

**REQUEST FOR QUALIFICATIONS
PLANNING CONSULTING SERVICES
NEW ZONING ORDINANCE
CITY OF MT. PLEASANT**

Addendum 1 – Questions and Answers

1. Is the consultant expected to be a part of the public hearing required by the Michigan Zoning Enabling Act? Would the consultant attend or present at the Planning Commission meeting for recommendation or the City Commission meeting for adoption?

It is expected that staff will lead the formal implementation process, including the public hearing required by the Michigan Zoning Enabling Act, presenting to the Planning Commission meeting for recommendation and the City Commission meeting for adoption. However, attendance and participation by the consultant is desired.

2. Is the project cost and contract part of the RFQ submittal due April 5th or is it part of the detailed proposal some consultants may be requested to submit at a later date?

The project cost information required by the April 5th deadline is summarized under “Project Cost and Contract” on the Request for Qualifications document. The contract will be developed and finalized upon selection of the preferred consultant.

3. Are recommendations for master plan amendments from the consultant expected as part of the process?

Yes, if necessary to ensure consistency between the Master Plan and proposed ordinance.

4. Has there been any additional refinement or site planning for the Mount Pleasant Center since Concept Plan Development? Are visioning and further site planning efforts expected during the development of the new zoning ordinance?

Staff expects to engage the public in order to develop a conceptual plan for the Mount Pleasant Center site over the next three months. This conceptual plan would inform the zoning ordinance as it relates to this property.

5. Does the project schedule and identification/timing of major tasks (“Project Schedule” Page 3 of 6) count against the two-page “description of approach?”

No.

6. The “Submittal Summary” and “Recommended Format for Submittals (Page 3-4 of 6) does not address project cost and contract. It is expected that the information outlined in “Project Cost and Contract” (page 5 of 6), such as lump sum project cost, hours, time, number of meetings, etc., is included in the initial qualifications submittal? Or is the expectation that the project cost information is submitted with the detailed proposal, if requested from the highest-ranking consultants by the City. Please clarify when cost information is required.

Please see answer to question 2 above.

7. A not-to-exceed fee for “required services” is desired. Are the reproduction costs (drafts maps/documents, final work products and map products) considered part of the fee for required services or as additional reimbursable costs?

Reproduction costs will be considered part of the fee for required services.