

City of Rochester Hills, MI Planning Consulting Services RFP-RH-16-039	Carlisle Wortman Associates, Inc. 605 S. Main Ste. 100 Ann Arbor, MI 48104	Giffels Webster 1025 East Maple, Suite 100 Birmingham, MI 48009
Type of organization:	Corporation	Corporation
Firm established:	1988	1952
Years in Business	28	68
Years providing the services requested in RFP? Provide historical narrative.	Since 1988 they have been providing Public Sector clients. They have been exclusively serving Michigan for 29 years. They only provide services for governmental and non-profit entities. They do not represent private developers, as they believe this is a conflict of interest. They currently service 50 clients. They currently represent 14 cities, townships, and villages in the county, including neighboring Oakland Twp.	For over 60 years they have been providing professional support to thousands of clients. Most recently they acquired Clearzoning (established in 1989), a planning and zoning consultant, to broaden their community building solutions through additional expertise and proprietary processes. Together with Clearzoning, their strong client base, coupled with their community involvement has been instrumental in attracting highly qualified professionals that are passionate about improving and enriching communities.
How many public sector clients has your company represented? Please provide list.	86 Public sector clients.	64 Public sector clients
Provide a list of current clients serviced by your company.	List in Vendor's response.	List in Vendor's response.
Provide a list of clients your firm has served for the past three (3) years.	Oakland County-Since 2000. Special studies, expert testimony, recreational planning. City of Clarkston-Since 2009. General planning, development review, master planning, ordinance revisions, expert testimony. City of Northville-Since 1988. General planning, development review, master planning, ordinance revisions, special studies, recreation planning. Full list in Vendor's response.	City of Lathrup-Matt Baumgarten, City Administrator, Municipal Engineering since 1967. City of Ferndale-Loyd Cureton, Director of Public Works, Municipal Engineering Services since 1979. Charter Township of Commerce-Thomas Zoner, Township Supervisor. Municipal Engineering services since 1980. Full list in Vendor's response.
Full-Time employees employed by your company?	28	107
Part-Time employees employed by your company?	5	0
Total number of planners your company employs?	14	11
AICP Certified planners employed?	10	5
Any certifications your firm is currently maintaining?	Staff Certifications include: AICP-American Institute of Certified Planners CMP-Certified Municipal Planner PLA-Professional Landscape Architect LEED- Leadership in Energy and Environmental Design SESC-Soil Erosion and Sedimentation Control	Giffels Webster has been selected to join the ESRI partner network and is now certified as a Silver Tier Partner. The ESRI partner network is a worldwide community of companies that develop and deliver cutting-edge geospatial solutions and services based on ESRI technology.
Describe any additional services your firm provides not requested in the Request for Proposals.	Other service provided are Community input and visioning, recreation planning, historic preservation, environmental/watershed planning, expert testimony, geographic information, grant writing, capital improvements, and code consultation. Description of services is listed in Vendor's response.	Other services provided are Civil Engineering, Surveying, Landscape Architecture, Laser Scanning, GIS (Geographic Information Systems), and Traffic Engineering. Description of each service is listed in Vendor's response.

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Cost Proposal	Cost Proposal	Cost Proposal
Staff Category	Staff Category and Hourly Rate	Staff Category and Hourly Rate
	R. Carlisle, Principal - \$130.00 per hour	Staff Planner - \$90 per hour
	B. Carlisle, Principal - \$115.00 per hour	Associate Planner - \$95 per hour
	L. Kreps, Associate Planner - \$105.00 per hour	Senior Planner - \$100 per hour
		Principal Planner - \$110 per hour
	GIS - \$85.00 per hour	Partner - \$120 per hour
	Support Staff - \$65.00 per hour	
Subcontracted Categories (Identify) Hourly Rates		Hourly Rates
Other (Identify)		
Additional Administrative Overhead for subcontracted services: %	20%	
Percentage of increase for renewal option of this contract in all categories		
2018 (2nd contract year)	3.0%	3.5%
2019 (3rd contract year)	3.0%	3.5%
2020 (renewal year)	3.0%	3.5%
2021 (renewal year)	3.0%	3.5%
Provide list of reimbursable items and an all inclusive list of other charges and percentage of administrative overhead	Percentage of Administrative Overhead - 20% Mileage - 52 cents per mile	For flat fee projects (e.g., master plan updates), they typically provide an upfront flat fee cost that is inclusive of all expenses except printing of the final document. Printing is billed at cost plus 15%. For hourly services, will bill for out-of-pocket expenses as follows: cost plus 15% handling. This includes purchase of data, printing, and similar charges. Mileage is paid to their employees and is covered in their hourly fee.

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List any exceptions to the Cost Proposal or the RFP in general	None	None
What are your billing procedures?	CWA will invoice Rochester Hills at the end of each month for work performed.	Typically prepares and submits invoices on a monthly basis.

City of Rochester Hills, MI Planning Consulting Services RFP-RH-16-039	McKenna Associates 235 East Main Street, Suite 105 Northville, MI 48167	MKSK 681 West Forest Avenue Detroit, MI 48201
Type of organization:	Corporation	LLC
Firm established:	1978	2011
Years in Business	38	5
Years providing the services requested in RFP? Provide historical narrative.	McKenna has been a leading Michigan Planning, urban design, landscape architecture and municipal consulting firm whose primary business is assisting communities with master planning, zoning, placemaking, parks and recreation planning, zoning, grants and community development for the past 38 years.	Their mission is to Shape Place, Impact Lives and Share the Story. Which means crafting public spaces and planning communities in such a way that spaces transform, inspire, and perform successfully into the future. Since beginning in 1990, a combination of creative problem solving and technical expertise at MKSK has resulted in hundreds of built projects.
How many public sector clients has your company represented? Please provide list.	399 Public sector clients since 1995.	Over 40 public sector clients.
Provide a list of current clients serviced by your company.	List in Vendor's response.	List in Vendor's response.
Provide a list of clients your firm has served for the past three (3) years.	Algansee Township-Since 2005. Consulting Services, ongoing services, master plan update. Village of Armada-Since 2002. Consulting services ongoing, text amend zoning ordinance, training seminar. Almena Township-Since 2007. Consulting services ongoing, almena parks input, wireless service.	City of New Albany OH-Adrienne Joly since 2007. Trail system master plan, bicycle master plan. City of Lansing, MI - Bob Johnson, since 2012. Comprehensive plan, corridor plan, non-motorized plan, form-based code. City of Dublin, OH-Joseph Stefanov, comprehensive plan and updates.
Full-Time employees employed by your company?	20	68
Part-Time employees employed by your company?	2 - Also has 27 sub consultants	9
Total number of planners your company employs?	19	15
AICP Certified planners employed?	11	8
Any certifications your firm is currently maintaining?	Has professionals available to serve with the following certifications: American Institute of Certified Planners (AICP) Licensed Landscape Architect (LLA)-State of Michigan LEED-AP, Licensed building, electrical, mechanical and plumbing inspectors and administrators, Congress for New Urbanism, Form-Based Code Institute (FBCI), National Charrette Institute (NCI) MI Place Placemaking Certified, Zoning Administration (Michigan State University)	Brad Strader is an ITE certified professional transportation planner (PTP) and American Institute of Certified Planners (AICP). MKSK has 34 registered Landscape Architects, 8 AICP certified planners, and 13 LEED Aps.
Describe any additional services your firm provides not requested in the Request for Proposals.	Community Planning, Economic Development, Building Department Administration, Parks and Recreation, On-Site Management Services, Development Codes, Complete Streets and Transportation Planning, Public Participation (IAP2 and NCI Certified), Community Development, landscape Architecture, Design, and Sustainability plans. Description of each service is listed in Vendor's response.	Community Planning, Urban Design, Landscape Architecture, Community engagement, zoning, Parks & Recreation Design, Non-motorized Planning & Design, Sustainability and Green Infrastructure, Urban streetscape design, private development planning, and campus planning.

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Cost Proposal	Cost Proposal	Cost Proposal
Staff Category	Staff Category and Hourly Rate	Staff Category and Hourly Rate
	President - \$150 per hour	Brad Strader, AICP, PTP - \$190 per hour
	Executive or Senior V.P. - \$135 per hour	Brian Kinzelman, PLA,FASLA, AICP, LEED AP - \$190 per hour
	Vice President - \$120 per hour	Caitlin Mallory-Marcon - \$140 per hour
	Director - \$120 per hour	Kerry Reeds, PLA - \$190 per hour
	Senior Principal or Manager - \$110 per hour	Tyler Clark, AICP - \$102 per hour
	Principal - \$97 per hour	
	Senior - \$78 per hour	
	Associate - \$68 per hour	
	Assistant - \$55 per hour	
	Aide - \$44 per hour	
	Administrative Assistant - \$42 per hour	
	Expert witness in Court cases -150% of hourly rate	
Subcontracted Categories (Identify) Hourly Rates	Hourly Rates	Hourly Rates
	Director - \$120 per hour	Howard Kohn - \$100 per hour
	Principal - \$97 per hour	
	Senior - \$78 per hour	
Other (Identify)		
Additional Administrative Overhead for subcontracted services: %	0%	0%
Percentage of increase for renewal option of this contract in all categories		
2018 (2nd contract year)	0.0%	2.5%
2019 (3rd contract year)	0.0%	2.5%
2020 (renewal year)	May change by a % equal to the increase in consumer price index for the prior 12 months	2.5%
2021 (renewal year)	May change by a % equal to the increase in consumer price index for the prior 12 months	2.5%
Provide list of reimbursable items and an all inclusive list of other charges and percentage of administrative overhead	The above rates include a 1.6 administrative overhead. These rates do not include photography, outside reproduction, documents or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will e invoiced at \$.48/mile for travel outside of Wayne, Oakland and Macomb Counties.	Plotting and Printing Costs. Please see vendor's response for detailed costs for different size prints.

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List any exceptions to the Cost Proposal or the RFP in general	Indemnifications: They ask that the City consider adding language to the Indemnification (Hold Harmless) Clause on page 10 of the RFP limiting McKenna Associates' liability to its negligent acts or omissions.	Proposed alternate language to City's Indemnification Clause.
What are your billing procedures?	McKenna submits monthly invoices based upon the approved prior estimate, detailing hours by professional person, by hourly rate, with a description of services performed. The City is expected to, within 30 days, satisfy itself as to the performance of such work and pay the requested amount.	Direct project expenses will be billed in addition to the fee for basic services and include actual out-of-pocket expenditures made in the interest of the Project. All direct project expenses will be invoiced at 1.2 times the actual amount. Please see vendor response for complete list of direct project expenses. The client shall make an initial payment as defined in the attached proposal as a retainer upon execution of this agreement. The retainer shall be held by the consultant and applied against the final invoice. Invoices shall be submitted monthly, are due upon presentation and shall be considered past due if not paid within 30 days of the due date.