



REQUEST FOR PROPOSALS

MASTER PLAN AND ZONING ORDINANCE UPDATE 2019

ISSUED: JANUARY 23, 2019
SUBMITTAL DEADLINE: FEBRUARY 28, 2019 AT 4:00 PM

**REQUEST FOR PROPOSALS
PLANNING CONSULTING SERVICES
REVIEW AND AMEND THE MASTER PLAN AND ZONING ORDINANCE
CITY OF BENTON HARBOR**

The City of Benton Harbor is requesting proposals from qualified professional planning firms to review and update the city's Zoning Ordinance and Master Plan. The existing and current plans were adopted and updated in 2012. Since that time the Zoning Ordinance has been amended as the City deemed necessary.

The City of Benton Harbor has a population of 10,038 (2010 U.S. Census). It is located in the southwest Michigan. The city sits on beautiful Lake Michigan, and is nestled between the St. Joseph and Paw Paw Rivers. The City enjoys working relations with neighboring governments and entities which includes: City of St. Joseph; Benton Charter Township; St. Joseph Charter Township; Royalton Township; and Lincoln Township. Considering the diversity of the City's neighbors, the City when possible strives to have cohesive and comparable policies to its neighbors.

The City greatly desires the 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 what's mandated by State law public hearings.

SCOPE OF WORK

The qualified consultant shall be responsible for the following task:

- Review and recommend revisions to all 32 section of the Charter City of Benton Harbor
- Indicate the need for additional sections commonly found in modern Zoning Ordinances that are not shown but needed. Indicate the need to eliminate or combining other sections of the Zoning Ordinance to reduce redundancy and enhance readability of the Zoning Ordinance.
- Identify sections that could be or should be from a practical stand point amended and adopted ahead of the final entire Zoning Ordinance Adoption (Text Amendments adopted during the review)
- Indicate and recommend the best modern practices for the City to use in enforcing the new Zoning Ordinance once completed.
- Ensure that the new Zoning Ordinance will support the City Master Plan.
- Engage affected stakeholders for input in the amendment process.

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 Zoning Ordinance

and Master Plan by the City Commission. 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 EVALUATION

Once proposals are received they will be reviewed by City staff and the City of Benton Harbor 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 regards 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 time frame.
- 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 Zoning Ordinance and 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 PROPOSALS – ZONING ORDINANCE AND MASTER PLAN REVIEW** received by **4:00 PM on February 28, 2019** by mail or hand delivery to:

Kimberly Thompson
City Clerk
200 East Wall Street
Benton Harbor, MI 49022

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
200 East Wall Street
Benton Harbor, MI 49022
dwatson@cityofbentonharbormi.gov

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 **2:00 PM on February 18, 2019**. Answers to any and all questions will be posted as they are received on the City website www.bhcity.us 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 publically opened **10:00 AM on March 1, 2019** in the City Clerk's Office located at 200 East Wall Street, Benton Harbor, MI 49022. The name of each firm and cost of services that each firm bid at will be read out loud.

RESERVATIONS

The City of Benton Harbor 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.