



**Village of Stockbridge
PLANNING COMMISSION
REQUEST FOR PROPOSAL
TO UPDATE EXISTING 2008 MASTER PLAN
P.O. Box 155, Stockbridge, MI 49285**

Date of Second Draft of RFP May 16, 2022.

Request for Proposal (RFP)

Primary objective of Request for Proposal (RFP):

- Update the existing 2008 Village of Stockbridge, Master plan.

The Planning Commission Determined that:

- The current Master Plan is no longer Viable and needs Major Modifications.
- The current Master Plan fails to address the most recent topics required by Michigan Planning Enabling Act. 33 of 2008
- The current Master Plan requires updating by adding and removal of information as Applicable, Available, and Relevant to the Village of Stockbridge Community.

Requirements.

- Meet with Planning Commission members a sufficient number of times to accomplish objective of updating Master Plan, make recommendation and provide an action plan.
 1. Planning Commission meetings are held on the First, Thursday of each month at 6:30 p.m. in the Villages of Stockbridge's Old Middle School, which is located at 305 W. Elizabeth St, in Room 112.
 2. Visit Village of Stockbridge as necessary to ascertain any information desired below if obtainable.

Deliverables.

Update Census Data.

1. Insert proposed Changes to Master Plan resulting from Planning Commissioners. review of the existing 2008 Master Plan.
2. Insert new Goals and Objectives as applicable.
3. Replace Existing Future Land Use Map with new proposed Future updated Future Land Use Map.
4. Attend Public Hearings as required by act for updating Master Plan.
5. Attend Village Council Meeting when updated Master Plan is Presented to the Council.
6. Facilitate a Discussion concerning Public Transportation.



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7. Describe how the Village of Stockbridge, Master Plan relates to Community Zoning.
8. Not required by act. An asset – based Economic Development Plan, and an Explanation of how the Master Plan relates with Stockbridge Economic Strategy.
9. Identify any Upcoming or Proposed Changes to Zoning Ordinances including Text Amendments.
10. Identify any Upcoming Plan Amendments for upcoming year.
11. Identify any Development Patterns changed since plan was written.
12. Determine if the Existing Master Plan aligns with Existing Zoning Ordinances.
13. Determine if there have been any Major Changes such as Utility Lines, Major Road Improvements or Large Development Approval.
14. Determine if there have been Instances when the Planning Commission has deviated from the Master Plan.
15. Determine if the Goals and Priorities of the plan are in sync with Goals and Priorities of Appointed Officials and Elected Officials.
16. Determine if the Current Master Plan address the Location and Types of Land Uses frequently requested.
17. Determine if any Studies have been completed that change the relevancy of the exiting Master Plan.
18. Determine if Community Goals have changed since the Master Plan was written.
19. Determine if Recent Best Practices have been integrated into the Master Plan.
20. Determine if the Background Data is relevant and reference the most recent Census data and local data. are up to date.
21. Determine if Current Master Plan is user friendly with clear Organization and Graphics.
22. Determine if the Current Goals and Objectives for Central Business District are sufficient and applicable.
23. Determine if there is a Master Plan Implementation plan.
24. Replace Existing Future Land Use Map with new proposed Future Land Use Map.



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25. Determine if the existing Zoning Plan and Zoning Objectives are applicable.
26. Determine if there is a Redevelopment Strategy provided.
27. Determine if there are Priority sites for Development and a strategy for implementation included.
28. Determine if there have been any Changes along the Community Border.
29. Determine if there is an Upcoming Major Development projects.
30. Policy and Procedure / Recommendations support Efficient Multi Modal Transportation System.
31. Determine if the Zoning allowed Permitted Uses or Special Uses support the job market.
32. Provide information to Planning Commission in Electric Format with the section pertaining to Goals and Objectives updateable and can be modified as needed in Microsoft Word format at the five (5) year expiration of New Master Plan.
33. Provide Three (3) each Hard Colored Copies of New Master Plan.
34. Provide Three (3) each CDs or Data Sticks with New Master Plan loaded on to them.

Completeness of Objectives.

As complete as possible within Budget Constraints.

Reference Documents.

Existing 2008 Mater plan

Documents provided by Planning Commission team resulting for our review.

New proposed future Land Use Map.

Time for Submitting RFP.

. 30 days.



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Time frame for completion of Project.

If possible proposed update is to be completed within four (4) months. If feasible, if not feasible, then the bidders must provide a proposed completion schedule.

Time frame for awarding contract.

After all RFP 's that are received in time frame allowed for submittals will be opened at the next regular scheduled Planning Commission meeting where they will be discussed, and a vendor will be selected.

Budget for Updating Master Plan.

Not to exceed: \$16,000.

Criteria for Awarding Contract.

- a) The Planning Commission shall have the authority to reject any and all bids.
- b) The Planning Commission shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other monies due the Village.
- c) In determining the best responsible bidder, in addition to price, the Planning Commission shall consider the ability, capacity, and skill of the bidder to perform as contracted; whether the bidder can perform in a timely manner consistent with Village requirements; the character, integrity, reputation, judgment, experience, and efficiency demonstrated by the bidder; the performance experienced with previous contracts; and the predictable ability of the bidder to provide future maintenance and service.



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Vendor is Encouraged.

To make suggestions for accomplishing as many objectives as possible within budget constraints.

Creativity.

The Planning Commission is open to Creativity.

Payment.

Vendor will be paid in full within 45 days of successful completion of project.

RFP for Stockbridge Downtown Development Authority

The Village of Stockbridge's Downtown Development Authority (SDDA) Directors are requesting Proposals to provide the below listed services in addition to the Planning Commission requirements.

Required Abilities/ Services:

Provide an hourly rate for:

- Planning services.
- Graphic Design Services.
- Provide Hourly rate for attending Downtown Development Authority meetings as requested which typically are held on the Fourth, Thursday of each month at 6:15 p.m. at 305 W. Elizabeth St., Village of Stockbridge in Room 12.
- Must have the ability to design and provide a Landscape Plan. Provide suggestions for creating a Villages Central Business District Beautification Program and other Planning or Design services typically



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provided by a Planning firm as requested by the SDDA Board of Directors.

- Provide suggestions for Direction Signage to Village Business and Government services.

Suggestion or Creativity:

The SDDA Board of Directors is open to Creativity and Suggestions.

For question regarding this section of the RFP pertaining to Downtown Development Authority (SDDA) request for services.

- **Contact the following SDDA Officers via: Email only, unless authorized otherwise.**

Geri Uihlein: Chair, Downtown Development Authority:
guihlein@stockbridgedda.org

Daryl Anderson: Vice Chair, danderson@stockbridgedda.org

Mellisa Powers-Taylor: Secretary, mtaylor@stockbridgedda.org

For question pertaining to the Planning Commission of RFP contact the following individual via email only, unless authorized otherwise.

Daryl Anderson

Chair Stockbridge Planning Commission

danderson@stockbridgedda.org

Mail Completed RFP to:

Debbie Nogle, Village Clerk

P.O. Box 155

Stockbridge, MI 49285



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Or deliver Proposals to Village Office located in the Old Middle School located at:

Village of Stockbridge
305 W. Elizabeth St
Room 107.
Stockbridge, Michigan, 49285

Sincerely

_____ Date: _____
Daryl Anderson
Chair Stockbridge Planning Commission
danderson@stockbridgedda.org

Sincerely

_____ Date: _____
Geri Uihlein: Chair, Downtown Development Authority:
guihleim@stockbridgedda.org
Mellisa Powers-Taylor: Secretary, Downtown Development Authority
mtaylor@stockbridgedda.org



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Below is a list of Planning Firms that may be interested in providing a response to this RFP:

Gibbs Planning Group
rgibbs@gibbsplanning.com
117 N. 1st. street
Ann Arbor, Mi. 48104
TX: 734-662-2200

Carlisle | Wortman Associates, Inc.
John L. Enos, AICP
jenos@cwaplan.com
117 N 1st Street, Ste. 70
Ann Arbor, MI 48104
(734) 662-2200

Aligned Planning
Lynee Wells, AICP
1451 Robinson Rd

Anderson Economic Group
Sara Bowers
1555 Watertower Place #100
East Lansing, Michigan 48823



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sbowers@andersoneconomicgroup.com
(517) 333-6984

Grand Rapids, Michigan
(616) 648-3534
wells@alignedplanning.org
www.alignedplanning.org

Fax (734) 662-1935
Clarkston (248) 625-8455
jenos@cwaplan.com
www.cwaplan.com

Beckett & Raeder, Inc.
535 West William Street, Suite 101
Ann Arbor, MI 48103
(734) 663-2622
Fax (734) 663-6759
Petoskey (231) 347-2523
Traverse City (231) 933-8400
jri@bria2.com
www.bria2.com

Community Image Builders
CIB Planning
Carmine P. Avantini, AICP
17195 Silver Parkway, #309
Fenton, MI 48430
(810) 335-3800
avantini@cibplanning.com
www.cibplanning.com

The Collaborative
Kristen Nyht, AICP
213 South Main Street, Suite 200



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Ann Arbor MI 48104
(734) 922-8002 x253
knyht@tc.design
tc.design

Community Planning and Land Use Consulting
Rob Larrea, AICP
Principal | Community Planner
Traverse City, MI
(231)944-3031
rob@planningmi.com

Giffels Webster
Rodney Arroyo, AICP
28 West Adams, Suite 1200
Detroit, MI 48226
Phone: (313) 962-4442
Fax: (313) 962-5068
rarroyo@giffelswebster.com
www.giffelswebster.com
www.clearzoning.com
Horizon Community Planning
David M. Jirousek, MCP, AICP
Grand Rapids, MI
616-540-1794
hcplanning@outlook.com
www.horizon-planning.com

HNTB Michigan, Inc.
Carly Mitchell, AICP
535 Griswold Street, Suite 1100
Detroit, Michigan 48226
(313) 230-0966
cemitchell@hntb.com
www.hntb.com

livingLAB: A collaborative design studio



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1274 Library Street, Suite 1D
Detroit, MI 48226
(313) 974-7602

courtney@livinglabdetroit.com

www.livinglabdetroit.com

Mannik Smith Group

Lucie Fortin, AICP

1771 North Dixie Highway

Monroe, Michigan 48162

(734) 289-2200

lfortin@manniksmithgroup.com

LandUseUSA | Urban Strategies

Sharon Woods, CRE, CNUa, FBCI, NCI, MA

6971 Westgate Drive

Laingsburg, MI 48848

Phone: (517) 290-5531

sharonwoods@landuseusa.com

www.landuseusa.com

MainStreet Planning Company

Janis Norman Johnson, AICP

Timothy J. Johnson, PCP

PO Box 150285

Grand Rapids, MI 49515

616.690.5039

jjohnson@mainstreetplanningco.com

tjohnson@mainstreetplanningco.com

www.mainstreetplanningco.com

McKenna

235 East Main Street, Suite 105

Northville, Michigan 48167

(248) 596-0920

Fax (248) 596-0930

(toll free) (888) 226-4326

Kalamazoo (269) 382-4443



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info@mcka.com
www.mcka.com

Midwestern Consulting
Tom Covert, AICP, RLA, LEED AP
3815 Plaza Drive
Ann Arbor, Michigan 48108
734.995-0200
tjc@midwesternconsulting.com
www.midwesternconsulting.com

MKSK Studios
Brad Strader, AICP
4219 Woodward Ave #305
Detroit, MI 48201
(248) 586-0505
bstrader@mkskstudios.com

OHM Advisors
Nina Kelly, AICP
1145 Griswald Street, Suite 200
Detroit, MI 48226
(313) 481-1263
nina.kelly@ohm-advisors.com
www.ohm-advisors.com

Prestige Planning and Land Use Consulting
Angela Carnahan
4375 Clinton Macon Road
Clinton, MI 49236
cell (503) 269-5675
alazarean@gmail.com



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Progressive AE
Suzanne M. Schulz, AICP
Urban Planning Practice Leader
cell 616.822.1020
office 616.988.4809
schulzs@progressiveae.com
progressiveae.com

Rowe Professional Services Company
J. Douglas Piggott, AICP
540 South Saginaw Street, Suite 200
Flint, Michigan 48502
(810) 341-7500
Fax (810) 341-7573
DPiggott@rowepsc.com
www.rowepsc.com

Spicer Group
Robert Eggers, AICP, Principal
230 S. Washington Avenue
Saginaw, MI 48607
(toll free) (800) 833-0062
Fax (989) 754-4440
robe@spicergroup.com
www.spicergroup.com

Mead & Hunt, Inc.
Stephanie Ward, AICP, Senior Project Planner
2605 Port Lansing Road
Lansing, MI 48906
(517) 321-8334
Fax (517) 321-5932
(toll free) (866) 441-5214
stephanie.ward@meadhunt.com



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www.meadhunt.com

Mission North, LLC
Rob Bacigalupi, AICP
627 Sixth Street
Traverse City, MI 49684
(231) 883-7266
rob@missionnorthmi.com
www.missionnorthmi.com

North of 45
Patrick Coleman, AICP
48684 N Grosse Pointe Road
Hancock, MI 49330
(906) 370-9953
pcoleman@northof45llc.com
Quantifly
Adrianna Jordan, AICP, Manager
Detroit, Michigan
(734) 846-7015
adrianna@quantifly.io
www.quantifly.io

Preston Community Services, LLC
Peter Preston, AICP
PO Box 413
Saint Johns, MI 48879
(517) 256-0566
pcsmail.pete@gmail.com
Proxima Collective
Landon Bartley, AICP
40 Pearl St. NW #200
Grand Rapids, MI 49503
616-649-5385
contact@thinkproxima.com
www.thinkproxima.com
SmithGroup
Kathleen Duffy, AICP



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Ann Arbor, MI 48104
(734) 669-2745
www.smithgroup.com

Wade Trim
500 Griswold Avenue, Suite 2500
Detroit, MI 48226
(313) 961-3650
Fax (313) 961-0898
ayoung@wadetrim.com
www.wadetrim.com

William & Works, Inc.
Andrew Moore, AICP, Senior Planner
549 Ottawa Avenue, NW
Grand Rapids, MI 49503
(616) 224-1500
Fax (616) 224-1501
moore@williams-works.com
www.williams-works.com