



CITY OF BENTON HARBOR
REQUEST FOR PROPOSALS – MASTER PLAN AND ZONING ORDINANCE

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. It is located in southwest Michigan with a population of 10,038 (2010 U.S. Census).

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.

The Request for Proposal, in its entirety, is available on the City of Benton Harbor's website: www.bhcity.us. Please forward any questions regarding the RFP to:

Ellis Mitchell, Interim City Manager
200 East Wall Street
Benton Harbor, MI 49022
emitchell@cityofbentonharbormi.gov

All questions must be made in writing and received by **2:00 PM on September 24, 2019**. Answers to any and all questions will be posted as they are received on the City's website for the benefit of all interested firms.

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 October 4, 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 Any proposal may be withdrawn by giving written notice to the City Clerk before stated proposal opening time. All acceptable bids will be publically opened at **10:00 AM on October 7, 2019** in the City Clerk's Office located at 200 East Wall Street, Benton Harbor, MI 49022.

The City of Benton Harbor reserves the right to accept any, reject any, or reject all proposals submitted. It is not obligated to award any contract for services to a firm that submits a proposal. It will select the proposal which it deems to be in the best interest of the City. It will not be responsible for or reimburse any cost the firm incurs during the RFP process.

Kimberly Thompson, City Clerk
City of Benton Harbor
08/28/2019