

# Request for Proposals



City of Marquette, Michigan  
Community Master Plan Update

## **INTRODUCTION**

The City of Marquette requests the submission of proposals from land use planning consulting firms to prepare a comprehensive update of the Community Master Plan, as defined in and for the purposes of the Michigan Planning Enabling Act, MCL 125.3801 et seq. Firms should have demonstrated ability in land use plan creation. The firm selected must demonstrate a capacity to work closely with project partners, key stakeholders, City staff, various City Boards and Commissions, and the public in the course of preparing the Plan. The City will accept proposals until 11:30 a.m. ET on August 5<sup>th</sup>, 2022.

## **BACKGROUND**

The City of Marquette, at 11.3 square miles of land, is located in north-central Marquette County along the shores of Lake Superior. The City is bordered by Marquette Township to the north and west, Sands Township to the South, and Chocolay Township to the southeast. The City was incorporated as a village in 1849, became a City in 1871 and functions on a Commission-Manager form of government. The City Manager is responsible for managing the daily operations of the City and coordinating efforts to meet the policy goals and objectives established by the City Commission.

The City of Marquette has a population of 20,629 residents. The City is known for a dramatic wonderland of shoreline, forest, and full-service winters that provide all-season recreational opportunities. As well, Marquette is the County seat and a vibrant cultural community. Education, health care, and government operations serve as the primary economic drivers along with all-season tourism, which is increasing at a very, very rapid pace.

The City last adopted a new Community Master Plan in 2015. Since 2015, there have been supplementary amendments to the Community Master Plan:

- 2018 Comprehensive Update
- 2022 Ad-Hoc Housing Committee Report and Recommendations

The Community Master Plan and Amendments are accessible on the City's website:

<https://www.marquettemi.gov/departments/community-development/planning/>

There are also several other local plans that have recent data and information related to key planning issues (Tourism/Climate/Quality of Life/Economic Viability/Winter Cities) that will be important to reconcile with this effort. These include:

The Marquette Downtown Development Authority Master Plan:

<https://www.downtownmarquette.org/downtown-plan-2020>

The City of Marquette Parks and Recreation, and Trails Master Plans:

<https://www.marquettemi.gov/departments/community-services/parks-and-recreation/>

Marquette Area Climate and Health Adaptation Guidebook - Volume II: Policy and Metric Recommendations:

<https://www.canr.msu.edu/resources/marquette-area-climate-and-health-adaptation-guidebook-volume-ii-policy-and-metric-recommendations>

City of Marquette Economic Development Plan:

<https://www.marquettemi.gov/economic-development/>

The Marquette Convention and Visitors Bureau (Travel Marquette) Tourism Plan:

Contact – Susan Estler, Executive Director or Travel Marquette: [Susan@travelmarquette.com](mailto:Susan@travelmarquette.com)  
906-228-7749

Winter City Planning – see current City of Marquette Community Master Plan

Marquette County Master Plan (Borealis Beach Area – reference only ):

<https://www.mgtcoplan.org/>

## **SCOPE OF WORK/SERVICES**

1. STEERING COMMITTEE/PLANNING COMMISSION MEETING WITH CONSULTANT – IAW State Statute, the Planning Commission will have the lead role in this process. However, a Steering Committee Comprised of stakeholders will be formed to advise the consultant. The proposal should include regular meetings with the Planning Commission and Steering Committee to understand expectations as well as communicate the process and receive feedback.
2. MEETINGS WITH CITY STAFF AND KEY STAKEHOLDERS - The proposal should include meetings with City staff members and key stakeholders throughout the project.
3. PUBLIC VISIONING AND OUTREACH – The HIGHEST levels of public engagement shall be utilized as part of the visioning for the Community Master Plan. The proposal should identify multiple opportunities of scale and type for public engagement to ensure that all voices and ideas are heard. The City of Marquette also has a Public Participation Plan which may be accessed here:  
<https://www.marquettemi.gov/wp-content/uploads/2019/09/Public-Participation-Plan.pdf>
4. DATA COLLECTION AND INTERPRETATION - The proposal should include the conducting of an assessment of the results from the public visioning/outreach, meetings with staff/stakeholders, as well as, review the other local plans/codes during the project. The results of this assessment will be shared with the Steering Committee and presented to the public.
5. PUBLIC PRESENTATION - With information obtained from the previous phases (staff/stakeholder meetings, public visioning and outreach, data collection and interpretation), the proposal should include a plan/schedule for public sessions to educate the community about their findings.

6. DRAFT PLAN – The draft Community Master Plan shall include, at a minimum:
  - A. The requirements found in the Michigan Planning Enabling Act MCL 125.3801 et seq.
  - A. Elements to ensure adherence to Michigan Redevelopment Ready Communities Best Practice 1.
  - B. A narrative that details the results from the stakeholder meetings and the public visioning and outreach.
  - C. Recommendations along with an annual priorities list, responsible parties, and possible funding sources.
7. PRESENTATION OF DRAFT PLAN – The proposal should include a plan/schedule for presentation of the draft Community Master Plan to the Steering Committee and the public through public sessions.
8. ADOPTION OF PLAN - The consultant shall budget for a number of hours for pre-adoption assistance by telephone, email, video, or written correspondence after the draft is presented to the Planning Commission for approval. City staff will be responsible for all required notices and municipal coordination.

The selected firm will have responsibility of working with project partners, key stakeholders, City staff, various City Boards and Commissions, and the public during the development of the Community Master Plan. As described in the Scope of Work/Services, meetings will be held with the City to keep its members apprised of progress and to gather feedback, in addition to the public meetings outlined. The City's staff members will be available to provide some background information, however the consultant should not depend on staff for data collection activities. Base maps of the City and related coverages are available in ArcGIS shapefile format. The consultant will be responsible for the preparation of all text, maps, illustrations, and other materials. All digital materials shall be done in Microsoft Word and all mapping shall be done in ArcGIS format.

### **Submittal and Schedule**

Any questions concerning the proposal should be directed to Dennis Stachewicz by phone at 906-225-8377 or email: [dstachewicz@marquettemi.gov](mailto:dstachewicz@marquettemi.gov)

Please submit any questions by July 15, 2022

1. Submit all required materials as detailed in the Proposal Content section. Include one (1) unbound original, ten (10) copies of each, and a flash drive containing a .PDF electronic copy.
2. Submit the proposal no later than 11:30 a.m. ET on August 5, 2022 in a package clearly marked as indicated:

COMPANY/FIRM NAME

“PROPOSAL TO UPDATE CITY OF MARQUETTE COMMUNITY MASTER PLAN”

3. Proposal shall be submitted to:

Dennis Stachewicz  
Community Development Director  
City of Marquette  
300 W. Baraga Ave  
Marquette, MI 49855

4. The following schedule has been established:

Advertise Request for Proposal	July 1, 2022
Question and Answer Period Deadline	July 15, 2022
RFP Submittal Deadline	August 5, 2022
Interviews	August 12, 2022
Award of Contract by City Commission	August 22, 2022

5. Ownership of all information, reports, documents, materials, maps, plans, graphics, and other deliverables prepared for or on behalf of the City shall belong to the City. Subcontracting is allowed in order to provide the best product for the City of Marquette.
6. The City of Marquette reserves the right to waive any informalities or immaterial omissions or defects, and to reject any or all responses to the RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the City of Marquette. A response to the RFP shall not be construed as a contract, nor indicate a commitment of any kind by the City of Marquette. The RFP does not commit the City to pay for costs incurred in the submission of a response to this RFP or for any costs incurred prior to the execution of a final contract.

## **Proposal Content**

1. Letter of Interest – Cover letter indicating interest in the project and identifying the ability to provide the services requested.
2. Introduction – A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
3. Work Program – In the project overview, describe the general project approach and process to be employees, describe a process approach that was used in the past to successfully complete a similar project, and describe the proposed project schedule including a timeline of major milestones, deliverable, and completion.
4. Experience and Qualifications – A brief description of the firm’s prior work relevant to this RFP including the name, address, and phone number of client references and the primary contact persons.

5. Consultant Personnel – Identify individual(s) from the firm’s professions and any sub-contractors who will work on the project along with a brief summary of the individual(s) and their experience.
6. Timeframe Diagram – Submit a graphic diagram that shows the estimated project timeframe for meeting important project targets.
7. Cost Proposal – Submit a cost proposal for overall completion. The project Budget for this plan is \$90,000.
8. Insurance -- Provide "evidence of insurance", or state method for addressing insurance in the following categories:
  - A. Worker's Compensation - in compliance with the Workers' Compensation Act.
  - B. Comprehensive General Liability (including coverage for completed operations).
  - C. Comprehensive Automobile Liability (including non-ownership and hired car).
  - D. Professional Liability (errors and omissions, including contractual liability).

## **Selection Process**

Proposals will be reviewed by the City Planning Commission. The Planning Commission reserves the right to request additional information from firms submitting proposals. Up to three consulting firms will be considered for interviews by the Planning Commission. The criteria that will be considered in the evaluation of the proposals will include, but not by way of limitation:

1. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant team.
2. The firm’s general approach to the project. Although the City of Marquette has identified the general nature of services required, the consultant is given leeway to the approach to the methodology to provide the requested services.
3. Past record of performance on projects including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
4. Capacity of the firm to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the City of Marquette, and dedicate the appropriate personnel as the schedule dictates.
5. Qualifications of individuals who will have direct involvement in tasks on this project.
6. Cost proposal.