



# DEXTER TOWNSHIP

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## REQUEST FOR PROPOSALS 2021 UPDATE & REWRITE DEXTER TOWNSHIP MASTER PLAN

## Introduction

Dexter Township, MI is requesting proposals from qualified consultants to assist the community in creating a new Master Plan. The Township is seeking a consultant to develop a visionary master plan, based on comprehensive public engagement. The Township will accept proposals until **4:00 p.m. on July 22, 2021**.

## Community Overview

Dexter Township is approximately 33 square miles in area and is mostly rural. The major north/south access into the Township is Dexter-Pinckney Road, with North Territorial Road as the major east/west access. There are no freeways, freeway interchanges, highways, or rail lines located within Dexter Township.

One of Dexter Township's most appealing features is its abundance of lakes, recreational land, and agricultural areas. These attributes have attracted residential growth, which was steady in the 1990s and early 2000s. The Township has several well-established residential subdivisions, resort communities, and proposals for additional single-family residential developments. The primary factor affecting growth in the Township is the availability of land, and its proximity and accessibility to Ann Arbor and the rest of the Southeast Michigan employment centers.

## Staff

The Dexter Township Director of Planning & Zoning will serve as the point of contact for the Township. The Township anticipates that members of the Township's Planning Commission and Township Board will play roles in the process by guiding and supporting the project through a series of public updates, discussions, and public engagement opportunities.

## Township Master Plan

Dexter Township utilizes a Master Plan adopted in 2011. The Dexter Township Planning Commission completed a review of the Master Plan in 2019 and found no major changes or additions necessary at that time. The Master Plan review process will begin again after the 2020 US Census data becomes available. <http://www.dextertownship.org/BoardCommission/PlanningCommission/MasterPlan.aspx>

## Plan Objectives

1. Conduct in-depth public engagement to gather input from residents, businesses and property owners, Township Board, Planning Commission and administrative staff, such as design charettes, community-wide survey(s), town hall meetings, focus groups, social media engagement etc.
2. Review current Township Master Plan to identify deficiencies and elements that should be incorporated into the new plan.
3. Incorporate current planning documents where relevant: 2011 Master Plan and 2020 Zoning Ordinance.
4. Create a vision for what Dexter Township will look like in the future, including clear direction of how and where development/re-development should occur over the next 5, 10, 15, and 20 years.
5. Evaluate existing goals and objectives, explore implications of aging population, consider change in public opinion, review land use designations, and address regional changes.
6. Determine a specific implementation plan for immediate, short- and long-term goals.

## Scope of Work

With assistance from Township Staff, the selected consultant will conduct a review and rewrite of the 2011 Master Plan. The consultant will develop a final deliverable that should include the following:

- **Drafting the Document:** The consultant will prepare the Draft Master Plan, including graphics, for review by staff and the Planning Commission, culminating in a final version to be acted upon by the Township Planning Commission and the Township Board of Trustees.
- **Summary sheet:** The consultant shall provide a summary sheet detailing all changes/additions to the draft Master Plan.
- **Plan Sections:** The Draft Master Plan should include similar chapter Headings as the 2011 Plan (Planning Issues and Trends, Social Characteristics, etc..).
- **User-Friendly Format:** The consultant will work with Township staff as well as its information technology vendors to make the new Master Plan is accessible to the public. Simplifying and clarifying as much as possible where necessary. Hyperlinks in electronic version preferred.
- **Updated Maps:** The consultant will provide updated land use maps similar to the maps in 2011 Master Plan.
- **Project Schedule:** The consultant provides the Township an anticipated schedule and timeline for the above work.

## Selection Criteria

The Selection Committee shall select finalists from the complete proposals received before the deadline. The Township may ask finalists to present their proposals in person before final selection. Evaluating past project submissions and consideration of the proposed time line are some of the criteria the selection committee will consider.

## Proposal Requirements

Proposals should contain the following information:

1. **Letter of Interest** – Cover letter indicating interest in the project and identifying the firm’s ability to provide services needed.
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** – In the project overview, describe the general project approach and process to be employed, describe a process approach that was used in the past to successfully complete similar projects, describe the proposed project schedule including timeline of major milestones, deliverables, and completion.
4. **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 the primary contact persons.
5. **Consultant Personnel** – Identify individuals from the firm’s professionals and other who will work on the project along with a brief summary of the individual and their experience.
6. **List of Clients** – Provide a list of comparable clients for which similar services have be provided in addition to contact information.
7. **Timeframe Flow Chart** – Submit a flow chart with estimated project timeframe for meeting important project targets.
8. **Estimated Costs** – Submit cost estimates for each task associated with preparation of the Master Plan and overall completion.

## Inquiries

All requests for clarifications or interpretations shall be made in writing and shall be emailed to [dpz@dextertownship.org](mailto:dpz@dextertownship.org). Inquiries shall contain the firm’s name, contact person, email address and fax number and be titled “Draft Master Plan – RFP.” Deadline for inquiries is July 7, 2021 @ 4:00 pm EST.

## Proposals Due

Applicants shall submit proposals and projected costs in separate documents. Electronic proposals will be accepted until July 22, 2021 @ 4:00 PM EST. Proposals must be submitted to [dpz@dextertownship.org](mailto:dpz@dextertownship.org) Applicants shall also submit five paper copies of the proposal to:

**Dexter Township Master Plan-RFP**  
**6880 Dexter Pinckney**  
**Dexter, MI 48130**

## Submittal and Schedule

1. Submit all required materials as detailed in the Proposal Content and Selection Process sections on the following pages. Include **one (1) unbound original, five (5) bound copies, and one (1) disc or one (1) flash-drive containing an electronic copy in pdf format.**
2. Submit proposal no later than **4:00 p.m. July 22, 2021** in a sealed package clearly marked as indicated:

**COMPANY/FIRM NAME**  
**"PROPOSAL 2021**  
**UPDATE AND REWRITE**  
**DEXTER TOWNSHIP MASTER PLAN**  
**DEXTER TOWNSHIP, MICHIGAN"**

3. Proposals shall be opened and identified **at 2:00 p.m. on July 26, 2021** in the Township Hall.
4. The Township reserves the right to reject any or all responses to this RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the Township. The Township reserves the right to use its staff to complete a portion or portions of the described activity and to negotiate rates per activity after bids have been received. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind.