



*"The City of Harrison is an Equal Opportunity Employer and Provider"*

## REQUEST FOR PROPOSALS

**Project Name:** Master Plan Re-Write and Zoning Ordinance Update

**City:** Harrison, Michigan

**Introduction:** The City of Harrison is seeking proposals from qualified firms to assist in the overhaul of its 2017 Master Plan and to update its zoning ordinances to make them more business-friendly, and livable. The City of Harrison has a significant number of small lots, with an average frontage of 40 feet that are currently non-conforming according to the zoning ordinance. The last master plan and zoning overhaul in 2017 was not comprehensive enough and needs to be corrected to improve the city's livability, and business growth opportunities.

**Project Scope:** The scope of this project includes:

- Completely re-writing the 2017 Master Plan to provide more housing variety, business-friendly ordinances, and other improvements that will benefit the residents of Harrison.
- Updating the zoning ordinances to make them more business-friendly, and livable, with a focus on accommodating the City's unique small lot size and other characteristics.
- Reviewing existing zoning to ensure conformity with City Plats.
- Reviewing all related materials, plans, and reports that are currently in place.
- Developing additional zoning maps and code-related materials as necessary.
- Ensuring compliance with all applicable state and federal regulations.
- Providing project management and support services throughout the process.

**Timeline:** We are looking to begin the project immediately, with the entire project completed by the end of 2023.

**Proposal Submission:** All proposals must include the following:

- A detailed outline of the proposed approach to the project that includes recommendations for making the city more walkable, providing more housing variety, and promoting business growth opportunities.
- A summary of the firm's experience in zoning ordinance development and implementation, with references from past clients.
- A proposed timeline for completion of the project.
- A detailed budget and cost breakdown, including hourly rates for services.
- A statement of qualifications, including staff qualifications and experience.
- Any other information that will help the City of Harrison to evaluate the proposal.

**Proposal Deadline:** All proposals must be submitted no later than 4:00 PM on March 31, 2023.

**Questions and Clarifications:** Any questions or requests for clarifications regarding this RFP should be submitted in writing to the Harrison City Manager at [manager@CityofHarrison-MI.Gov](mailto:manager@CityofHarrison-MI.Gov) no later than March 15, 2023.

**Evaluation Criteria:** Proposals will be evaluated based on the following criteria:

- Experience in zoning ordinance development and implementation.
- Approach to the project and proposed timeline.
- Cost and budget.
- References from past clients.
- Qualifications and experience of staff.

**Award of Contract:** The City of Harrison reserves the right to award the contract to the bidder that best meets the City's needs, based on the evaluation criteria outlined above. The City of Harrison also reserves the right to reject any and all proposals received