

REQUEST FOR PROPOSALS (RFP)
PROFESSIONAL SERVICES RELATED TO THE CREATION OF A
MASTER LAND USE PLAN AND 5 YEAR UPDATED RECREATION PLAN

Calvin Township is requesting proposals from professional firms to create/update/rewrite the Township's Master and Recreation Plan. Calvin Township, located in Calvin Township, County of Cass, State of Michigan. Calvin Township, wishes to update its Plans in order to better meet the needs of the Township residents and businesses. Unfortunately, Calvin Township does not possess the expertise to update its Plans so it is seeking outside assistance.

SCOPE OF SERVICES

Proposals should give cost estimates for the following services:

- Develop, and work with the Planning Commission and Township Board to implement a public engagement strategy
 - The consultant will advise the Township on statutory requirements regarding public involvement
 - The consultant will provide a cost related to a jurisdiction-wide survey
- Review of the current master plan and recreation plan
- Write and present draft chapters of the master plan
 - Work with the Planning Commission and Township Board to develop all required sections of the master plan
- Finalize the Plan
 - Guide the Township through the process to adopt and distribute the master plan
 - The Consultant will supply a Microsoft Word editable and pdf digital copy of the Master Land Use and Recreation Plan along with (2) bound printed copies
 - The contractor will also supply two (2) large format copies of the updated future land use map for display purposes and provide the digital shapefile format for future updates.
- Other tasks identified by contractors

INFORMATION & QUESTIONS

Any questions related to this request for proposals must be submitted by e-mail to calvintwpmi@gmail.com before July 8, 2022. Answers will be posted as questions are received. The Township will only engage in documental correspondence with prospective consultants. The Township will not engage in in-person or telephone consultations prior to awarding a contract. The names or organizations of companies submitting questions will not be disclosed.

Visit www.calvintownship.org for general information. A copy of the current Master Plan and Recreation Plan and Zoning Map is available for review.

SUBMITTAL INSTRUCTIONS

The Planning Commission will review all proposals submitted for this project. For consideration, respondents must:

- Submit five (5) copies of their proposal package in a sealed envelope clearly marked: **Proposal for the Update of the Calvin Master & Recreation Plan**
- Submit an electronic copy of their proposal package to calvintwpmi@gmail.com
- Submit packages to the Calvin Township Planning Commission by September 1, 2022.

Proposal packages can be hand delivered or mailed to the address below:

Mr. Ken Bradfield
C/O Adrienne Glover
18693 Mt. Zion St.
P O Box 305
Cassopolis, MI 49031
269-476-2620

Submit a proposal package with the following information:

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services.
2. **Understanding of the Projects and Community:** Describe in three pages or less your understanding of the project including a brief overview of you plan on accomplishing the services being requested.
3. **Project Team:** Describe in two pages the qualifications of the key person(s) who will be responsible for providing the requested services.
4. **Experience:** Provide in two pages or less, evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from past projects for reference purposes.

5. **Cost.** Break down of costs for each project, a list of standard billing rates along with an estimate of the time involved in creating the documents, designs and other documents as requested.

Any packages received after the deadline listed above will be deemed unresponsive. The Calvin Township Board reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interest of the community.

Issuance of this RFP does not obligate the Township to award a contract nor is the Township liable for any costs incurred by the respondent in the preparation and submittal of the proposal.

EVALUATION

The Calvin Planning Commission will rank firms and base its decision on the following criteria:

- Corporate Profile
- Understanding of the Project and Community
- Project Team
- Experience
- Cost

The Calvin Planning Commission will review proposals at their September Board meeting. The Planning Commission will recommend one contractor to the Calvin Township Board. The Ultimate decision-making authority rests with the Calvin Township Board.

FEE NEGOTIATIONS

At the time of awarding the contract to the successful firm, a not-to-exceed fee for required services will be established. If the Township and the successful firm cannot agree on a firm cost, the Township will solicit a fee from the next highest scored firm. Project award is contingent upon funding approval from the Calvin Township Board. The Township will accept billing on a monthly basis for any services provided.