

**REQUEST FOR PROPOSAL  
ENGINEERING SERVICES  
REPLATTING OF INDUSTRIAL PARK SOUTH  
CITY OF MT. PLEASANT**

The City of Mt. Pleasant is seeking proposals from qualified professional engineering firms to review an area of I-1 zone in the City of Mt. Pleasant known as Industrial Park South. The City and property owners are desirous of re-platting the industrial park in order to make more efficient use of the land.

The industrial park was originally created in 1990 with the intent that it would be used for light manufacturing with a minimum of 10-acre lots. A set of protective covenants were originally created to guide appropriate development and were recently modified to reflect actual development patterns which occurred over the years contrary to some of the covenant provisions. In light of the fact that not all property owners are in need of ten acre parcels evidenced by several smaller lot splits that have occurred, the City desires to work with the property owners to create smaller platted lots.

The protective covenants will need to be amended in response to the re-platting project. City staff will work with the property owners once the project is complete to make any required amendments. A copy of the current protective covenants are included in this announcement as a reference to interested bidders. The revised lot size will be determined by the demands of the market, the desires of the property owners, and the provisions of state law governing lot splits and platted parcels. In addition, the new lot sizes will need to conform to the provisions in the City's zoning ordinance in order to assure buildable lots appropriate to an industrial classification. Finally, future utility corridors and provisions for adequate access serving all parcels within the park will need to be incorporated in the final re-platted configuration.

Interested firms are invited to submit proposals to assist the City in completing this re-platting project. The services required are described in the following sections of this Request for Proposals.

**Scope of Work**

Project Area: Industrial Park South, the subject of this request, is located in the area roughly bounded by Broomfield Road on the south, Isabella Road on the west, and U.S. 127 on the east. The north boundary is the property line which coincides with boundaries of the I-1 zone governing the industrial park. An aerial view of the site is attached for reference.

The consultant will be responsible for the following tasks:

- Review of Existing Conditions: Currently there are about nineteen separate parcels in Industrial Park South. Some of the original parcels have been divided and sold as smaller parcels, while others have not. To assist with the initial data gathering, the City maintains a GIS system containing basic information regarding lot sizes and other typical information.
- Review of Applicable Codes, Ordinances, State Statutes, and Other Special Conditions: The consultant is responsible for reviewing and understanding the applicable codes and ordinances, including the park Protective Covenants, which apply to development and lot sizes in the Industrial Park South in general and the I-1 zone in particular as well as understanding and complying with the applicable provisions of State Statutes governing land divisions. Additional consideration should be given to the City's storm water management requirements and the

impact any increase in impervious surfaces would have on the retention capacity of the park's current infrastructure system.

- Stakeholders Input: The consultant is responsible for identifying and making outreach efforts to affected stakeholders for input into the proposed re-platting of the properties.
- Continued Engagement: The City desires to keep interested parties engaged in the process. The proposal should identify recommended means for doing so through the use of newsletters, web sites, social media, and other appropriate means.
- Project Schedule: The proposal should include a schedule that identifies the timing of major tasks, beginning with the contract award and ending with adoption by the City Commission and recording the final plat of the park with the Register of Deeds and other applicable entities.
- Qualifications: The proposal shall include a statement of qualifications. The statement should include the name, address, and a brief history of the firm. The résumés of key personnel that would be assigned to the project, along with a list of their responsibilities within the project should also be provided. In addition, related experiences during the last ten (10) years shall also be provided (include the name of the community, contact person, and phone number).
- Project Cost : The proposal shall include the following cost information: the lump sum project cost with a breakdown illustrating the costs of various deliverables; an estimate of the amount of staff time required to complete the project, including the approximate time expected to be allocated by each staff member; the number of meetings/site visits included in the project cost; and the firm's fee schedule for additional work.
- Contract: The City desires a professional services contract with a not-to-exceed fee for the required services. The contract will provide for monthly billing on a time and materials basis for the services provided. In addition, the contract will include language to allow the project to be terminated by joint agreement of the parties with full compensation being made to the consultant for expenses incurred and work completed to termination date.

### **Work Product Deliverables**

The consultant shall, at the end of the project, provide a revised lot layout of the industrial park, including re-numbering the parcels, a proposed layout for the location of future infrastructure to include storm water management measures, road and utility corridors and access, and a description and summary of the results of meetings with the property owners and appropriate city staff (stakeholders). The consultant shall also be responsible for recording the new plat of the Industrial Park South with the County Register of Deeds office as well as complying with required documentation to the State of Michigan in accordance with state statute language.

Final documents will be in electronic format suitable for reproduction and include six (6) printed copies of the finished document. The electronic files shall include documents able to be edited in a Microsoft Word format, along with electronic copies of maps and other exhibits that are compatible with the City's Geographic Information System (GIS).

### **Proposal Evaluation**

Once the proposals are received, they will be preliminarily reviewed by an RFP Committee comprised of appropriate City staff. Upon completion of the proposal review, a recommendation will be made to the City Commission regarding selection of the successful bidder. The proposals will be evaluated by the

RFP Committee based on the criteria listed below. Firms are encouraged to structure the proposals to address the information in the order listed:

1. **Understanding of the Project** – The Committee will review a brief statement of the firm’s understanding of the project including an overview of the plan to complete the scope of services described in this RFP.
2. **Property Owner Input and Engagement** – The Committee will give comparative consideration to the nature and number of input sessions with the park property owners and the firm’s experience with web, social media, and other recommended engagement techniques.
3. **Qualifications of the Personnel** – The Committee will consider the qualifications of the individuals assigned to the project, including the amount of staff time to be devoted to the project.
4. **Qualifications of the Firm** – The Committee will review the firm’s experience in similar projects in the last ten (10) years, as described previously.
5. **Project Schedule** – The Committee will evaluate the proposed schedule, as described earlier, for feasibility in meeting the City’s time frame.
6. **Project Cost** – The Committee will review the total project 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.

### **Submittal Instructions**

To be considered, ten (10) copies of the completed proposal must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS –REPLATTING OF INDUSTRIAL PARK SOUTH and received by 1:30 p.m. on Tuesday, August 19, 2014 by mail or hand delivery to:

City Clerk’s Office  
City of Mt. Pleasant  
320 W. Broadway  
Mt. Pleasant, MI 48858

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 the stated proposal opening time. Questions regarding the proposal may be directed to:

William R. Mrdeza, Director of Community Services and Economic Development  
320 W. Broadway  
Mt. Pleasant, Michigan 48858  
Ph.: (989) 779-5311  
[wmrdeza@mt-pleasant.org](mailto:wmrdeza@mt-pleasant.org)

Questions must be received by August 15, 2014. Answers will be posted as they are received in the Bids and Quotes section of the City’s website at [www.mt-pleasant.org](http://www.mt-pleasant.org) for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

**Reservations**

The City reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.