



**City of Imlay City**  
**Request for Proposal: 2025-01**  
**Planning and Zoning Services**

**Issuance Date: 04-16-2025**

**Response Deadline: 05-08-2025**

**Submit Proposals to:**

**Craig Horton  
City Manager  
150 N. Main St  
Imlay City, MI 48444  
CITY OF IMLAY CITY  
REQUEST FOR PROPOSAL  
PLANNING AND ZONING SERVICES**

## **REQUEST FOR PROPOSALS**

### **FOR PLANNING AND ZONING SERVICES**

#### **PURPOSE**

The City of Imlay City is soliciting proposals from experienced planning consultants to provide a wide range of planning services. The information contained in this Request for Proposal (RFP) is to provide responders with background information to allow for the completion of proposals.

#### **BACKGROUND**

The City of Imlay City is a rural community in Lapeer County. According to the U.S. Census Bureau, the population of Imlay City, Michigan, in 2022 was 3,703. The median household income was \$52,721, and the median age was 40.7. and a median household income of \$52,721. Between 2021 and 2022, the population of Imlay City, MI declined from 3,699 to 3,698, a -0.027% decrease, and its median household income grew from \$39,293 to \$52,721, a 34.2% increase. This commercial area is located near the M-53 and I-69 corridor.

The existing master plan includes a list of land use goals and policies that are currently being updated and are anticipated to be completed in the summer of 2025. These policies focus on issues related to the increase of housing and business opportunities, preservation of open space and recreation lands, and maintaining the small town charm of the municipality. The zoning ordinance was last updated in 2023.

The City of Imlay City has a zoning administrator who will oversee the day-to-day planning activities and be the point of contact in many cases. The municipality's chief administrator is the City Manager, who will be involved in planning decisions from time to time. The Planning Commission meets every Fourth Tuesday of the month. The Zoning Board of Appeals meets every fourth Thursday of the month. The City Commission meets every first and third Tuesday of the month.

#### **SERVICES REQUIRED**

It is desired that the Planning Consultant will provide the following:

- Attendance at monthly Planning Commission meetings and additional meetings as requested.
- Attendance at Zoning Board of Appeals and City Commission meetings as requested.
- Lead the Planning Commission through work with the City of Imlay City on periodic reviews of the Zoning Ordinance and Master Plan.
- Review, research, and make written analysis on all site plans, special land uses, private roads, subdivision plats, site condominiums, planned unit developments, re-zonings, and other related matters prior to action by the Planning Commission and/or the City Commission.

- Review, research, and make written analysis on all variances, interpretations, appeals, and other applications reviewed by the Zoning Board of Appeals.
- Review and make recommendations on all private road applications.
- Review, research, and make written recommendations on land division applications, as requested.
- Advise, assist, and coordinate with the Planning Commission, Planning/Zoning Administrator, and/or municipal officials in matters dealing with Michigan laws, municipal ordinances, and procedures or practices related to zoning and development.
- Provide training sessions for the Planning Commission, the City Commission, Zoning Board of Appeals, and personnel as requested.
- Coordinate with county and state agencies regarding the municipality's plans for rezoning and development.
- Provide specialized planning services as requested.
- Assist with achieving certification of the Redevelopment Ready Community (RRC)
- Keep the Planning Commission, City officials, and relevant personnel updated on planning statutes and case law decisions.

## **PROPOSAL REQUIREMENTS**

### ***RFP SCHEDULE***

RFP Distributed 04-16-2025

All proposals must be received no later than 05-08-2025, at 3:30 pm.

Review by Planning Commission 05-27-2025

Possible Interviews with selected firms 05-29-2025

Staff makes recommendation to City Commission for Approval 06-03-2025

Since there are 7 Planning Commission Members, the city will require 10 hard copy proposals (each Planning Commissioner, the City Manager, the City Clerk/Treasurer, and the Zoning Administrator). These proposals will be delivered:

Attention Clerk/Treasurer  
150N. Main Street  
Imlay City, Michigan, 48444

Proposals received after the above deadline will not be considered. All costs incurred for proposal preparation, presentation, or contract negotiation shall be the responsibility of the consultant.

Any questions pertaining to this Request for Proposals may be referred via email to [citymanager@imlaycity.org](mailto:citymanager@imlaycity.org): contact Craig Horton, City Manager.

The City of Imlay 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 of Imlay City and to negotiate with the selected proponent.

## **PROPOSAL FORMAT**

Proposals shall include the following information:

1. **Cover Letter.** The cover letter shall be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the City of Imlay City. The cover letter shall also identify the person who will be responsible for regular communications with the City of Imlay City, including meeting attendance.
2. **Corporate Background.** Provide information on the firm's background, including:
  - a. Organization, size, and Michigan office locations.
  - b. The office location(s) where associated work would be performed.
  - c. A description of the range of services provided by your firm. Specify any area of expertise the firm has, or members of the firm who have special qualifications to handle planning services.
3. **Professional Staff.** Identify the individual or individuals who would be providing planning services to the City. List their experience in providing planning services to the City similar in size and character.
4. **Experience and References.** Provide a list and brief description of recent relevant experience with similar communities undertaken within the last five (5) years. Please include at least three (3) references, including name, title, email, and telephone number of a representative of that jurisdiction whom the City may contact to discuss your experience.
5. **Samples.** As an appendix, include representative samples prepared by the individual who would be assigned to work with the City, plan reviews, and other correspondence that may be helpful in assessing the level and quality of service available to the City.
6. **Fees.** Indicate your proposed fee structure for performing planning and zoning services, which may be structured as a combination of retainer agreements, time and material costs, development review fee schedules, or other methods. Specific costs should be provided as noted later in the RFP as a separate PDF document.
7. **Insurance.** Provide evidence of general liability and professional liability in an amount of at least \$500,000 combined single limit as well as Workers Compensation Insurance with the statutory coverages. Must provide a W-9 before payment will be made if selected.
8. **Conflict of Interest.** Disclose any actual or potential conflicts of interest in the performance of work requested under this RFP.

## **SELECTION PROCESS AND EVALUATION CRITERIA**

Upon receiving applications, the following week the proposals will be evaluated by City and Planning staff and referred to the Planning Commission for review. The Planning Commission may choose to conduct in person/virtual interviews with the respondent.

The Planning Commission will make a recommendation to the City Commission.

The final selection of a consultant will be made at the discretion of the City Commission.

The proposals will be evaluated through consideration of several criteria, listed below, without specification of weighting for each criterion. 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 Imlay City 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 providing deliverables in a timely manner
- Firm's proximity, size, and workload capacity
- Project team qualifications and experience, including:
  - Familiarity and experience with City
  - Experience working within Lapeer County
  - Experience working with communities like ours
  - An AICP-certified project manager with at least 5 years of professional planning experience
- Proposed approach and scope of work
- Proposed cost
- Other factors deemed relevant by those involved in the selection process

## **EFFECT OF PROPOSAL/WITHDRAWAL**

Each proposal shall be considered binding and in effect for a period of ninety (90) days after the closing date. 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.

## **COST PROPOSAL:**

Please Supply a development fee schedule and/or Rates for various services Provided:

Therefore, in compliance with this Request for Proposal, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted to the fees listed in the proposal.

COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER: \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature) (Date)

*This page must be signed and included in your proposal. Unsigned proposals will not be considered.*

**ACCEPTANCE OF PROPOSAL:**

AGENCY: City of Imlay City

BY: \_\_\_\_\_  
(Signature) (Title)

\_\_\_\_\_  
(Print Name) (Date)