



CITY OF FARMINGTON

REQUEST FOR QUALIFICATIONS (RFQ)

PLANNING CONSULTANT TO UPDATE CITY MASTER PLAN, PARKS AND RECREATION PLAN, AND DOWNTOWN MASTER PLAN

INTRODUCTION

The City of Farmington and the Farmington Downtown Development Authority (DDA) are requesting qualifications from land use planning consultants to update the City's Master Plan, the City's Parks and Recreation Plan, and the Downtown Master Plan. Interested consultants shall submit the RFQ response in a PDF format to the Farmington City Clerk, Meaghan Bachman, by 4:00 p.m. on Thursday, October 3, 2024.

BACKGROUND

Farmington has a rich history and is currently celebrating its bi-centennial, with a comprehensive theme of "Welcoming Since 1824", see link below. Farmington is a progressive and innovative City balancing a strong historic preservation ethic when evaluating new redevelopment alternatives. Farmington also places value in timeless architectural and landscape design.

<https://www.dropbox.com/scl/fo/vfo1kob1sfzx32xzbzm01/AER6FZNZZs20lsbtT4hJG6s?rlkey=pzh74g1yoakoh3zzrlu9cofx&e=1&st=h0q4hf5t&dl=0>

The intent of the City of Farmington is to have a comprehensive and integrated update of its City Master Plan, Downtown Master Plan, and Parks and Recreation Master Plan. The City Master Plan and the Parks and Recreation Master Plan were adopted in 2019. The Downtown Master Plan was adopted in 2017. Incorporated into the Parks and Recreation Master Plan will be a Bicycle and Pedestrian Plan. The Farmington City Council has historically designated the Planning Commission with the responsibility of adopting the Master Plan and its elements pursuant to the Michigan Planning Enabling Act of 2008.

Much has changed since the plans were adopted related to community demographics, technology, general housing trends, national and regional employment patterns, retail trends, place making/social interaction, and the City's and DDA's implementation of goals and objectives contained in their prior plans. Significant recommendations contained in the Downtown Master Plan have been implemented with new developments anticipated within the next two years that will impact parking infrastructure demand in Downtown Farmington. Related to City parks, some modest park improvements have taken place since the plan was adopted. The City received over \$2 Million for a trail connecting Downtown Farmington with Shiawassee Park to the north crossing the Rouge River and the City is looking for additional funding for the project.



The focus of the City Master Plan and the Downtown Master Plan will be redevelopment of commercial areas that are dated, limited in their functional economic vitality, and not historically significant. Much of Farmington's development took place in the 1960's and early 1970's. The City Master Plan will focus on four area plans which will be east of the Downtown area. An addendum will be issued highlighting the focus areas. The City has a Grand River Corridor Authority which extends from the eastern end of Downtown, east to the City limit. Additionally, the City of Farmington has a Brownfield Redevelopment Authority which covers the entire City. A link to recent studies are listed below.

As part of the planning process, the City Council and DDA desire to survey the community regarding current likes and future expectations related to quality of life and redevelopment. Community engagement will be a critical element of this process, particularly as it pertains to the Downtown Master Plan and the Parks and Recreation Master Plan. The consultant will review past residential and retail market analysis and assess whether it is necessary for an update. These will be topics of discussion at the Pre-RFQ meeting that will be held virtually according to the schedule enclosed. Based on discussion, there will likely be an addendum to the RFQ related to a market analysis and its specificity.

A selection committee will review qualifications, schedule and conduct interviews, and submit a recommendation to the City Council and Downtown Development Authority to award the project. Once approved, the consultant will work with the Master Plan and Parks and Recreation Master Plan Steering Committee and the Downtown Master Plan Steering Committee on their respective plans.

Selection Committee

- David Murphy, City Manager
- Kate Knight, Farmington DDA Executive Director
- Chris Weber, Assistant City Manager
- Todd Craft, DDA Board President
- Joe LaRussa, Mayor
- DeWayne Gray, Planning Commission Representative
- Steve Schneemann, Corridor Improvement Authority Representative

Master Plan and Parks and Recreation Master Plan Steering Committee

- Chris Weber, Assistant City Manager
- Kevin Parkins, City Council Member
- David Murphy - City Manager
- Kenneth Crutcher, Planning Commission Chairperson
- Miriam Kmetzo, Planning Commissioner
- Patrick Thomas, Corridor Improvement Authority member
- Tim Prince, Pathways Committee Representative



Downtown Master Plan Steering Committee

- Kate Knight – DDA Executive Director will serve as the project lead
- David Murphy – City Manager, City of Farmington
- Steve Schneemann, City Council Representative
- Todd Craft, DDA Board President
- Donovan Singleton, DDA Member
- Daniel Westendorf, Planning Commission Member
- Jennifer Miller, Public Representative

QUALIFICATIONS SUBMITTAL REQUIREMENTS

Interested consultants shall provide the following information listed below with their submittal. The submittal shall be limited to twenty (20) pages.

1. Complete Project Cover Letter, which includes the name of the firm, address, contact information, name of individual authorized to sign on behalf of the firm, signature, and date.
2. Description of firm's experience with similar types of projects.
3. Project lead along with other associates and/or other collaborating consultants on the project for example: public engagement, market analysis, landscape architect, and historic preservation. Please indicate their roles in the project.
4. Public engagement plan for each of the planning elements.
5. Timeline for completion that shall include a presentation to the City Council in a work session and presentations to the Farmington Planning Commission prior to the scheduling of a public hearing, and attendance at the public hearing. It is the City's desire to have this project completed by May 19, 2025

The City of Farmington reserves the right to accept or reject any and all project submittals or parts of submittals and to waive any and all irregularities, informalities, inconsistencies, and to negotiate contract terms with the successful firm.

Submit RFQ by 4:00 P.M. EDT on Thursday, October 3, 2024 to:

Meaghan Bachman, City Clerk
ATTN: City Planning Projects
23600 Liberty Street
Farmington, MI 48335
Email: mbachman@farmgov.com



SELECTION PROCESS AND SCHEDULE

Release Request for Qualifications	September 5
Pre-RFQ Teams Meeting for Consultants Questions/Clarifications	September 18 at 10:00 am
Submittals Due	October 3 by 4:00 pm
Selection Committee Schedules Interviews	Week of October 7
Selection Committee Reviews Forwards Recommendation of Award to City Council	October 21
Selected Consultant Begins Work	After October 22

PRE-RFQ TEAMS MEETING - To participate in the September 18, 2024 Teams Pre-RFQ Meeting, please contact Melissa Andrade by email at mandrade@farmgov.com or by phone at (248) 699-5121

ADDITIONAL INFORMATION OR QUESTIONS - For additional information or questions, please contact Assistant City Manager Chris Weber by email at cweber@farmgov.com.



LINKS TO PAST PLANNING DOCUMENTS, STUDIES, AND REPORTS

2019 City Master Plan <https://www.farmgov.com/media/v0uc0iwn/farmington-master-plan-2019.pdf>

Downtown Planning, link directs to the following studies and reports

<https://www.downtownfarmington.org/about-us/about-dda/studies-and-reports.php>

- 2016 Downtown Master Plan
- Parking Study
- 2016 Parking Study Update
- 2014 Retail Market Analysis
- 2020 Retail Market Analysis
- 2020 Amended and Restated DDA Plan
- 2022 Schematic Vision for Masonic Plaza
- 2023 Market Study

Grand River Corridor Plans, link directs to the following studies and reports

<https://www.farmgov.com/city-services/planning-and-building/grand-river-corridor/>

- 2023 Annual Report on Status of Tax Increment Financing Plan
- Grand River Corridor Improvement Authority Development and TIF Plan
- Grand River Corridor Planning and TIF Plan Summary
- Grand River Corridor Vision Plan Update

2019 Parks and Recreation Plan

<https://www.farmgov.com/media/5mlbr4i0/2019-recreation-master-plan.pdf?lang=en-US>

2013 Farmington Vision Plan

<https://www.farmgov.com/media/ks0ja4xf/2013visionplan.pdf>

1998 Farmington Vision Plan

<https://www.farmgov.com/media/kszblbb2/1998cityoffarmingtonvisionplan.pdf>