



**COLDWATER**  
M I C H I G A N • 1 8 6 1

# Master Plan and Zoning Ordinance Updates

## Request for Proposals

City of Coldwater  
One Grand Street  
Coldwater, MI 49036  
(517) 279-9501  
[www.coldwater.org](http://www.coldwater.org)



# Master Plan and Zoning Ordinance Updates

## Request for Proposals

### General Information

The City of Coldwater requests proposals from qualified firms and organizations to prepare a new City of Coldwater Master Plan, assist with the development of an updated DDA TIF plan, and update the City’s Zoning Ordinance. The City adopted the current Master Plan in 2017 and the Zoning Ordinance in 2021.

Based on the proposals received the City Council and City Manager will decide the final scope.

### Anticipated Timeline

<b>Activities</b>	<b>Date</b>
RFP Available	April 22, 2024
Submittals Due	May 31, 2024
Staff Review	June 1 – June 21, 2024
City Council Approval	June 24, 2024
Begin Master Planning Process	July 1, 2024

The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interest of the City and to negotiate with the selected proponent.

### Scope of Work

The successful firm shall agree to contract with the City of Coldwater to provide the following:

1. Conduct a kick-off meeting(s) with staff to review project scope, introduce the project team, coordinate meetings, and discuss ordinance items
2. Public meeting with the Planning Commission to discuss project scope and deliverables
3. Data gathering and analysis
4. Production of a community profile

## City of Coldwater



*The City of Coldwater is centrally located within Branch County between the calm waters of the North Chain of Lakes and the Marble/Coldwater Chain of Lakes. The Sauk River, which runs through the City, connects both chains. Coldwater prides itself as a safe, family friendly community with top notch schools, and excellent recreational facilities.*

*With a population of nearly 14,000, the City’s residents enjoy a close knit, quiet community with access to boundless natural resource amenities.*

*Development within the City has increased significantly over the past 20 years. City Council and staff seek to formalize an updated vision for the City.*

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5. Electronic survey to gather public feedback
6. Facilitate public workshops
7. Development of a Community Master Plan
  - a. Implementation Strategy
    - i. DDA TIF Plan
8. Zoning Ordinance Update
9. Draft plan designed for feedback
10. Public hearings and adoption
11. Publication of the Master Plan and Zoning Ordinance

### Deliverables

The selected proponent agrees to provide the following deliverables:

1. Facilitate the process for community engagement and feedback for both the Master Plan and the Zoning Ordinance
2. Complete revision of the City of Coldwater's Master Plan
3. Review, revision, and modernization of the City of Coldwater Zoning Ordinance
  - a. Produced in a format compatible with e-Code 360
4. Update to the City Official Zoning Map
  - a. Printable and scalable color PDF
  - b. GIS layers deliverable in a format consistent with the City's existing geographic information system for use by City staff and contractors
5. Provide an updated DDA TIF plan for the City's downtown commercial district
6. Provide the Master Plan for the City of Coldwater
  - a. Printable PDF
7. Ensure the plan and its development process complies with all applicable state and federal laws including, but not limited to, the Michigan Planning Enabling Act of 2008, the Municipal Planning Act, and other State laws regarding land use.

### Selection Process

The final selection of a consultant will be made at the discretion of the Coldwater City Council, based upon the recommendation of the City Manager.

The proposals will be evaluated through consideration of several factors. The successful proponent will be one whose product is judged to best service the interests of the City when standardizing for price, quality and deliverability. The City of Coldwater reserves the right to reject any or all proposals or any part thereof, and to waive any minor technicalities. A contract will be awarded to the proponent submitting the proposal that meets the needs of the City:

- Commitment to begin and complete the project in a timely manner
- Demonstrated knowledge and execution with community master, DDA TIF plan, and zoning ordinance updates

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- Proposed cost
- At minimum three references from municipalities within Michigan
  - Type of municipality
  - Population
  - Primary contact information (phone number and email)
- Other factors deemed relevant by those involved in the selection process
- The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the consultant and proposal deemed to be in the best interests of the City, and to negotiate with the selected consultant(s)

The above criteria will be used to evaluate the submittals. Following a review of the submittals, the successful proponent may be presented with a contract and notice to proceed with design and consultation services.

### Conflict of Interest

- a. The respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the respondent's organizational, financial, contractual or other interests are such that:
  1. Respondent may have an unfair competitive advantage; or
  2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has a conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
- b. The respondent agrees that if after award he, she or it, discovers a conflict of interest with respect to this solicitation, he she or it, shall make an immediate and full disclosure in writing to the City Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City may, however, disqualify the respondent, or, if a contract has been entered into with the respondent, terminate said contract in its sole discretion.
- c. In the event the respondent was aware of a conflict of interest before the award of a contract and intentionally did not disclose the conflict to the City Manager the City may disqualify the respondent.

### Proposal Submission Specifications

- One (1) unbound hard copy proposal AND
- One (1) electronic proposal, submitted in one of the following ways:

Via email to: [jvanboxel@coldwater.org](mailto:jvanboxel@coldwater.org) (PDF files); or

Flash drive delivered with the hard copy proposal (**all fee/cost/budget info. to be submitted in separate sealed envelope only**).

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All submittals must be provided by: **Friday, May 31, 2024, by 12:00 p.m. (12 Noon) Eastern Time**, to:

Jacob VanBoxel  
Director, Neighborhood Services  
City of Coldwater  
One Grand Street  
Coldwater, Michigan 49036

Any questions may be referred via email (address noted above) or phone (517) 279-6926

### Proposal Format

Proposals should contain the following information:

- Title Page. Provide the name of your firm, address, telephone, email, and primary contact person.
- Letter of Interest. Provide a complete statement regarding the understanding of the project and your interest in working with the City of Coldwater for this complete Master Plan rewrite.
- Qualifications. Provide information on your and your firm's experiences related to the goals and deliverables of this project.
- Project Team. Identify the project team including sub-consultants and associates and provide a statement of qualifications for each individual.
- Timeline. Based on previous experience and the specifications in this RFP document, provide information on an envisioned timeline.
- Work Samples. Provide a webpage link of at least three (3) examples of pertinent work including graphics, diagrams, photographs, tables, and team member writing samples.
- Proposed Approach. Provide a description of the method and approach your firm intends to utilize to complete the Plan and Future Land Use Map.
- Itemized Budget **in a separate, sealed envelope only**. Submit an itemized budget for the Plan process, including total travel and material expenses and the work identified in the Proposed Approach and Timeline Sections. Budget needs to include projected hours by team member, as well as fees for additional services that may arise (such as extra meetings).
- References. Submit names, emails, and telephone numbers of other municipal officials we may contact to verify performance on recent projects completed by the firm.
- Claims, Licensure and Non-Discrimination Violations Against Your Organization. List any current licensure or non-discrimination claims against you or your organization that have occurred in the past five years, especially any resulting in claims or legal judgments.
- Identification and summary of any legal action taken with previous clients.

### Consultant Selection Evaluation Criteria

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The Township reserves the right to review and select the project consultant based on the following criteria, without specification of weighting for each criterion.

- Project Team Qualifications and Experience.
- Proposed Approach and Methodology.
- Understanding of the City of Coldwater and its strengths, weaknesses, and opportunities as well as its development trends and desired development.
- Timeframe and ability to complete the project within a 12 to 18-month timeframe.
- Proposed fees and costs.
- Skills in presenting, educating, and answering difficult questions.

A panel interview of project consultant finalists may take place prior to selection. The City may select a list of project consultant finalists for interviews, depending on the number of qualified submittals.

All costs related to the interview process are the responsibility of the project consultant finalists.

### Withdrawal of Proposal

Any bidder may withdraw its proposal in person, by email, or by written letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of sixty (60) days after the closing date.

Questions regarding this request may be sent via email to Neighborhood Services Director, Jacob VanBoxel: [jvanboxelr@coldwater.org](mailto:jvanboxelr@coldwater.org).

Proposals received or postmarked after the above deadline will not be considered. Submitted proposals shall remain in effect for 90 days from the due date. All costs incurred for proposal preparation, presentation or contract negotiations are the responsibility of the proponent.

The City of Coldwater reserves the right to reject any or all proposals submitted in response to this RFP and/or select the proposal that best meets the needs of the City.

### Additional Information

The City of Coldwater's current Master Plan (2017), Zoning Ordinance (2021), and Zoning Map (2015) are available at <http://www.coldwater.org>.