

Village of Bancroft, Michigan

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President's E-Mail: bancroftpresident@gmail.com

Village Website: villageofbancroftmi.org

Master Planning Services Request for Proposals

OVERVIEW

The Village of Bancroft, Michigan, aims to update its current Master Plan and land use plan to address the community's need for more affordable housing options, aligning with local, regional, and statewide housing goals. This project seeks to improve housing conditions and affordability for residents while encouraging mixed-use and multi-family developments. By reducing the number of vacant buildings and preventing blight in the village and downtown business corridor, the initiative supports local revitalization efforts, advancing the priorities of the Village's Planning Department and Downtown Development Authority, and initiatives of the Shiawassee County Landbank and Shiawassee Economic Development Partnership (SEDP), as outlined in their recent housing report and plan.

Efficient land use planning through this process will maximize the available space for residential development, promote affordability, and incorporate inclusionary zoning policies aligned with the community's priorities, ultimately stimulating higher density and mixed-use developments. This project will leverage the Village's and developer's ability to secure local and state funding to address housing shortages, affordability, and attraction elements, like community facilities (rehabilitating a blighted building to become Village Hall and offices is in progress). The resulting plans will serve as a framework and fundraising tool for the community to enhance its vibrant downtown and affordable, safe, and accessible housing.

The [2005 Master Plan](#) and the [2017 Master Plan Update](#) can be found on the Village of Bancroft website, under the Government tab. https://www.villageofbancroftmi.org/?page_id=311

SCOPE OF WORK

Project Management: Kickoff Meeting to review work plan, establish management structure and work cadence; Regular client check-in meetings.

Data Review and Analysis: Identify and collect necessary documents for an assessment of current socioeconomic conditions, land use, natural features, housing and infrastructure, other relevant conditions, and related trends.

Public Participation: Create and execute a plan for ensuring public engagement and participation in the master planning process.

Goals and Objectives: Perform a gap analysis and establish new/updated broad goals, objectives, and strategies for the plan

Recommendations: Develop a proposed future land use plan, including zoning amendments

Implementation Strategy: Present a roadmap for implementing recommendations and support the Village through the finalization and adoption of the final plan

Each firm is encouraged to amplify and expand on the services they offer as part of their proposal. The total not-to-exceed budget for this work is \$40,000.

SUBMISSION REQUIREMENTS

Proposals shall be submitted by April 18, 2025 as a PDF attachment emailed to bancroftpresident@gmail.com and laura@lionbearventures.com with the subject “Bancroft Master Planning Services”. All proposals shall be good for at least sixty (60) days.

Proposals should include the following:

Approach: Provide an approach for completing the Scope of Work as described and the processes for project review and quality assurance.

Project Outcomes/Deliverables: Describe anticipated and planned project outcomes and deliverables as they align with the Scope of Work.

Schedule: Work schedule for major tasks, including those described in Scope of Work and Approach, with expected starting and completion dates. State assumptions for time requirements.

Personnel Effort: An estimate of the required personnel hours, by task and job title, for performing Scope of Work, as required.

Compensation: Include a budget with a maximum not-to-exceed cost (up to \$40,000), estimated number of hours, anticipated expenses or other costs, and an hourly rate for additional or optional work.

Project Organization: List the name, contact information, corporate officers, and office location of lead firm; Name and contact information of any subcontractors; Organization chart of lead firm; Brief description of responsibilities and summary resumes of key professional personnel on this project as well as any specialty certification that demonstrates special qualifications related to this project.

Experience and Reference: Provide a brief description of not more than three (3) projects similar to the work to be undertaken within the last ten (10) years performed by the proposed project lead.

SELECTION PROCESS

A Selection Committee composed of the Village Council and Village DDA will evaluate the Proposals. The Selection Committee will forward their recommendation to the Village of Bancroft's Council and President for decisive action on the award and contract.

The Village of Bancroft reserves the right to prepare a concise list of firms from the submitted proposals. This decision will be based on the number and quality of proposals received. If Interviews are scheduled, they will be held within thirty (30) days of the bid opening.

ADDITIONAL INFORMATION

The Village of Bancroft requires the selected firm to provide a Liability Insurance Policy of not less than One Million Dollars (\$1,000,000.00) combined single limit for bodily injury and/or property damage. The policy shall name the Village of Bancroft as additional insured under the policy.

The Village of Bancroft shall not be liable for any costs incurred by consultants prior to approval and issuance of a contract, and only for such costs incurred as stipulated. The Village of Bancroft reserves the right to reject any or all proposals received to ensure that the best interests of the Village are served. The Village of Bancroft reserves the right to negotiate contract terms with the successful firm. The Village of Bancroft further reserves the right to award the contract to the next qualified firm if the most qualified bidder does not draw up a contract after the award.

Questions concerning this RFP should be directed to Laura Palombi, at laura@lionbearventures.com and Brian Barnum at bancroftpresident@gmail.com