



Request for Qualifications

Economic Development and Related Services

November 14, 2017

Request for Qualifications

General Description

The City of Manistee is looking to procure a consultant or consultants to provide on-call and project specific services for economic development and related activities. Respondent(s) awarded a contract will generally be used on an as-needed basis to supplement and support City staff and other organizations, working together as a specialized “Project Team” customized specifically for each project or initiative.

Background Information

The City of Manistee is a full-service community in Northwestern Lower Michigan with approximately 56 full-time employees and several on a part-time or seasonal basis. It maintains full-time 24 x 7 Police and Fire\EMS services. The City also provides essential municipal services, such as maintenance of public roadways, water and sewer services, wastewater treatment, planning and zoning, parks and general administration. In addition, it operates a Municipal Marina, the historic Ramsdell Theatre and several boat launches.

On January 20, 2017 the City of Manistee became the tenth community to be certified under the statewide Redevelopment Communities (RRC) Program. The certification process involves planning for new investment and reinvestment, identifying assets and opportunities, and focusing limited resources, offer superior customer service and have a streamlined development approval process making pertinent information available around-the clock for anyone to view.



Principal Contact

The principal contact with the City of Manistee will be:

Thad Taylor
City Manager
70 Maple Street
Manistee, MI 49660
(231) 398-2801

ttaylor@manisteemi.gov

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Information for Applicants

Key Dates

RFQ Issued	November 14, 2017
Question Submittal Deadline	November 29, 2017
Proposals Due	December 8, 2017
Proposal Evaluation	December 11-13, 2017
Contract Negotiation	December 14-22, 2017
Anticipated Contract(s) Awarded	January 2, 2018

Submission of Qualifications

Please submit four hard copies and one complete electronic copy in PDF format of all requested information to:

City of Manistee
Attn: City Clerk
70 Maple Street
Manistee, MI 49660

mwright@manisteemi.gov

All responses must be clearly labeled **Economic Development Services**.

Deadline to Submit: **December 8, 2017**

Evaluation of Qualifications

The City will assign a Committee to review all submitted responses. Evaluation criteria include but are not limited to:

- Qualifications of firm.
- Qualifications of specific individuals assigned to the City.
- Relevant previous work and engagements.
- Quality of previous work products.
- Demonstrated ability to lead public meetings.
- Previous experience with Municipalities.
- References.
- Anticipated fees\hourly rate.

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The City reserves the right to accept or reject any response for any or no reason and to waive any minor irregularity if determined to be in the best interest of the City of Manistee.

Selection of Consultant

Once the winning proposal is selected, the City will negotiate with the selected consultant(s) a Vendor of Record agreement, including fees, which could also include a retainer. Upon mutual agreement, it will be presented to Council for approval.

It is anticipated that this agreement will be considered at the City Council meeting of January 2, 2018

Scope of Services

The City of Manistee is looking to procure a consultant or consultants to provide on-call and project specific services for economic development and related activities. The selected consultant(s) generally will be used on an as-needed basis to supplement and support City staff and other organizations, working together as a specialized "Project Team" customized specifically for each project or initiative.

Consultant(s) selected may be asked to provide one or more of the following services or deliverables:

- A. Business Retention and Development Services
- B. Business Recruitment Services
- C. Identifying Viable Project Funding Sources
- D. Grant Writing and Administration
- E. Strategic Planning Services
- F. Public Workshop Facilitation
- G. Charrette Management
- H. Commercial Market Analysis
- I. Complete Neighborhood Analysis
- J. Other economic development services as the City desires consistent with firm capabilities.

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Required Information

Required information for the submission is listed below. Respondents must include all information requested and the submission form when submitting their response.

1. Name and contact information for the firm and primary contact, including email, phone and website, if applicable.
2. Profile of the firm (age of firm, business structure, office locations, number of employees, number of similar clients, etc.)
3. Describe the education, experience, credentials and certifications of staff, by individual, who are likely to service our account. Describe specific expertise that is relevant to our needs.
4. Address directly your firm's capabilities in each area of the scope of services. Provide examples.
5. Provide at least one sample of a report or study that your firm has completed that demonstrates the quality and completeness of your firm's work.
6. Provide any additional information that you deem important to the selection of your company.
7. Provide references for (4) four clients of similar size and complexity for whom you have provided economic development services within the last five years. Provide the name, email and phone number of the appropriate contact. If unable to provide this information, please explain.
8. Provide your typical hourly fee schedule.

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Response Submission Form

Required information for the submission is listed below. Respondents must include all information requested when submitting their information

Name of Business	
Primary Contact	
Address	
Phone Number	
Cell Phone Number	
Email Address	
Website Address	

PROVIDE A NARRATIVE EXPLAINING THE FOLLOWING:	Attached
Profile of the firm (age of firm, business structure, office locations, number of employees, number of similar clients, etc.)	
Describe the education, experience, credentials and certifications of staff, by individual, who are likely to service our account. Describe specific expertise that is relevant to our needs	
Address directly your firm’s capabilities in each area of the scope of services. Provide examples.	
Provide at least one sample of a report or study that your firm has completed that demonstrates the quality and completeness of your firm’s work.	
Provide any additional information that you deem important to the selection of your company.	
Provide references for (4) four clients of similar size and complexity for whom you have provided economic development services within the last five years. Provide the name, email and phone number of the appropriate contact. If unable to provide this information, please explain.	
Provide your typical hourly fee schedule.	

Signature _____

Date _____

