

City of St. Clair Shores

27600 Jefferson Avenue, St. Clair Shores, MI 48081-2075
Phone: (586) 447-3340 Fax: (586) 445-4098 www.scsmi.net

Council Members:
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John D. Caron
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2023 REQUEST FOR PROPOSAL DUE DATE: FEBRUARY 3, 2023

PROJECT DESCRIPTION

The City of St. Clair Shores seeks a consultant with considerable experience in community engagement, public outreach, land use planning, and economic development to assist the city in updating its Master Plan, Capital Improvement Plan, and Parks and Recreation Master Plan. The city's Master Plan was adopted in 2008 and revised in 2016, and the Parks and Recreation Plan will expire at the end of 2023. Staff has identified the need to update some sections of the Master Plan, add new sections to the Master Plan, and re-write the Capital Improvements Plan and Parks and Recreation Plan. Staff will revise and write the plans; however, the city is looking for a consultant to manage a robust and inclusive public engagement process, assist the city in formatting and editing the plans, provide graphics for the plans, create new maps in GIS, and assist in the adoption process of the Master Plan and Parks and Recreation Plan by calendar year end 2023.

The city also requests each consultant to provide a Proposal Alternative detailing the cost of and timeline for the CONSULTANT to revise existing and write new sections of the Master Plan (new sections include but are not limited to a Resiliency Section and Arts and Culture Section), write the Capital Improvement Plan, and write the Parks and Recreation Master Plan in addition to the other responsibilities outlined above.

PROPOSAL CONTENT

Each proposal must contain the following information:

- **NARRATIVE:** Describe the firm's approach to completing the project.
- **PUBLIC PARTICIPATION:** Explain the firm's anticipated approach to soliciting public participation beyond what is required by Michigan statutes. The city is looking for a comprehensive and aggressive public engagement process with many facets including but not limited to the creation of a steering committee, electronic and paper surveys, social media outreach, soliciting opinions at public events and other creative ideas to draw the opinions of residents who have been historically underrepresented.
- **SCHEDULE:** Specify key project milestones, meetings, and dates in a Gantt chart or similar.
- **DELIVERABLES:** List preliminary and final products specifying digital and hard copy formats.
- **BUDGET:** Identify project costs (hard and soft) and the Proposal Alternative costs separately.*
- **ALTERNATIVE:** Please provide a budget and schedule for the described Proposal Alternative.

- **BIOGRAPHIES:** Provide the name and qualifications of staff members anticipated to be involved.
- **QUALIFICATIONS:** Provide references and examples of comparable work (preferably in Michigan).
- **CONTACT:** Provide name, phone, email, and address of the primary contact for this proposal.

**The City of St. Clair Shores is not liable for any cost incurred by any vendor prior to signing of a contract by all parties.*

PROPOSAL SUBMITTAL

All proposals received by the city of St. Clair Shores in response to this RFP will be retained. To be considered, the consultant must:

1. Submit a complete response in either a physical or electronic format.
2. Submit the response in a sealed envelope clearly marked "Master Plan Update" or securely online on MITN/Bidnet.
3. Should you provide a physical submittal, 3 paper copies and one thumb drive are required.
4. Submit physical proposals to:

City of St. Clair Shores Clerks Department
27600 Jefferson Avenue
St. Clair Shores, MI 48081

OR

Submit electronic proposals securely online on MITN/Bidnet by **10:30 am ET on Friday February 3, 2023.**

5. Proposals must be signed by an individual authorized to bind the company to its provisions.
6. Include a statement as to the period during which the proposal remains valid. The minimum period of validity is 120 days.
7. Submit proposals in accordance with the Supplemental Instructions to Bidders provided herein.

The City of St. Clair Shores reserves the right to request any additional information which might be deemed necessary after proposals are submitted.

PROPOSAL EVALUATION

While project cost is certainly a consideration, experience of the firm's ability to complete the project in a timely manner and approach to the project are also very important factors.

Evaluation of proposals will focus on how the firm intends to accomplish the project, the amount of staff time dedicated to the project, similar project experience, staff qualifications, capacity of the firm to complete the project in a timely manner, and project costs. St. Clair Shores is seeking a creative planning consultant that will offer solutions tailored to this unique community.

The successful firm will be expected to ensure that provisions of applicable state and local statutes regarding the review, creation, and adoption of these documents are strictly adhered to. Respondents will address how such compliance will be monitored.

A committee may be convened to review the proposals, interviews may be conducted, and a recommendation regarding hiring a specific firm will be forwarded to the St. Clair Shores City Council. It

is anticipated that Council action approving a service agreement will take place in February or March 2023.

RESERVED RIGHTS

The City of St. Clair Shores reserves the right to:

1. Accept or reject any and/or all proposals either in whole or in part;
2. Split the proposals resulting in more than one company being awarded a project;
3. Waive any and all technicalities and waive any defect in a proposal which does not materially alter the specifications; and
4. Make such awards which best suit the needs of the city of St. Clair Shores.

FINAL PRODUCT FORMAT

The firm shall provide 3 bound, color copies of the updated Master Plan, Capital Improvements Plan, and Parks and Recreation Plan documents. All text and tabular data shall be provided on letter-size paper (8 ½ x 11) while maps shall be no larger than 11x17 if they are included within the plan, and not to exceed 24x36 if they can stand alone. A digital copy of the plans, including all maps, photographs, and illustrations, shall be provided in **Microsoft Word and a PDF file under 10 MB** for reproduction purposes. All maps shall also be provided in digital format compatible with GIS.

Please note the city does not currently hold an editable electronic copy of the Master Plan, Capital Improvements Plan or Parks and Recreation Plan. Staff is requiring that the update include each plan in separate files in Microsoft Word format for future updates and as separate PDF's under 10MB to post on the city's website and easily email.

RFP QUESTIONS

This Request for Proposal is issued by the city of St. Clair Shores Community Development and Inspections Department. Questions regarding the RFP shall be submitted online via MITN/Bidnet or directed via email to Liz Koto at liz@scsmi.net with Master Plan Update in the Subject line. Questions will be accepted and compiled until January 27, 2023 at 4:30 pm. Answers to all written questions will be posted on MITN/Bidnet as an addendum to this RFP by Monday January 30, 2023 at 4:30 pm.

SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

1. Receipt of Opening of Proposals: Sealed paper proposals will be accepted and date/time stamped upon receipt in the office of the City Clerk, City Hall, 27600 Jefferson Ave, St. Clair Shores, MI 48081, and online proposals submitted via MITN/Bidnet will be accepted until the time indicated on the attached Request For Proposal.
2. Submission of Proposals:
 - a. Envelopes containing proposals shall be sealed and clearly marked on the outside of the envelope with the contact information of the bidder and name of the project.
 - b. Any proposal received after the scheduled opening time will not be accepted and will be returned unopened.
 - c. Any bidder may withdraw their proposal response by written request at any time prior to the scheduled bid opening.
 - d. Telephonic or faxed proposals will not be accepted and telephonic, telegraphic, or faxed amendments to proposals or withdrawals will not be accepted under any circumstances.

- e. Unless otherwise specified, no proposal may be withdrawn, changed, or modified in any way for a period of 60 calendar days from the date of the bid opening.
 - f. Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after opening.
 - g. Physical proposals received prior to the time of proposal opening will be securely kept unopened. No responsibility will attach to any officer or employee of the city for the premature opening of a proposal not properly addressed or identified.
 - h. In case of a discrepancy between unit prices and their extensions, the unit price proposal shall govern.
3. Acceptance of Proposals: The city will award to whom they deem to be the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the proposal. Tie proposals will be awarded based on the most favorable terms for payment and/or delivery schedule or other costs associated with the award process. Receipt of a purchase order or properly executed contract covering the materials or services as described in the proposal will indicate the award of proposal and contract of purchase.
 4. City's Rights: The city reserves the right to accept or reject any or all proposals, to waive irregularities or defects, to award on a split-order or lump sum basis, and accept other than the lowest bid when deemed to be in the City's best interests.
 5. Delivery: Proposals shall include all delivery charges with terms of Freight Prepay – FOB, St. Clair Shores, MI
 6. Laws: The laws of the State of Michigan shall govern the rights, obligations and remedies of the Parties under this proposal and any agreement reached through this process. The City of St. Clair Shores is a Michigan municipal corporation.
 7. Disclosure: All information included in your proposal response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after a review of the proposals has been completed.
 8. Independent Price Determination: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.