

REQUEST FOR PROPOSALS
Village of Sparta, MI
Comprehensive Master Land Use Plan

The Village of Sparta hereby requests proposals from qualified, multi-disciplinary professionals in the fields of urban planning, architecture, traffic and civil engineering, historic preservation, economic and community development, or related fields, to assist in the preparation of a Comprehensive Master Land Use Plan.

Bids will be accepted until 10:00 A.M. Monday July 25, 2022 at Sparta Village Hall, 156 E. Division Street, Sparta, Michigan 49341, at which time the bids will be opened and read aloud in the Village Hall Conference room. To assure that the respondents' submittal arrives at the proper place, on time and to prevent opening by unauthorized individuals, submissions must be clearly identified on the outside, as follows: **Comprehensive Master Land Use Plan**

Faxed or electronic submissions will not be accepted. Once received, submissions will not be returned. Formal communication such as requests for clarification and/or information concerning this solicitation shall be submitted to Shay P. Gallagher, Village Manager via email addressed to villagemanager@spartami.org, by phone at 616-887-8251 or by mail to 156 E. Division Street, Sparta, MI, 49345.

The anticipated schedule for this project is as follows:

ACTIVITIES	DATE COMPLETE
RFP Available	Tuesday June 21, 2022
Submittals Due	10:00 A.M. Monday July 25, 2022
Staff Review & Shortlist Recommendation	Week of July 25 th
Planning Commission interviews shortlist	Monday August 1, 2022 (subject to change)
Village Council selects firm	Monday August 8, 2022 (subject to change)
Kickoff Meeting	Mid-August 2022 (subject to change)

The Village reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the Village and to negotiate with the selected proponent(s).

SELECTION PROCESS

Selection of a consultant will be made at the discretion of the Sparta Village Council, based on a recommendation from the Planning Commission and Staff.

The proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- Ability to meet all RFP conditions and instructions as outlined herein.
- Capacity to perform the services in the required time as reflected by the present workload and availability of the adequate personnel.
- Qualifications and previous experience

- General approach to project scope of work that is most advantageous and prudent methodology to the Village
- Fee proposal
- References
- Ability to execute contract in accordance with Village policies and in full compliance with all applicable laws, ordinances and regulations.
- The proponent's familiarity with the Village and West Michigan.
- Other factors deemed relevant by the Village Manager, Planning Commission and Village Council.
- The Village reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the Village, and to negotiate with the selected proponent(s).

The above criteria will be used to evaluate the submittals. Proposals will be reviewed following the July 25, 2022 deadline. The Village will select consultants for the purpose of being interviewed by the Planning Commission at the August 1, 2022 meeting.

Following a review of the submittals and an interview, a firm will be selected to complete the Master Plan immediately. If for any reason, a proponent cannot submit a Plan before the agreed upon deadline with the Village, the Village may unilaterally terminate the contract and negotiate with other proponents.

- a. The respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual or other interests are such that:
 1. Respondent may have an unfair competitive advantage; or
 2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
- b. The respondent agrees that if after award he, she or it, discovers an organizational conflict of interest with respect to this solicitation, he she or it, shall make an immediate and full disclosure in writing to the Village Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The Village may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.
- c. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the Village Manager the Village may disqualify the respondent.

INSURANCE

- a. Insurance. The successful bidder shall, upon issuance of notice to proceed, obtain and maintain during the execution of the contract, an insurance policy meeting the following requirements and shall provide to the Village a certificate showing the premiums to be fully paid as well as a copy of the applicable policy, including all endorsements.
 - General Liability Insurance in the amount of \$1,000,000 per occurrence and \$1,000,000 aggregate.
 - Statutory Worker's Compensation coverage.
 - The Village, including its officers and employees shall be named as an additional insured on the policy.
- b. Waiver. The selected firm shall not hold the Village of Sparta liable for any personal injury incurred by their respective employees, agents or consultant, contractors or subcontractors while working on this Project. The firm agrees to hold the Village harmless from any such claim by its employees, agents, consultants, contractors or subcontractors, unless a Court having jurisdiction finds there is gross negligence of an employee of the Village while acting within the scope of their employment.

PROOF OF LIABILITY INSURANCE

The successful firm shall furnish to the Village a certified copy of the policy or policies covering the work as required in the specifications as evidence that the insurance required will be maintained in force for the entire duration of the contract with the Village. The Village must be listed as an additional insured.

ADDITIONAL FACTORS

The successful firm shall be responsible for maintaining satisfactory standards of its employee's competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.

The successful firm shall provide adequate competent supervision at all times during the performance of the contract. The firm or designated representative shall be readily available to meet with Village personnel. The successful firm shall provide the telephone numbers where its representative(s) can be reached.

The firm agrees that it will abide by all applicable laws, rules and regulations and with the requirements of all grants and other governmental funding contracts governing equal opportunity and affirmative action.

CONTRACT REQUIREMENTS

The successful firm will complete the project requirements within an agreed upon timeline negotiated between the firm and the Village of Sparta. The timeline may not be altered without prior written approval from the Village of Sparta.

The successful firm will be required to provide a qualified representative to attend all public hearings related to the revision of the Master Plan.

The successful firm will provide monthly project reports to the Planning Commission by the last business day of each month. Information in the report should include the following:

- a. Work accomplished during the previous month
- b. Anticipated work to be accomplished in the coming month
- c. Problems to be brought to the attention of the Planning Commission and Village Staff
- d. Updated project timelines

The successful firm will have frequent interaction with the Village of Sparta during the development of the Master Plan to ensure that the document and all components included in the document meet the community's expectations.

All invoices are to be submitted to the Village of Sparta for review and approval before payment is made. Invoices must clearly itemize expenses or these will not be paid. Documentation of completed work must be available for review at the time of invoicing.

BACKGROUND

The Village of Sparta is located in West Michigan at the northern edge of Kent County. Sparta has a population of approximately 4,510 in size and a community that features a healthy mix of residential, commercial and industrial developments. The Village has seen growth in the residential and industrial sectors and turn over in the commercial sector since the 2015 Master Plan was completed.

It is also important that the process of drafting a Master Plan include a strong public participation component. The Village of Sparta has enjoyed a long history of active citizen involvement and feels that this is an invaluable resource to include in developing a brilliant vision for the Village's future. It is also important to include the Township in discussion on the Village Master Plan to ensure that the vision of both communities is headed in the same direction.

The Master Plan was last updated in 2015, however, the update more was demographic information.

SCOPE OF WORK

The task of the Planning Consultant is to lead the Village in implementing a project approach which has been recommended by the Consultant and accepted by Village Council. The Comprehensive Master Plan will be a useful document for the Village in the exercise of their responsibilities during the next 5-20 years. It is important that the Plan be user friendly, incorporate past studies, be innovated and flexible and the concepts are graphically conveyed to the greatest extent possible. The Master Plan must also meet or exceed all elements required under State Law.

I. Existing Conditions

This component will provide a "snap-shot" of existing physical, social, and economic characteristics that may influence future land use patterns and redevelopment opportunities. At a minimum, the existing conditions element should include:

- a. Socioeconomic analysis and evaluation of existing conditions (demographics and housing stock, character of neighborhoods and historic patterns of development)
- b. Existing land use
- c. Economic analysis
- d. Transportation management, traffic circulation and access conditions
- e. Community utilities
- f. Community facilities
- g. Natural features

II. Community Input

The Village recognizes that meaningful public participation is a critical element of the master planning process. The Consultant, in cooperation with the Planning Commission and Village staff will be expected to incorporate meaningful public participation elements at appropriate times throughout the process. The Consultant will be expected to attend Planning Commission and Village Council meetings to assist in the public participation process. The proposal should outline a procedural approach to identify and include participation, in an appropriate degree, of various individuals and groups, both public and private, in the master planning process.

III. Policies and Goals

The Master Plan needs to consist of policies intended to function as benchmarks and to provide basic guidelines for making reasonable and realistic community development decisions. This Plan will be used by representatives of the Village, those making private sector investments, and by all citizens interested in the future development of Sparta. The land use component of the Master Plan must be based on policies developed to address the goals of the community. The Consultant will assist the Village in forming meaningful policies and goals to serve as a guide in defining and implementing the Plan.

IV. Future Land Use

The Future Land Use section must contain proposed land use categories based upon the vision and policies of the community. The narrative of these categories will need to reflect the applicable zoning district and district intent. Also, a future land use map and summary of the land use categories as they relate to the future land use plan must be prepared.

V. Development Pattern

Land Use patterns are to be mapped, and measured by category in tabular form. A narrative summary of each land use category is needed describing the amount of land occupied by each land use and their distribution in the Village. Land use trends should be presented to tabular form to show changes over the past years.

VI. Green Infrastructure/Sustainable Development

The Village recognizes that the quality of life of its citizens is dependent upon preserving, conserving, and enhancing the natural features within the Village and within the region. Those features may include, but are not limited to, undisturbed natural areas, underutilized land, surface waters, fresh air, parks and parkland, public and private spaces. Together, these features function as the ecological infrastructure of the Village, analogous to and complementary to the man-made "grey" infrastructure. The Consultant should assist the Village by developing new sustainable development policies and incorporating them into the implementation strategy.

Sparta leaders are interested in taking the initiative to recognize their role and responsibility to their communities and the environment, and together, begin exploring opportunities to implement a more conscientious and sustainable way of living and doing business. The Master Plan should explore these initiatives and incorporate them into policies and goals as an underlying theme. The Village intends to articulate the interaction of green infrastructure, man-made infrastructure, planned development, economic prosperity, and delivery of services to the citizens so that the focus of planning shall be on a long-term, sustainable use of resources.

VII. Implementation

Implementation strategies are a key component of any Master Plan. They need to prescribe how the Plan's recommendations and programs can become reality. While a Master Plan is intended to provide the necessary guidelines for making future land use, community facility and capital improvement decisions, its true value cannot be realized unless it is implemented.

VIII. Plan Preparation

The Consultant will prepare an initial draft of the proposed Plan with all required maps, charts, exhibits, and graphics to make the Plan document a vital and compelling statement of public policy. The consultant will refine and adjust the draft plan based on Village input.

IX. Redevelopment Ready Communities Compliant

The plan should address items that are required for Redevelopment Ready Community (RRC) certification so that the Village may continue progress towards RRC certification.

X. Finalization and Adoption

The final draft plan will be presented to the Planning Commission for initial evaluation and recommendation and to the Village Council for approval.

PROJECT DELIVERABLES

- a. Meeting minutes from all re-write team meetings.
- b. Copies of the ongoing drafts of the Master Plan that will be generated throughout the process, as well as any relevant memoranda, data and other work product also developed as part of the process.

- c. One (1) un-bound original copy of the final Master Plan along with twenty-five (25) bound copies, including two (2) copies of the new future land use map in a large format for presentation purposes. In addition, the consultant shall provide electronic files of all text, maps, and graphics incorporated in the final Plan. Some or all of the electronic files will be used on the Village website.
- d. Digital format: Microsoft Word and PDF format on CD ROM suitable for copying and posting.

PROPOSAL REQUIREMENTS

- a. Written in an 8 ½” x 11” format.
- b. Include an original and fourteen (14) copies.
- c. A cover letter shall be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the Village. The cover letter shall also identify the person who will be responsible for regular communications with the Village, including meeting attendance.
- d. All costs incurred for proposal preparation, presentation, or contract negotiation shall be the responsibility of the consultant.
- e. Delivered in sealed envelope(s) by 10:00 a.m. on July 25, 2022 to the following address:
 - Shay P. Gallagher
 - Village of Sparta
 - 156 E. Division Street
 - Sparta, MI 49345
- f. A proposed timeline for the project complying with applicable state laws related to Master Plan requirements.
- g. Corporate Background: Provide information on the firm’s background, including:
 - 1. Organization, size and Michigan office locations.
 - 2. The office location where work associated with the project would be performed.
 - 3. A description of the range of services provide by the firm. Specify any area of expertise the firm has, or members of the firm that have special qualifications to handle Village planning services. Please list the other master plans the firm has completed for other communities and provide some detail on said plans.
- h. Professional Staff: Identify the individuals or individuals who would be providing land use planning services to the Village. List their experience in providing services to cities and villages similar in size and character.
- i. Experience and References: Provide descriptions of recent prior experience with similar communities undertaken within the last five (5) years. For each project, include the name, title, and telephone number of a representative that the Village may contact to discuss their experience with the firm.
- j. Samples: Include representative samples of deliverables, as prepared by the individual who would be assigned to work with the Village, and other material and/or

correspondence that may be helpful in assessing the level and quality of the services proposed.

- k. **Litigation:** Has your company been involved in any litigation during the past five years? If so, provide an explanation.
- l. **Disclosure:** The Village of Sparta expects each potential Planning Consultant to identify any potential conflicts of interest and the plan for handling these matters.
- m. **Work Effort and Timeline:**
 - 1. Description of the total number of anticipated hours (minimum to maximum) to complete the scope of work and a detailed timeline for the entire project.
 - 2. Descriptions of each major work effort (task),
 - 3. Describe the deliverables – if any – that would result from that task.
 - 4. Timeline showing anticipated work schedule
- n. **Fees:** Fee schedule should include all fees charged for performing the required services. Fee schedule must be stated as a total not-to-exceed fee for all services outlined in the proposal (including but not limited to labor, time, printing, mileage, sub-consultants, etc. and other expenses). No fees over the not-to-exceed estimate will be paid without prior approval by the Village Council. Describe any modifications you would recommend to the work scope described in this Request for Proposal and state what impact of those modifications would have on your fee proposal. For reference purposes only, please state the hourly billing rates of each staff member that will be employed on this project.