

**Request for Qualifications  
to Serve as the Site Project Manager  
for the  
Rehabilitation of the Former Mount Pleasant Center Property**

**BACKGROUND**

The property, formerly known as Mount Pleasant Center, was purchased by the City of Mt. Pleasant from the State of Michigan in April of 2011. The 300-acre site most recently housed the Mount Pleasant Center, which was previously known as the Mt. Pleasant Regional Center for Developmental disabilities; however it was closed in 2009 by the State of Michigan. Twenty-one buildings still exist on the property and are connected through a network of basements and underground tunnels. Presence of asbestos and lead have been identified in the buildings. According to a recently completed Phase II Environmental Assessment, both above-ground and below-ground tanks are located on the property and are in the process of being removed. The Assessment also identified the location of a 100-foot x 75-foot area that is believed to be an abandoned landfill. Light contamination of soils has been observed near the areas of the underground tanks.

Two parcels of land adjacent to the site are owned by the Saginaw Chippewa Indian Tribe (areas commonly referred to as the cemetery and the Indian Boarding School). In addition the Mt. Pleasant Public Schools (MPPS) owns an adjacent parcel along the westerly edge of the parcel and water/sewer lines run through the property to serve the buildings owned by the MPPS.

**SCOPE OF SERVICES**

The City of Mount Pleasant purchased the property from the State of Michigan in hopes of providing an attractive piece of property for future development. Although no dates or ideas have been fine-tuned in regards to the actual goals of rehabilitating the property, the City is seeking professionals who are interested in overseeing some maintenance of the property in its current state as well as overseeing all steps necessary in preparing the property to a level that meets and incorporates a use or uses that is deemed in the best interest of the City. Additionally, most of the existing buildings have left-over equipment and furnishings in them, and it is important that an inventory be conducted and recommendations made as to the best methods of re-use within the City or disposal of the items. In general, key duties the Site Project Manager will be responsible for overseeing include:

- Inventory of furnishings and equipment in buildings
- Coordination of disposal of surplus equipment
- Identification of additional short-term sources of revenue from the site (i.e. additional farming, logging of trees, etc.)
- Oversee and manage lease contracts/rights to the property
- Soliciting and overseeing demolition contracts, when deemed appropriate
- Coordination of archaeological studies of the site, if desired

- Identification and application for potential grants to be used for cleanup and/or development
- Coordinate and oversee the development of a land use conceptual plan for the property
- Coordinate with developers interested in aligning their interests and efforts with the property's overall land use conceptual plan
- Oversee and coordinate the development of a master utility plan
- Oversee and coordinate the marketing of the property to potential developers

The term of the Site Project Manager's responsibilities will be on a 3-year basis with the opportunity to renew for another three years at the end of the initial contract term. The Site Project Manager will be expected to report directly to the City Manager or her designee, and may update the City Commission at regular scheduled meetings. The City of Mt. Pleasant will provide an on-site office for use by the successful site manager at no charge. However the successful site manager is responsible for providing all supplies and equipment including but not limited to office furniture, computers, printing equipment, paper and other general office supplies.

Any questions about this Request for Qualifications can be directed to:

Kathie Grinzinger  
City Manager  
989-779-5323  
manager@mt-pleasant.org

### **SUBMITTAL INSTRUCTIONS**

***Qualifications Based Selection*** – The City of Mt. Pleasant staff will review all qualified Qualification Packages submitted for this project. To be considered as a qualified respondent, five copies of the Qualifications Package must be submitted in a sealed envelope and clearly marked **RFQ: SITE PROJECT MANAGER** and received by the City of Mt. Pleasant at the City Clerk's Office address listed below by 1:00 p.m., June 21, 2011. Qualification Packages must be mailed or dropped off to the following address:

City Clerk's Office  
320 West Broadway Street  
Mt. Pleasant, MI  
48858-2447  
(989) 779-5361

Any packages received after this date and time will be deemed unresponsive. The City reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of the City. Issuance of this RFQ does not obligate the City to award a contract nor is the City liable for any costs incurred by the proponent in the preparation and submittal of the proposal.

Submitters will be scored on their 1.) Understanding of the project; 2.) Project Team; 3.) Experience; and 4.) Billing Process. The submitters with the highest scores will be asked to interview with the Executive Staff of the City of Mt. Pleasant; and will be expected to provide a presentation during the interview. After the interviews have been conducted, the City of Mt. Pleasant staff will select one firm who it feels best fits the needs for this project. The successful site manager will be recommended for a contract approval to the City Commission. At a minimum, the following items must be addressed in the Qualifications Package.

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Mt. Pleasant.
2. **Understanding of the Project:** Describe in four pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested by the City of Mt. Pleasant.
3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed)
4. **Experience:** Provide evidence of past experience that demonstrates your ability to successfully serve as the Site Project Manager for the Rehabilitation of the Former Mount Pleasant Center Property.
5. **Billing Process:** The City of Mt. Pleasant has not yet determined an ultimate budget for the services it is seeking from the Site Project Manager. The City has agreed, however, to sign a contract with the successful firm for a 3-year term with the option to renew that contract after the end of the 3-year term. Please submit the billing strategy that you feel would best align with the services to be provided in this 3-year contract. The City will consider all billing strategies submitted and score each one accordingly based on the quality of the strategy and how it relates to the City's needs and goals for the Rehabilitation of the Former Mount Pleasant Center Property.