



City of Portage Department of Community Development
7900 South Westnedge Avenue
Portage, Michigan, 49002
Direct dial: 269.329.4474

CITY OF PORTAGE, MICHIGAN

REQUEST FOR QUALIFICATIONS:

FOR PREPARATION OF A CITY-WIDE MASTER PLAN UPDATE

RESPONSES MUST BE RECEIVED BY THE CITY BEFORE
11:00 A.M. ON WEDNESDAY, DECEMBER 9, 2020

Staff Contact Information

Christopher Forth, AICP, Interim Development Director
(269) 329-4474
forthc@portagemichigan.gov

Introduction

The City of Portage Department of Community Development is seeking the assistance of a qualified consultant or consulting firm with specific professional expertise in the preparation of a Master Plan under the requirements of Public Act 33 of 2008 (the Michigan Planning Enabling Act).

You are invited to submit a Statement of Qualifications to the City describing the firm's general qualifications and expertise to perform this work, which will be evaluated to identify the preferred finalists that will then be invited to prepare and submit a detailed proposal and cost estimate for the project.

Background

Portage is located in southwest Michigan in the County of Kalamazoo, approximately half-way between Chicago and Detroit. The City of Portage contains almost 36 square miles and is bordered by the City of Kalamazoo to the north, Pavilion Township to the east, Schoolcraft Township to the south, and Texas Township to the west. Regional accessibility to the community is provided by several interchanges along the US-131 and I-94 expressways. The community is known to have a growing population, desirable housing, excellent schools, numerous shopping and recreation areas, proximity to a variety of post-secondary education opportunities, and an educated workforce.

The current City Comprehensive Plan was adopted in 2014 and there have been a number of additional planning efforts that need to be incorporated into this update including: Lake Center Comprehensive Plan; Lake Center Housing, Retail and Commercial Study; Crossroads Mall Area Strategic Plan; Retail Market Analysis for the entire city and Housing Market Study for the entire city.

Budget

The City has budgeted \$75,000 for this effort and expects that the proposals submitted during the second round of selection will be in conformance with this amount.

City Support

The City of Portage will assist in the planning effort by making GIS mapping and associated staff support available; schedule and notice all meetings; undertake the adoption review process; and ensure coordination with City Departments.

Minimum Qualifications

At a minimum, the consultant or consulting firm's Statement of Qualifications should demonstrate the professional experience, technical expertise, and organizational capacity to:

1. Review the current Master Plan and identify changes and trends in land use that have taken place since adoption. This would include activities in the communities surrounding the City of Portage.
2. Write with clarity, brevity, and accuracy in a manner that satisfies applicable requirements of the Planning Enabling Act of 33 of 2008 while utilizing graphics so it can be easily understood by the lay person.
3. Seamlessly incorporate separate studies and plans that have been prepared since adoption of the current Master Plan.
4. Undertake creative public involvement to obtain feedback while developing support for the Draft Plan prior to initiation of the adoption process.
5. Use effective strategies to engage business and property owners, regional economic development & planning partners, local officials, and other pertinent stakeholders to obtain meaningful input into the plan update.

6. Provide planning leadership and recommendations on key issues to help ensure that the City of Portage is anticipating future trends, as they might impact land use and the provision of services in the City.

Preference will be given to consultants or consulting firms with robust master plan experience working with communities having similar characteristics to the City of Portage.

Submission of Qualifications

Interested firms are invited to submit one (1) digital copy in .PDF format of a Statement of Qualifications (SOQ) to:

Christopher Forth, AICP, Interim Development Director
City of Portage Department of Community Development
7900 South Westnedge Avenue
Portage, Michigan, 49002

The digital (.PDF) copy of the SOQ can be sent via email to forthc@portagemi.gov.

The SOQ should not exceed ten (10) double-sided pages in length, not including cover letter, table of contents, and any section dividers, and should include the following minimum information:

1. **Cover letter** signed by the consultant or appropriate authorized official for the firm, with contact information.
2. **History and background.** Name, address, business/professional history, and background narrative for the consultant or consulting firm.
3. **Related Experience.** Include information on at least three (3) projects where the firm rendered similar professional services to communities, including the client community, project name and summary, date, outcome, contact information (name, title, address, phone number, email) for the local official(s) familiar with the project, and website link to where the resulting plans may be viewed, if available.
4. **Personnel.** Qualifications of staff anticipated to be assigned to this type of project, including relevant professional credentials, experience, and role that each identified individual would have in providing the requested services. Any sub-contractors anticipated to provide professional services should also be identified.
5. **References.** Provide a list of at least three (3) client references, including the client name, address, a brief description of the types of professional services provided, and the contact information (name, title, address, phone number, email) for the local official(s) familiar with the services provided.
6. **Insurance.** Confirm that, if selected to prepare a detailed proposal, proof of professional liability insurance can be provided.
7. **Rate schedule.** Include an hourly rate schedule for professional services.
8. **Additional information.** Subject to the page limit, the consultant or consulting firm may include additional information to assist the City with its evaluation.

Deadline for Submittal

The requested digital copy of the Statement of Qualifications must be received by the City's Interim Development Director no later than **11:00 a.m. on Wednesday, December 9, 2020**. Submittals received after this deadline may not be considered.

Questions

Any questions regarding this request for qualifications should be directed to Christopher Forth, AICP, Interim Development Director at (269)-329-4474, or via email to forthc@portagemi.gov. Subject to time constraints, answers to questions received will be added to the copy of this request for qualifications posted on the City's website.

Supplemental Information

The City has the right to disclose information contained in the submittals, and to photocopy, circulate or otherwise distribute any material submitted in response to this request for qualifications.

The City further reserves the right to make all decisions regarding this request, including, without limitation, the right to decide whether a submittal does or does not substantially meet the minimum qualifications outlined in this request.