

**REQUEST FOR PROPOSALS
MENOMINEE MICHIGAN MASTER PLAN
REVIEW & UPDATE 2018**

ISSUED: May 3, 2018

SUBMITTAL DEADLINE: Thursday, May 24, 2018 AT 2:00 P.M.

REQUEST FOR PROPOSALS
MENOMINEE MASTER PLAN UPDATE 2018

INTRODUCTION

The City of Menominee is requesting proposals from qualified consultants to assist the Menominee community in reviewing and updating its Master Plan. Along with the Master Plan review and update there is a request to include a subcomponent that meets the requirements of a Capital Improvements 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, the details of which are outlined in Best Practice 1.1: The Plans of the within the MEDC's *Redevelopment Ready Communities Best Practices Guidebook*. The City will accept proposals until 2:00 p.m. on Thursday, May 24, 2018.

BACKGROUND

The city of Menominee, at 5.48 square miles in size and the city was incorporated in 1883, and functions on a Mayor-Council (Council-Manager) government that employs a City Manager. The City Manager is responsible for managing the daily operations of the City and coordinating efforts to meet the goals and objectives established by the City Council. City services include water, wastewater storm water, parks and recreation, city marina, river park campground, cemetery, police, and fire protection.

The City Council receives recommendations in the governing of the City from various Boards and Commissions, including the Downtown Development Authority, Downtown Historic Commission, Planning Commission, and Menominee Business Development Corporation.

The city is centered at the intersection of 10th Avenue & 10th Street (State Highway Route 41) with 20,000 vehicles a day passing through this intersection, along with being the gateway for the State of Michigan. The City works closely with our Twin City the City of Marinette, Wisconsin. The City's boundaries are the Menominee River to the south and west, Lake Michigan (Green Bay) to the east and agricultural to the north. Menominee is home to 8,279 residents according to the 2016 U.S. census (estimate). Menominee's character has always been appealing to families with its many neighborhoods and natural features; but is now also attracting young professionals seeking employment in the twin city area specifically manufacturing, artificial intelligence, medical (new Bay Area Medical Center in Marinette).

The City of Menominee is divided into five (6) distinct characteristic areas:

- Downtown Historic Business District
- Residential Neighborhoods
- Commercial Corridor (RT 41)
- Industrial/Manufacturing & Airport Area
- Menominee River Water Port Industrial Area
- Natural Resource Areas along the waterfronts

The City's master use plan was revised in 2010. Since then, the City has adopted the 2014-2019 Recreation Plans and the Downtown Development Authority is updating the Downtown Master Plan. These plans are all available for reference on the City's website: www.menomineemi.us

PLAN OBJECTIVES

1. Conduct visioning sessions with the City of Menominee City Council, Planning Commission, and municipal administrative staff.
2. Review the current City of Menominee Master Plan and identify relevant sections that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current plan and identification of elements that should be incorporated into the updated plan.
3. Incorporate current planning documents where relevant: 2014-2019 Recreation Plan and the updated Downtown Development Authority Master (Draft) Plan
4. Define a clear direction of how and where development/re-development should occur over the next 10, 15, and 20 years.
5. Determine a specific implementation plan for immediate short- and long-term goals.

SUBMITTAL AND SCHEDULE

1. Submit all required materials as detailed in the Evaluation Criteria and Proposal Content section on the following pages. Include **one (1) unbound original, ten (10) copies of each, and a disc or flash-drive containing an electronic copy.**
2. Submit proposal no later than **2:00 p.m. Thursday May 24, 2018** in a sealed package clearly marked as indicated:

**COMPANY/FIRM NAME
"PROPOSAL TO UPDATE
2018 CITY OF MENOMINEE MASTER PLAN
MENOMINEE, MICHIGAN"**

3. Proposal shall be submitted to:
**Tony Graff, City
City of Menominee
2511 10th Street
Menominee, MI 49858**

Any questions concerning the Proposal shall be directed to:

**Tony Graff, City Manager
906-863-1747
tgraff@cityofmenominee.net**

4. The following schedule has been established:
 - **Solicit Request for Proposal (RFP)** **May 3, 2018**
 - **RFP Submittal Deadline** **May 24, 2018**
 - **Complete Review of Submittals by City Staff** **June 5, 2018**
 - **Presentations to Joint Meeting of City Council & Planning Commission** **June 26, 2018**
5. Access to the last updated City of Menominee Master Use Plan, 2014-2019 Recreation Plan and the Downtown Development Authority Master Plan Draft are available on the City web site: www.menomineemi.us
6. Proposals shall be opened and identified at 2:00 p.m. on Thursday, May 24, 2018 in City Council Chambers located at 2511 10th Street Menominee, MI 49858.
7. The City of Menominee reserves 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 City. 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 City 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.

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** – In the project overview, describe the general project approach and process to be employed, describe a process approach that was used in the past to successfully complete similar project, 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 including the name, address, and phone number of client references and the primary contact persons.
5. **Consultant Personnel** – Identify individuals from the firm’s professionals and other who will work on the project along with a brief summary of the individual and their experience.
6. **List of Clients** – Provide a list of comparable clients for which similar services have be provided in addition to contact information.
7. **Timeframe Flow Chart** – Submit a flow chart with estimated project timeframe for meeting important project targets.
8. **Estimated Costs** – Submit cost estimates for Master Plan Objectives and overall completion.

SELECTION PROCESS

Proposals will be reviewed by City Staff Master Plan RFP Review Committee. The Committee reserves the right to request additional information from firms submitting proposals. The following criteria will be considered in evaluation of the proposals and the recommendation of up to three (3) consultants by the Committee:

1. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.
2. The firm's general approach to the project. Although the City has identified the general nature of services required, the consultant is given leeway toward the approach to the methodology to provide the proposed services.
3. Past record of performance on contracts with other governmental agencies including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
4. Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the City and dedicate the appropriate personnel as the schedule dictates.
5. Qualifications of individuals who will have direct involvement in tasks on this project.
6. Compatibility with the City's financial obligations.