



CITY OF MADISON HEIGHTS

CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE RD.

REGULAR DOWNTOWN DEVELOPMENT AUTHORITY MEETING AGENDA

APRIL 25, 2023 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Regular MHDDA Meeting Minutes 2-14-23
- [2.](#) Regular MHDDA Meeting Minutes 1-10-23

MEETING OPEN TO THE PUBLIC

REPORTS

- [3.](#) Finance Report
- [4.](#) Update on Ongoing Projects
- [5.](#) MHHP MHDDA Activity Update Q1

UNFINISHED BUSINESS

- [6.](#) Banners Quote

NEW BUSINESS

- [7.](#) MHDDA Placemaking RFP

COMMITTEE REPORTS

TRAINING & EVENT OPPORTUNITIES

- [8.](#) Main Street Oakland County Summit April 20th

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Regular Downtown Development Authority Meeting
 Madison Heights, Michigan
 February 14, 2023

A Regular Downtown Development Authority Meeting was held on Tuesday, February 14, 2023 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Rickey Busler
 Member Ruth Charlebois
 Member Gordon Davignon
 Mayor Roslyn Grafstein
 Vice-Chair Yousif Jarbo
 Member Joseph Keys
 Member Joe Marando
 Member Melissa Marsh
 Member Michael Sheppard
 Chair Michael Van Buren

ABSENT

Member Anthony Mancini
 Member Lenea Renshaw

ALSO PRESENT

City Clerk Cheryl Rottmann

DDA-23-07. Excuse Member.

Motion by Mayor Grafstein, seconded by Member Busler, to excuse Member Renshaw from today's meeting as she gave notice.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

ADDITIONS/DELETIONS:

Without objection, CED Director Tucker requested that Discussion on Potential DDA Candidates be added to the agenda under Unfinished Business.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

DDA-23-08. Downtown Banners

Motion by Mayor Grafstein, seconded by Member Busler, to accept the Design Committee's recommendation and authorize staff to place an order for banners and hardware for the items DDA Branding Custom and Stock Design banners as well as hardware for a cost not to exceed \$14,000.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

DDA-23-09. Special Events- Green Crawl

Motion by Member Marsh, seconded by Member Charlebois, to receive and file the Promotions Committee report on the Green Pub Crawl and support the Madison Heights and Hazel Park businesses by promoting the event on social media, through e-blasts and distributing paper copies of the poster.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

DDA-23-10. DDA Appointment Recommendations.

Motion by Member Marsh, seconded by Member Charlebois, to recommend to the Mayor the re-appointment of Yousif Jarbo and Michael Van Buren to the Downtown Development Authority Board.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

DDA-23-11. Streetscape Plan.

Motion by Member Marando, seconded by Member Sheppard, to direct staff to issue an RFP for three (3) locations for a DDA Streetscape Plan.

Vice Chair Jarbo requested that as part of the Streetscape Plan, a name be given to the district of improvement.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

DDA-23-12. Financial Report.

CED Director Tucker stated there have not been any notable expenditures since the last meeting in January with the exception of the first installment of DDA Service Agreement with the Chamber of Commerce of \$2,500. City Manager Marsh stated that the DDA revenues are healthy.

Motion by Mayor Grafstein, seconded by Member Marando, to receive and file the Finance Report as presented.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Mayor Grafstein, Member Keys, Member Marando, Member Marsh, Member Sheppard, Chair Van Buren

Motion carried.

Ongoing Projects

CED Director Tuckers stated that the DPS has started to remove trash bins and they are being refurbished. The planting by the entrance sign should be done around Memorial Day. The Clock will soon be undergoing service review and he will report back with the findings. SMART has reached out to the City for an inventory of amenities by bus stops on John R. such as trash bins and shelters. Compiling this information may help with grant opportunities in the future.

Committee Reports

Economic Vitality Report – no report submitted.

Design Committee - reported on the banners during earlier discussion.

Promotions Committee - Mr. Sheppard requested that members share any social media posts that are put out so that they reach more people. They are hoping to promote existing events, so if anyone has any ideas for future events to promote, please reach out.

ADJOURNMENT:

Having no further business, Chair Van Buren adjourned the meeting at 9:16 a.m.

Regular Downtown Development Authority Meeting
 Madison Heights, Michigan
 January 10, 2023

A Regular Downtown Development Authority Meeting was held on Tuesday, January 10, 2023 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Rickey Busler
 Member Ruth Charlebois
 Member Gordon Davignon
 Mayor Roslyn Grafstein (arrived at 8:34 a.m.)
 Vice-Chair Yousif Jarbo
 Member Joseph Keys
 Member Joe Marando
 Member Melissa Marsh
 Member Lenea Renshaw
 Member Michael Sheppard
 Chair Michael Van Buren

ABSENT

Member Anthony Mancini

OTHERS PRESENT

Community and Economic Development Director Giles Tucker
 City Clerk Cheryl Rottmann

DDA-23-01. Excuse Member.

Motion made by Member Marando, Seconded by Member Sheppard, to excuse Member Mancini from today's meeting.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Vice-Chair Jarbo, Member Keys, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Chair Van Buren

Motion carried.

ADDITIONS/DELETIONS:

CED Director Tucker requested a discussion on the Clock Tower repair be added to New Business. There were no objections.

DDA-23-02. Regular Meeting Minutes 11-15-22.

Motion made by Member Marsh, Seconded by Member Charlebois, to approve the DDA Regular Meeting minutes of November 15, 2022, and the DDA Informational Meeting minutes of November 15, 2022, as printed.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Chair Van Buren

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

UNFINISHED BUSINESS:

DDA-23-03. Chamber Service Agreement Amendment.

Motion made by Member Marando, Seconded by Member Sheppard, to approve the Chamber Service Agreement Amendment.

Discussion followed on the role of the Chamber of Commerce Director and accountability and reporting requirements to the Madison Heights and Hazel Park's Downtown Development Authorities. It was also discussed on what services or benefits the DDA would receive from increasing from the originally approved amount of \$5,000 to \$10,000 annually. Ms. Williams stated that Hazel Park has approximately 500 business and Madison Heights has approximately 1800, with approximately 120 of those located in the DDA. She stated that the Chamber and the DDA are partners in Economic Development for the City. In addition to daily duties, she will be conducting retention visits, assist in executing the DDA Development Plan and fulfill the reporting requirements outlined in the agreement.

Discussion followed on the ability of the Chamber to absorb any future increases in personnel costs, concern over the precedence of covering the Chambers shortfall in their personnel budget; and consensus to evaluate any future agreements based on performance.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, Member Marsh, Member Renshaw, Member Sheppard

Abstain: Chair Van Buren

Motion carried.

DDA-23-04. Proposed DDA Budget 2023-24.

Director Tucker reviewed the proposed budget, including an amendment to the contractual services line item to include the Chamber of Commerce Agreement, an increase in utility costs for holiday lighting, and an increase in membership and dues.

City Manager Marsh proposed a line increase to \$50,000 for contractual services to include a Streetscape Study.

Motion made by Mayor Grafstein, Seconded by Vice-Chair Jarbo, to approve the 2023-24 DDA Budget as amended.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Chair Van Buren

Motion carried.

DDA-23-05. Election of Officers.

Motion made by Member Marsh, Seconded by Member Keys, to appoint the following DDA Officers for a second term:

Michael Van Buren - Chairperson
Yousif Jarbo - Vice-Chairperson
Rickey Busler - Treasurer
Ruth Charlebois - Secretary

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Chair Van Buren

Motion carried.

Banners & Other Improvements

Director Tucker requested that the Committee come to the next meeting with an outline and proposed budget for banners including size, design and materials and a recommendation for the full board.

Special Events Planning

The DDA board asks the Promotions Committee to research and return to the full board recommendations for special events including proposed event outlines and budgets for St. Patrick's Day and Fire Station #2 Open House event at the February meeting.

Asset Mapping

The DDA board requests that the Economic and Vitality Committee meet with Oakland County Mainstreet contacts to discuss and learn more about what assistance is available for asset mapping and market analysis activities and to make recommendations as to if and how the board should move forward on any of these activities at the February meeting.

DDA-23-06. Clock Tower Maintenance.

Director Tucker stated that the Clock Tower is not working accurately. He asked for direction on repairing the clock.

Motion made by Member Marsh, Seconded by Member Keys, to authorize an expenditure not to exceed \$795 for inspection and diagnosis and/or repair of the Clock Tower; if the costs are to exceed \$795, CED Director Tucker will report back to the DDA with other options that may be available.

Voting Yea: Member Busler, Member Charlebois, Member Davignon, Mayor Grafstein, Vice-Chair Jarbo, Member Keys, Member Marando, Member Marsh, Member Renshaw, Member Sheppard, Chair Van Buren

Finance Report

Director Tucker reviewed the provided Financial Report.

Ongoing Projects

Director Tucker noted that a memo summarizing the ongoing projects of the DDA were provided in the meeting packet. These projects include: Holiday Lighting updates, Trash Bins, Welcome Signs, Clocktower, and the MSU Extension Vision Study.

Committee Reports

No reports were submitted.

ADJOURNMENT:

Having no further business Chairperson Van Buren adjourned the meeting at 9:50 a.m.

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: April 5, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Finance Report & Cash Summary

The following are the expenses of note since our meeting in February 2023:

We had two expenses of note since our Regular Meeting in February, both reflected in our “Contractual Services” line item:

- Q1 2023 MHHP Service Agreement \$2500
- The Verdin Company \$605

The first is our Q1 payment to the MHHP Chamber covering services provided from January-April 2023. Our service agreement requires both a monthly and quarterly report of activities conducted in the DDA area by the Chamber. I have included these in the Reports section of our Agenda.

Our second expense of note is for the inspection and repair of the clock tower. It was discovered that the plastic netting used to prevent birds from nesting in the tower had wrapped around the clock hands to hold it back from moving. This netting was cut free, and the tech was able to reset the clockfaces.

PERIOD ENDING 04/30/2023

Item 3.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH	04/30/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000 - NA								
248-000-673-5008	FIXED ASSET CLEARING ACCOUNT	0.00	0.00		0.00		0.00	0.00
Total Dept 000 - NA		0.00	0.00		0.00		0.00	0.00
Dept 011 - PROPERTY TAXES								
248-011-402-4030	TAXES REAL OPERATING	57,815.00	155,613.08		0.00	(97,798.08)		269.16
248-011-410-4160	TAXES PERSONAL OPERATING	2,809.00	8,123.69		0.00	(5,314.69)		289.20
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	537.92		0.00	(537.92)		100.00
248-011-437-0000	TAXES IFT ACT 198	0.00	0.00		0.00	0.00		0.00
248-011-573-4159	PPT REIMBURSEMENT - STATE	0.00	0.00		0.00	0.00		0.00
Total Dept 011 - PROPERTY TAXES		60,624.00	164,274.69		0.00	(103,650.69)		270.97
Dept 023 - STATE SHARED REVENUES								
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	35,213.00	37,215.76		0.00	(2,002.76)		105.69
Total Dept 023 - STATE SHARED REVENUES		35,213.00	37,215.76		0.00	(2,002.76)		105.69
Dept 025 - COUNTY SHARED REVENUES								
248-025-588-1000	COUNTY GRANT	0.00	0.00		0.00	0.00		0.00
Total Dept 025 - COUNTY SHARED REVENUES		0.00	0.00		0.00	0.00		0.00
Dept 044 - MISCELLANEOUS REVENUE								
248-044-665-5000	INTEREST EARNED	250.00	(89.02)		0.00	339.02		(35.61)
248-044-674-0000	DONATIONS/PRIVATE CONTRIBUTIONS	0.00	1,075.00		0.00	(1,075.00)		100.00
248-044-680-6701	MISCELLANEOUS REVENUE	0.00	4.15		0.00	(4.15)		100.00
Total Dept 044 - MISCELLANEOUS REVENUE		250.00	990.13		0.00	(740.13)		396.05
Dept 048 - TRANSFERS IN								
248-048-699-0000	TRANFERS IN (FROM GEN FUND)	0.00	0.00		0.00	0.00		0.00
248-048-699-0244	TRANSFERS IN EDG	0.00	0.00		0.00	0.00		0.00
248-048-699-6000	TRANSFERS IN (FROM SAD)	0.00	0.00		0.00	0.00		0.00
Total Dept 048 - TRANSFERS IN		0.00	0.00		0.00	0.00		0.00
Dept 053 - PRIOR YEARS FUND BALANCE								
248-053-692-6970	USE OF FUND BALANCE	33,172.00	0.00		0.00	33,172.00		0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		33,172.00	0.00		0.00	33,172.00		0.00
TOTAL REVENUES		129,259.00	202,480.58		0.00	(73,221.58)		156.65
Expenditures								
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY								
248-863-729-0000	FORMS AND PRINTING	500.00	0.00		0.00	500.00		0.00

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PERIOD ENDING 04/30/2023

Item 3.

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
			04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-863-730-0000	POSTAGE	0.00	0.00	0.00	0.00	0.00	
248-863-766-0000	TOOLS AND SUPPLIES	0.00	0.00	0.00	0.00	0.00	
248-863-807-0000	AUDIT FEES	2,020.00	6,152.52	0.00	(4,132.52)	304.58	
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00	
248-863-818-0000	CONTRACTUAL SERVICES	10,000.00	5,605.00	0.00	4,395.00	56.05	
248-863-818-0001	DDA MARKET ANALYSIS	0.00	0.00	0.00	0.00	0.00	
248-863-818-5000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	5,000.00	5,147.66	0.00	(147.66)	102.95	
248-863-818-5001	BLIGHT REMOVAL - FACADE IMPROVEMENT	10,000.00	0.00	0.00	10,000.00	0.00	
248-863-818-5002	BLIGHT PROPERTY	0.00	0.00	0.00	0.00	0.00	
248-863-818-5003	BLIGHT REMOVAL - PROPERTY ACQUI	0.00	0.00	0.00	0.00	0.00	
248-863-818-5004	PERM ID PROGRAM	0.00	0.00	0.00	0.00	0.00	
248-863-826-0000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	
248-863-826-2000	HOURLY RATE-LEGAL	0.00	0.00	0.00	0.00	0.00	
248-863-832-1000	MAINTENANCE-BERM AREA	17,500.00	10,735.95	0.00	6,764.05	61.35	
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	1,380.00	0.00	2,120.00	39.43	
248-863-921-0000	ELECTRIC	1,000.00	339.42	0.00	660.58	33.94	
248-863-944-0000	MOTOR POOL CHARGES	0.00	0.00	0.00	0.00	0.00	
248-863-944-1000	DEPT OF PUBLIC SERVICES CHARGES	0.00	0.00	0.00	0.00	0.00	
248-863-955-8640	CONFERENCES AND WORKSHOPS	1,500.00	0.00	0.00	1,500.00	0.00	
248-863-958-0000	MEMBERSHIPS AND DUES	870.00	975.16	0.00	(105.16)	112.09	
248-863-960-9570	SUBSCRIPTIONS AND MAGAZINES	0.00	0.00	0.00	0.00	0.00	
248-863-981-0000	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
248-863-987-0000	IMPROVEMENTS	20,000.00	0.00	0.00	20,000.00	0.00	
248-863-987-0001	ALLEY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
248-863-987-0002	PROPERTY ACQUIS/DEMO	35,000.00	0.00	0.00	35,000.00	0.00	
248-863-987-0003	PATINA PLACE - BRA STREETSCAPE IMPRVMNT	0.00	0.00	0.00	0.00	0.00	
248-863-987-0004	MADISON TOWN CTR - BRA ST IMPROV	0.00	0.00	0.00	0.00	0.00	
248-863-987-0006	11 MILE/JOHN R ROAD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
248-863-987-0011	IMPROVEMENTS - BICYCLE RACK PROGRAM	0.00	0.00	0.00	0.00	0.00	
248-863-987-0012	DDA BUSINESS GRANT	0.00	0.00	0.00	0.00	0.00	
Total Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		107,390.00	30,335.71	0.00	77,054.29	28.25	
Dept 965 - TRANSFERS OUT							
248-965-995-2272	TRANSFER TO LOCAL ST	0.00	0.00	0.00	0.00	0.00	
248-965-995-4000	TRANSFER TO SAD REVOLVING	0.00	0.00	0.00	0.00	0.00	
248-965-995-6000	TRANSFER TO GENERAL FUND	21,869.00	21,869.00	0.00	0.00	100.00	
248-965-995-9991	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00	
248-965-998-9990	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00	
Total Dept 965 - TRANSFERS OUT		21,869.00	21,869.00	0.00	0.00	100.00	
TOTAL EXPENDITURES		129,259.00	52,204.71	0.00	77,054.29	40.39	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		129,259.00	202,480.58	0.00	(73,221.58)	156.65	
TOTAL EXPENDITURES		129,259.00	52,204.71	0.00	77,054.29	40.39	
NET OF REVENUES & EXPENDITURES		0.00	150,275.87	0.00	(150,275.87)	100.00	

CASH SUMMARY BY FUND FOR CITY OF MADISON HEIGHTS
FROM 07/01/2022 TO 04/05/2023
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Item 3.

Fund	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 04/05/2023
248	DOWNTOWN DEVELOPMENT AUTHORITY	283,310.61	504,876.03	365,028.72	423,157.92

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: April 14, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Update on Ongoing Projects

1. Clock Tower Repair

A service technician from Verdin Bells & Clocks came out to inspect and repair the clock tower. It was discovered that the plastic netting used to prevent birds from nesting in the tower had wrapped around the clock hands to hold it back from moving. This netting was cut free, and the tech was able to reset the clockfaces. Mike noticed that there was still netting blowing in the wind towards the end of March. While the sign crew went out to take the netting down later that week, Mike saw that there was still more blowing in the wind and that one of the clockfaces was slow on April 5th. DPS has since resolved the issue, but now the clockface needs to be reset.

2. Trash Bins & Welcome Sign

Three (3) trash frames are now back from the paint shop, but there are a few more repairs that are needed before they are returned to the DDA area. One has a bent hinge that needs to be welding and repainted, and the clock tower bolt on insignias needs to be painted on these three (3) bins.

DPS has also asked the DDA select a color for the composite decking to be used on the Welcome Sign located at the corner of John R Rd and Progress. Justin Holland says that the city has accounts with Lowes, Home Depot and Menards, and we just have to pick a color that is in stock. This could be selected by the board itself, the Design Committee or staff.

3. Diamond Jim's Potentially Seeking Another Sign/Façade Grant

Melanie from Diamond Jim's reached out to me last week to discuss the possibility of using the DDA's Façade grant again for the second phase of her façade & signage upgrade to her location. This next phase will include repairing the siding to the small building within the parking lot adding exterior light and some painting. She has not provided enough detail to bring an actual application for consideration, but it raises an interesting question about our DDA grant guidelines. This is also one in about three potential projects that want funds to repair parking lots. It may be something the Economic Vitality Committee should consider further.

MHHP Chamber/MHDDA Activity FY22-23 Q1

Notable DDA Activities

❖ **DDA Promotions Committee Activities:**

- “Love our Local Business” promotion. Passed out roses to 25+ DDA businesses.
- 2nd Annual Green Crawl” promotion. Confirmed business participation, made poster, and visited participating businesses.
- “Golden Egg Hunt” promotion planning efforts for May 2023. Gathering participating businesses coordinating with DPS to highlight parks.

❖ **Attended MHDDA Economic Vitality Meeting 2-9-23.**

Notable Retention, Attraction, Relocation & Expansion Visits & Activities

❖ Predevelopment Meetings

- 27117 John R (Sav-a-Lot) Site Visit with listing broker, city staff and prospective purchaser.

❖ Retention Visits

- Connected DEGC contact with Diamond Jim’s Owner
- Relocation services for Big Al’s Barbershop within DDA area. Introduced two Madison Heights spaces for lease.
- Relocation services for Iron Body Fitness Studio. Arranged showings in DDA area.

❖ Chamber Member Referral

- College Hunks Hauling Junk- Introduction to Fire Marshall Biliti and PD Chief Haines
- Connected Health Market with Baldwin House
- Connected CAPS Remodeling with opportunity to install ADA ramp for MH resident.
- Assisted staff in connecting with Empire Plumbing to help a resident in need.
- Connected John R Glass with Shelving Inc for quote for glass installation.

New Chamber Membership Growth

The Chamber grew by 60 members from January-April including the following DDA businesses:

- | | |
|--------------------|----------------------------------|
| 1. 27651 John R Rd | Cadillac Straits Brewing Company |
| 2. 26096 John R | Minutemen Staffing |
| 3. 832 W. 11 Mile | College Hunks Hauling Junk |
| 4. 26346 John R | Artech Printing |
| 5. 222 W. 11 Mile | Biggby Coffee |
| 6. 333 W. 11 Mile | Miss NeNe’s Day Care |
| 7. 26137 John R Rd | Frosty Scoop Ice Cream |

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: April 21, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Banners

At our February 14th DDA meeting the board authorized staff to place an or for banners and hardware for the items DDA Branding Custom and Stock Design banners and necessary hardware for a cost not to exceed \$14,000. I made an error in my quote request in March and requested a quote that included (60) custom banners and the quote did not include shipping and delivery costs. The update quote includes (30) custom banners and (30) stock banners along with the necessary hardware and estimated shipping and delivery totaling **\$13,950.15**.

Staff Recommended Action:

Staff is brining this item back to the board to double check that this quantity of banners (60) total is in line with the boards expectation and to request that the not to exceed amount for this project be increased to \$15,000 account for any changes to shipping costs. Staff also asks that the Design Committee or the board itself select the first stock banner to use for this order before it is placed.



Nicholas Piach

Banner Sign Company

6538 Russell Street, Detroit, MI 48211

Voice 313.758.6737 Fax 248.545.0742

www.bannersignco.com nick@bannersignco.com

To: City of Madison Heights
 Attn: Giles Tucker
 Re: Quotation for Banners
 Date: 04/18/2023

Dear Giles

Please accept our quotation for banners and hardware as follows.

Item	Quantity	Cost
Sunbrella Banners 30"x60" Custom MH-DDA brand design Above Warranty: 2 Year Part # 3060DMA-6401	30	\$ 3033.83
Sunbrella Banners 30"x60" Choose from any Consort stock design Above Warranty: 2 Year Part # 01255B-DMA6401	30	\$ 2537.93
Metro Bracket – 31: Exposed, Black, Above Warranty: 12 Year up to 80 MPH Part # KBW-D4/31-BB	120	\$ 5510.40
Screw Gear Band 5/8"x40" Black (4 Bands needed per pole) Part # H108-B	240	<u>\$ 2148.00</u>
Total		\$ 13,230.15
Terms: Freight Additional / Add to Final Invoice		\$ 370.00 +/-
Banner Sign Delivery to MH-DDA		\$ 350.00

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: April 21, 2023
To: Downtown Development Authority Board Members
From: Giles Tucker, Community & Economic Development Director
Subject: MHDDA Placemaking RFP

As a part of the DDA budget for FY 2023-24 the DDA board approved \$50,000 in Contractual Services for the development of a Downtown Streetscaping Plan. At our February 13th DDA Meeting the board authorized development of a Request for Proposal that would focus on three areas:

- 11 Mile Rd from I-75 to Hampden
- 11 Mile Rd from John R Rd to Lorenz
- John R Rd from E Cowan to 11 Mile Rd

The desired outcome of the plan was to have detailed and tangible designs for these areas including costs, phasing and would enable the DDA to compete for grants to help with these improvements. After reviewing projects in other communities, staff became concerned about the scope of this project. If the scope of the RFP became too large the proposals would either become too expensive or would not provide enough detail to serve its intended purpose. The updated RFP presented today has a different scope than presented in February. It reduces the scope to accomplish three main goals within the Placemaking Plan:

1. Provides Conceptual Engineering plans for 11 Mile Rd from Groveland to Lorenz.
2. Provides Design Guidelines for the entirety of 11 Mile Rd.
3. Provides an Implementation Plan that includes costs, phasing, and identifies potential funding sources for these projects.

The result of this project will be that we will have necessary details and concepts necessary to compete for a wide variety of grants to help support pedestrian infrastructure in the Groveland to Lorenz area, and it will serve as a jumping point for future planning throughout the DDA portion of 11 Mile Rd that has a unified design and feel.

This project will require the establishment of a Steering Committee and will require a considerable amount of buy-in from the DDA board, 11 Mile business owners, residents, agencies, and organizations. It is intended that the result will be a transformation of this area's public infrastructure that is sensitive to the interests of all stakeholders of this portion of 11 Mile Rd.

Staff recommended action:

Staff recommends that the DDA board authorize staff to issue the RFP as presented and choose 1-2 members to serve on the selection committee. This requires reviewing submitted proposals and being a part of the interview and recommendation process.



REQUEST FOR PROPOSALS

MH 23-01

DOWNTOWN MADISON HEIGHTS PLACEMAKING PLAN

ISSUED: APRIL 26, 2023

SUBMITTAL DEADLINE: JUNE 1, 2023

Electronic bids will be accepted online at www.mitn.info until JUNE 1, 2023 at 2:00pm (EST). Proposals will be opened via Zoom at approximately 2:05 pm (EST), interested vendors may participate by clicking this link at the appropriate date/time **ZOOM LINK**. Please refer to the attached instructions, specifications, and electronic bid submission procedures.

Proposals must be submitted electronically; hard paper copy, email or fax submission of bids/proposals is NOT accepted.

The City of Madison Heights is a Participating Agency in the Michigan Inter-Governmental Trade Network (MITN). Interested vendors are encouraged to register with MITN at <http://www.MITN.info> to view specifications for this and all our open bids.

Amy J. Mischak

HR Director/Purchasing Coordinator
City of Madison Heights
(248) 583-0828

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I. STATEMENT OF INTENT

The purpose of this Request for Proposal (RFP) is to select a firm to provide design and conceptual engineering consulting services for a Downtown Placemaking Plan. This Downtown Placemaking Plan must include elements for streetscape improvements including a full range of site amenities including trees and landscaping, seating areas, special pavements, site furnishings, traffic calming measures, pedestrian crosswalks, and on-street parking.

II. BACKGROUND

Madison Heights is in the southeast corner of Oakland County at the intersection of I-75 and I-696. The city is approximately 7.1 square miles and has a population of approximately 30,000 residents. The city operates under a Council-Manager form of government, with a 9-member appointed Planning Commission which includes the Mayor, a City Council member, and the City Manager.

The City of Madison Heights' Community & Economic Development (CED) Department houses the Planning Services division and serves as the primary point of contact for matters related to the City's Planning Commission, Zoning Board of Appeals, and Downtown Development Authority. The CED Department consists of the Director, City Planner, Building Official, Trade Permit Inspectors, GIS Technician, and two administrative assistants. The Community and Economic Development Director also serves as the Executive Director of the Madison Heights Downtown Development Authority (DDA) and will serve as Project Manager for the City.

Our City Council created the Downtown Development Authority of Madison Heights (DDA) in 1997 to eliminate the cause of property value deterioration and to promote economic growth. The DDA district includes 182 parcels across an area of 104 acres and is home to approximately 110 businesses. Its boundaries of the DDA area are on John R Rd at Gardenia to the North to 10 Mile Rd to its South, and on 11 Mile from Exit 62 on I-75 to the West and Lorenz to the East. The DDA board includes downtown area business owners, residents, the mayor, and the city manager of Madison Heights.

The Master Plan contains overarching goals for the DDA area and includes a preliminary road diet assessment for John R Road between 10 Mile and Gardenia. The intent of these initial assessments was to explore options to improve walkability and pedestrian safety features in the DDA area. The DDA intends to begin incorporating some of the elements of this initial assessment in a small area of the downtown to serve as a test case for the rest of the district.

Most recently, the city selected McKenna Associates for consulting services to assist in the completion of a Comprehensive Zoning Ordinance Rewrite in 2022. The DDA area is presently zoned B-3 General Business District and M-1 Light Industrial. These districts have encouraged business uses and site designs that cater to the vehicle over the pedestrian. Examples of these existing uses are auto related uses such auto sales, auto repair, car washes, gas stations and drive-thru restaurants. Our new zoning ordinance will introduce two new districts to the DDA area,

the City Center and Mixed-Use innovation districts, which encourage more pedestrian friendly site design and uses.

Pertinent planning and zoning documents include:

- [2021 Master Plan](#)
- [2017 DDA Tax Increment Financing and Development Plan](#)
- [City of Madison Heights Code of Ordinances: Appendix A – Zoning Ordinance](#)
- [Zoning Ordinance 2023 1st Draft](#)

III. SCOPE OF WORK

With assistance from City staff, the selected firm will conduct a public process to develop a downtown placemaking plan for 11 Mile Rd with a focus on the area between Groveland and Lorenz. The selected firm shall agree to work with city staff to develop a downtown placemaking plan. that proposes improvements to the 11 Mile Road segment of the DDA, including streetscaping elements, pedestrian amenities, consistent with the 2021 Master Plan. The plan will accomplish the following objectives in order of importance:

Project Objectives

1. Provide conceptual engineering plans for 11 Mile Rd from Groveland St. to Lorenz St that include detailed graphics representing the engineering intent for the street segment.
2. Provide Design Guidelines for 11 Mile from Stephenson Hwy to Lorenz with an integrated look that addresses the existing conditions of the MHDDA's streetscape & parking infrastructure and the challenges it poses to pedestrian safety and downtown redevelopment., A limited traffic analysis should be included here to support any suggested lane reconfigurations along 11 Mile Road
3. Provide a clear and actionable Implementation Strategy that enables the DDA to compete for potential funding opportunities and includes cost estimates, phasing, and other pertinent information.

Work Program

The final work program will be developed in conjunction with city staff, but should include the following:

1. **Past Work Review & Analysis:** The consultant team will review all pertinent documents including the City's Master Plan, the DDA Development Plan, and new Zoning Ordinance currently in development to highlight existing goals and objectives for the downtown area. The team is also invited to meet with staff on-site and walk the DDA area with staff and DDA members to get a feel for existing conditions. This portion of the work program will include

some level of downtown analysis and a limited traffic analysis not to exceed 15% of the budget.

2. **Community Engagement:**

- a. Establish a Steering Committee: With the help of city staff, the consultant team will first establish a steering committee consisting of community stakeholders including business owners, residents, public officials, developers, and religious, educational, and cultural institutions. This steering committee will provide a high-level viewpoint and input on the design process. Coordination with utility, transportation and roadway agencies will be vital to ensure that conceptual designs are compatible with existing infrastructure.
- b. Draft Community Engagement Plan: The consultant team will collaborate with staff and the DDA board to develop an engagement plan that ensures that the project incorporates the input and creates buy-in with key stakeholders throughout the stages of the project.

3. Draft Conceptual Designs & Consensus Building: Once the consultant team has been able to review past work and conduct any additional analysis, there should be a series of preliminary design workshops or other forms of public engagement that helps the consultant team and staff understand the design preferences of key stakeholder and inform the conceptual design included in the final version of the plan.

4. Final Version of Placemaking Plan: Staff envisions that the final stage of this project will include any remaining meetings with stakeholders prior to finalizing the Placemaking Plan including all its elements (Conceptual Engineering for Groveland to Lorenz, Design Guidelines for 11 Mile, and Implementation Plan).

IV. DELIVERABLES

The selected firm shall agree to provide the following deliverables:

- A. A completed DDA Placemaking Plan that includes:
 - a. Final Conceptual Engineering Plans for the area on 11 Mile Rd from Groveland to Lorenz
 - b. Design Guidelines for 11 Mile Rd from Stephenson Hwy to Lorenz.
 - c. Implementation Plan that includes cost estimates, phasing, and other pertinent information.
 - d. All supplemental documents, data, and analysis related to this project including draft conceptual engineering plan including draft conceptual engineering plans, a limited traffic analysis, and details of streetscape elements and amenities. **Please note that all data shall become the property of the City of Madison Heights for future use and modification.**

V. SUBMITTAL SCHEDULE AND INSURANCE REQUIREMENTS

1. PREPARATION OF PROPOSAL

- A. Interested contractors are expected to examine specifications and all instructions. Failure to do so will be at the contractor's risk.
- B. Each contractor shall furnish all the information required on proposal forms. Erasures or other changes must be initialed by the person signing the form.
- C. If there is any doubt as to the meaning of any part of the specifications or other conditions within this request for proposal, please call (248) 583-0828 for clarification.

2. SUBMISSION OF PROPOSALS/BIDS

- A. RFP/Bid Submission Options: Bid Submittals/Proposals must be submitted electronically. Hard paper copy, email or fax submission of bids / proposals is not an option. To be considered, your bid/proposal must be submitted to the city as instructed prior to the Date and Time specified. No late bids/proposals will be accepted. Bids/proposals may be withdrawn by a bidder, or authorized representative, provided their identity is made known and an email, phone call or fax is made to the City and the City can verify via return email or phone call the identity of the bidder and the intention to withdraw the bid/proposal, and if withdrawal is made prior to the stated submittal deadline. On the mitn.info portal, electronic bids/proposals may be withdrawn by placing the bid/proposal into "storage" through the Edit option prior to the stated submittal deadline. The City of Madison Heights reserves the right to postpone the bid/proposal opening for its own convenience.
- B. Electronic Bid/Proposal Submission Only the vendor / Contractor will need to complete, scan, and upload your entire bid/RFP package through the MITN system. All electronic bids / proposals will be submitted directly into a secured MITN "vault" that cannot be opened until the bid / proposal submission deadline date and time.

Vendor / Contractor Submittal Procedure:

- ☐ Login to the MITN website using your previously registered credentials at <http://www.mitn.info>.
- ☐ Locate and enter the Madison Heights Solicitation you have prepared a bid/proposal for.
- ☐ Click on the "Place Bid" button on the upper right side of the page.
- ☐ In the "Place a Bid" window, select "Place a new Bid" or "Place a No Bid" (Depending on your response). Select the "Continue" button.
- ☐ On the next page, in the "Documents" tab, select "Add File" or "Import Zip file" (Depending on your file type). Complete all required actions and click the "Next" button.
- ☐ This will bring you to the "Pricing" tab. There you will see a reminder to "Do not forget to attach your pricing in the 'Documents' section." Select the "Next" button.

- ☐ On the following screen, in the “Exceptions” section, select “No” or “Yes” (depending on your response). In the “Bidder Compliance & Authentication” section, you will enter your full name and password where prompted. Click the “Submit Bid” button.
- ☐ In the “Bid Submission Confirmation” window, select “No” or “Yes” (depending on your response).
- ☐ Finally, the next screen will confirm your bid submission. Here you will receive a confirmation number and will be able to download a PDF version of the confirmation for your records.

Important: The mitn.info system locks at 2:00PM (Madison Heights, Michigan Time) on the due date, and no bids / proposals can be downloaded after that time. No exceptions.

Bids/proposals must be downloaded and accepted by the mitn.info downloading portal before 2:00 pm. Do not wait until the last minute to submit your bid/proposal – internet connections, computer systems failures on the submitter’s part could cause a bid/proposal to be denied from downloading in the mitn.info system. There will be no exceptions and late submittals cannot be accepted.

C. BID BOND SUBMITTAL- Please refer to the specifications and forms for bid bond requirements and other required information when you are preparing your bid/proposal documents. When bid bonds are required, all bidders must submit a photocopy of the Bid Bond (surety, cashier check, certified check) as part of the electronic bid submission. The photocopy must be of sufficient resolution to show a valid stamp, seal, signatures, names, dates, etc. The original Bid Bond must be provided upon request of the City. Failure to submit the original Bid Bond, upon request of the City, may result in the bid being deemed unresponsive and the bid rejected without further evaluation.

D. After stated closing time, no bid may be withdrawn or canceled for a period of ninety (90) days after said closing time.

E. The bidder shall specify a unit price for each item listed. Unit price will prevail on all items.

F. PUBLIC BID OPENING: A public bid opening shall be held at or near 2:05 pm on the posted deadline date, utilizing Zoom meeting software. The link for each specific bid open shall be included in the specifications. A City Representative shall read the bids/names of firms submitting proposals, as they are downloaded and made available. Please be patient as the process may take a few minutes while the files are downloaded.

Join Zoom Meeting for RFP Opening RFP – Madison Heights Downtown Placemaking Plan:

<https://us02web.zoom.us/j/84216608323>

Meeting ID: 842 1660 8323

One tap mobile

+19292056099,,84216608323# US (New York)

+13017158592,,84216608323# US (Washington DC)

G. TERMS

All bids to be tax exempt, State of Michigan #B386025685.

All bid quotations will be based on F.O.B. Destination – City of Madison Heights

Please direct your questions to the City of Madison Heights Purchasing Department at 248-583-0828, Monday through Friday, from 8:00 a.m. to 4:30 p.m. (EST)

3. GENERAL CONSIDERATIONS OF PROPOSALS RFP #MH-22-01:

A. Proposals submitted on bid form are understood to be according to specified data.

In cases where an item is requested by a manufacturer's name, trade name, catalog number, or reference, it is understood that the bidder proposes to furnish the item so identified or an item of equal quality and value.

Reference to any of the above is intended to be descriptive but not restrictive and only indicates articles that will not be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in his/her proposal exactly what he/she proposes to furnish, including illustration or other descriptive matter which will clearly indicate the character of the article covered by such proposal.

B. The Purchasing Agent hereby reserves the right to approve as an equal, or reject as not being an equal, any article proposed which contains major or minor variations from specification requirements, but which may comply substantially therewith.

C. The City of Madison Heights reserves the right, in its sole discretion, to reject any/or all bids, to waive any irregularities and technical defects contained therein, to award the bid in its entirety, in part or not at all and/or to determine which bid is the lowest and/or best to enter into a Contract, as it may deem to be in the best interest of the City.

D. NON-IRAN LINKED BUSINESS.

Under Michigan Public Act No. 517 of 2012, as amended, an Iran linked business as defined therein is not eligible to contract with the City of Madison Heights and shall not submit a bid. By signing the bid documents it is hereby certified and agreed on behalf of the signatory and the company submitting this proposal the following: (1) that the signatory is duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) that the signatory and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

E. NON-DISCRIMINATION CLAUSE

In the performance of a contract or purchase order, the contractor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status,

physical or mental handicap or disability. The contractor further agrees that every subcontract entered into for the performance of any contract or purchase order resulting here from will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to Title VI of the Civil Rights Act of 1964 42 U.S.C., as well as the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, et seq, and the Michigan Handicapper's Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq, and any breach thereof may be regarded as a material breach of the contract or purchase order.

F. The Contractor / Company acknowledges and agrees that the City, with the written approval of the Contractor / Company, may extend this Contract for new projects or additional work of a similar nature at the same unit prices as set out by Contractor / Company for this Contract, by execution of a change order. Any work to be performed under a change order of this contract is subject to all the requirements contained herein. The Contractor / Company shall provide all insurance certificates and performance bonds for the required coverage for the new work to be performed for any change order extending this contract. A change order extending this Contract, as set out herein, shall be in compliance with Section 2-249 (c) (1) of the City's purchasing ordinance.

4. INSURANCE REQUIREMENTS

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Madison Heights. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and Self-Insured Retentions are the responsibility of the Contractor.

- Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- Comprehensive General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included. A per project/contract aggregate shall be endorsed onto this policy.
- Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- Owners' and Contractors' Protective Liability: The Contractor shall procure and maintain during the life of this contract, a separate Owners' and Contractors' Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate.

- **Additional Insured:** Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement stating the following shall be Additional Insureds: The City of Madison Heights, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Madison Heights as additional insured, coverage afforded is considered to be primary and any other insurance the City of Madison Heights may have in effect shall be considered secondary and/or excess.
- **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: City of Madison Heights, c/o Purchasing Department, 300 West 13 Mile, Madison Heights, MI 48071.
- **Proof of Insurance Coverage:** The Contractor shall provide the City of Madison Heights, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Madison Heights as least ten (10) days prior to the expiration date.

The following identifies the schedule for the RFP and consultant selection process:

Date/Time	Activity
4/26/23	RFP is posted
5/17/23	Questions must be received by the Community & Economic Development Director in writing (via letter or email)
5/25/23	Responses to questions will be posted at www.mitn.info
6/1/23	RFP due – Submissions made after this deadline will not be considered
6/8/23	Selection Committee will select their top consultants for interviews
6/12-6/16	In-person interviews with Selection Committee
6/20/23	Downtown Development Authority will make recommendation to City Council
6/26/23	City Council will consider DDA recommendation and award a contract to the selected consultant

VI. PROPOSAL CONTENT

Proposals shall be submitted as detailed in Section V – Submittal and Schedule – and include the following:

1. **Letter of Interest:** Cover letter indicating interest in the project and identifying the firm's ability to provide zoning ordinance services. The letter must include the consultant's understanding of Madison Heights' needs and any foreseen challenges.
2. **Introduction:** A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
3. **Work Program:** Describe the general project approach and process to be employed to fulfill the Scope of Work outlined in Section III. Describe the proposed project schedule, including a timeline of major milestones, deliverables, and completion.
4. **Timeframe Flow Chart:** Submit a flow chart with the estimated project timeframe for meeting important project targets.
5. **Experience and Qualifications:** A brief description of the firm's prior work relevant to this RFP, including the name, address, and phone number of client references and primary contacts.
6. **Consultant Personnel:** Include resumes of company personnel, including subcontractors if proposed to be used, as well as their involvement and proposed roles in the project.
7. **Estimated Costs:** Submit cost estimates for each task associated with the preparation of the project. Please see Exhibit A – Cost Proposal – for further instructions.
8. **Exhibits:** Please include fully executed copies of Exhibits B and C, attached to this RFP.
9. **Supplemental Information:** Please include any other supplemental information that may help with the selection process.

VII. EVALUATION CRITERIA

Evaluation Criteria

The following criteria will be considered in evaluation of submitted proposals:

1. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.

2. The firm's general approach to the project. Although the City of Madison Heights has identified the general nature of services required, the consultant is given leeway toward the approach and methodology to provide the proposed services.
3. Past record of performance on contracts with other governmental agencies, including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
4. Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the City and dedicate the appropriate personnel.
5. Qualifications of individuals who will have direct involvement in tasks on this project.
6. Compatibility with the City's financial obligations.

The selection committee will select finalists from the complete proposals received before the RFP deadline. The city may ask finalists to present their proposals in person prior to final selection.

VIII. INQUIRIES

Any questions concerning the RFP shall be directed in writing via email to:

Giles Tucker
Community & Economic Development Director
GilesTucker@madison-heights.org

QUESTIONS MUST BE RECEIVED NO LATER THAN **4:00PM ON 5/17/23**.
AN ADDENDUM WILL BE POSTED AT WWW.MITN.INFO BY **4:00PM ON 5/25/23**.

EXHIBIT A – Cost Proposal

Cost proposals will be evaluated after a review and evaluation of each consultant's qualifications.

The city is seeking a lump-sum bid which includes:

1. Task-by-Task Summary: Itemize all the tasks and associated costs that are included in the lump-sum bid.
2. Deliverables: The bid should include deliverables and their associated costs.
3. General and Administrative Burden or Overhead: Indicate percentage and total.
4. Costs of Supplies and Materials: Itemize.
5. Transportation Costs: Show travel costs and per diem separately.
6. Other Direct Costs: Itemize any costs not included in the above items that are deemed necessary.

The Cost Proposal must also include a breakdown of costs, should the city require additional services beyond the services proposed in the lump-sum bid. This should include, in a readable format, a breakdown of costs as described below:

1. Manpower Costs: Itemize to show the following for each category of personnel with a different rate per hour:
 - a. Category, i.e., project manager, senior planner, analyst, etc.
 - b. Rate per hour
2. General and Administrative Burden or Overhead: Indicate percentage and total.
3. Costs of Supplies and Materials: Itemize.
4. Transportation Costs: Show travel costs and per diem separately.
5. Other Direct Costs: Itemize any costs not included in the above items that are deemed necessary.

EXHIBIT B – Proposal Submission

The undersigned, having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Madison Heights. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Madison Heights that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

DATE: _____

FIRM NAME: (if any) _____

ADDRESS: _____
(Street Address) (City) (State) (Zip)

PHONE NO. (____) _____ FAX NO.: (____) _____

EMAIL: _____

SIGNATURE

PRINTED NAME: _____

TITLE: _____

Subscribed and sworn to before me this ____ day
of _____, 20 __, a notary public in
and for said county.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____

EXHIBIT C – Non-Collusion Affidavit

STATE OF MICHIGAN)

COUNTY OF _____)

_____, being first duly sworn, deposed and
says that:

1. He/She is _____ of _____

_____, the consultant that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached
proposal and of all pertinent circumstances respecting such proposal;

3. Such proposal is genuine and is not a collusive or sham proposal;

4. Neither the said consultant nor any of its officers, partners, owners, agents,
representatives, employees or parties in interest, including this affiant, has in any way colluded,
conspired, connived or agreed, directly or indirectly with any other consultant, firm or person to
submit a collusive or sham proposal in connection with the contract for which the attached
proposal has been submitted or to refrain from proposing in connection with such contract, or has
in any manner, directly or indirectly, sought by agreement or collusion or communication or
conference with any other consultant, firm or person to fix the price or prices in the attached
proposal or of any other consultant, or to fix any overhead, profit or cost element of the proposal
price or the proposal price of any other consultant, or to secure through any collusion, conspiracy,
connivance or unlawful agreement any advantage against the City of Madison Heights or any
person interested in the proposed contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not
tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the
consultant or any of its agents, representatives, owners, employees, or parties in interest,
including this affiant.

The undersigned signed this on the ____ day of _____, 20__.

SIGNATURE

PRINTED NAME: _____

TITLE: _____

Subscribed and sworn to before me this ____ day
of _____, 20 __, a notary public in
and for said county.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____

BERKLEY
BIRMINGHAM
AUBURN HILLS
CLARKSTON
CLAWSON
FARMINGTON
FERNDAL
FRANKLIN
GROVELAND
HAZEL PARK
HIGHLAND
HOLLY
HOLLY TOWNSHIP
HURON CORRIDOR-PONTIAC
LAKE ORION
LATHRUP VILLAGE
LEONARD
LYON TOWNSHIP
MADISON HEIGHTS
OAK PARK
ORTONVILLE
OXFORD
PONTIAC
ROCHESTER
ROYAL OAK
SOUTH LYON
WIXOM

Main Street Oakland County SUMMIT

By Invitation Only | In Person



APR **20** 2023
9 - 11 AM

Waterford Oaks Activity Center

2800 Watkins Lake Road
Waterford Township, MI

NOTE: Online mapping may be incorrect for this address. Enter at Waterford Oaks Park sign off Watkins Lake Road.

RSVP BY APRIL 17 AT
AdvantageOakland.EventBrite.com

While you and your community continue to face many challenges creatively and effectively, Oakland County leadership and staff remain your partners. We want to hear from you. Your feedback continues to guide and direct the priorities and planning for the MSOC program for the short and long term. Please come prepared to share your experiences, expectations and ideas that will position your downtowns or historic corridors for success.

Questions? Contact: John Bry, Administrator, Main Street
Oakland County Coordinating Program
bryj@oakgov.com | (248) 858-5444



MSOC SUMMIT 2023

Preliminary Agenda

- 9:00 AM** **Welcome**
Oakland County Executive David Coulter
- 9:15 AM** **Introductions and Summit Goals**
*Moderator: John Bry, Administrator,
Main Street Oakland County Coordinating Program*
- 9:25 AM** **Share Community Successes from 2022
—Utilizing the Four Points of Main Street**
Organization | Promotion | Design | Economic Vitality
Main Street Oakland County Directors
- 10:00 AM** **Outline Current Challenges and
What is Needed to Be Successful**
o For your district
o For your organization
Main Street Oakland County Directors
- 10:30 AM** **Stand and Stretch...But Please Don't Leave**
- 10:40 AM** **Determine 2023-2024 Top Goals for
Main Street Oakland County to Address**
Main Street Oakland County Directors
- 11:00 AM** **Describe What Your District/Organization Needs
from County Leadership to be Successful**
Main Street Oakland County Directors
- 11:20 AM** **Closing Thoughts**
All Attendees
- 11:30 AM** **Adjourn**

Main Street America Four-Point Approach for Economic Development *OVERVIEW*

ORGANIZATION

Community in agreement and working toward common mission, vision and goals—with the resources to do it

PROMOTION

Marketing the district's unique characteristics and assets—to attract and retain residents, businesses, and visitors

DESIGN

Developing and maintaining the physical shape of district—while preserving local character and creating a welcoming and attractive environment

ECONOMIC VITALITY

Attracting, strengthening, and retaining the right mix of businesses and housing in the district—diversify the economic base

