



Community and Economic Development Department
2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858
989-772-4600 ext. 232

UNION TOWNSHIP ECONOMIC DEVELOPMENT AUTHORITY

REQUEST FOR QUALIFICATIONS:

FOR PREPARATION OF UPDATES TO THE
DEVELOPMENT AND TAX INCREMENT FINANCING PLANS FOR THE
EAST AND WEST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICTS

RESPONSES MUST BE RECEIVED BY THE TOWNSHIP BEFORE
11:00 A.M. ON WEDNESDAY, SEPTEMBER 9, 2020

Staff Contact Information

Rodney Nanney, AICP, Community and Economic Development Director
(989) 772-4600 Ext. 232
rnanney@uniontownshipmi.com

Introduction

The Economic Development Authority (EDA) Board for the Charter Township of Union (Isabella County, Michigan) is seeking the assistance of a qualified consultant or consulting firm with specific professional expertise in the preparation and updating of development plans and tax increment financing plans for downtown development authorities in Michigan under the requirements of Public Act 57 of 2018 (the Recodification Tax Increment Financing Act).

You are invited to submit a Statement of Qualifications to the Township describing the firm's general qualifications and expertise to perform this work, which will be evaluated by the EDA Board to identify the preferred finalists that will then be invited to prepare and submit a detailed proposal and cost estimate for the project.

Background

The Charter Township of Union's eleven (11) member Economic Development Authority (EDA) Board oversees the Township's East and West Downtown Development Authority (DDA) Districts. Both DDA Districts were initially established in 1985. The most recent amendments to the East DDA Development and Tax Increment Financing Plans were adopted in 2011. The corresponding plans for the West DDA District were last amended in 1991. The Tax Increment Financing (TIF) Plans for both DDA Districts are set to expire on December 31, 2021.

More information about the EDA and copies of these plans are available on the Township's website at: <http://www.uniontownshipmi.com/BoardsandCommissions/EconomicDevelopmentAuthority.aspx/>.

This is a qualifications-based initial selection process, which is intended to ultimately lead to the selection of a consultant or consulting firm to assist the EDA Board, Community and Economic Development Director, and Finance Director with the preparation and adoption of updated Development Plans and Tax Increment Financing Plans for the East and the West DDA Districts. It is anticipated that the statements of qualifications will be evaluated by the EDA Board during their September 15, 2020 regular meeting, with final review of the finalists' detailed proposals and selection of the preferred consultant or consulting firm to take place during their October or November regular meetings.

The selected consultant or firm would be expected to begin work promptly upon selection and to complete the requested work up to and including final consideration and action by the Board of Trustees prior to the end of September 2021.

Minimum Qualifications

At a minimum, the consultant or consulting firm's Statement of Qualifications should demonstrate the professional experience, technical expertise, and organizational capacity to:

1. Identify and use best practices to successfully prepare and update development plans and tax increment financing plans for local government clients in Michigan.
2. Write with clarity, brevity, and accuracy in a manner that satisfies applicable requirements of Public Act 57 of 2018 and can be easily understood by the lay person.
3. Prepare all required tax increment financing elements and evaluate the estimated impacts of tax increment financing on all taxing jurisdictions for each DDA District.
4. Assist the EDA Board with evaluation of a potential expansion of the East DDA District.
5. Develop accurate cost estimates for development plan projects under consideration.
6. Use effective strategies to engage business owners, leadership of taxing jurisdictions, local officials, and other DDA stakeholders to obtain meaningful input into similar projects.
7. Plan for and meet deadlines for projects that have multiple steps and include significant opportunities for stakeholder participation.

Preference will be given to consultants or consulting firms with robust tax increment financing expertise and experience working with township clients.

Submission of Qualifications

Interested firms are invited to submit three (3) bound or stapled paper copies and one (1) digital copy in .PDF format of a Statement of Qualifications (SOQ) to:

Rodney Nanney, AICP, Community and Economic Development Director
Charter Township of Union
2010 South Lincoln Road
Mount Pleasant, MI 48858

The digital (.PDF) copy of the SOQ can be sent via email to rnanney@uniontownshipmi.com, or included with the paper copies on a USB flash drive.

The SOQ should not exceed ten (10) double-sided pages in length, not including cover letter, table of contents, and any section dividers, and should include the following minimum information:

1. **Cover letter** signed by the consultant or appropriate authorized official for the firm, with contact information.
2. **History and background.** Name, address, business/professional history, and background narrative for the consultant or consulting firm.
3. **Related Experience.** Include information on at least three (3) projects where the firm rendered similar professional services to Michigan communities, including the client community, project name and summary, date, outcome, contact information (name, title, address, phone number, email) for the local official(s) familiar with the project, and website link to where the resulting plans may be viewed, if available.
4. **Personnel.** Qualifications of staff anticipated to be assigned to this type of project, including relevant professional credentials, experience, and role that each identified individual would have in providing the requested services. Any sub-contractors anticipated to provide professional services should also be identified.
5. **References.** Provide a list of at least five (5) client references, including the client name, address, a brief description of the types of professional services provided, and the contact information (name, title, address, phone number, email) for the local official(s) familiar with the services provided.
6. **Insurance.** Confirm that, if selected to prepare a detailed proposal, proof of professional liability insurance can be provided.
7. **Rate schedule.** Include an hourly rate schedule for professional services.
8. **Additional information.** Subject to the page limit, the consultant or consulting firm may include additional information to assist the EDA Board with their evaluation.

Deadline for Submittal

The requested paper and digital copies of the Statement of Qualifications must be received by the Township's Community and Economic Development Director no later than **11:00 a.m.** on **Wednesday, September 9, 2020.** Submittals received after this deadline may not be considered.

Questions

Any questions regarding this request for qualifications should be directed to Rodney Nanney, AICP, Community and Economic Development Director at (989) 772-4600 extension 232, or via email to rnanney@uniontownshipmi.com. Subject to time constraints, answers to questions received will be added to the copy of this request for qualifications posted on the Township’s website.

Supplemental Information

The EDA has the right to disclose information contained in the submittals, and to photocopy, circulate or otherwise distribute any material submitted in response to this request for qualifications.

The EDA further reserves the right to make all decisions regarding this request, including, without limitation, the right to decide whether a submittal does or does not substantially meet the minimum qualifications outlined in this request.