

**Addendum 1: Request for Proposals
Master Land Use Plan Update Planning Consulting Services
City of Mt. Pleasant**

Consultant Questions and City Responses

The following is a list of questions received from prospective firms as of the close of business on Monday, July 23, 2012 and City responses to those answers. The questions and answers are presented in no particular order.

Question 1: Is the updated demographics report completed by CMU available to view? We would like to determine what we will need to supplement this data.

Answer: The report is in a draft format and not ready for public release. The report addresses population, housing, and socio-economic characteristics. City staff will be responsible for completing edits of the report for its eventual inclusion in the amended plan. The selected consultant will not be responsible for updates in these three sections (population, housing, and socio-economics) of the Background Studies chapter of the Master Plan.

Question 2: Has the City set a budget for this project?

Answer: The City set an initial budget in 2011 for the plan update of \$25,000. Since that budget was set, the plan scope has increased to that communicated in the Request for Proposals. The City Commission has been advised that the cost will likely exceed the \$25,000 previously budgeted for a smaller project scope. A budget amendment will be submitted with the recommendation for the preferred consultant.

As communicated in the RFP, budget is one of the evaluation criteria for proposals received.

The City Commission has authorized a contract of \$15,000 with AECOM for the Mission Grid Street services described in the RFP.

Question 3: Who would the consultant be working with? You, the PC or a Steering committee?

Answer: Primarily with Jeff Gray, the Community Development Director. There would also be periodic meetings with the Planning Commission. We would anticipate that there may be times when the City Commission is invited to join the Planning Commission at a periodic update meeting.

The City does not have any preconceived expectation about the necessary frequency of periodic update meetings. Consultants should indicate the anticipated frequency and number of meetings with staff and the Planning Commission in their proposal.

It is possible that the Planning Commission would consider forming a steering committee, but has not done so to date.

Question 4: Can you further explain the Prioritization of Future Zoning Ordinance Amendments requirement?

Answer: The Planning Commission and City Commission have informally discussed a number of ordinance amendments that they would like to see staff address in the future. Many of these would be characterized as “area based” ordinance amendments. An example might be a redevelopment zoning ordinance for a student housing neighborhood.

While the selected consultant will not be responsible for drafting ordinance language, they will be expected to assist with identifying the nature and areas to be affected by such amendments (as well as any others that may arise during the update process).

The deliverable that will be expected is a list of the future ordinance amendments, with an accompanying map to identify the areas. The consultant will be asked to work with the Planning Commission and City Commission and establish an agreed priority order for those future amendments. That list will be included in the Implementation section of the updated Plan.

Question 5: Who is responsible for compiling the finished document, the consultant or the City?

Answer: The consultant. The City has the current Master Plan in Microsoft Word format and will provide it to assist with editing. We will also provide the amendments to the population, housing, and socio-economic sections of the Plan to be included in the update.

Question 6: Will any of the maps require updating? If so, are the maps available digitally?

Answer: Yes; the City has not done a complete inventory of the updates. We would anticipate that the Existing Land Use Map, Future Land Use Map, and Target Areas Map will have changes. Other new maps may be necessary to convey ideas that come from the update process.

The City has the current maps in jpeg format. Our Division of Public Works also has an extensive GIS system and can provide data to assist with the consultant with development of new and updated maps.

Question 7: Part of the work is participation at public input sessions AECOM is conducting as part of their street and access management plans. Do you have an idea of how many sessions that would be?

Answer: Details of the public input have not been finalized, but it is anticipated that there will be a three-day interactive workshop. This will likely include a project introduction, several small facilitated discussions with various stakeholder groups (business owners, residents, the University, the Michigan Department of Transportation, City Board and Commission members, etc.), a session with staff to discuss options and recommendations, and a public presentation of the recommendations.

Question 8: What is the scheduled adoption date for the AECOM plans?

Answer: The schedule is not finalized at this time. We anticipate starting after Labor Day and completion this Fall.

Question 9: Is it possible to get a copy of the census update that CMU has prepared to date that the selected consultant might need to supplement?

Answer: See Question 1, above.

Question 10: The first question I have question is from page 4, Section 4: Qualifications of the Firm. It notes that "consideration will also be given to the plan to coordinate with the City's other consultants for grid street recommendations and the Mt. Pleasant Center property."

Does this mean that additional points will be given to proposals from a firm or firms that have a relationship or have coordinated with these consultants before? Or does it simply mean that coordination is important, so address this issue in the proposal?

Answer: It means that coordination is important, so address this issue in the proposal; experience working with the firms is a bonus, not a requirement.

Question 11: The plan online notes "draft" plan. Should I assume that this is the final plan that was approved?

Answer: Yes, this is the final plan.

Question 12: Could you please tell me who is assisting you on the Mt. Pleasant Center study?

Answer: A team comprised of representatives from Spicer Group, Inc., CBRE and AKT Peerless.

Question 13: Will the City provide electronic versions of the maps in the 2006 Plan for updating plus a base map (parcels and streets) for our use in preparing new maps?

Answer: See Questions 5 and 6, above.