

12050 Old Belding RD NE Belding, MI 48809

616.691.8450

www.grattantownship.org



REQUEST FOR PROPOSALS
2025 UPDATE AND REWRITE
Township of Grattan
MASTER PLAN

ISSUED: January 16, 2025

SUBMITTAL DEADLINE: February 17, 2025

INTRODUCTION

The Township of Grattan is requesting proposals from qualified consultants to assist the community in updating and rewriting its Master Plan. The Township will accept proposals until 4:00 p.m., on Monday, February 17, 2024.

BACKGROUND

The Township of Grattan is on the outer fringe of the Grand Rapids metro area in the Northeastern portion of Kent County. It encompasses approximately 36 square miles and is bordered by Oakfield Township to the north, Cannon Township to the west, Vergennes Township to the south and Otisco Township (Ionia County) to the east.

Anticipated Timeline

Activities

RFP Available – January, 16, 2025

Submittals Due- February 17, 2025

Staff Review- February 18, 2025 at 1:00pm at the Township Hall

Township Board Approval- February 24, 2025

Begin Master Planning Process- April 1, 2025

The Township reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interest of the Township and to negotiate with the selected proponent.

Scope of Work

1. 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 updates and rewritten plan.
2. Incorporate current planning documents where relevant.
3. Conduct a kick-off meeting (s) with the staff to review project scope, introduce project team, coordinate meetings, and discuss ordinance items.
4. Public meeting with the Planning Commission to discuss project scope and deliverables.
5. Conduct public engagement sessions to gather input from residents, business and property owners, Township Board of Trustees, Planning Commission, and administrative staff.
6. Work with staff to identify and interview prominent community leaders.
Electronic survey to gather public feedback.
7. Determine a clear direction of how and where development/re development should occur over the next 5, 10, 15, and 20 years.

8. Evaluate existing goals and objective, explore implications of aging population, consider change in public opinion, review land use designations, address regional changes and review previous corridor studies.
9. Evaluate our master plan and ordinance readiness for alternative power elements such as solar and wind power and make recommendations for changes.
10. Determine a specific implementation plan for immediate, short- and long-term goals.
11. Evaluate impact on future land use caused by existing public water and sewer.
12. Specific recommendation on zoning ordinance shortfalls and areas of improvement.

Deliverables

The selected proponent agrees to provide the following deliverables:

1. Facilitate the process for community engagement and feedback for both the Master Plan and the Zoning Ordinance.
2. Complete revision of the Township of Grattan's Master Plan
3. Review, revision, and modernization of the Township of Grattan's Zoning Ordinance Update to the Township Official Zoning Map
 - a. Printable and scalable color PDF
 - b. 24" x 18" color map
 - c. GIS layers on a flash drive for use by Township staff and contractors in a format compatible with ESRI/ArcGIS
4. Provide the Master Plan for the Township of Grattan
 - a. a. Printable PDF
5. Ensure the plan and its development process complies with all applicable state and federal laws including, but not limited to, the Michigan Planning Enabling Act of 2008, the Municipal Planning Act, and other State laws regarding land use.

Proposal Submission Specifications

1. Submit all required material as detailed: Include one (1) unbound original, six (6) bound copies, and one (1) flash drive containing an electronic copy in PDF format.
2. Submit proposal no later than 4:00 pm on Monday, February 17, 2025 in a sealed package clearly marked as indicated:

COMPANY/FIRM NAME
PROPOSAL UPDATE AND REWRITE
Township of Grattan Master Plan
Township of Grattan, Michigan

Proposal shall be submitted to:

**Michelle Alberts, Township Clerk
Grattan Township
12050 Old Belding RD NE
Belding, Michigan 48809**

Any questions concerning the Proposal shall be submitted and directed to:
Supervisor Frank Force supervisor@grattantownship.org or at 616-691-8450.

All questions and responses will be posted on the RFP page of the Township website at www.grattantownship.org/ (insert link)

Please submit any questions by February 5, 2025. Responses will be available no later than February 11, 2025.

Proposals shall be opened at 1:00 pm on Tuesday, February 18, 2025 in the conference room at Township Hall located at 12050 Old Belding RD, Belding, Michigan. 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 by the Township of any kind.

PROPOSAL CONTENT

Letter of Interest – Cover letter indicating interest in the project and identifying the firm’s ability to provide services needed.

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.

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.

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.

Consultant Personnel – Identify individuals from the firm’s professionals and others who will work on the project along with a summary of the individuals and their experience.

List of Clients – Provide a list of comparable clients for which similar services have been provided in addition to contact information for those clients.

Timeframe Flow Chart – Submit a flowchart with an estimated project timeframe for meeting important project targets.

Estimated Cost – Submit cost estimates for each task associated with preparation of the Master Plan and overall completion.

SELECTION PROCESS

Proposals will be reviewed by the Zoning Administrator, Township Supervisor, a Planning Commission member, an additional member of the Township Board and a member of the Park and Recreation Committee. (The Planning Commission member, Township Board member and Park and Recreation member will be appointed at the February 10, 2025 Board Meeting).

The following criteria will be considered in evaluation of the proposals:

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 to design the approach for 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 task on this project.
6. Compatibility with the Township's financial obligations.