

**CITY OF GRAND RAPIDS**  
**PLANNING, DESIGN, and DEVELOPMENT DEPARTMENT**

**Project Title:**           **Planning/Zoning Services**

**Contact:**               Kristin Turkelson, Planning Director  
Email [kturkelson@grcity.us](mailto:kturkelson@grcity.us)  
Phone (616) 204-3153

**Department(s):**       City of Grand Rapids – Planning, Design, and Development Department

**Address:**               **1120 Monroe Ave NW, Grand Rapids MI 49503**

**Objective:**

The City of Grand Rapids Planning Department is seeking proposals from firms to engage in a variety of critical zoning and planning services.

**Description:**

The City of Grand Rapids Planning Department is seeking an embedded planning consultant available to supplement current city personnel and planning efforts. This employee should be experienced in municipal-related planning work with not less than five years relevant experience.

**Scope of Work:**

Embedded planning employee will:

- Respond to telephone inquiries and “walk-in” customers with zoning inquiries.
- Counsel and advise property owners, realtors, and the general public in various City zoning matters.
- Assist City staff with questions regarding zoning, land use, and other general zoning inquiries via email or by telephone.
- Review building permits, site plans, land division applications, zoning permits, special land use requests, zoning ordinance text or map amendment applications, Planned Unit Developments, Plat or Site Condominium applications and other general applications to ensure compliance with the City’s Master Plan, planning policies and regulations, Zoning Ordinance, applicable City ordinances, the Michigan Zoning Enabling Act, Act 110 of 2006 (“Act 110”), and modern planning standards.
- Undertake site visits and inspections of properties when necessary or as required pursuant to prior approvals or permits to ensure compliance with such approvals or permits, the Zoning Ordinance, and applicable City ordinances.
- Prepare zoning ordinance text or map amendments, when requested by the City.
- Prepare reports, recommendations, counsel and advise the City’s Planning Commission and Board of Zoning Appeals, when requested by the City.
- Assist with the preparation of the Planning Commission and Board of Zoning Appeals agenda, when requested by the City.
- Attend City Planning Commission and Board of Zoning Appeals meetings when requested by the City.

- Maintain regular office hours at the City’s Development Center for at least 20 hours per week, except on days that the office is closed by the City for Federal or State holidays, or any other reason of closure. The specific schedule can be further discussed by the selected consultant and Planning Director based on the City’s needs of service. Evening meetings are not anticipated.

**Timeframe:**

**Proposal Due  
Kick-off Meeting w/ Planning Staff  
Staffing Presence  
2024\***

**December 11th, 2023  
December 15th, 2023  
January 4th, 2024 – July. 7th,**

*\*end date is estimated*

**Qualification Submission:**

All proposals must include the following information:

- Title Page
- Table of Contents
- References for similar work: include full names, companies, addresses, phone numbers, and email addresses of the business office.
- Resume for the project team member that will provide the planning /zoning services to the City. Project team member may not have less than five years of related experience.
- Proposed hourly fee summary for specific assigned staff.

**Selection Criteria:**

- Personnel Assigned.....35 points
- Ability to meet City Objectives & Schedule.....25 points
- Project Cost.....25 points
- Similar Experience.....15 points

Questions concerning the scope of the RFP should be directed to Kristin Turkelson, Planning Director at [kturkeslon@grcity.us](mailto:kturkeslon@grcity.us).

Questions concerning RFP response, agreement, or similar questions should be directed to Jonathan Overman, Administrative Service Officer II at [joeverman@grcity.us](mailto:joeverman@grcity.us).

E-Mail your PDF response to [planning@grcity.us](mailto:planning@grcity.us) by **4:00 PM EST, Monday, December 11th, 2023**

**Include:**

Firm identification  
Key project team members and experience  
Sub-consultants  
Identification of MLBE consultants and/or sub-consultants  
Scope of services  
Estimated cost of services, reimbursables and level of effort

**UTILIZATION OF LOCAL MICRO BUSINESS ENTERPRISES (MLBE)**

The City of Grand Rapids is committed to maximizing equal opportunity and diversity, not only in its workforce, but in its procurement of goods and services -- including professional services. Therefore, consultants retained by the City are encouraged, when feasible, to utilize Local Micro Businesses as subconsultants in the provision of its firm’s services.