

Charter Township of Union

REQUEST FOR QUALIFICATIONS (RFQ)

MASTER PLANNING SERVICES

Master Plan Committee
Union Township Hall
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
989-772-4600

April 15, 2009

Delivery

Proposals in response to this RFQ shall be delivered to the Master Plan Committee, Union Township Hall, 2010 S. Lincoln Road, Mt. Pleasant, MI 48858 prior to the deadline in a sealed envelope which shall be clearly marked as follows: "Master Planning Services".

Deadline

Wednesday, April 29, 2009, at 4:30 P.M. Local Time.

Objective

Development, completion and implementation of a comprehensive new master plan for the Township to replace the existing plan in its entirety. The Township's current [Master Plan](#) is available under "Departments & Services > Zoning Department > Planning Resources" at <http://www.uniontownshipmi.com/>. The Township's current [Zoning Map and Future Land Use Map](#) are available under "Departments & Services > Zoning Department > Maps".

Scope of Services

The successful individual or firm shall be ready, willing, and able to assist the Township generally, in the accomplishment of its Objective, and to assist the Township specifically, in working with a committee, Planning Commission and staff providing a finished document based on citizen input, Township goals, and the existing Master Plan. It is our goal to base the plan on one or more best practice principles, such as Smart Growth.

Project Approach

Describe the specific approach your firm proposes to use in implementing this project along with a detailed scope of services to be provided.

Include a proposed work schedule.

Two Step Procedure

This is Step #1 of a Two Step Procedure to identify that individual or firm deemed to possess the best combination of demonstrated experience, qualifications, and readiness to perform, at a reasonable cost in order to assist the Township in accomplishing the Objective.

Step #1

Important: Formal submission of specific dollar amount for your firm's work is **not** to be submitted at this time. See Step #2 below.

Qualifications of Firm

- a) Related Experience - State your firm's experience with comparable projects.
- b) Personnel Qualifications - Describe the project team that will be assigned to the work, together with the experience of key staff personnel.
- c) Capacity of Firm - Describe your ability to complete the project either by your own staff or in consort with your subcontractors or other partners.

Include some preliminary estimate on the amount of assistance necessary from appropriate Township Departments.

- d) Reputation - Include case histories and a minimum of five client references.

Step #2

Sealed price quotes will be solicited only by **subsequent invitation** to those individuals or firms deemed by the Township, in its sole discretion, to be qualified to assist the Township with this project.

Responses

Responses to this RFQ become the property of the Charter Township of Union.

Evaluation

In order to best serve the Township's interest, responses will be evaluated in order to identify that individual or firm deemed to possess the best combination of demonstrated experience, qualifications, and readiness to perform, at a reasonable cost.

Reservation

The Township does not intend to enter into a contract solely on the basis of any response made to this request or otherwise pay for any information solicited or obtained. Further, the Township will not be liable for any costs incurred in the preparation of a response, presentations, or contract negotiation.

The Township, as always, reserves the right to reject any or all submittals and the right to waive any formal defects in responses when deemed in the best interest of the Township.

Additional Copies

A copy of this RFQ is on file in the Office of the Township Clerk and on the [Township's website](http://www.uniontownshipmi.com/) (<http://www.uniontownshipmi.com/>). Copies may be obtained at the Township Hall, 2010 S. Lincoln Road, Mt. Pleasant, MI 48858.

Inquiries

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