

**CITY OF ST. JOHNS
REQUEST FOR QUALIFICATIONS
CAPITAL IMPROVEMENT PLAN
2017**

The City of St. Johns will receive sealed request for qualifications for providing the City of St. Johns Capital Improvement Plan services until **11:15 a.m., September 8, 2017** in the office of the City Clerk, City of St. Johns, 100 E. State Street, Suite #1100, P.O. Box 477, St. Johns, Michigan, 48879-0477, at which time and place all proposals will be opened and read aloud.

Three copies of the request for qualifications shall be submitted. Specifications are on file at the office of the City Clerk. To request the documents or if you have questions regarding the process, contact the City of St. Johns Clerk's Office at (989) 224-8944, ext. 223 or by e-mail mseavey@ci.saint-johns.mi.us.

The City of St. Johns reserves the right to reject any or all proposals and to waive any defects in the proposals in the best interest of the City of St. Johns and to accept the proposal which, in the opinion of the commission, best serves the interest and needs of the City of St. Johns.

If only one proposal is received said proposal will be presented unopened to the city commission at their next regular meeting. The city commission, at said meeting, may or may not open and/or award based on the sole proposal in the city commission's discretion.

The City of St. Johns does not discriminate on the basis of race, color, age, religion, sex, disability, and national origin; nor does it discriminate on the basis of handicap status and activities, as to employment or the provision of services. The City of St. Johns is an equal opportunity employer.

Please mark your envelope: **"CAPITAL IMPROVEMENT PLAN"**.

Mindy J. Seavey
City Clerk

Anticipated Project Schedule

Proposals Due: September 8, 2017, 11:15 a.m.

Interviews: Week of September 11 and September 18

Present Recommendation to the City Commission: September 25

Anticipated Project Completion: November 30

Project Description and Overview

The project deliverable will require a review of the City's master plan, City Park master plan, and interviews with City staff regarding anticipated future needs in their respective departments (Water, Wastewater, Department of Public Works, Parks, Police, Fire, Downtown Development Authority). From this information the consultant will develop a Capital Improvement Plan document in a standard office software application that can be incorporated into the City budget and which can be updated and maintained by City staff. Acceptable software applications include either spreadsheet or word processing applications compatible with MS Office. Other software applications may be submitted subject to City approval. The outcome will be a detailed 6 year CIP and a summary 10 year CIP.

Project Background

The City is currently performing major street reconstruction projects using funds generated from a dedicated street millage. Over the past 3 years we have addressed many of our streets rated as poor. We have also addressed storm water issues, curb and gutter, and sidewalks. We are currently in the fourth year of the four year millage.

Project Expectations and Deliverables:

The City's expectations are for professional assistance to use the existing City master plan documents and the results of staff interviews to:

- Compile a detailed six year CIP plan, including project descriptions, cost estimates, project schedule and funding source (information available in existing documents)
- Develop CIP project page for each individual project listed in detailed CIP plan
- Compile a 10 year CIP summary plan listing identified CIP projects which are beyond the six year horizon of the detailed CIP plan.
- Other CIP planning or reporting document as may be recommended by consultant
- All documents will be in a standard office software/standard template that the City can place in the City budget document and can be readily edited and maintained by City staff. (MS Office applications preferred, other applications must be approved by City prior to use)
- Project shall potentially include public involvement component including but not limited to at least one CIP project meeting with the Planning Commission, one public outreach meetings and use of social media (Facebook, Mind mixer, My Sidewalk, etc.). Purpose of public involvement should be to review and comment on draft CIP plan plus opportunity to identify additional CIP needs.
- Present final report to the City Commission identifying the methods used to complete the required deliverables.

Proposal Submittal

The project proposal must outline your qualifications and describe the process you plan to prepare and provide the deliverables listed above. Proposals should include team members, past relevant project experience, knowledge of the capital improvement plan development process, knowledge and awareness of St. Johns and

Clinton County and any other information you feel would be useful. It is the City's intent to make the selection after reviewing the Qualifications of each submitting firm.

Examples of CIP plan documents are encouraged. Description of process must include discussion of public outreach meeting including outreach recommendation for community meeting; agenda/structure of community meeting; and, proposed use of social media.

Special Conditions

1. Qualifications may be delivered in person or mailed to the City at the address reflected on page 1. However, any qualification that is mailed, but does not reach the City by the deadline time set forth may not be accepted at the sole discretion of the City.
2. The City reserves the right to accept or reject RFQ's and to waive any technicalities or irregularities therein. The City reserves the right to negotiate any and all elements of this RFQ. No submitted qualifications may be withdrawn for a period of thirty (30) calendar days from the date set for the opening thereof.
3. During the evaluation process, the City reserves the right, in its sole discretion, to request additional information or clarifications from those submitting, and to allow corrections of errors or omissions.
4. The City will not reimburse responding companies or individuals for any expenses incurred in preparing a response to this RFQ.
5. The respondent shall be responsible for obtaining all permits and licenses, as required by any and all county, state, or federal laws, ordinances, or statutes. All work within the scope of this request shall be completed by the successful respondent in accordance with all applicable federal, state and local laws, codes and regulations. The successful respondent shall be appropriately licensed for the work proposed.
6. This contract shall not be assigned, transferred, or sold, or services sublet to any other person, in whole or part, by the respondent, except with the express written consent of the City.
7. Submittals must be accompanied by an executed Proposal Submittal Sheet

Contact information

If there are questions regarding this request for qualifications, please contact Patrick Clifford, City Treasurer at 989-224-8944, ext. 232.

PROPOSAL SUBMITTAL SHEET

1. Legal Name of Individual or Firm submitting proposal

2. Common name or DBA if different than item 1.

3. Mailing Address:

Phone Numbers: Office _____ Other _____

Email: _____

I hereby certify that I have the authority to execute this document on behalf of the Proposing firm, business, corporation, person or partnership:

BY: _____

Print: _____

Title: _____

Date: _____