



REQUEST FOR PROPOSALS
2019 UPDATE & REWRITE
GRAND BLANC TOWNSHIP MASTER PLAN



ISSUED: October 11, 2018
SUBMITTAL DEADLINE: Wednesday, November 14, 2018 at 2:00 P.M.

REQUEST FOR PROPOSALS
GRAND BLANC TOWNSHIP
2019 MASTER PLAN

INTRODUCTION

Grand Blanc Township is requesting proposals from qualified consultants to assist the community in updating and rewriting its Master Plan. The Township will accept proposals until **2:00 p.m. on Wednesday, November 14, 2018.**

BACKGROUND

Grand Blanc Charter Township is located in the southern part of Genesee County abutting the northern border of Oakland County. The Township is approximately 33 square miles with a population estimated at 34,500 residents. The Township was incorporated in 1833 and government business is conducted by an elected seven-person Board of Trustees including a supervisor, clerk, treasurer, and four trustees that employs a Township Superintendent.

The Township Board receives recommendations in governing the Township from various Boards and Commissions, including the newly created Downtown Development Authority, the Planning Commission, Recreation Commission and Historic District Commission. Grand Blanc Township's character and quality of life have always been appealing to families and businesses with its many neighborhoods, natural features and access to major transportation hubs. More recently, the Township is also attracting young professionals, senior citizens, high-tech industries and corporate headquarters due its reputation as a "premiere community" and strong support for growing the local economy.

The Township has several key development nodes serving as a basis for development and managed growth. These areas are listed below and will require analysis and coordination with other elements of the plan.

- Downtown Development Authority (recently created)
- Technology Village (part of DDA)
- Commercial Corridors (Saginaw, Hill and Holly/Baldwin/Saginaw)
- Residential Neighborhoods
- Dort Highway Extension

The most recently updated Master Plan was completed in 2013. This plan focused on the Technology Village Concept and served as a supplement to the 2010 plan. The 2010 plan was comprehensive in nature and established many of the development goals and objectives in place today. The Township has most recently revised its Recreation Master Plan. This plan, along with a new DDA Plan, Technology Village Plan, the Saginaw, Hill and Holly/Baldwin/Saginaw Corridor studies and Dort Highway Extension Plans are all available for reference on the Township's website or by clicking the following link:

http://www.twp.grand-blanc.mi.us/departments/clerk/request_for_proposal.php

PLAN OBJECTIVES

1. Conduct public engagement sessions to gather input from residents, businesses and property owners, Township Board, Planning Commission and administrative staff.
2. Review current Township Master Plan and identify relevant sections to remain, be revised, or be removed. This review should include identification of deficiencies of the current plan and inclusion of elements that should be incorporated into the updated and rewritten plan.
3. Incorporate current planning documents where relevant: 2010 Master Plan, 2013 Supplemental Amendment (Technology Village), Saginaw, Hill and Holly/Baldwin/Saginaw Corridor Studies, Downtown Development Plan, Recreation Master Plan and Dort Highway Extension Plan.
4. Define a clear direction of how and where development/re-development should occur over the next 5, 10, 15, and 20 years.
5. Evaluate existing goals and objectives, explore implications of aging population, consider change in public opinion, review land use designations, Dort Highway extension, address regional changes and review previous corridor studies.
6. Determine a specific implementation plan for immediate, short- and long-term goals.

SUBMITTAL AND SCHEDULE

1. Submit all required materials as detailed in the Proposal Content and Selection Process sections on the following pages. Include **one (1) unbound original, five (5) bound copies, and one (1) disc or one (1) flash-drive containing an electronic copy in pdf format.**
2. Submit proposal no later than **2:00 p.m. Wednesday, November 14, 2018** in a sealed package clearly marked as indicated:

COMPANY/FIRM NAME
"PROPOSAL 2019
UPDATE AND REWRITE
GRAND BLANC TOWNSHIP MASTER PLAN
GRAND BLANC TOWNSHIP, MICHIGAN"

3. Proposal shall be submitted to:
Cathy Lane, Clerk
Grand Blanc Township
5371 S. Saginaw St
P.O. Box 1833
Grand Blanc, MI 48480

Any questions concerning the Proposal shall be directed to:

Mark Lloyd, Director
Planning & Building
(810) 424-2608 Office
lloyd@twp.grand-blanc.mi.us

Please submit any questions by November 5, 2018
Responses will be available upon request on November 9, 2018

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| 4. The following preliminary schedule has been established: | |
| • ADVERTISE REQUEST FOR PROPOSAL (RFP) | OCTOBER 11, 2018 |
| • QUESTION PERIOD DEADLINE | NOVEMBER 5, 2018 |
| • RFP SUBMITTAL DEADLINE | NOVEMBER 14, 2018 |
| • INTERVIEWS | NOVEMBER 29, 2018 |
| • AWARD OF CONTRACT BY TOWNSHIP BOARD | DECEMBER 13, 2018 |

It is anticipated that initial work on this project will commence in late 2018 and will be completed in the fall of 2019.

5. Proposals shall be opened and identified **at 2:00 p.m. on Wednesday, November 14, 2018** in the Township Community Center Auditorium located at 5371 S. Saginaw St.
6. The Township 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 Township. The Township reserves the right to use its staff to complete a portion or portions of the described activity and to negotiate rates per activity after bids have been received. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind.

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 each task associated with preparation of the Master Plan and overall completion.

SELECTION PROCESS

Proposals will be reviewed by The 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 Township 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 Township 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 Township's financial obligations.