

WEST BLOOMFIELD TOWNSHIP

4550 Walnut Lake Road • West Bloomfield • MI • 48325



REQUEST FOR PROPOSALS HOUSING MARKET STUDY

BID:

ITEM: Request for Proposal for Conduct Housing Study

DEADLINE: Thursday, April 12, 2018 @ 2p.m.

The Charter Township of West Bloomfield is soliciting bids from qualified consulting firms to conduct a Housing Study. Sealed bids must be submitted in accordance with this invitation to the Township Clerk's Department, on or before the bid closing time of **April 12, 2018 p.m.**, at which time they will be publicly opened and identified in Town Hall Board Room and thereafter be subject to disclosure under the Freedom of Information Act.

Bid Packages can be obtained at the Township Clerk's office during normal working hours 8:00 am – 4:30 pm or through the Michigan Intergovernmental website www.bidnetdirect.com

The study shall result in the Township having a detailed understanding of the housing market, including current and projected housing needs. The study will assist the Township in carrying out its' objective of creating policies and regulations that facilitate housing in a way that contributes to local community, economic development and sustainable growth.

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the specification or conditions within the invitation, he or she is advised to call and have that portion clarified. For clarification on bidding, instructions or submission contacts Catherine Ellerson, Purchasing Manager at 248-452-4801. For clarification on the requested services, contact **Amy Neary, Director of Planning at 248-451-4876 or aneary@wbtownship.org**

Bids must disclose the name and form under which the bidder does business including the name and addresses.

The submission of multiple bids by any bidders, under the same or different names, and collusion among or between bidders, is prohibited and if determined by the Township to exist, shall serve to disqualify and bidders involved from consideration as a contract recipient.

WEST BLOOMFIELD TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE ANY IRREGULARITIES.

The acceptance of any proposal made in response to this invitation shall not bind the Charter Township of West Bloomfield. A proposal must be approved by the Township Board to be deemed accepted and an agreement executed by both the successful firm and the Township.

Incomplete proposals and those received after the specified date and time will not be considered. Faxed and emailed responses will not be accepted.

RFP SCHEDULE

The schedule for submittal of proposals is as follows:

- Request for Proposals issued: Monday, March 26, 2018
- Deadline to receive responses: Thursday, April 12, 2018 @ 2pm

The **tentative** schedule for the evaluation of proposals, award, and any resulting contractual services is as follows:

- Evaluation of submittals: April 12-13, 2018
- The selected consultants will be notified and scheduled for an interview, if necessary, to take place on April 16, 2018
- Approval of contract by the Township Board on April 23, 2018
- Study begins May, 2018
- The schedule for the evaluation, selection and award may be changed solely at the Township's discretion.

INSTRUCTIONS FOR PREPARATION OF THE RFP

1. General

All consultants responding to this RFP shall provide sufficient information and data to fully allow a complete evaluation of their qualifications.

2. Required Information

Consultant, and/or any sub-consultants, must present satisfactory evidence indicating their ability to achieve the desired outcomes within a prompt timeframe. In addition, to ensure consistency, responses should generally conform to the following format:

- A. Cover Letter
- B. Table of Contents
- C. Sections
 1. Introduction
 2. Qualifications
 3. Qualifications of Project Team
 4. Familiarity/History within the region or similar markets
 5. Project Approach/Scope
 6. Fee proposal
 7. References/Sample Documents

Section 1 –Introduction

This section must contain an overview of the consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information of the consultant.

Section 2 – Qualifications

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, familiarity and expertise performing housing studies. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

Section 3 – Qualifications of Project Team

Provide an organizational chart and summary of staff qualifications. Provide resumes for the staff likely to be utilized for this project.

Section 4 – Familiarity/History within the Region

Provide a list of all relevant engagements the firm completed for local government entities. Illustrate how previous experience may be of benefit in achieving the desired project outcomes.

Section 5 – Project Scope

Provide a general description of how the project team will achieve the desired outcomes of the project specified in this RFP including a comprehensive project plan outlining work to be conducted, meetings to be conducted, proposed data sources, project timeline, and other considerations. Include an explanation of the firm’s quality control and quality assurance measures.

Type and number of all meetings should be provided. It is anticipated that there will be meetings with Township staff, Planning Commission and Township Board of Trustees.

Section 6-Fee Proposal

A total, not to exceed, cost estimate for the project must be submitted. The cost shall be based on the number of hours of work provided and “out of pocket expenses” and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the Township.

Section 7 – Sample Documents

The Consultant is encouraged to provide examples of other studies similar in scope. In order to reduce the resources that may be needed to respond, consultants are encouraged to use a digital format (.pdf).

Provide at least five references for which the firm has performed services that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

DESIRED PROJECT OUTCOMES

The project team should use the following desired outcomes as a guide for their proposed approach/scope of work.

1. The study will describe the home-ownership and rental demands for all of West Bloomfield Township and the region by housing type (single-family, multiple family, senior, etc.).
2. The study will assist the Township staff and officials with identifying desired housing types.
3. The study will be a basis for developing housing policies and possible updates to the Township Master Plan and Zoning Ordinance; therefore, the study should address implementation strategies to attract desired housing types.
4. The study should identify the following:
 - a. Demand for new product types including geographic preference
 - b. Demand for existing product types
 - c. Demand for affordable-housing
 - d. Demand for senior housing
5. The study should identify the gap between housing supply, demand, and affordability for all housing types.
6. The study should address any potential impacts associated with each housing type on the Township's utility and emergency services infrastructure.

AGREEMENT

It is anticipated the selection of a firm will be completed by May of 2018.

Upon approval of the Township Board, a Professional Services Agreement must be executed by both the successful firm and the Township. A sample copy of the Agreement is attached hereto for reference. This is a preliminary document which may be updated or revised to reflect the terms and conditions of the agreement between the Township and the successful firm.

Contract services will commence upon final execution of the Professional Services Agreement by both the Township and the selected firm.