

REQUEST FOR QUALIFICATIONS
FOR A
MASTER PLAN DEVELOPMENT
Delta County, Michigan 2018

Delta County,
310 Ludington Street
Escanaba, MI 49829

Website

<http://deltacountymi.org>

Email:

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I. INTRODUCTION

Delta County is soliciting statements of qualifications from planning consultants who have a demonstrated experience with the development of county Master Plans. The information contained in this Request for Qualifications (RFQ) is provided to give prospective responders background information to allow for the completion of a statement for the creation and adoption of a Delta County Master Plan. It is anticipated that the preliminary work will begin during the fall of 2019 and that the finished product will be ready for final adoption in 2020.

II. COUNTY BACKGROUND

Delta County is located in the Upper Peninsula of Michigan. According to the 2010 United States Census, the population was 37,069. The total land area of the county is about 1,991 square miles. The county seat is the city of Escanaba. There are fourteen townships and two cities. The Delta County Planning Commission provides county zoning to ten of the fourteen townships. The current Delta County Master Plan may provide some useful background information but this project goes beyond an update of the existing Master Plan because the plan is over twenty years old. Currently, the Delta County Planning Commission is amending their Planning Commission ordinance and bylaws pursuant to P.A. 33 of 2008 in preparation of Master Plan development and adoption. The most recent master plan on file for Delta County is 1996 however many individual components of a typical master plan exist on file at the County or with County agencies.

III. PUBLIC AND COUNTY PARTICIPATION

Public participation and county participation will be vital to the success of the Master Plan. During the plan development process which is expected to take approximately 9-12 months, the Delta County Planning Commission members and the planning agency representative will be visiting the townships, cities, special interest groups and organizations within the county to solicit input into the Master Plan.

IV. DELTA COUNTY PLANNING COMMISSION INVOLVMENT

While the Delta County Planning Commission will be heavily involved with the preparation of the master plan, existing work commitments may preclude them from spending substantial time conducting research and writing documents. It is essential that the consultant be able to work with the County Planning Commission, communicate needs clearly, and dedicate the time needed to conduct these tasks independently.

V. SCOPE OF SERVICES

The consultant will work with the Planning Commission, Zoning Administrator, the County Administrator and the Delta County Board of Commissioners in completion of the assignment. The consultant will coordinate with the County staff and County attorney to ensure compliance with all State and/or Federal laws related to the development of the Delta County Master Plan, including, but not limited to the requirements of the Michigan Planning Enabling Act (Public Act 33 of 2008, MCL 125.3801, et seq.).

The following minimal planning services are required:

1. **Data Analysis:** Review land use, current zoning, economic, social, and demographic conditions of Delta County. Review the Master Plans from all local units of government within Delta County and adjacent to Delta County. Review other Delta County plans and ordinances such as Recreation, Solid Waste Management and Hazard Mitigation. The analysis must take into account the forces and trends in the County and the surrounding region.
2. **Attendance at Meetings:** The consultant shall expect to attend the following meetings and base their fees accordingly. The County reserves the right to reduce the number of meetings required of the consultant when sub-consultants such as Central Upper Peninsula Planning and Development Regional Planning Commission (CUPPAD) are present instead.
 - One (1) meeting with the Planning Commission to discuss process and finalize a schedule to meet the requirements of this RFQ
 - Up to six (6) work sessions/monthly meetings with the Planning Commission to discuss any changes to each section. The consultant will be expected to present any changes for the previous meeting at the next meeting for approval
 - A minimum of ten (10) public/local unit of government information gathering session throughout the County
 - One (1) public hearing for the final draft at the County Planning Commission level
 - One (1) public hearing for the final draft at the County Board of Commissioners level
3. **Plan Preparation:** The consultant will prepare an initial draft of the proposed Master Plan with new information, maps, charts, exhibits and graphics to make the plan document a vital and compelling statement of public policy. The consultant, by working with the various local units of government within the County, will refine and recommend adjustments to the draft plan to balance the perspectives of the many varied interests of the in the County.
4. **Goal Statements:** The consultant will assist in the formation of meaningful County goals to serve as a guide in implementing the Delta County Master Plan. The goals should be realistic, be implementable and be reflective of the views of Delta County residents and Planning Commission.

5. **Annual Updates:** The plan shall include a method of recording the implementation of the goals for the purpose of tracking annual activity for inclusion Master Plan updates.
6. **Finalization and Adoption:** A draft of the Delta County Master Plan will be presented to the Planning Commission for initial recommendation for adoption by the Delta County Board of Commissioners. The consultant will participate in the required public hearings and complete any final changes. Upon completion and adoption of the Delta County Master Plan, the consultant shall provide the County with the following:
 - One (1) un-bound original copy of the Master Plan
 - Ten (10) bound copies of the Master Plan
 - One (1) complete copy of the plan including colored copies of all maps, graphics, tables and charts in an electronic format that allows the plan to be easily viewed from the Delta County website.
 - 2 display-size colored copies of the new future land use and zoning plan maps
 - The electronic files of all text, maps and graphics incorporated in the final plan

This outline is not considered all-inclusive and the consultant shall include in the statement any tasks and services deemed necessary to satisfactorily complete the project.

VI. STATEMENT SUBMISSION

Nine (9) copies of written responses to this RFQ must be received in a sealed envelope and clearly marked "Delta County Master Plan RFQ" by February 1, 2019. Statements should be submitted to:

Nancy Kolich, Delta County Clerk
c/o Delta County Master Plan
310 Ludington Street
Escanaba, MI 49829

Any statement received after this deadline shall not be considered and will not be opened.

Delta County will open the statements in a public bid opening held at the Delta County Circuit Court Room at the Delta County Courthouse located at 310 Ludington Street, Escanaba, MI.

In order to facilitate evaluation of the statements, the submitting party is instructed to be concise and to follow the outline required in this RFQ. A statement that does not follow the format or does not contain the required information may be considered an unresponsive statement. Additional detailed information may be added to the statement if relevant.

In order to help the selection of the consultant for the Master Plan development, the following information should be included in the statement.

1. **A Cover Letter** shall be included and signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with Delta County. The cover letter shall include the title, address, and telephone number and email address of the individual(s) with authority to contractually bind the company.
2. **A Contact Representative** shall be identified by the consultant; this person would be responsible for the lead communications with County staff, would provide direction, and attend all necessary meetings. A brief listing of their experience in providing similar services to other units of government.
3. **Professional Staff** listing of other individuals that who may be assisting in the master Plan development shall be provided, along with a brief listing of their experience in providing similar services to other local units of government.
4. **Consultant or Corporate Background** information shall be provided including years of the organization, size of organization, office location(s), a description of the range of services provided by your firm, with a list of the last five (5) counties or communities that your firm has completed work for.
5. **In referencing the last five** similar sized counties or communities, please include the project scope, contact name and title, telephone number and email address of a representative to contact. Delta County reserves the right to contact any references provided herein or otherwise obtained.
6. **A timeline** shall be provided including a description of each major work effort to be completed.

Questions regarding specifications or handling of the Delta County Master Plan project shall be directed to the Delta County Administrator, Philip L. Strom, 906-789-5118 or pstrom@deltacountymi.org.

VII. STATEMENT EVALUATION AND SELCTION

Statements will be reviewed using a quality - based evaluation process. Submissions will be reviewed by the Delta County Planning Commission, Delta County Administration and Zoning staff, and the Delta County Board of Commissioners. Ultimately, the Planning Commission will make recommendations to the Board of Commissioners for final decision.

The Planning Commission or the Board of Commissioners may request sealed cost proposals at some point of the evaluation to help with an ultimate recommendation or decision.

Delta County will evaluate each statement based on the documentation requested herein, utilizing criteria which includes, but is not limited to or in order of the following:

1. The statement's responsiveness to the RFQ (format, capabilities, work program, approach, clarity, ability to meet proposed schedule facilitate a meeting, etc.), with a priority on concise published format, readability and or digital presence capabilities.

2. Experience and technical competence of the firm and its personnel in the required disciplines, including a thorough knowledge of the legal, federal, state and local land use statutes and regulations.
3. The qualifications and experience of personnel committed to the project
4. References made part of this statement will be contacted

It is the intent of Delta County to select a consultant in accordance with the following schedule:

<u>Deadlines</u>	<u>Tasks</u>
December 18, 2018	RFQ approved and distributed
February 1, 2019	Statements due
February 4, 2019	Public Opening at the Delta County Planning Commission Meeting and review
February 19, 2019	Delta County Commissioners to receive recommendations from Planning Commission on selection of Planning Consultant

VIII. REVISIONS TO THE STATEMENT OF QUALIFICATIONS

If it becomes necessary to revise any part of the RFQ, an addendum will be sent to all those who received the original document.

IX. LIMITATIONS OF LIABILITY

Delta County assumes no responsibility or liability for costs incurred by proposers in responding to this RFQ or in responding to any further request of interviews, additional data, etc.

X. NATURE OF STATEMENT AND EIGIBILITY

Statements submitted constitute a firm and binding offer. The determination of whether a statement may be withdrawn is solely at the discretion of the Delta County Planning Commission. However, in no event shall a statement be withdrawn unless the request for withdrawal is filed within five (5) days of the date of the opening and the proposer establishes that the statement contains a material mistake and the mistake occurred despite the exercise of reasonable care.

XI. RIGHT TO REJECT STATEMENTS AND WAIVE INFORMALITIES

Selection of a consultant will be made at the complete discretion of Delta County. The County reserves the right to rejects any or all statements, to waive any irregularities or information in any RFQ, and to accept or reject any items or combination of items and to accept the statement, which is deemed to be in the best interest of the County.

APPENDIX A

DELTA COUNTY
STATEMENT OF QUALIFICATIONS
2018 Master Plan Development

STATEMENT FORM

Statement of _____
Name

Address

To furnish and deliver all materials and perform all work in accordance with the contract with Delta County, 2018 Master Plan development on which statements will be received until 3:00 PM EST on January 11, 2019.

Nancy Kolich, Delta County Clerk
c/o Delta County Master Plan
310 Ludington Street
Escanaba, MI 49829

In accordance with the invitation of Delta County to submit statements for the project herein before named, and in conformity with the Statement of Qualifications (RFQ), the undersigned hereby certifies the undersigned is the only person, firm or corporation interested in this submission as principles; that this statement is made without collusion with any person, firm or corporation; that an examination has been made of the documents furnished with the RFQ.

A cost summary and sample level of effort is provided for information along with a proposed fee for proposed services. A rate schedule by labor category is also included.

It is further proposed:

The undersigned declares under penalty of perjury under the laws of the United States and the State of Michigan that, in accordance with the provisions of Title 23 U.S.C. Section 112(c), the undersigned has not either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this contract.

Certification Regarding Debarment, Suspension and Other Responsibility Matters – Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department committee; (b) Have not within a three-year-period preceding this statement been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification and (d) Have not within a three-year period preceding this application/statement had one or more public transactions (federal, state or local) terminated for cause or default.

- II. Where the prospective primary participant is unable to certify to any of the statements in this certification; such as prospective participant shall attach an explanation to this statement.

Dated _____

(IF A FIRM OR AN INDIVIDUAL)

Signature _____

Printed Name _____

Address of _____

Telephone _____

Email Address _____

Names and Address of Relevant Members of the Firm:

(IF A CORPORATION OR OTHER ENTITY)

Signature _____

Printed Name _____

Address _____

Telephone _____

Email Address _____

Incorporated under the laws of the State of _____

Names of Officers/Member/Principals:

1. _____
Name Title

2. _____
Name Title

3. _____
Name Title