



REQUEST FOR PROPOSALS THREE RIVERS MASTER PLAN (2019-2020)



INTRODUCTION

The City of Three Rivers is requesting proposals from qualified professional urban planning consultants to assist the community in creating a Master Plan, as defined in and for the purposes of the Michigan Planning Enabling Act, MCL 125.3801 et seq. The City will accept proposals until **Tuesday, September 10, 2019 at 3:30PM.**

BACKGROUND

The City of Three Rivers, at approximately 6 square miles is located in northwest St. Joseph County. Three Rivers is bordered by Fabius Township to the west and Lockport Township to the east. The city was incorporated in 1932, and functions on a Council-Manager form of government. The City Manager is responsible for managing the daily operations of the City and coordinating efforts to meet the goals and objectives established by the City Commission.

The City of Three Rivers has a population of approximately 7,800 residents. Three Rivers is known for its confluence of three rivers (i.e., the Rocky River, Portage River, and St. Joe River), an historic downtown, parks and other recreational features, excellent school system, and blend of commercial/industrial businesses. Three Rivers is a destination for families and young professionals.

The City last adopted a complete Master Plan in 2009, with a significant revision/update in 2014. Since then, there have been some supplementary updates and related information:

Redevelopment Ready Communities Baseline Report – 2019
Economic Development Strategy, St. Joseph County – 2017/8
City of Three Rivers Parks & Recreation Plan - 2015
National Mainstreet Baseline Assessment - 2014

All these plans are accessible on the City's website:
www.threeriversmi.org/documents/masterplan

SCOPE OF WORK

The scope of work for the Three Rivers Master Plan shall meet the criteria and content requirements for master plans in the Michigan Planning Enabling Act, including, but not limited to, the following items:

- A. A land use plan and program including recommendations for recreation and other forms of public use (e.g., public gathering areas and access to downtown from residential areas).
- B. Recommendations on changes to the current zoning ordinance to allow for the successful implementation of any recommendations on future land use.
- C. General location, character and extent of transportation, infrastructure, public utility systems and other similar facilities.
- D. Recommendations for blighted areas and changes to streets, open space, buildings, utilities.
- E. Recommendations for implementing any of the plan's proposals. The City of Three Rivers is also engaged in the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities Program (RRC). Any recommendations in the Master Plan must be consistent with best practices recommended by the RRC. Most notably...
 - 1. The master plan reflects the community's desired direction for the future
 - 2. The master plan identifies strategies for priority redevelopment areas
 - 3. The master plan addresses current and future land use
 - 4. The master plan addresses infrastructure including street elements (see E; below)
 - 5. The master plan includes a zoning plan
 - 6. The master plan incorporates recommendations for implementation including goals, actions, timelines and responsible parties

The following if and to the extent deemed important per above (E1); i.e., the community's desired direction for future...

- F. Street elements. Complete street elements should be addressed including, but not limited to, consideration of traffic calming measures through the historic downtown and other notable areas (including residential neighborhoods) should be addressed.
- G. Parking. Examine inventory of available parking and existing standards in an effort to achieve the right balance of available parking spaces (especially in and around downtown) and minimum standards.
- H. Green space. Recommendations on strategies for the City to acquire more green space and establish measures to preserve existing green space.
- I. Housing. Exploring opportunities to add more multi-family housing without significantly altering the character of existing single-family residential districts.
- J. Redevelopment of areas within and around the Downtown Development Authority District.
- K. Mixed-Use/Zoning. Explore opportunities for future zoning and development including, but not limited to, mixed use development and overlay districts. Specific areas to be identified as part of the public visioning process.

In addition to the aforementioned recommendations, implementation should be prioritized on an annual schedule along with responsible parties and potential funding sources.

PHASES

The City envisions the completion of a Master Plan in the following phases.

- Public visioning and outreach
- Analysis and reporting (e.g., demographics, mobility, land use/zoning)
- Writing the Master Plan
- Publishing of Final Plan
- Adoption & Recommended Implementation

Purpose

The intended master plan is to provide the foundation for all land use decisions for the City of Three Rivers. Taking the primary form as an online working document, it is intended to provide practical guidance for everyday use (e.g., by city development boards). It is also to cast a vision for future planning and aid in the setting of priorities for City growth and development.

Public Visioning and Outreach

Public engagement should be utilized as part of the visioning and overall Master Plan development process. There should be opportunities for public engagement to ensure that all voices and ideas can be heard. The goal of the community visioning process is to find a common view on the future of Three Rivers. Communication methods used for public visioning and outreach should, at a minimum, be consistent with community engagement and public participation goals (www.threeriversmi.org/gtr/community-engagement).

Master Plan Draft

A Steering Committee comprised of, but not be limited to, members of the city's Planning Commission and related development boards, as well as at least one representative from city staff, shall be formed to advise the consultant. The consultant will collaborate with the Steering Committee on this aspect of the project. The Master Plan will include recommendations along with an annual priorities list, responsible parties, and funding sources. Once a draft plan has been completed, additional public input methods will be adopted to obtain feedback on the draft prior to City Commission approval.

Adoption

The steering committee will work with the consultant to incorporate any additional public feedback into the plan. The Master Plan will be presented to the Planning Commission and City Commission. Final approval of the Master Plan will be done by resolution of the Planning Commission and City Commission.

Submittal and Schedule

Any questions concerning the proposal should be directed to John Beebe by phone at (269)273-1845 or jbeebe@threeriversmi.org. Please submit questions by Wednesday, September 5, 2019.

- S1. 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. Fee Proposals must be sealed in a separate envelope. Do not include any pricing or fees in your technical proposal.
- S2. **Submit proposal no later than Tuesday, September 10, 2019 at 3:30PM** in a sealed package clearly marked as indicated:

YOUR COMPANY/FIRM NAME

“PROPOSAL FOR CITY OF THREE RIVERS MASTER PLAN”

S3. Proposals shall be submitted to:

City of Three Rivers
Attention: City Clerk
333 W. Michigan Ave.
Three Rivers, MI 49093

S4. The following schedule (for 2019) has been established:

ADVERTISE REQUEST FOR PROPOSAL (RFP):	August 23
QUESTION AND ANSWER PERIOD DEADLINE:	September 5
RFP SUBMITTAL DEADLINE:	September 10
AWARD OF CONTRACT BY CITY COMMISSION:	September 17*

* alternate date: the next regularly-scheduled City Commission meeting (e.g., October 1) in the event the meeting corresponding to the originally expected award of contract agenda item is delayed, meeting is postponed, or more time is needed to select and make recommendation on candidate.

S5. Ownership of all information, reports, documents, materials, maps, plans, graphics, and other deliverables prepared for or on behalf of the City shall belong to the City. The consultant may not subcontract or delegate any portion(s) of the work on the Master Plan without prior express consent by the City of Three Rivers.

S6. The City of Three Rivers reserves the right to waive any informalities or immaterial omissions or defects, and 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 City. 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 City 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

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 any sub-contractors who will work on the project along with a brief summary of the individual(s) and their experience.

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

Timeframe Flow Chart – Submit a flow chart with estimated project timeframe for meeting important project targets including completion of final, published version of City of Three Rivers Master Plan document in 2020. Please note the end of the city's fiscal year is June 30, 2020.

Estimated Costs – Specify and submit the lump-sum cost estimate for meeting Master Plan objectives, Master Plan development and overall completion.

Additional Items – Please complete the following attached items and include with your proposal: Non-Collusive Affidavit, Conflict of Interest Disclosure Form, Hold Harmless & Indemnity Form, Iran Business Relationship Affidavit.

Insurance- All vendors bidding on this contract shall maintain in force the following insurance from an insurance carrier(s) licensed and admitted to do business in Michigan and shall provide the City of Three Rivers proof of insurance at the time of awarding the contract. Insurance requirements include the following:

- a. **MOTOR VEHICLE LIABILITY INSURANCE/COMMERCIAL GENERAL LIABILITY INSURANCE.** The Vendor shall carry motor vehicle liability insurance, including applicable no-fault coverages, with limits of liability not less than one million dollars (\$1,000,000). The Vendor shall also carry commercial general liability insurance on an “occurrence basis” with limits of liability not less than one million dollars (\$1,000,000) per occurrence and/or combined single limit, Personal Injury, Bodily Injury and Property Damage. Motor Vehicle Liability and Commercial General Liability insurances shall name the CITY as an additional insured and certificates showing such insurance to be in force for the life of this contract shall be deposited with the City Clerk at the time this contract is executed.
- b. **WORKER’S COMPENSATION** - Vendor shall procure and maintain during the life of this contract statutory Michigan Workers’ Compensation Insurance, including Employer’s Liability Insurance.
- c. Vendor shall furnish to the CITY a certificate of insurance evidencing the foregoing and which shall provide for 30 days’ advance written notice to the CITY in the event of cancellation, expiration or material change in coverage.
- d. The Vendor shall not commence work under this contract until it has obtained the insurance required under this section, nor shall the Vendor permit any subcontractor to commence work on its subcontract until the insurance required of the subcontractor has been obtained.

SELECTION PROCESS

Proposals will be reviewed by the Master Plan Steering Committee. The Committee reserves the right to request additional information from firms submitting proposals. Up to three consulting firms will be considered by the Committee. The criteria that will be considered in evaluation of the proposals will include, but not by way of limitation:

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 City 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 projects 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 City and dedicate the appropriate personnel as the schedule dictates.
5. Qualifications of individuals who will have direct involvement in tasks on this project.
6. Cost proposal.



CITY OF THREE RIVERS MICHIGAN
NON-COLLUSIVE AFFIDAVIT

THIS AFFIDAVIT SHALL BE SUBMITTED WITH AND MADE A PART OF EACH AND EVERY BID PROPOSAL TO THE CITY OF THREE RIVERS, MICHIGAN

ST. JOSEPH COUNTY, MICHIGAN

_____, BEING DULY SWORN

deposes and says that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition; and
1. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.
3. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this

_____ day of _____ 20____
a notary public in and for said County.

Notary Public

My commission expires: _____

Authorized Signature

Printed Name of Signatory

Company Name

Address

City State Zip Code

Area Code & Phone Number

Please note: City of Three Rivers employees cannot notarize this document.



CITY OF THREE RIVERS MICHIGAN CONFLICT OF INTEREST DISCLOSURE FORM

Date:

Name:	Title:
Company:	Address:

Please describe any relationships, transactions, positions you hold (as owner, director or volunteer of a for profit or nonprofit organization) or other circumstances you believe could contribute to an actual or perceived conflict of interest between the City of Three Rivers and your personal interest. (Use additional paper if necessary.)

_____ I have the following conflict of interest to report.

_____ I have the following potential conflict of interest to report.

_____ I have no circumstances that I believe could contribute to an actual or perceived conflict of interest.

Signature: _____

Date: _____



CITY OF THREE RIVERS MICHIGAN HOLD HARMLESS AND INDEMNITY FORM

PURPOSE:

To the fullest extent permitted by law, the Contractor expressly agrees to indemnify and hold harmless the City of Three Rivers (City), its elected and appointed officials, its employees and volunteers and others working on behalf of the City, from and against all loss, cost, expense, damage, liability or claims (whether groundless or not) arising out of bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons.

This includes damage or destruction of any property (including loss of use) based on any act or omission (negligent or otherwise) of the Contractor or anyone acting on its behalf in connection with or incident to this agreement.

The Contractor shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder. In the event of any suit, action or proceeding, the Contractor shall pay:

- Any and all judgments which may be recovered.
- Any and all expenses, including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred.

The Contractor shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence.

PLEASE PRINT:

CONTRACTOR NAME _

AUTHORIZED REPRESENTATIVE _

SIGNATURE _

ADDRESS _

PHONE _

WITNESS _

DATE _



CITY OF THREE RIVERS MICHIGAN Iran Business Relationship Affidavit

Effective April 1, 2013, all bids, proposals and/or qualification statements received in the State of Michigan must comply with the “Iran Economic Sanctions Act.” The following certification is to be signed and submitted with the other required documents included in the request for proposals.

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, the respondent certifies, under civil penalty for false certification, that it is not an “Iran linked business,” as that term is defined in the Act.

Signature

Title

Company

Date