



REQUEST FOR PROPOSAL

MASTER PLAN UPDATE 2023

ISSUED: MAY 22, 2023

SUBMITTAL DEADLINE: JUNE 21, 2023 AT 3:00 PM

**REQUEST FOR PROPOSALS
PLANNING CONSULTING SERVICES
REVIEW AND AMEND THE CITY’S MASTER PLAN
CITY OF NEW BUFFALO, MICHIGAN**

The City of New Buffalo is requesting proposals from qualified professional planning firms to review and update the city’s Master Plan. The existing and current plan was adopted on November 13, 2018.

The City of New Buffalo has a population of 1,708 (2020 U.S. Census) and is located in southwest Michigan. The city sits on beautiful Lake Michigan and has been labeled the “Gateway of Michigan”. The City enjoys working relations with neighboring governments and entities which includes City of Bridgman, New Buffalo Township, Village of Grand Beach, Village of Michiana and Chikaming Township. Considering the diversity of its neighbors, the City strives to have cohesive and comparable policies to its neighbors, when possible.

The City greatly desires input and involvement from the community for this project. The proposal should recommend best practices for community involvement and input during the review and amendment process. This would expand beyond just he mandated by State law public hearings.

SCOPE OF WORK

The qualified consultant shall be responsible for the following tasks:

- Project Initiation Meeting
- Draft Goals and Policies Statement
- Draft Master Land Use Plan
- Implementation Strategy
- Community Process
- Final Master Plan

PROJECT SCHEDULE

The proposal should include a schedule of estimated target dates that identifies tasks completed or benchmarks achieved through the process. It should begin with the contract awarded and end with the adoption of the updated Master Plan by the City Council. This schedule should include any meetings, public hearing, or work sessions with any City board(s) whether required by state law or not.

QUALIFICATIONS

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the firm. The resumes of key personnel that would be assigned to the project, along with a list of their responsibilities shall be submitted. The proposal must include the firm’s related experience during the last five (5) years (include the name of the community, contact person, email, and phone

number).

PROJECT COST AND CONTRACT

The proposal should include the following cost information: the lump sum project cost with a breakdown illustrating the cost of various deliverables; an estimate of the amount of staff time required to complete the project, including the approximate time expected to be allocated to each staff member; the number of meetings/site visits; projected monthly billing amounts after each month of service; and the firm's fee schedule for additional work.

The City expects a professional services contract with a not-to-exceed fee for the required services. The contract will provide for a monthly billing arrangement between the City and firm. In addition, the contract will include language to allow the project to be terminated or amended by joint agreement of the parties with full compensation being made the consultant for expenses incurred and work completed to termination date.

PROPOSAL EVALUTION

Once proposals are received, they will be reviewed by City staff and the City of New Buffalo Planning Commission which will make a recommendation to the City Commission.

Firms are encouraged to structure the proposals to address the information in the order listed. The proposals will be evaluated on the criteria listed below.

- I. **Understanding of the Project** - statement of the firm understanding the project in regard to the scope of services.
- II. **Public Input and Engagement** - quality of firm's plan for public input as well as the firm's experience in community engagement.
- III. **Qualifications of the Personnel** - qualifications of the individuals assigned to the project, including the staff time to be devoted to the project.
- IV. **Qualifications of the Firm** - firm's experience in similar projects in the last five (5) years, as described previously.
- V. **Project Schedule** - proposed schedule, as described earlier, for feasibility in meeting the City's timelines.
- VI. **Project Cost** - the total cost, as well as the value of services provided by the firm, including the level of the personnel and their time that would be devoted to the project.

DELIVERABLES

At the conclusion of services, the selected consultant shall provide 3 copies of the updated Master Plan, along with electronic copies of both in editable Microsoft format and PDF.

SUBMITTAL INTRUCTIONS

In order to be considered, please include ten (10) hard copies of the completed proposal in a sealed envelope along with a flash drive containing a digital copy of the completed

proposal, clearly marked: **REQUEST FOR PROPOSAL – MASTER PLAN REVIEW** received by **3:00 PM on June 21, 2023** by mail or hand delivery to:

Amy Fidler
City Clerk
224 West Buffalo
New Buffalo, MI 49117

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the City Clerk before stated proposal opening time. Please forward any questions regarding the RFP to:

Darwin Watson
City Manager
224 West Buffalo
New Buffalo, MI 49117
dwatson@cityofnewbuffalo.org

Any and all questions may be fielded to the above contact during the RFP process. All questions must be made in writing and received by **3:00 PM on June 9, 2023**. Answers to any and all questions will be posted as they are received on the City's website www.cityofnewbuffalo.org for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

Any and all acceptable bids will be officially opened at **10:00 AM on June 22, 2023** in the Council Chambers located at 224 West Buffalo, New Buffalo, MI 49117. The name of each firm and cost of services that each firm bid at will be read aloud.

RESERVATIONS

The City of New Buffalo reserves the right to accept any, reject any, or reject all proposals submitted. The City is not obligated to award any contract for services to a firm that submits a proposal. The City will select the proposal which it deems to be in the best interest of the City. The City will not be responsible for or reimburse any cost the firm incurs during the RFP process.