

Township of Bedford
8100 Jackman Road
Temperance, Michigan 48182

Request for Proposal: Lewis Ave Corridor Improvement Strategy

The Township of Bedford (Township) is requesting sealed proposals from Qualified Firms (Firm) to conduct a strategic economic planning process along the Lewis Ave Corridor from the state line to just north of the intersection of Lewis Ave and Temperance Road.

The primary purpose of the study area is to understand the following:

- Existing Conditions of the Corridor
- Identify redevelopment/development strategies and concepts for targeted sites along the corridor
- Promote changes to improve safety and travel for all types of users of the corridor
- Improve identity and appeal of the corridor
- Develop the groundwork for a Corridor Improvement Authority for the corridor.

The selected Firm will be working with the Township, the Bedford Economic Development Committee, Lewis Ave Corridor Improvement Committee and the Monroe County Business Development staff on the strategy and final plan.

It is the intention of the Township that an Agreement shall govern the relationship under which the Firm shall provide the Township.

Proposal must be received at the Bedford Township Hall in a sealed envelope clearly marked **RFP Lewis Ave Corridor Improvement Strategy** by 3:00 PM, November 22, 2019 to be considered.

Community Background

Temperance is an unincorporated community in Bedford Township, Monroe County in the U.S. state of Michigan. It is a census-designated place (CDP) for statistical purposes. The population was 8,517 at the 2010 census.^[3] The Temperance ZIP code, 48182, serves most of Bedford Township outside of the Lambertville area, as well as portions of western Erie Township, southern Ida Township, and northeast Whiteford Township.^[4] Temperance was established as Bedford Center in 1859. On December 8, 1884, a post office was established at Bedford Center and was named Temperance with Lewis Ansted as the first postmaster. The name "Temperance" was suggested by the wife of one of the founding land

owners, who was a member of the Woman's Christian Temperance Union. A petition was circulated and the name Bedford Center was changed to Temperance.^[5] During the early years of Temperance, the sale and consumption of alcoholic beverages was prohibited.^[6]

The "downtown" section of Temperance resembles a more traditional downtown area with commercial store fronts built close to Lewis Ave. This is also true of the crossroad, Temperance Road, which bi-sects Lewis Ave. The commercial buildings vary in age and condition with a larger bank branch anchoring one corner along with a gas station, church and restaurant anchoring the other three corners.

Residential housing is sprinkled along the corridor, mixed with larger commercial parcels. At one time, both a Chevrolet and Ford auto dealerships existed along the corridor. The corridor contains some vacant "green" parcels that continue to be farmed. At the south end of the corridor a larger now non-operating nursery is waiting for redevelopment.

The intersection and adjacent Lewis Ave area are currently undergoing a beautification and sidewalk program via a Transportation Alternative Program (TAP) grant received by the Township from SEMCOG. This \$450,000.00 grant will provide new sidewalks in the downtown Temperance area, identified bike lanes along Lewis Ave and beautification to the four corners of the intersection. The program is estimated to be completed this construction season.

Purpose of the Project

Bedford Township has been actively pursuing ways to create vibrant corridors per our 2015 Master Plan. The Master Plan identified two main commercial corridors for economic development. The corridors identified are located at Sterns and Secor in Lambertville and the other is all along Lewis Avenue in Temperance. In 1994, a Downtown Development Authority (DDA) was created and has been an effective method of spurring economic growth for the Sterns & Secor intersection.

A committee, titled the Lewis Avenue Corridor (LAC) committee was formed by the Township in April of 2018. Since that time this group has been meeting on a semi-regular basis to understand what option might be available to the corridor to spur growth. The committee is made up of residents and business owners from the area. During this period two large festivals have been created and held with plans to follow those up on an annual basis.

A surface identification of the existing businesses and zoning was conducted but a deeper dive into the existing conditions of the corridor needs to take place. Further to that, targeted sites along the corridor need to be

identified and strategies and concepts developed to either repurpose older structures or bring new development to the corridor.

The LAC identified the need for more non-motorized transportation routes in the Township. The Lewis Ave Corridor study needs to identify ways to improve safety and travel for all types of users on the corridor. Lewis Ave is the corridor that connect the Township with both Ida, Michigan and M-50 a major East – West corridor between the City of Monroe and US 23 and Dundee, Michigan.

Although some work has taken place in Temperance, the corridor's curb appeal (no pun intended) needs to be improved. Additionally, the corridor needs to find its own identity. We need to understand future retail trends, what is happening in local retail transitioning along with opportunities for cross shopping circuits.

Last but certainly not least, we expect the study to help develop the groundwork for the establishment of a Corridor Improvement Authority (CIA) along Lewis Ave. Said groundwork should include concise and clear steps to moving the CIA to formation.

A Management Team will be created that will work closely with the successful bidder to complete the process. The Management Team will be comprised of both residents and business owners or representatives from along the corridor, current committee member(s) of the Bedford Economic Development Committee and Township staff.

The process should include the engagement of stakeholder groups representing the citizens, businesses and civic groups in the community. This process should solicit ideas and feedback on the potential development of the corridor.

Submittal Format

So that we may compare the competing proposals, please provide the following information in the sequence shown below. You should only include information you consider to be essential to our understanding of your proposal and your ability to provide the services described in this RFP. Please do not provide marketing and sales information but rather concise, straightforward responses and information applicable to each section topic. Responses must be direct and limited to no more than 25 single sided pages, 12-point font print. Each section requiring a response should be clearly marked with a heading.

1. Management Summary – Provide in summary form, an overview of the information contained in the proposal.

2. Your Company – Provide some background information on your company. Include all basic information and a statement regarding why your firm would like to be considered for this project. Please list any unique qualities that make your company qualified to perform the services.

3. Statement of Need – Provide, in a brief narrative form, a statement of need relating to the nature and scope of the service(s) to be provided under this engagement.

4. Company Experience – Describe your company's expertise and experience in the areas of economic development strategic planning, analysis and action step development.

5. Company Results – List five (5) current or recent clients for whom you have or currently provide services related to economic development. Please specify the type of work you are or have provided for each client and the period of time they have been retained as a client. For each client, include the company name, address, phone number and name and email of contact person, with whom we may contact to provide reference verification.

6. Staff – Provide a brief resume of qualifications of key personnel who will be responsible for the account. Include only key personnel, who will be actively engaged in the strategic development process and not support staff.

7. Proposed Project Schedule – Provide a summary outline of the steps/tasks to be undertaken as part of your project plan. The outline should include estimated dates or hours to complete and significant events or milestones to be achieved. Include a statement on the expectations for the efforts to be provided by officials and staff working on behalf of the Township to assist the Firm in completing the project and delivering a professional outcome.

8. Proposal Pricing – The Township will accept a lump sum price/cost proposal to perform the requested services. Provide the estimated number of hours for the specific services with a breakdown for the major task categories and hourly rate. If any other cost for travel, teleconferencing or other similar costs to be charged outside of professional services hourly rate you **must** detail the costs.

Proposal Requirements

Inquiries - Inquiries concerning this RFP and the subject of the request may be made to:

Trudy Hershberger - Clerk
Bedford Township
Phone (734)224-7320 or email at thershberger@bedfordmi.org

Or

Tim Lake, President & CEO
Monroe County Business Development Corp.
Phone: (734)241-8754 or email at tlake@monroecountyBDC.org

Submission Requirements – If a hard copy submittal is selected by the proposer, he or she shall be required to submit a Master Copy (so marked) and five (5) copies of the proposal in a sealed envelope marked as follows:

SEALED PROPOSAL FOR “RFP LEWIS AVE CORRIDOR IMPROVEMENT STRATEGY”

Receiving Office for the hard copies will be as follows:

Trudy Hershberger - Clerk
C/O Bedford Township
8100 Jackman Road
Temperance, MI. 48182

The final date for submission of the proposal is: 3 PM on November 22, 2019. Your proposal envelope must be clearly marked “RFP LEWIS AVE CORRIDOR IMPROVEMENT STRATEGY” The Township recommends you submit proposals by the same DEADLINE via e-mail as a separate PDF document attachment to thershberger@bedfordmi.org. Indicated on the cover transmission a sealed proposal for “RFP STRATEGIC ECONOMIC PLAN” is attached. Late proposals will be rejected and returned unopened.

Return of RFP – In the event that any Firm decides not to submit a proposal, the Firm will return the RFP to the Township with a cover letter stating his/her disinterest prior to the closing date.

Time Period of Evaluation – Selection of the Firm will be made as soon as possible after the closing date of the receipt of proposals. However, proposals submitted shall remain valid for sixty (60) days after the due date to allow for evaluation and award.

Presentations – Firms who submit proposals may be required to make presentations of their proposals to the Township. The presentations provide an opportunity for the submitter to clarify the proposals through mutual understanding.

Acceptance of Proposal Contact – The contents of the proposal of the successful Firm may become contractual obligations if the acquisition action ensues. Failure of the Firm to accept these obligations in a purchase agreement, purchase order, contract or similar acquisition instrument may result in cancellation of the award.

Addenda and Supplements to RFP – In the event of changes in the RFP, Firms will be notified in writing. Any questions regarding the RFP project scope and services should be directed to:

Trudy Hershberger - Clerk
Bedford Township
8100 Jackman Road
Temperance, MI. 48182
(734)224-7328 or email at thershberger@bedfordmi.org.

Rejection of Proposals and Township's Reservation of Rights – The Township reserves the right to accept or reject any or all proposals received as a result of this request. The Township shall not be obligated to award a contract solely on the basis of any response made to this Request for Proposal, nor does the Township intend to, nor will under any circumstances to pay for the information solicited or obtained.

News Releases – News releases pertaining to this RFP or services to be provided to which it relates shall not be made without prior written approval of the Township.

Proprietary Information – With the exception of items or information specifically marked as proprietary by the offer or, after the closing date and evaluation process, all proposals submitted become part of the Township's records and as such available for public review.

Insurance – The Firm and his surety shall indemnify and save harmless the Township and all its officers, agents and employees' representatives from all suits, actions, or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property by or from the said Firm or their employees or

by or in consequence of any neglect, or by or on account of any act or omission, neglect, or misconduct of the said Firm or by or on account of any claim or accounts recovered by any infringement of patent, trademark or copyright, or from any claims or amounts arising or recovered under the Workmen's Compensation Law or any other law, Ordinance, order or decree. So much of the money due the said Firm under and by virtue of this contract, as shall be considered necessary by the owner, may be retained or in case no money is due his surety shall be held until such suit or suits, actions or actions, claim or claims for injuries or damages as aforesaid shall have settled and satisfactory evidence to that effect furnished to the owner.

Law, Rules and Regulations – The work shall comply with all federal, state and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications.

Prime Firm Responsibilities – The selected Firm will be required to assume full responsibility for all services offered in his proposal. Further, the Township will consider the selected Firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges from the contact. The Firm shall be responsible for the coordination and supervision of all sub-Firm and support staff employed in this contact.

Freedom of Information Act – Information submitted in Firm proposals become public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the Firm's proposal, which is company confidential must be clearly identified in the proposal itself.

Contents of Proposal

The following information must be provided for consideration:

1. Introduction of the proposing firm, stating qualifications pertinent to this project. In addition to Strategic Economic Development experience the firm should demonstrate experience in business location and recruitment services.
2. Resumes of project manager and team members. Resumes should also be accompanied by experience within the scope of work outline for the project purpose.
3. Proposed scope of services, methodology, and proposed timeline that would begin in January 2020. Services at a minimum should include monthly meetings with the Management Team, which would include partners attending every other month, at least one public input meeting at the beginning of the planning process and a final presentation to the community as a whole. A draft copy of the Lewis Ave Corridor Improvement Strategy is due no later than June 30, 2020. The Final copy of the Lewis Ave Corridor Strategy is due no later than August 15, 2020. The Firm must provide all files and final reports to the Township in electronic form Microsoft compatible; maps must be in GIS 9.2 along with 20 hardcopies for distribution to leadership team and partners. Additional copies may be printed by the Township.
4. List of similar recent projects and at least three references.
5. The successful firm should be readily accessible to the Township for required and unscheduled meetings.
6. Cost of services shall be inclusive of all staffing and expenses. A list of costs may be provided for any additional services that may be requested by the Township.
7. Respondents shall submit an original signed and 6 copies of their proposal. The proposal must be valid for 60 days after the due date of proposal submittals.

Award of Contract

The Township reserves the right to select a vendor who, in the Management Team's opinion provides the most advantageous solution to the Township and best demonstrates their ability to provide the expected outcomes of the proposal.

Proposals may be mailed to:

Trudy Hershberger - Clerk
Bedford Township
8100 Jackman Road
Temperance, MI. 48182

or delivered to:

Trudy Hershberger - Clerk
Bedford Township
8100 Jackman Road
Temperance, MI. 48182

All Proposals must be received no later than 3 PM November 22, 2019

Any questions regarding this proposal may be directed to:

Trudy Hershberger - Clerk
Bedford Township
(734)224-7328 or email at thersberger@bedfordMI.org.

Or

Tim Lake, President & CEO
Monroe County Business Development Corp.
Phone: (734)241-8754 or email at tlake@monroecountyBDC.org.