

CITY OF WAYNE

REQUEST FOR QUALIFICATIONS (RFQ)

MASTER PLANNING SERVICES



Community Development Department
Wayne City Hall
3355 S. Wayne Road
Wayne, MI 48184
734-722-2002

July 2008

Delivery

Proposals in response to this RFQ shall be delivered to the City Clerk, Wayne City Hall, 3355 S. Wayne Road, Wayne, MI 48184 prior to the deadline in a sealed envelope which shall be clearly marked as follows: "Master Planning Services".

Deadline

Monday, August 4, 2008, at 10:00 A.M. Local Time.

Opening

The submittals will be opened publicly and read aloud at City Hall on Monday, August 4, 2008 at 10:00 A.M. Local Time.

Objective

The City of Wayne seeks to revise, as desirable or necessary, its Master Plan for the **Downtown Area**, in compliance with the Michigan Planning Enabling Act, being Public Act 33 of 2008 and other applicable law.

The "Downtown Area" is defined as that portion of the City of Wayne surrounding the intersection of South Wayne Road and Michigan Avenue (US-12), including both Westbound Michigan Avenue and Eastbound Michigan Avenue. It is an area, generally described, as being bounded on the south by the Norfolk Southern Railroad, on the west by the CSX Railroad, on the north by the Rouge River, and on the east by Howe Road.

The final planning definition of the Downtown Area will be refined and approved during this master planning process.

Scope of Services

The successful individual or firm shall be ready, willing, and able to assist the City generally, in the accomplishment of its Objective, and to assist the City specifically, in meeting the requirements of Article III of the Planning Enabling Act which govern the Preparation and Adoption of Master Plan.

Project Approach

Describe the specific approach your firm proposes to use in implementing this project along with a detailed scope of services to be provided.

Include a proposed work schedule.

Two Step Procedure

This is Step #1 of a Two Step Procedure to identify that individual or firm deemed to possess the best combination of demonstrated experience, qualifications, and readiness to perform, at a reasonable cost in order to assist the City in accomplishing the Objective.

Step #1

Important: Formal submission of specific dollar amount for your firm's work is **not** to be submitted at this time. See Step #2 below.

Qualifications of Firm

- a) Related Experience - State your firm's experience with comparable projects.
- b) Personnel Qualifications - Describe the project team that will be assigned to the work, together with the experience of key staff personnel.
- c) Capacity of Firm - Describe your ability to complete the project either by your own staff or in consort with your subcontractors or other partners.

Include some preliminary estimate on the amount of assistance necessary from appropriate City Departments.

- d) Reputation - Include case histories and a minimum of five client references.

In order for the City to better proceed toward the Objective and to ascertain the qualifications of those who respond to this RFQ, a rough estimate or range of overall anticipated costs for the City is encouraged, but not required, for inclusion at this time.

Step #2

Sealed price quotes will be solicited only by **subsequent invitation** to those individuals or firms deemed by the City, in its sole discretion, to be qualified to assist the City with this project.

Responses

Responses to this RFQ become the property of the City of Wayne.

Evaluation

In order to best serve the City's interest, responses will be evaluated in order to identify that individual or firm deemed to possess the best combination of demonstrated experience, qualifications, and readiness to perform, at a reasonable cost.

Reservation

The City does not intend to enter into a contract solely on the basis of any response made to this request or otherwise pay for any information solicited or obtained. Further, the City will not be liable for any costs incurred in the preparation of a response, presentations, or contract negotiation.

The City, as always, reserves the right to reject any or all submittals and the right to waive any formal defects in responses when deemed in the best interest of the City.

Additional Copies

A copy of this RFQ is on file in the Office of the City Clerk and on the City's website www.ci.wayne.mi.us. Copies may be obtained at the Community Development Department, 3355 S. Wayne Road, Wayne, MI 48184.

Inquiries

City of Wayne Community Development Department (734) 722-2002