

(Proposal #763)

EM SUBMISSION NO.: 2012EM214

PRESENTED: 4-20-12

ADOPTED: 4-20-12

BY THE EMERGENCY MANAGER

**RESOLUTION TO CONTRACT WITH HOUSEAL LAVIGNE  
FOR PREPARATION OF THE CITY OF FLINT'S MASTER PLAN**

The Department of Purchases & Supplies solicited bids for preparation of the City of Flint's master plan as requested by the Department of Community & Economic Development; and

After conducting the Request for Qualifications process, seven firms were invited to submit written proposals and participate in oral presentations and interviews; and

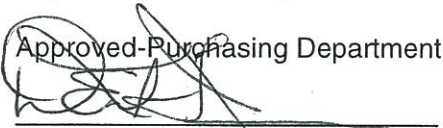
As outlined in the Request for Proposals ("RFP"), these firms were evaluated based on a three step process including evaluation criteria, oral presentations and interviews, and final review by the City Planning Commission; and

Houseal Lavigne Associates, 134 N. LaSalle St., Chicago, Illinois received the highest ranking of 272.60 out of 320 possible points, outscoring the next ranked firm by 24.4 points; and

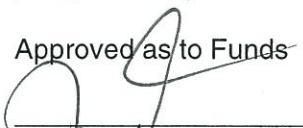
Houseal Lavigne Associates was the lowest responsive bidder of the three highest ranked firms and the second lowest responsive of all seven firms that participated in the RFP process. Funding for said services will come from account number: 296-690.400-801.000; and

IT IS RESOLVED, That the Proper City Officials, upon the Emergency Manager's approval, are hereby authorized to enter into a contract with Houseal Lavigne Associates for preparation of the City of Flint's master plan in an amount not to exceed \$724,414.00. (Other Grant Funds)

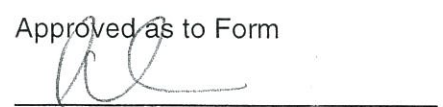
Approved-Purchasing Department

  
Derrick F. Jones  
Purchasing Department

Approved as to Funds

  
Jerry Ambrose  
Director of Finance


Approved as to Form

  
Peter M. Bade  
City Attorney

EM DISPOSITION:

ENACT ☒ FAIL ☐

DATED 4-20-12

  
Michael K. Brown, Emergency Manager

032012 - KRN

## RESOLUTION STAFF REVIEW FORM

**Date:** April 5, 2012

**Agenda Item Title:** Resolution to Authorize City Officials to Execute a Contract with Houseal Lavigne Associates in an amount not to exceed \$ 724,414 using HUD Community Challenge Grant funding for the purpose of developing a comprehensive master plan and corresponding sub-area plans, capital improvement plan, and zoning ordinances for the City of Flint.

**Prepared By:**

**Author and Requestor:** Megan Hunter, Chief Planning Officer, Department of Community and Economic Development

**Background/Summary of Proposed Action:**

On December 16, 2009, President Obama signed the Consolidated Appropriations Act, 2010, Pub. L. 111-117, that provided \$40 million for HUD's Community Challenge Planning Grants. The Community Challenge Planning Grant Program focuses on individual jurisdictions and more localized planning to replace local master plans, zoning codes, and building codes to promote mixed use development and affordable housing and sustainability at the local and neighborhood level. On October 20, 2010, the Department of Housing and Urban Development, Office of Sustainable Housing and Communities awarded the City of Flint \$1,570,233.00 to develop a comprehensive Master Plan beginning February 28, 2011 to February 27, 2014.

The Community Challenge Planning grant provides for hiring a consultant team that will develop a master plan that includes up to eight sub-area plans, zoning and ordinance revisions, and a capital improvement plan. The master plan and implementation tools will be informed by extensive data collection and analysis and community engagement process to be conducted by the consultant team. The HUD Community Challenge Grant will fund \$724,414 of the consultant costs. The remaining \$167,000 in consultant costs will be funded by the Charles Stewart Mott Foundation.

After completion of the Request for Qualifications process, seven firms were invited to submit a written proposal and participate in oral presentations and interviews. The City of Flint's eight seated members of the Planning Commission conducted the evaluation and interviews and gave Houseal Lavigne the highest ranking at 272.60 out of 320 possible points. The second ranked firm, Goody Clancy was 24.4 points lower than the rating of Houseal Lavigne. Of the three highest ranked firms, Houseal Lavigne was also the lowest responsive bidder. Of the seven firms that participated in the RFP process, Houseal Lavigne was the second lowest bidder.

**Financial Implications:**

The majority (over 80%) of the consultant costs would be derived from a HUD Community Challenge Grant restricted to this purpose. The remaining \$167,000 would be paid through a Charles Stewart Mott Foundation. There will be no impact on the General Fund.

**Budgeted Expenditure:** Yes X No      Please explain, if no:

**Pre-encumbered:** Yes      No X **Requisition #** 001200298

**Other Implications (i.e. collective bargaining):**

There are no known implications.


**Staff Recommendation:**

Staff recommends approval of this resolution.

APPROVAL:

  
Megan Hunter, Chief Planning Officer

*Master Plan / Community Challenge  
Grant funds only  
Cynthia Chesher 4/05/12*

  
Howard Croft, Director of Infrastructure and Development