



CITY OF CLAWSON

REQUEST FOR PROPOSALS

FOR

PLANNING SERVICES

SUMMARY:

The City of Clawson requests proposals to provide professional planning services.

SUBMISSION:

Please submit three (3) single-sided original, complete, signed and sealed proposals to:

RFP - PLANNING SERVICES
Attn: Michael D. Smith, City Clerk
City of Clawson
425 N. Main Street
Clawson, MI 48017

PROPOSALS ARE DUE BY THURSDAY, SEPTEMBER 20, 2018 AT 1:00 P.M.

Notwithstanding any other provisions of the Request for Proposals, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any items, when to do so would be to the advantage of the City and its taxpayers. It is further within the right of the City to reject proposals that do not contain or omit any elements and information requested in this document. The City shall not be liable for any losses incurred by any responders throughout this process.

INTRODUCTION

The City of Clawson is issuing a “Request for Proposals” (RFP) seeking experienced planning consultants to comprehensively support Building & Planning Department staff in the review of commercial redevelopment applications, preparation of staff reports, and providing recommendations for the City’s Planning Commission, Zoning Board of Appeals, and City Council, as required.

The selected consultant will work proactively with the City and appropriate boards and/or commissions, as required, to ensure the City is utilizing best practices and good planning practice in its various land use procedures and controls.

GENERAL INFORMATION

The City of Clawson (population 12,015) is a 2.2 square mile community located in southeast Oakland County and is bounded by the cities of Madison Heights, Royal Oak and Troy. Incorporated in 1940, Clawson is a built-out community with limited opportunities for green-field type developments. Traditionally a walkable bedroom community, Clawson is gaining attention and interest regionally as a desirable place to live, work and play. Numerous destination and niche businesses have located and/or expanded in the city over the past three (3) years, which has led to a commercial vacancy rate of approximately 5%. Clawson is considered to be one of the few remaining affordable 2nd ring communities, boasting a median home value of \$179,847, and was ranked 14th nationally for having the hottest housing market. Overall, there is immense pride among residents for the friendly, small town atmosphere, constantly striving to live up to the city motto —“Little city with a big heart”.

Clawson is actively engaged in the Oakland County One Stop Ready program, as well as the state’s Redevelopment Ready Communities Program. The city is proactive in continuously evaluating our redevelopment processes with an eye toward ensuring consistent and predictable reviews, and providing applicants with as much guidance as is feasible. To that end, a Clawson Development Team, which consists of the Director of Building and Planning, Economic Development Coordinator, planning consultant, Director of Engineering Services, and engineering consultant, has been established and meets weekly with applicants. Police, Fire, and Department of Public Works participate in meetings as needed. The planning consultant is required to participate in these meetings and is considered to be an integral part of the Clawson Development Team.

In 2016, the Clawson Downtown Development Authority updated its Downtown Master Plan and began the process of updating the downtown ordinances. In 2017, zoning text amendments were adopted and new districts were created downtown; however, the process to rezone affected downtown properties has not yet been initiated. That same year, the city comprehensively updated its city-wide Master Plan, which was adopted in March 2018. The Master Plan envisions the creation of other, new, mixed-use zoning districts and the creation of a sustainability plan for the City.

SCOPE OF SERVICES

The City of Clawson wishes to contract with an outside consulting firm to provide planning services, referenced herein after as “City Planner”. The City Planner shall assist Building & Planning Department staff in providing high caliber services through the review of commercial redevelopment applications, preparation of staff reports, and providing recommendations to the city’s Planning Commission, Zoning Board of Appeals, and City Council, as required. Now that both the downtown and city-wide Master Plans are complete, it is time to thoroughly analyze the city’s existing ordinances and align them, as necessary, with the updated Master Plans.

RESPONSIBILITIES

The City Planner shall be responsible for the following:

1. Maintain regular office hours of at least once a week on Thursdays from 9 a.m. – 5 p.m. and provide prompt consultation when off-site.
2. Maintain an accurate understanding of the City’s Master Plan, Land Development Regulations and other city codes and policies.
3. Analyze existing Land Development Regulations and identify sections to be updated, and propose new ordinances that foster the development trajectory of Clawson.
4. Actively participate in Development Team meetings weekly on Thursdays.
5. Conduct site visits as necessary.
6. Review and prepare reports on Preliminary and Final Site Plans and variance requests with input from appropriate consultants and/or departments, to ensure code compliance and that timely information is delivered to the Planning Commission, Zoning Board of Appeals, and/or City Council.
7. Make appropriate presentations before the Planning Commission, Zoning Board of Appeals, and/or City Council upon request or as needed each month or meeting.
8. Represent the City to residents and applicants in a respectful manner and make reasonable efforts to accurately estimate the cost of application related services.
9. Provide ancillary services related to Planning and Zoning.

STATEMENT OF QUALIFICATIONS

Qualified consultants must have a substantial background in municipal planning, be able to provide a dedicated planning expert who is AICP-certified, and be equipped to provide the community with innovative, high-caliber advice and a range of planning services, including GIS.

SUBMISSION REQUIREMENTS

Proposals shall contain the following information:

1. Cover letter, introduction of the firm and mission statement, including the name of the firm and the name and telephone numbers of the person(s) authorized to represent the company regarding all matters related to the proposal.

2. Prospective firm should indicate how they envision being able to provide services to the City of Clawson, and how those services will fit within the goals and policies of the City.
3. Experience working with other communities with similar geographic profiles and demographics.
4. Provide a history of services that includes other similarly sized clients for reference, and include two (2) key projects that they were most proud of to have worked on.
5. Resumes of key personnel to be performing the planning functions for the City.
6. Samples of Site Plan Review letters or similar communications to be submitted to the City.
7. A comprehensive cost and staffing proposal identifying specific rates for services and meeting attendance including: on-site hours at the City offices, sample invoice detail, billing schedule, mileage charges, and/or incidental costs.
8. Provide any additional information that you feel is pertinent in the City's decision on selecting a planning consultant.

IMPORTANT DATES

Identified below are the dates associated with this Request for Proposals.

Request for Proposals Issued: Wednesday, August 22, 2018

Proposal Due Date: Thursday, September 20, 2018 by 1:00 P.M.

Interested parties are encouraged to submit questions regarding the Request for Proposals to Building and Planning Director Jim Albus at jalbus@cityofclawson.com and City Clerk Michael Smith at msmith@cityofclawson.com. Responses to questions will be provided directly by email.

SELECTION PROCESS

The selection process may include publicly held interview(s) and presentation(s) with members of City Council, City Administration, Planning Commission, and Zoning Board of Appeals. The final selection will be voted on by the City Council.

OFFER EXPIRATION DATE

Proposals in response to this RFP will be valid for sixty (60) days from the proposal due date. The City reserves the right to ask for an extension of time if needed.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the City of Clawson and supporting materials will not be returned. The City of Clawson is not responsible for any costs incurred by the company in the preparation of the proposal or for presentation or related meeting time.

SERVICE AGREEMENT AND INSURANCE

The successful service provider will be asked to enter into a service agreement satisfactory to the City, and to provide a certificate of insurance showing coverage for liability, workers compensation, and automobile insurance. The service agreement will contain a provision specifying a deadline for submitting invoices. Any invoices submitted for services not billed in accordance with the deadline may, at the sole discretion of the City, be considered invalid and payment may be refused. Any future relationship between the Contractor and the City will be an “at will” relationship and may be terminated by either party, for any reason, following a 30 day notice.

INDEPENDENT CONTRACTOR STATUS

The City Planner will not be an employee of the City and must meet the IRS requirements for designation as an independent contractor or firm.

CONFLICT OF INTEREST

The City requires that service providers disclose conflicts of interest when they may occur immediately to the City Manager. The City, at its discretion, may arrange for alternative third party support in such cases. In general, the City will not allow a service provider to review applications from a client of the service provider. Past or pending client relationships may or may not be determined to be conflicts, but should always be disclosed and discussed with the City.

LEGAL REQUIREMENTS AND CONSIDERATIONS

1. What is your retention rate with employees or independent contractors?
2. Do you have a non-compete clause in any contract agreement with your planners?
3. Have you had any recent claims against you that have recently been settled? If any, please advise us of the circumstance.
4. What is the status of pending litigation involving your activities as contract administrator?
5. Provide information in those areas in which fines or penalties may have been levied against your company by a state or federal agency in connection with your performance of contracts similar to those that are sought by the City of Clawson. This also includes any fines or disciplinary action taken on any customer while you have had a relationship with them.