate Schedule

The firm is requested to provide its labor rates for the provisions of the various services in a separately sealed envelope labeled "Rate Schedule." Indicate hourly fees by staff classification.