

COUNTY OF HURON
HURON COUNTY PLANNING COMMISSION
250 E. HURON AVENUE, ROOM 102
BAD AXE, MI 48413
989-269-9269

REQUEST FOR PROPOSALS
MASTER PLAN & HAZARD MITIGATION - COMPREHENSIVE REVIEW AND UPDATE

The County of Huron, is seeking a qualified consulting firm to perform a comprehensive review and update of the 1993 Huron County Master Plan and the 2008 Huron County Hazard Mitigation Plan. The County of Huron will engage a firm to coordinate and develop a revised Master Plan pursuant to Act 33 of 2008, being the Michigan Planning Enabling Act. The hazard mitigation plan shall be revised pursuant to the Code of Federal Regulations (CFR) Title 44 – Emergency Management and Assistance §201.6.

The Hazard Mitigation Plan will be guided by the development of the Master Plan. The consultant is expected to use information to develop both plans which clearly identifies the needs and opportunities of Huron County. It is the County's desire to study the present conditions and future growth to develop plans that express the County's vision for its future and to provide a plan to accomplish that vision. The development of the plans will be coordinated through the Huron County Planning Commission, in conjunction with input and data from other County & State departments as well as the community at large. Citizen participation will be critical in revising both plans through public meetings and input from the Board of Commissioners, as well as the planning commission.

SUBMITTAL REQUIREMENTS:

The following information shall be provided for any primary consultant submitting a proposal as well as any collaborating consultant or contractor who will be executing any tasks outlined in this RFP:

1. Provide a company profile and describe resources, skills or talents to complete such plans.
2. Provide a profile/resume for all primary employees who will be carrying out any part of your proposal. Please indicate past projects the team has worked on together, including sample projects within the last 10 years.
3. Provide a list of client references you have contracted with for similar projects. Include the project title, date, name, address, phone number, email address, and a contact person, as well as a brief description of the scope of work.
4. Provide a description of your typical public participation process and any innovative techniques you have found be most effective in attaining goals and objectives.
5. Provide a detailed Scope of Work for master plan and hazard mitigation plan.
6. Include a project timeline which also includes a schedule of fees outlined by task, in addition to an overall not-to-exceed lump sum cost for each plan.

Applicants must submit twelve (12) paper copies and (1) digital copy in a sealed envelope.

Submittals must be made to the Planning Commission **no later than 5:00 p.m. on October 6, 2015.**

Huron County Building & Zoning Department
Attention: Master Plan/Hazard Mitigation
250 East Huron Avenue, Room 102
Bad Axe, MI 48413

All bids will be opened at 7:00 p.m. on October 7, 2015 in the Commissioners Meeting Room 305.

The current Huron County Master Plan and Hazard Mitigation Plan are available on the County website at www.co.huron.mi.us. Please direct all questions to Jeff Smith, Building & Zoning Administrator at (989) 269-9269, or via email smithj@co.huron.mi.us.