

MANISTEE CITY PLANNING COMMISSION

70 Maple Street, Manistee, Michigan 49660

Meeting of Thursday, October 5, 2000
7:00 p.m. - Council Chambers, City Hall

AGENDA

- I Roll Call

- II Public Hearing
 - None

- III Citizen Questions, Concerns and Consideration

- IV Approval of Minutes from Last Meeting (9/7/00)

- V Unfinished Business
 - None

- VI New Business
 - 1. Schedule Meeting dates 2001
 - 2. Master Plan - RFP

- VII Other Communications

- VIII Work/Study Session

- IX. Adjournment

cc: Planning Commission Members
City Council
R. Ben Bifoss, City Manager
Jon Rose, Community Development
County Planning Department
Jack Dinsen, Manistee Township Zoning Board
Don Alfred, Charter Township of Filer Planning Commission
Manistee News Advocate
WMTE Radio
WXYQ Radio
Jeff Mikula, Abonmarche
Julie Beardslee, Assessor
Mark Niesen, Building Inspector

MEMORANDUM

TO: Planning Commission Members

FROM: Jon R. Rose 
Community Development

DATE: September 29, 2000

RE: Planning Commission Meeting October 5, 2000

Our next Planning Commission Meeting will be Thursday, October 5, 2000 in the Council Chambers at City Hall. Items on the Agenda are:

1. Schedule Meeting dates 2001. Enclosed is a tentative list of meeting dates for 2001. You will note that the July meeting has been scheduled for the 12th instead of the 5th. The Forest Festival has tentatively been scheduled to begin on July 3rd and run thru the 7th.
2. Master Plan - RFP. We need to begin working on updating the Master Plan. We will start by discussing the "Request for Proposals" we will send to consulting firms. A copy of a draft RFP is enclosed.

If you are unable to make the meeting please call Denise at 723-2558. See you there!!

cc: City Council

DRAFT

**Manistee City Planning Commission
Meeting/Worksession Dates 2001**

Meeting	Worksession
January 4, 2001	January 18, 2001
February 1, 2001	February 15, 2001
March 1, 2001	March 15, 2001
April 5, 2001	April 19, 2001
May 3, 2001	May 17, 2001
June 7, 2001	No Worksession
July 12, 2001	No Worksession
August 2, 2001	No Worksession
September 6, 2001	September 20, 2001
October 4, 2001	October 18, 2001
November 1, 2001	November 15, 2001
December 6, 2001	No Worksession

**REQUEST FOR PROPOSALS
CITY OF MANISTEE
MASTER PLAN UPDATE**

INTRODUCTION:

The City of Manistee, Michigan, is seeking proposals from qualified firms to assist in the update of the Master Plan for the City. The City is experiencing significant residential, commercial, and industrial development and these trends are expected to continue given the economic outlook for West Michigan. The current master plan was adopted in 1988 and has been used by city officials to guide development decisions. The City wishes to develop a master plan that will be used by residents, the Planning Commission, the City Council, developers, and City Staff to effectively plan for and to guide development. It is important that the document present its analysis, recommendations, and strategies in a clear and concise manner. The consultant's recommendation for engaging the public with city officials in the development of Community goals is a very important element of response to the RFP.

FUNDING:

There is \$_____ for the master plan update in its current fiscal year which began_____. The City Council will appropriate resources based upon creativity, thoroughness and service provided by the consultant. In other words the cost of services quoted will not be the sole determining reason for selecting a consultant. City officials may negotiate contract specifications, terms, and conditions it deems important and necessary to complete the plan. The City has the right to accept or reject any proposal which it feels to be in the best interest of the City.

PLAN PRIORITIES AND ISSUES:

Manistee has experienced rapid growth over the past five years in all areas of land use. The following provide brief descriptions of some of the key land use issues that are of general concern to residents and City Officials. Other issues may arise as a result of public input and future discussions with the City Council, Planning Commission, or Steering Committee.

1. Housing
2. Traffic
- 3.

WORK STATEMENT/OBJECTIVES:

The following objectives are expected to be achieved through the master planning process:

To develop an overall future land use plan for the community which establishes a consensus of sound planning principles and public opinion regarding city policy with respect to residential, retail, commercial, and industrial growth. It should also define and describe standards and criteria for development proposals to enhance the City of Manistee' positions in regard to such development.

4. To strengthen the ability of City Officials to provide guidance to citizens and developers and to make appropriate decisions on pending and future development proposals.
5. To develop a basic philosophy of the City's identity, image, and role in the region.

OTHER EXPECTED SERVICES AND PRODUCTS:

The Master Plan will include the following elements at a minimum The City is willing to provide any information available in its possession to assist with these products or services (i.e. maps, plans).

1. Compilation of data inventories and the analysis of trends, current conditions, and future projections including but not limited to; populations, economy, housing, physical characteristics, land use, utilities, recreation, transportation and other public facilities. The consultant is not required to prepare a Capital Improvement Plan or Recreation Plan as part of this project. It is expected that these plans will be reviewed and evaluated for adequately meeting the needs of the City and in implementing portions of the adopted Master Plan.
2. Preparation of maps and charts of the City including, (but not limited to) present and future land use, natural resources, transportation, utilities, population and housing. These maps should be in a format which is compatible with the City's base and aerial maps. In addition, the City is interested in digitizing maps to be compatible with Map Info and the County's 911 system.
3. Conduct public meetings with residents of the community to identify land use issues and concerns. With the information obtained through this process and others initiated by the consultant, a series of conclusions and recommendations are expected to be developed.
4. Provide action plans for the attainment of the goals and objectives.

5. Prepare written reports and summaries or work in progress which will be provided to the Master Plan Steering Committee and the Planning Commission for review and comment. A proposed schedule of these updates should be included with the RFP project submission.

MINIMUM RFP SUBMISSIONS:

The quality and clarity of the proposed work plan is important and it should be accomplished in a cost-effective program. To be considered, the RFP will include:

1. **Project Approach** - Describe how you will organize to obtain a consensus on community goals, objectives, and implementation actions. What kind of meetings do you propose, with whom and when, and what can be the expected outcome from these efforts?
2. **Project Schedule** - A graphic time line or chart relating to the implementation of the project work elements. This schedule will include meetings with the Planning Commission, the City Council, the Steering Committee workshops, and public participation efforts with residents or business groups. Include a description of the number of meetings you will attend, facilitate, or participate in during the plan development process.
3. **Products to be Developed** - To the extent possible, describe the type of maps and graphics to be developed. Describe what products will be in color, at what size and scale and production options available. Fifty (50) copies of the adopted plan will be required to be submitted to the City. An electronic copy of text and map products of the adopted plan will be required in a format acceptable to the City.
4. **Cost Proposal** - A lump sum cost for the described services in your work proposal is required. A cost quote for attendance at additional meetings or facilitation services above and beyond those described in the Project Schedule is requested. Consultants are encouraged to be as comprehensive as possible in detailing costs. Change orders will be considered by the City Council with proper justification and prior approval.
5. A description of the project team, their experience, and roles in the preparation of the plan is required. If you plan to include assistance from other consultants, please indicate and include a description of personnel responsibilities. Indicate who will be the project coordinator and point of contact for the project.
6. **Project list/References** - A list of similar projects your firm has participated in over the past 5 years and references relative to each project.

SELECTION PROCESS:

The Community Development Director shall receive and distribute the proposals. After responses are received, a review committee will evaluate the proposals and will prepare a recommendation for City Council consideration. Consultants will be notified of the recommendation. It is anticipated that the recommended firm will be interviewed prior to contract approval.

SELECTION EVALUATION CRITERIA:

The RFP will be evaluated and RANKED by the committee based on an objective format. The firms submitting RFP's will be reviewed based on the following factors:

1. Relevant experience of the firm with similar projects and the experience of the personnel assigned to the project.
2. The scope and quality of the proposed work program.
3. The statement of understanding of the issues of concern to the City.
4. The best value of services for dollars spent.
5. Demonstrated ability to work with the public and staff

SCHEDULE OF COMPLETION:

The schedule for completion for the Master Plan Update is as follows:

Deadline for proposal submission:

Interviews and selection of consultant:

Start of project:

Completion of project:

SUBMITTAL:

To be considered, present ten (10) copies of your proposal no later than 2:00 p.m., _____