



## REQUEST FOR PROPOSALS COUNTY OF SAGINAW MASTER PLAN CONSULTING SERVICES

### ESTIMATED TIMELINE

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RFP Release	November 19, 2025
Deadline to Submit Written Questions	December 12, 2025
Response to Questions	December 23, 2025 at 3:00PM
Proposal Due Date & Public Bid Opening	January 21, 2026 at 3:00PM
Award Date Pending BOC Approval	February 15, 2025 at 3:00PM

### RFP Contact

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Administrator's Office  
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Saginaw, MI 48602  
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The County of Saginaw is soliciting proposals from prospective vendors to provide the County with consulting services to create a County of Saginaw Master Plan.

A copy of this RFP and any subsequent addenda or communications may be obtained from the County's RFP page <https://www.saginawcountymi.gov/departments/county-administrator-finance/purchasing/>

## **A. PROJECT BACKGROUND**

The County of Saginaw Master Plan (County) has not been worked on since 2002. The County does not do any Planning/Zoning at the County level, all Planning is done at the Township, City, and Village levels. The County Parks & Recreation Department has a current five year Recreation Master Plan and there are Transportation Master Plans done for the City of Saginaw and regionally. As priorities emerge around housing, utility infrastructure and land use issues that cross intra-county jurisdictions, it is paramount that a County-wide planning discussion is engaged in and a County-wide planning process with visioning and a forward looking development blueprint be created for the whole County.

## **B. SCOPE OF WORK**

The County of Saginaw Board of Commissioners is soliciting proposals for a (new) Master Plan to be completed in 2026. Respondents must offer a proposal that will meet the scope of services, requests and general description of the work activities identified, which adding what the Respondent would have to offer for the Master Plan [eg. Charrette(s), community surveys, subarea plans focused on housing, creation of background information and demographics data, and revised goals and policies]. The agreement is anticipated to be for the project, and the project must be completed by December 31, 2026.

The Respondent/Vendor shall provide the following related to this particular RFP:

- A. A review and analysis of the existing County plans done by other Planning Units, US Census data, the Housing Zoning Atlas, and other available surveys and assessments to identify updates and preliminary priorities for the following:
  - Areas of cultural and historical significance.
  - Areas of aesthetic or scenic significance.
  - Areas of natural significance.
  - Locally unique areas.
  - Road network, non-motorized transportation, and public transit.
  - Existing water and sewer utilities.
  - Housing inventory and readiness.
  - Existing land use.
- B. Graphic asset analysis of the County (not a comprehensive list) to be used in the planning/community meeting/charette process.
- C. One (1) initial meeting with County staff to gather information about the current state of the County and available resources. Staff will provide a list of agencies that

will be contacted as part of fact- finding about the County. The consultant should outline a procedural approach to identify and include participation of various individuals and groups both public and private in the master planning process.

- D. One (1) project kick-off meeting for County officials, and staff. This workshop will introduce the master planning process, discuss strengths, weaknesses, opportunities, and threats, identify key planning priorities, and provide input on the community engagement component.
- E. Creation of a webpage to manage the overall process, keep the public informed, and provide staff with deliverables. The webpage will, at a minimum, document the following: meeting dates and times with links to agendas and minutes, links to the survey and the results when closed, vision documents from the charrette, draft goals and objectives, draft master plan, and the final draft master plan as presented to the Board of Commissioners for adoption. The webpage will also include the final master plan as signed by the chair of the Board of Commissioners. A deliverable will be to work with our IT department to create this webpage as part of the County supported website page that can be maintained by the County.
- F. Preparation and dissemination of community-wide online surveys (paper copies must be made available). Any survey should include an education piece of how the County interacts with the cities, villages, and townships. Survey questions must be time specific and include an assessment of housing needs, transportation options, possible new industrial parks, ranking of goal options, attitudes toward water and sewer expansion, possible sub-area plans, and other priorities as identified during the kick-off meeting. The survey will not be duplicative of already obtained Census data, and the housing needs assessments, and the work done by the Saginaw Future, Go Great Lakes Bay Michigan, Eastern Michigan Council of Governments (EMCOG) or other agencies. Consultant will be responsible for working with staff to obtain these previously completed surveys and assessments.
- G. Some type of community/charrette style visioning session will take place over the course of multiple days which will include a Saturday. This public participation should be synergized by the consultant into vision boards for the County. The vision boards will include a vision for the County, and at least three (3) sub-area plan visions. These vision boards should be presented to the community for a second round of public participation meetings and a follow-up survey. The Consultant may

be expected to attend at least two (2) County board meetings to assist in the public participation process.

- H. Update background information and demographics data in various chapters and provide analysis coupled with GIS to show trends in the community. Update chapters on land use and zoning with text that directs the community on a vision established by public participation and survey results and Work with County GIS to include an updated Future Land Use Map (FLUM), and graphic analysis of three (3) sub-area plans. A deliverable product of this update will be a GIS shape file of the FLUM to integrate into the County GIS database.
- I. Integrate survey results into actionable five (5) year goals and objectives to be included in the County of Saginaw 2026 Master Plan. The community has not identified where to plan for and incentivize housing. The consultant will prepare sub-area plans based on public participation vision and survey results. The updated document will include more actionable five (5) year goals and plans to reduce barriers to developers and entrepreneurs to develop housing supply. Additional actionable goals and objectives will be prepared based on individual chapter analysis, asset analysis, and the community vision.

**Contract Term (if applicable):** The term of the contract shall be for a period of ten (10) months from the date of award, with the option to renew for up to an additional three (3) months, which may be exercised at the discretion of the County.

### **C. SUBMITTALS**

The Vendor shall also provide the following as requested for all County RFPs:

- Description of its invoicing process. Invoices should itemize the date of service, reason for the service, the amount, and the vendor Tax ID number.
- An opportunity for the County to complete a final inspection before acceptance of the work/ product.

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the County as necessary to gain such understanding. The County reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the County reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if

award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the County.

All information provided by the County in this RFP is offered in good faith. Individual items are subject to change at any time. The County makes no certification that any item is without error. Saginaw County is not responsible or liable for any use of the information or for any claims asserted there from.

The County intends to select a vendor in February 2026 but it is not obligated to do so.

#### **D. EVALUATION CRITERIA**

Submittals will be evaluated and ranked to determine the best value to the County based on the following criteria:

- Cost of the project.
- Qualifications and related experience of the firm and the key personnel providing the majority of services.
- Previous experience with planning projects aimed at housing readiness, affordability, and incentives.
- Quality of work and past performance of the firm.
- Additional value added services the firm can provide.

The purpose of this competitive RFP is to promote a fair, most efficient means to obtain the best value to the County, i.e., the proposal offering the best value, which shall be assessed in accordance with the evaluation criteria set forth in this RFP. Proposals will be reviewed by an internal committee where quotes will be evaluated and ranked on a consensus basis. Proposing bidders may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee.

The County reserves the right in its sole discretion to accept or reject any or all proposals, in whole or in part, without incurring any cost of liability whatsoever, and to waive informalities and minor irregularities in bids received. The County shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in any archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification. If the selected vendor and the County are not able to finalize contract terms for the intended goods or services requested in this RFP, the County reserves the right to select another vendor to provide the goods or services.

#### **E. REPRESENTATIONS AND CERTIFICATIONS**

Full name and address of the business with a short description of the business. Include a description of the following:

- Business organization
- Year established
- Federal ID number
- Michigan tax ID number, if applicable.
- The business' legal formation (e.g. corporation, sole proprietor, etc.)
- State of incorporation, if applicable.
- List the business' officers (up to three).
- List the location and address of the business' office in Michigan that will provide the services requested.
- Provide a list of business' primary services. Provide a list of similar projects completed by the firm.

## **F. REFERENCES**

RFP reviewers may solicit references from some or all client contacts provided. Please include at least three (3) references.

## **G. COMPENSATION/FEES**

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The respondent is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. The County is tax exempt for state and local taxes, personal property tax, and real property taxes. Prices shall not include taxes, unless the County is not tax-exempt for a specific service or deliverable. Exemption certificates for sales tax will be furnished upon request.

Costs for subcontractors are to be broken out separately.

## **H. CONFLICT OF INTEREST**

Disclose any conflicts or perceived conflicts of interest. Vendor shall to the extent practicable, disclose to the County the identity of vendor employees and relatives of vendor employees who are employed by the County as well as the identity of County employees who are employed by vendor.

Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

## **I. COPIES OF THE FOLLOWING ITEMS**

- Comprehensive General Liability and Property Damage coverage. (see below requirements)
- Professional Liability (Errors and Omissions) coverage.

- Worker's Compensation coverage. (see below requirements)
- Automobile Liability. (see below requirements)
- Any and all relevant license/registration numbers.

#### **J. INSURANCE REQUIREMENTS AND BOND (as applicable)**

The successful bidder shall have no right to or expectation of coverage under any insurance policies of the County. Further, the successful bidder must meet the following minimum insurance requirements and provide proof of coverage on a Certificate of Liability Insurance form submitted with proposal:

- **If selected**, a Certificate of insurance naming the County of Saginaw as a certificate holder must be provided prior to the County's execution of a contract and must bear evidence of all required terms and coverage and provide 30 days' notice of cancellation or material changes to the coverage.
- **Certificate of insurance** must name as an additional insured the County of Saginaw, its agents, officers, officials, employees as additional insureds, as their interest may appear.
- **The Contractor shall** be responsible for insuring all its tools, equipment and materials, which it may leave at the Project's work site. The County shall not be responsible for any loss or damage to the Contractor's tools, equipment and materials.
- **General Liability Coverage:**
  - \$500,000 Each Occurrence
  - \$500,000 Property Damage
  - \$5,000 Medical Expense
  - \$500,000 Personal & Advertising Injury
  - \$1,000,000 General Aggregate
  - \$1,000,000 Products & Completed Operations
- **Automobile Liability:**
  - \$1,000,000 Combined Single Limit; or
  - \$1,000,000 Bodily Injury
  - \$500,000 Property Damage
- **Professional Liability (Errors and Omissions) Insurance:**  
[For contracts for professional services, e.g. Architect, Engineer, Doctors, Dentists, etc.]
  - \$1,000,000 Each Occurrence

- If on a claim-made basis, the Contractor shall purchase extended reporting period "tail" coverage for a minimum of three (3) years after termination of Agreement.
- **Workman's Compensation** insurance as required State statutory limits. If any proprietor, partner, executive, officer, member, or employee is excluded from worker's compensation or if the Workers Compensation policy is for certificate purposes only, it must be stated on the certificate.
- **Cancellation Notice:**
  - Workers' Compensation Insurance, General Liability Insurance and Automobile Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to the office of the Saginaw County Administrator.

If any of the above coverages expire during the term of the contract, the Contractor shall deliver renewal certificates and/or policies to the County of Saginaw Purchasing/Risk Manager at least ten (10) days prior to the expiration date.

All insurance carriers must be licensed to do business in the State of Michigan and shall have and maintain a minimum A.M. Best's rating of A-, unless otherwise approved by the County. The insurance company(s) issuing the policy(s) shall have no recourse against the County for subrogation, premiums, deductibles, or assessments of any form. The County reserves the right to require a performance or payment bond for certain services.

#### **K. LIABILITY AND INDEMNIFICATION**

The selected vendor shall be liable for any injury or damage occurring on account of the performance of its work. The selected vendor shall be required to indemnify, defend, and hold the County harmless for all claims, incurred by or asserted against the County, its elected and appointed officials, employees, agents and volunteers, by and person or entity, which are alleged to have been caused from the acts or omissions of vendor or vendor's employees. The County's right to indemnification is in excess and above any insurance required by the contract. The vendor shall have no right against the County for indemnification, contribution or subrogation.

#### **L. AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 508 COMPLIANT**

Vendors shall warrant that end users will be able to access the website in accordance with the accessibility requirements of the ADA and the Rehabilitation Act of 1973. The website will conform, where relevant to Web Content Accessibility Guidelines (WACG) 2.0.

#### **M. BACKGROUND CHECKS**



Vendors that are selected to provide services that require access to law enforcement, Court facilities, and to other County locations after normal business hours, must undergo a background check by the Saginaw County Sheriff's Department. The County reserves the right to require background checks of vendor employees for other sensitive services.

#### **N. NON-DISCRIMINATION**

Vendor, and its subcontractors, shall not discriminate against an employee or an applicant for employment, in hiring, any terms and conditions of employment or matters of employment for any reason that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state law.

#### **O. DEBARMENT AND GRANT REQUIREMENTS**

If a bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency, which prohibits the bidder from participating in any procurement, the bidder must provide the County with that information as part of their response. Failure to provide this information may result in disqualification of the response from consideration or termination of a purchase order or contract, if awarded.

To the extent that an awarded contract is funded in whole or in part by any federal or state grant, vendor will be required to comply with all applicable requirements in the grant.

#### **P. TERMINATION OF CONTRACT**

When the vendor has not performed or has unsatisfactorily performed the contract or in the event, any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the contract and/or purchase order for default. Upon termination for default, payment will be withheld at the discretion of the County.

Failure on the part of a vendor to fulfill the contractual obligations shall be considered just cause for termination of the contract. The vendor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in procuring and completing the work. The County reserves the right to require termination of the contract for its convenience in the contract terms finalized with the selected vendor. If funds are not appropriated or otherwise made available to support continuation of performance, the County may terminate the agreement. Vendor shall be paid for work satisfactorily performed prior to termination.

#### **Q. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT**

If any item furnished by the vendor fails to conform to specifications, or to the sample submitted by the vendor, the County may reject it. Upon rejection, the vendor must

promptly reclaim and remove such item without expense to the County and shall immediately replace all such rejected items with others conforming to such specification and samples. If the vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the vendor the difference between the prices named in the purchase order and the actual cost to the County. If the vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.

#### **R. INSTRUCTIONS FOR FIRMS**

For your bid to qualify, you must submit three (3) hard copies in your SEALED BID no later than 3:00 PM EST on January 21, 2026 to:

**COUNTY OF SAGINAW ADMINISTRATOR'S OFFICE**  
**ATTN: Kelly Suppes, Purchasing/Risk Manager**  
**111 S. Michigan Ave**  
**Saginaw, MI 48602**

- Response to this RFP MUST be clearly marked "SAGINAW COUNTY MASTER PLAN CONSULTING SERVICES".
- Questions shall be submitted in writing to Kelly Suppes at [ksuppes@saginawcountymi.gov](mailto:ksuppes@saginawcountymi.gov) no later than 3:00PM EST on December 12, 2025.
- This RFP, any addendums, and any potential questions and answers will be posted on the Saginaw County website at <https://www.saginawcountymi.gov/departments/county-administrator-finance/purchasing/>
- The County reserves the right, in its sole discretion, to reject any and all proposals, or parts of any proposal, for any reason whatsoever and waive technicalities.
- The County will only accept proposals that are responsive to the RFP and are prepared and submitted in compliance with the requirements set forth in this RFP.
- The County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.

**No late submissions will be accepted.**

#### **IRAN LINKED BUSINESS CLAUSE**

**The Respondent who is selected as Consultant shall certify to the County that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Consultant, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. It is expressly understood and agreed that the Consultant shall not become an "Iran linked business" during the term of this Agreement.**

**NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS OF INVESTIGATION AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.**

#### **CERTIFICATION**

I hereby state that I have read, have become thoroughly familiar with, understand, and accept the terms and scope of work contained in the RFP. I hereby state that all of the

information I have provided is true, accurate and complete. I hereby state that I have authority to submit this RFP, which will become the basis for a binding contract if accepted by the County of Saginaw. I hereby state that this quote will remain valid for sixty (60) days from this certification date.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**MINORITY VENDOR CERTIFICATIONS**

**Please check all that apply:**  
The vendor represents that it ☐ IS ☐ IS NOT a woman or woman owned business.  
The vendor represents that it ☐ IS ☐ IS NOT a minority owned business.  
The vendor represents that it ☐ IS ☐ IS NOT a disadvantage business enterprise.

The contractor represents and warrants that the company meets the above and can provide supportive documentation upon request. Any lines left unchecked will be considered as if the "IS NOT" box has been checked.

_____	_____
Authorized Agent Signature	Date
_____	
Authorized Agent Printed Name	
How did you learn about this RFP? (Circle all that apply)	
BidNet	County Employee    County Website    Other:_____