

REQUEST FOR PROPOSALS
VILLAGE OF EDMORE MASTER PLAN
2018

ISSUED: June 21, 2018

SUBMITTAL DEADLINE: July 13, 2018

REQUEST FOR PROPOSALS
EDMORE MASTER PLAN 2018

INTRODUCTION

The Village of Edmore is requesting proposals from qualified consultants to assist the Edmore community in developing its Master 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 Village will accept proposals until 2:00pm on July 13, 2018.

BACKGROUND

The Village of Edmore is 1.51 square miles in size incorporated in 1879, and functions on a Manager-Council (Council-Manager) government that employs a Village Manager. The Village Manager is responsible for managing the daily operations of the Village and coordinating efforts to meet the goals and objectives established by the Village Council. Village services include water, wastewater, storm water, parks and recreation and cemetery.

The Village Council receives recommendations in the governing of the Village from various Boards and Commissions, including the Downtown Development Authority, Planning Commission, and Parks and Recreation Advisory Board.

The Village is centered along M-46 in the Northern Part of Montcalm County. Over 10,000 vehicles a day passing through this stretch of highway. The Village of Edmore is home to 1201 residents according to the 2016 U.S. census (estimate). Edmore's character has always been appealing to families with its small town charm and access to natural features and major cities such as Lansing and Grand Rapids.

The Village of Edmore is divided into four (4) distinct characteristic areas:

- Residential Neighborhoods (R1, R2, R3 and Mobile Home Park)
- Central Business District
- Highway Business District
- Industrial District

PLAN OBJECTIVES

1. Conduct visioning sessions with the Village of Edmore Village Council, Planning Commission, and municipal administrative staff.
2. Identify relevant sections that should be included in the first Master Plan for the Village of Edmore. 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 Zoning Maps.
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 July 13 at 2:00pm in a sealed package clearly marked as indicated:

**COMPANY/FIRM NAME
"PROPOSAL FOR
2018 VILLAGE OF EDMORE MASTER PLAN
EDMORE, MICHIGAN"**

3. Proposal shall be submitted to:

**Neil Rankin,
Village of Edmore
209 S. Sheldon Street
PO Box 170
Edmore, MI 48829**

Any questions concerning the Proposal shall be directed to:

**Neil Rankin, Village Manager
989 427-5641**

villagemanager@edmore.com

4. The following schedule has been established:
 - **Advertise & Solicit Request for Proposal (RFP) June 21-July 13, 2018**
 - **RFP Submittal Deadline July 13 at 2:00pm**
 - **Complete Review of Submittals by Village Staff July 16**
5. **Presentations to Joint Meeting of Village Council & Planning Commission August 6/August 13**
5. Access to the last updated Village of Edmore Master Use Plan, 2014-2019 Recreation Plan and Zoning Maps for the Village web site: www.edmore.org
6. Proposals shall be opened and identified on July 13, 2018 at 2:00pm in Village Council Chambers located at 209 S. Sheldon Street, Edmore, MI 48829.
7. The Village of Edmore 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 Village. 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 Village 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 been 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 the Edmore Village Planning Commission. The Commission 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 Village 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 Village 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 Village's financial obligations.