REQUEST FOR QUALIFICATIONS/ PROPOSALS -

2021 UPDATE AND REWRITE OF THE CITY OF CLIÓ MASTER PLAN, ZONING ORDINANCE AND REDEVELOPMENT READY COMMUNITIES.

The City of Clio, located in northern Genesee County, seeks to engage a qualified consultant or firm to…

1. Lead a comprehensive review of the current City of Clio Master Plan, 2017-2022 and identify amendments and revision to conform with the community’s vision of its future development in compliance with state statute;

2. Review the city’s zoning ordinance and recommend amendments to
   a. provide greater clarity and address deficiencies in these ordinances; and
   b. support approved revisions of the City of Clio Master Plan.

3. Direct the city’s efforts to becoming a Redevelopment Ready Community (Michigan Economic Development Corporations).

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SCOPE OF WORK:

The consultant should have sufficient experience to know and identify the scope of work to accomplish the work under “Request for Proposals,” however, the scope of work ought to include or account for the following…

1. Responsibility for their work and maintenance of records required to complete the work identified under “Request for Proposals” except that official minutes of the city’s public bodies will be drafted and maintained by the City Clerk.

2. Drafting letters and public notices; however, city staff may be used to assist with the mailing of these letters to identified stakeholders and the posting and forwarding of these public notices as required by law with receipts or other documentation forwarded to the consults for record keeping.

3. Engaging stakeholders in a meaningful, but economic manner. At the least, stakeholders shall include city residents, business owners and property owners and others identified by statute.

   This may be a challenge with few city residents, business owners and property owners actively engaged or involved in civic activities or life.

   In addition, the consultant will need to be provided proper balance, or weight, to the views of the several different stakeholders.

4. Consider the city’s other adopted plans in completing the work identified under Request for Proposals. This will likely include the Clio Area Parks and Recreation Plan, 2018-2023; the City of Clio Downtown Development Authority, Genesee County Michigan, Development and Tax Increment Finance Plan (Ordinance Number 484 adopted December 21, 2015); the City of Clio Neighborhood Improvement Authority, Genesee County, Michigan, Approved December 21, 2015; the Clio Downtown Blueprint, 2008; available asset management plans; and any relevant plans and documents of adjoining and overlapping jurisdictions.

5. Special attention ought to be given to the following issues:

   a. Fiscal sustainability. The city is an established community of approximately 1.1 square miles with a substantial portion of its built environment being tax exempt or undevelopable. Matching resources (revenues) to needs must be reasonably considered (operations and infrastructure).
b. Environmental sustainability. The city must be practical in adapting to new vehicle designs as well as other consumer products and trends that are likely to influence public behavior/interaction and impact land use. The city must also be practical in adapting to new or rediscovered methods and technology to minimize the cost of new infrastructure and operations.

c. Housing. An established community, the city is generally populated with an older housing stock of varying conditions in somewhat distinctive neighborhoods. How does the city best maintain, improve and/or redevelop its housing stock within these neighborhoods?

d. Commercial properties. The city has a one-block traditional downtown with more “modern” commercial strip development radiating out along West Vienna Street and South Mill Street. Similar to housing, how does the city maintain, improve and/or redevelop the one-block traditional downtown and more “modern” commercial strip development?

e. Complimentary and harmonious transitions. Create a physical identity of the City of Clio distinct from the surrounding township that is complimentary and harmonious.

**DELIVERABLES:**

1. 14 hard color copies of the revised City of Clio Master Plan;

2. 2 oversize copies, each, of the existing land use map, zoning map, and future land use map suitable for display. Actual size may be discussed, but oversize maps will generally be expected to measure 3’X 3’.

3. Digital, pdf, copies of the revised City of Clio Master Plan, amended zoning ordinance and any other final documents.

4. Digital, pdf, copies of all maps.

5. Word copies of revised City of Clio Master Plan, amended zoning ordinance and any other final documents.

6. The city is to be a Certified Redevelopment Ready Community at the end of this process.
HOW TO RESPOND:

Replies to this Request for Qualifications/ Proposals shall be hand-delivered or mailed to Mr. Eric Wiederhold, City Administrator, 505 West Vienna Street, Clio, Michigan 48420 or emailed to clio.ericwiederhold@gmail.com by August 26, 2021 to include the following:

1. Respondent’s qualifications/ qualifications of the firm to include a summary of similar work, if any;

2. Identification of the person, or persons, to be engaged in this project, if selected, along with their personal qualifications and experience; and an

3. Cost, fees, and rates for services to include:
   
   a. Comprehensive review of the city’s Master Plan;
   
   b. Review of the city’s zoning ordinance; and
   
   c. Direct the city’s efforts to becoming a Redevelopment Ready Communities.

4. Preliminary schedule.

EVALUATIONS:

The city anticipates inviting respondents to discuss their replies to this Request for Qualifications/ Proposals to include their understanding of the city’s intent as well as their qualifications, experience and fit with a recommendation being made to the City Commission by the end of September 2021.