

**REQUEST FOR PROPOSALS
CITY OF MONROE, MICHIGAN
COMPREHENSIVE PLAN**



**ELECTRONIC RESPONSES DUE VIA MITN
10:00 A.M. EST, November 9, 2026**

1. Introduction

The City of Monroe is situated in Southeastern Michigan, between Detroit, MI, and Toledo, OH, and is located along the I-75 corridor. Home to approximately 20,462 residents, it is the third-oldest community in Michigan. Monroe has a total of 9,159 units, with 8,567 occupied per estimates outlined in the City's 2025 Residential Market Analysis. Currently, the average household size found within the community is estimated to be 2.39 people per household. The City of Monroe is approximately 10 total square miles and home to numerous environmental, historical, and commercial landmarks.

The City of Monroe is seeking professional consulting services from qualified firms to create and implement a new comprehensive plan to replace the City's existing master plan. In addition, the City & City's Downtown Development Authority are interested in estimated costs for an update to the 2018 downtown master plan. Both plans must meet all requirements outlined in both the Michigan Economic Development Corporation's Redevelopment Ready Communities and grant funding obligations.

Another key area of focus for the plan is resiliency. The City was impacted by a 100-year flooding event in August of 2023. The event brought to light several vulnerabilities from a coastal and infrastructure standpoint that the City is hoping to avoid in the future by planning adequately through this process. As a result of the incident, the City has been informed of qualifications for supplemental funding opportunities as the comprehensive plan dictates areas of priority.

A. Master Plan

The City of Monroe's current master plan, referred to as *Resilient Monroe*, was adopted in 2017, with amendments being made in 2022 with the implementation of the City's Parks & Recreation and Bicycle and Pedestrian Trails plans, Orchard East Neighborhood, and River Raisin Heritage Corridor East Master Plan. Per the Michigan Planning Enabling Act, municipalities are required to review their master plan every five years. While appropriate for the time, city leadership and administration believe the 2017 master plan policy guide and implementation methods no longer accurately reflect the future Monroe residents seek. The new master plan must develop enhanced policies and implementation strategies that better align with City leadership's long-term goals and objectives to guide the City of Monroe's future development. Elements that must be evaluated as part of all master plan development efforts include current infrastructure and site conditions of all current and future land uses.

The city has received grant funding to aid the development of the City's new master plan. Per the requirements of the funding, the City's new master plan must include resiliency-focused policies and implementation efforts, including but not limited to the available opportunities for long-term sustainability improvement, recommendations to improve and strengthen emergency preparedness, and disaster mitigation strategies designed to help maintain critical infrastructure, ensure continued critical services and community support during, after, or before emergency events. Other risk reduction activities include identifying flood-prone areas, identifying necessary stormwater

upgrades, and elevating greenspace standards. Information regarding relevant plans and other long-term planning efforts can be found below. All relevant plans and long-term planning efforts can be found in the attachments section, and MITN. Other information relating to planning, zoning, engineering, parks and recreation, and building can be found on the City of Monroe's website.

B. Downtown Master Plan

In 2018, the Downtown Development Authority, in conjunction with the City of Monroe staff and leadership, developed the 2018 *Downtown Master Plan and Parking Study*. The 2018 Downtown Master Plan was designed to integrate previous planning efforts, build on downtown assets, and incorporate planned investment and development around downtown to best develop a plan for the revitalization of downtown. The six sections found within the 2018 Downtown Master Plan and Parking Study are as follows:

- Background and Introduction
- Existing Conditions
- Community Engagement
- Planning Vision
- Development Opportunities
- Implementation Strategies

Due to the COVID-19 pandemic and its lingering effects on retail, city leadership believes it may be in the district's best interests to develop new development and implementation strategies for downtown as an amendment to the original 2018 plan. Amendments to the 2018 Downtown Master Plan should be included as an additional service in all submitted proposals. Development strategies and goals should be designed with both city administration and the Downtown Development Authority in mind, as both groups work in conjunction to develop and improve downtown. New development opportunities and implementation strategies should take into consideration past and present DDA and City redevelopment efforts as well as the 4 points of the Michigan Mainstreet Approach.

C. Urban Forestry Strategy

The selected consultant will be responsible for developing a comprehensive, actionable Forestry Master Plan that establishes a long-term framework for the management, preservation, maintenance, and expansion of the City's urban forest. The Plan should include, at a minimum, an inventory and assessment of existing public trees and tree canopy; identification of priority areas for tree preservation, planting, and canopy expansion; recommended tree species and diversity guidelines; standards and best practices for tree planting, pruning, maintenance, removal, and replacement; strategies for managing trees within streetscapes, parks, rights-of-way, and other public spaces; recommendations for appropriate ordinances, policies, and development standards; and an implementation strategy that identifies prioritized actions, anticipated costs, potential funding sources, responsible parties, and measurable goals and performance indicators. All submitted work relevant to the design and implementation strategies will be submitted to the City's

Tree Advisory Commission. The final plan should provide the City with a practical, user-friendly roadmap for strengthening and sustaining its urban forest over the short- and long-term.

2. Background Information and Data

A. Community Description and Background Information

The City of Monroe, Michigan, is a historic Great Lakes community founded in 1785 and located along the River Raisin on the western shore of Lake Erie. As Michigan's third-oldest community and the county seat of Monroe County, Monroe combines a rich cultural and architectural heritage—including its French-Canadian roots, War of 1812 history, historic neighborhoods, and downtown—with a diverse modern economy, extensive parks and natural resources, and important transportation and waterfront assets. Several historical features found within the city limits include the Sawyer Homestead, Monroe County Historical Museum, River Raisin National Battlefield Park, Sisters, Servants of the Immaculate Heart of Mary Motherhouse, as well as the IHM Sister's former school referred to as St. Mary's Academy. In addition to the historic assets mentioned previously, the City of Monroe has 9 historic districts, all intended to help preserve the abundance of historical structures residing within the community. A complete list of all districts can be found below:

- McClelland House
- New York Central Raisin Railroad Bridge
- Nims, Rudolph House
- Sawyer House
- St. Mary's Church Complex
- Weis Manufacturing Company
- Old Village Historic District
- Elm Street – North Macomb Street Historic District
- River Raisin Battlefield NRHP

Key commercial landmarks found within the City of Monroe can be found in the City of Monroe's Downtown, North and South Monroe Street, North Dixie Highway and Telegraph Road Commercial Districts. Both the Downtown and Commercial Telegraph Districts have development authorities (the Downtown Development Authority and Telegraph Road Corridor Improvement Authority) that help guide development activities with each of their respective boundaries. Communication with both boards may become necessary as development of the City's new master plan continues.

The former La-Z-Boy World Headquarters site has been a target redevelopment for the City accommodating new commercial & residential developments. While a development plan has already been developed for this site, it may be beneficial to determine how the current and future use of the former La-Z-Boy World Headquarters site may impact future development opportunities

along the rest of the Commercial Telegraph District. Finally, located on the east side of the city is the Port of Monroe, an industrial hub found on Lake Erie. The Port of Monroe serves 17 states and provides access to 15 major international ports. Recently the port has received funding from the State of Michigan and Department of Transportation for major infrastructure improvements.

Key environmental features that City residents, visitors, and area community members utilize include numerous City-run parks, as well as the Sterling State and River Raisin National Battlefield Parks. A complete list of all City-owned and operated parks can be found in Section 2, subsection A2 Parks and Recreation Master Plan. In recent years, the City of Monroe has made a substantial effort to improve bicycle and recreational trail opportunities available to community members and visitors; Trails found within the city include the Mark Worrell Trail, Munson Park Trails, River Raisin Heritage Trail, Monroe County Loop Trail, Monroe Loop Greenway and Riverwalk. Finally, perhaps the biggest environmental feature in the City of Monroe is the River Raisin. Running through the heart of downtown, the River Raisin has undergone significant environmental cleanup efforts to help improve water quality and restore fish passage. The City's Commission on the Environment and Water Quality continues to work on providing advice and recommendations to City Council and the City Manager on land and water stewardship issues within the City. In 2022 the City of Monroe was designated a Tree City USA community, and developed a Tree Advisory Committee to help provide recommendations to the Mayor, City Council, and City Manager to help keep the community's 11,000 trees healthy. The Tree Advisory Commission's recommends information pertaining to the planting, maintenance, and removal of the City's tree canopy.

B. Climate Vulnerability Data:

The State of Michigan has traditionally experienced fluctuating seasonal temperatures, but data collected by the National Centers for Environmental Information included in NOAA's State Climate Summaries anticipates that the State may experience increased precipitation during both the winter and spring months. The increase in precipitation is expected to result in more frequent and more severe flood events. While an increase in precipitation is expected, the state of Michigan is also projected to experience an increase in temperatures. Despite experiencing heavier precipitation events, an increase in temperature is expected to contribute to more frequent and intense droughts, especially during the summer months¹. Historically the City of Monroe has experiences serval winter flooding events. Winter flooding events can be triggered by a variety of different causes such as snowmelt, heavy winter storms, and ice jams. The City of Monroe has a history of late winter flooding events due to the tendency of ice jams to form along the River Raisin. The most recent ice jam-related winter flooding event was reported on January 26th, 2024, causing flooding on East Elm Avenue from Maple to Mason Run Boulevard, and East Front Street from Wadsworth to Kentucky².

Several community support organizations have developed resources for communities within Southeast Michigan to determine climate risk and vulnerabilities specifically for their communities.

¹ National Center for Environmental Information, 2022, "Michigan State Climate Summary".

² City of Monroe, 2024, "River Raisin Flood Warning".

Utilizing the Southeast Michigan Council of Governments Climate Resiliency Data Portfolio, precipitation and temperature have been identified as the most concerning extreme weather events for the community. When comparing historical data to 2050 projected precipitation levels, the City of Monroe was determined to be in the 87th national vulnerability percentile. The City of Monroe has been ranked in the 83rd percentile for temperature related weather events; The City of Monroe is specifically more vulnerable to more frequent and/or intense cold waves, ranked in the 89th percentile for vulnerability, higher yearly average temperatures, ranked in the 85th percentile, an increase in the number of days with temperatures below 0 degrees Celsius by 2050, in the 83rd percentile, and an increase in maximum daily temperatures by 2050, in the 73rd percentile³.

The United States Climate Vulnerability Index does not place the City of Monroe in as high a vulnerability percentile for flooding (41st percentile) compared to other weather events. City Administration and leadership still feel it is of the utmost importance for all resiliency-based improvements and suggestions to account for River line flooding events. Due to the fact that several roadways and bridges critical to traversing throughout the community have been identified as having a medium to high risk of flooding including E Front Street, W Front Street, N Monroe Street, N Macomb Street, E Elm Street, N Telegraph Road, the S Monroe Street and N Macomb Street Bridge; With the River Raisin River & Elm Ave Bridge having the highest risk rating of all assessed bridges and roadways within the city⁴.

C. Current and Future Development Plans and Projects

Since the implementation of *Resilient Monroe*, City Administration, leadership, and staff have worked to develop and implement additional resources and guides to offer more specific development strategies for underdeveloped areas within the community and improve existing development guides. A successful master plan should take into account the development strategies incorporated from prior plans while outlining recommended future strategies. Additionally, it may be beneficial to work with city staff to determine the status of each development strategy.

1. Zoning Code Updates

In 2020, the City of Monroe completed a comprehensive update to the City's zoning code; Ordinance #20-003 was first presented to the Citizens' Planning Commission for review of all revisions and modifications before being presented to the City Council for final approval. The revisions created new zoning districts, revised definitions and the Historical Overlay Chapter, and updated the zoning map. At the conclusion of the 2020 Zoning Code update process, it was anticipated that future updates or revisions may be needed for some districts within the city, one such district being the Battlefield District (now known as the Heritage Corridor District).

³ The U.S. Climate Vulnerability Index, 2023, "Tract 26115832100, Monroe MI", Extreme Events.

⁴ Southeast Council of Governments, *SEMCOG Flooding Risk Tool Dashboard*. Version 10.2.1. Redlands, CA: Esri, 2014

In 2024, the Citizen Planning Commission reviewed and recommended the approval of several extensive changes to the Heritage Corridor District, including core area zones or designations, new permitted and special uses by zone, public amenities, new materials, dimensions, architectural standards, accessory structures, and definitions and standards. The core area designations included in the 2024 update included creating 8 new core areas, labeled A-H, for the following areas.

- A: National Park
- B: Waterfront Park and Welcome Area
- C: Greenway
- D: Hellenberg Park
- E: City Entrance Way
- F: Waterfront Activity Area
- G: Trails/ Natural Area
- H: Greenspace and Parking Area

All core area designation recommendations remain in the 2026 City of Monroe Zoning Code. Other significant changes recommended in 2024 still found in the City of Monroe's zoning code include the creation of a Riverfront Buffer Zone and Architectural Standards.

Finally, in 2025, the City of Monroe's Zoning Code underwent significant alterations, this time with all changes focused on diversifying the permitted housing typologies within the City of Monroe's zoning code. The 2025 amendments included altering the permitted and special uses within each zoning district to allow for the development of duplexes, triplexes, townhomes, cottage courts, quadplexes, accessory structures, and multiple-unit dwellings (5 or more units). Additionally, setbacks, minimum lot coverage, and accessory structure (detached) standards were updated to accommodate different kinds of residential development.

2. Residential Housing Strategy & Market Analysis

In 2023, the City of Monroe solicited proposals for the development of a Residential Housing Strategy to replace the 2017 Residential Housing Strategy. Finalized in 2024, the Residential Housing Strategy analyzed existing zoning ordinances, building codes, permitting process, tax abatements, incentive programs, lending and housing subsidies, and residential development opportunities. Residential development opportunities included city-owned large parcel tracts and infill lots, and lots owned by the city's strategic partners. In addition to the analysis of sites, process, etc. the city requested the Residential Housing strategy to include an action plan that could be implemented by city administration and staff. The areas of focus found within the Residential Housing Strategy include the following items:

- Current Housing Supply and Identified Needs
- Price Trends
- Identifying New Housing Supply and Characteristics
- Compare Current and Projected Demographics

- Job Growth
- Income Data
- Preferences – Lifestyle / Quality of Life vs. Price Motivation

In addition to the Residential Housing Strategy, the City also commissioned an update to the 2017 Residential Market Analysis. The analysis revealed that the City has an aging population in supply lack where seniors wish to downsize from their larger, single unit homes but a lack of smaller, low maintenance options are needed. Additionally, target demographics in crucial consumer sectors have been steadily leaving since 2021 driven by inability to find housing choices that align with their lifestyle preferences and price tolerances. The study also shed light on the untapped commuter demand. Figures show that 6,800 people commute into Monroe daily while only about 1,100 residents both live and work in the City.

The City experienced a severe residential construction draught from 2010 until recently and the market analysis highlighted several key areas for optimism moving forward including strong in-migration magnetism (6.2% in 2023 compared to the overall County peak rate of 3.4%), favorable rates and opportunity for interception of commuters. It also alerted to several key typologies of housing that the City should be attracting and highlighted the critical need for rehabilitation of the existing housing stock citing an immediate need to rehabilitate 785-1,070 existing housing units annually.

3. Parks and Recreation & Bicycle and Pedestrian Trail Master Plan

In 2023, the City of Monroe completed its 5-year Parks and Recreation Master Plan. The purpose of the 2023 Parks and Recreation Master Plan was to update the previous parks and recreation master plan and help guide future recreation planning and development efforts through 2027. The 2023 Master Plan identified recreational opportunities, programs, and future development strategies to allow for the City of Monroe's Parks to continue to serve community members. The Parks and Recreation Master Plan broke down the planning process into three phases: where are we now, where do we want to go, and how do we get there. Extensive action plans were developed for all city-owned parks and trail development. The complete list of all 32 city-owned and operated parks, along with strategies can be found in the plan document.

4. Orchard East Neighborhood Plan

The Orchard East Neighborhood is a total of 4.8 square miles and is surrounded by the River Raisin to the north, Plum Creek to the south, I-75 to the east, and Jerome Street to the west. Historically, the Orchard East Neighborhood has been one of the city's most racially and ethnically diverse communities. Originally home to European immigrants, in the 1950s the neighborhood began to welcome in more migrants from the southern United States. The neighborhood has experienced a divide from the greater Monroe community due to its proximity to active railroad tracks and industrial uses. City leadership, administration, staff, and consultant groups worked to develop the Orchard East Subarea Plan to help reinvest and plan for the long-term future of the neighborhood.

The subarea plan created residential development strategies, commercial development to support neighborhood commercial development in the district, mobility improvement, parks and open spaces, and neighborhood development, as well as an action plan to help with the implementation of all recommended development strategies.

5. Hy Property Subarea Plan

Recently, the City of Monroe has begun to develop a Subarea plan for a 142.1-acre property referred to as the Hy Property. The goal of the subarea plan is to help guide future development of numerous housing types and commercial opportunities along the site and account for future infrastructure, greenspace, and mobility needs. While the Hy Property Subarea Plan is still under development, the final version will be available to the selected firm for review in January of 2027.

6. River Raisin Heritage Corridor-East Master Plan Update

In 2022, the City of Monroe commissioned an update to the Master Plan focusing on the River Raisin Heritage Corridor-East. The document serves as a strategic roadmap for preserving and enhancing the historical and recreational landscape of the City. It outlines a vision to better connect the River Raisin National Battlefield Park with surrounding community assets like Sterling State Park and the downtown district. It details the profound historical significance of the area, specifically focusing on the War of 1812 battles and the enduring legacy of the indigenous nations who inhabited the region. The plan also evaluates current infrastructure, such as pedestrian trails and transit routes, to identify opportunities for future growth and placemaking. By prioritizing historic preservation and improved public access, the City aims to transform the corridor into a premier destination for both residents and tourists.

7. Telegraph Road Corridor Improvement Plan

In 2019, the City partnered with neighboring townships to the North and South to produce the Telegraph Road Corridor Improvement Plan. The plan focuses on the 4.2-mile stretch of U.S. 24 and outlines a collaborative vision to transform this regional commercial artery from a fragmented, auto-centric environment into a cohesive and safe destination. The plan identifies critical issues such as significant sidewalk gaps, excessive curb cuts, and vacant business sites that currently hinder the area's economic potential. To address these challenges, the study proposes multi-modal transportation upgrades, enhanced streetscaping, and the redevelopment of catalytic properties like the former La-Z-Boy headquarters. Ultimately, the initiative seeks to establish a unified identity for the corridor while improving accessibility and safety for drivers, pedestrians, and transit users alike.

D. Relevant Stakeholders

Additional conversations with City boards, commissions, and/or advisory committees may be necessary for the development of the new master plan. While important to the community, the stakeholders listed in the relevant stakeholder section of this Request for Proposals may not be included on the project's team, or a smaller section of certain boards and/or commissions may be present on the project team. A complete list of all relevant stakeholders/organizations can be

found below. It may be beneficial for interested firms to plan for potential engagement or interactions with all relevant stakeholders in their proposal. City administration and staff will confirm the need for any or all additional conversations with the selected firm before project work begins, or city staff may elect to interact with the necessary advisory groups, boards, or commissions on behalf of the selected firm.

- City of Monroe Boards and Commissions
 - City Council
 - Citizen's Planning Commission
 - Bicycle and Pedestrian Trails Advisory Committee
 - Brownfield Redevelopment Authority
 - Commission on the Environment and Water Quality
 - Downtown Development Authority
 - Historic District Commission
 - River Raisin Heritage Corridor Advisory Commission
 - Telegraph Road Corridor Improvement Authority
 - Tree Advisory Commission

3. Anticipated Scope of Work & Deliverables

The anticipated scope of services for this project includes:

- Design public engagement sessions designed to gather input from residents, business owners, property owners, related working groups, etc.
 - Conduct a community-wide survey to collect feedback regarding design preferences and other types of feedback may be a type of community engagement tool utilized, but it may not be the only engagement tool utilized during the project.
- Review of the current Master Plan, Zoning Ordinances, housing and economic development plans, available GIS data (if deemed necessary), and any other related documents.
- Develop and implement a "Best Practices" section in the Master Plan that includes recommendations for resiliency, housing, economic, and quality of life improvements.
 - All recommendations should be designed for implementation within the next 10 years.
- Develop an implementation plan for Council and other relevant City commissions and boards to reference with short, intermediate, and long-term goals.
- Complete the project within twelve months, per grant funding requirements.

The anticipated deliverables for this project include:

- Disaster Preparation and Infrastructure Improvements

- Best practices and an implementation guide for necessary infrastructure improvements to improve the City of Monroe's preparation for flood events and other disasters, as well as response time to emergencies that occur during or after a flood event and other disasters.
- Economic Development Recommendations
 - Best Practices and an implementation guide for economic development related activities. Best practices and an implementation guide should have downtown specific actions as well as general actions.
- Land Use recommendations
 - Updated Future Land Use Map, influenced by previous planning endeavors such as the Zoning Code update and other development guides.
- Placemaking Recommendations
 - Best practices for improvement of resident's quality of life and other placemaking efforts for key sections of the community, such as downtown, the Orchard East Neighborhood, and other key gateways.
- Residential Development Recommendations
 - Generate an assessment of the forecasted housing demands for the community. The housing assessment should include policies and strategies to address the needs discussed in the housing assessment. The housing assessment should meet all other requirements and expectations outlined in House Bill No. 5557.
 - Identify key areas for future development, and recommended development timeline for each site.
 - Updated development best practices and implementation plan influenced by recently completed development guides like the Orchard East Neighborhood Development Guide, and Residential Housing Analysis. As well as recently completed and ongoing development projects.
- Resiliency Improvement Recommendations and Strategies
 - Best practices and implementation plan to improve the resiliency of the City's existing infrastructure
 - Recommended strategies to improve the resiliency of the City of Monroe's environmental assets (River Raisin, Trails, Parks, and other natural systems).
- Design an Urban Forestry Strategy with the following features:
 - Develop a Tree Inventory, mapping the existing tree canopy, species, health assessment.
 - Develop a maintenance and management strategies for all new and existing trees.
 - Identify potential new tree species that may be better prepared to handle future changes in climate.

As the City of Monroe frequently publishes final copies of reports, studies and plans on its website, all final deliverable documents must be formatted in .pdf format to be compliant with the

Americans with Disabilities Act Title II “Web and Mobile Application Accessibility Rule” for online accessibility and viewing.

4. Project Team

Listed below are the individuals anticipated to be part of the Comprehensive Plan Development team. They will be involved in the review of the RFP, vetting of consultants, and will work with the selected consultant to develop the vision to guide plan development.

1. Mark Cochran, Interim City Manager
2. Patrick Lewis, Director of Engineering and Public Services at the City of Monroe
3. Chad Tolstedt, Director of Public Safety
4. Jody Egen, Director of Communications
5. Matt Vanisacker, Deputy Director of Economic & Community Development and Neighborhood Services Coordinator
6. Jacob LaBo, Assistant Director of Water and Wastewater Utilities
7. Loren Benes, Building Official / Zoning Administrator
8. Brad Wiley, Park Supervisor
9. Chris Schaffer, Assistant City Engineer
10. Christine Eichler, City Assessor
11. Carol Smith, Interim Executive Assistant
12. Maria Suffredini, Community Development Specialist
13. Kevin Ganues, Forestry & Grounds Supervisor
14. Amy Mohr, Communications Specialist
15. Citizens Planning Commission Representative(s)
16. City Council Member(s)
17. Members of Additional Boards & Commissions as deemed appropriate by the Project Team

5. Other Considerations

- a. The City desires that the new Master Plan draw upon previously completed plans as well as the progress the City has made on previously recommended best practices and implementation guides included in previously completed plans. Plans referenced will be attached to the RFP and can be found on the City of Monroe’s website under: City Hall, Economic Development, Plans & Studies.
- b. Meetings with the Comprehensive Plan Development Team: It is anticipated that the selected consultant will have up to six meetings with the team to provide initial thoughts and feedback upon draft plan completion. (Assume these will either be hosted at City Hall 120 E. First Street Monroe, MI 48161, or virtual via Google Meet, Microsoft Teams or Zoom).

6. Proposal Submission

Proposals should be as few pages as are necessary to convey the relevant information. **Each proposal shall include an overall “Not to Exceed” fee for the scope of work defined by the vendor.** As the City of Monroe is not bidding this work in the form of a conventional contract, the submission should also include any terms and conditions that will apply to the work as proposed by the vendor, and any proposed contract documents the City will need to execute. The proposal shall include a full description of the proposed service(s), including materials and work methods; the vendor(s)' experience on similar projects; costs; and any other relevant information. It will be the sole responsibility of the vendor submitting a proposal or proposals to thoroughly familiarize themselves with the request for proposals before setting forth the scope of work and costs. Additionally, the city encourages firms specializing in various aspects of the proposal to combine proposals with other firms into a singular proposal when possible.

Submittals are due by 10:00 A.M. on Monday November 9, 2026 to the office of the Clerk-Treasurer via the Michigan Intergovernmental Trade Network (MITN) / BidNet Direct at <https://www.bidnetdirect.com/mitn>, and a public acknowledgment of their submission will be subsequently made via Zoom at 11:00 A.M. on Monday, November 9, 2026, but pricing will not be read. A Zoom link will be provided on the City of Monroe Website under: Purchasing. Proposals will be available for public inspection for a short time following their opening, and subsequently upon request to the Clerk-Treasurer. Vendors submitting multiple proposals should combine these into a single proposal document, if possible, to avoid confusion.

7. Questions Regarding the RFP and Point of Contact

Any questions or requests for additional information shall be directed to Community Development Specialist Maria Suffredini, contact information is provided below. Based on the questions received, the city may provide an addendum to clarify certain aspects of the RFP by end of day (4:30 P.M.) on Friday, October 23, 2026.

Maria Suffredini
Community Development Specialist
120 East First Street
Monroe, MI 48161
Email: maria.suffredini@monroemi.gov

8. Selection of Consultant

Submittals will be evaluated using the following criteria:

- a. Qualifications and experience of the consultant and key team members;

- b. Experience with projects of similar scope and complexity;
- c. Satisfaction of previous clients;
- d. Quality and completeness of the submittal; and
- e. Proposed cost.

The City reserves the right to select a consultant at its sole discretion. The project team will evaluate the submittals provided in response to this request. The City reserves the right to reject any and all submittals with no penalty to the City. The City also reserves the right to select the consultant that best meets the requirements of this request for qualifications.

9. Schedule

- a. Request for Proposals will be published on Monday September 28, 2026, via Michigan Intergovernmental Trade Network (MITN)
- b. Pre-RFP Teleconference: Via Zoom on Thursday October 15, 2026 at 3 P.M. EST
- c. Questions Period: Questions may be submitted from Monday September 28, 2026 through end of day (4:30 pm EST) on Wednesday October 21, 2026 to Maria Suffredini, Community Development Specialist via E-Mail at maria.suffredini@monroemi.gov
- d. If it is deemed necessary, an addendum and summary of questions will be posted on MITN by end of day (4:30 p.m. EST) Friday October 23, 2026
- e. Vendors shall submit all required documents through the Michigan Intergovernmental Trade Network (MITN) / BidNet Direct at <https://www.bidnetdirect.com/mitn> by 10 A.M. EST on Monday November 9, 2026. Bids will be opened and acknowledged at 11:00 A.M. EST via Zoom teleconference the same day.
- f. It is anticipated that the Economic and Community Development Department will present the selected proposal for City Council award at the December 21, 2026 meeting; however, should additional time prove necessary to review the submitted proposals, the City reserves the right to extend that timeframe.
- g. Vendor(s) should be prepared to commence work activities as soon as possible following the award.

10. Costs

All prices shall be quoted in U.S. dollars. If any uncertainty exists, quote an estimated cost or a range of costs. Unless respondents specifically note otherwise, any quoted prices will be considered firm through the completion of all contract work. A "Not to Exceed" price should be supplied for all of the required work activities. Cost will not be the sole determining factor, but will be considered as a part of the consultant selection.

11. Selection Process

Selection of the vendor and their work activities to be undertaken and methods used shall be based on the description of work activities, past successful experience of the firm, overall cost of the proposed service(s) to be offered, and any other relevant information provided by the submitting vendor. The city reserves the right to award any proposal to any firm in its sole best interest, and vendors are encouraged to submit multiple work proposals (preferably contained in a single document) particularly where there are multiple options at different price points available.

A recommendation will be provided to the City Council for consideration tentatively at the December 21, 2026 regular City Council meeting.

12. Attachments

Please find the following item(s) attached for review:

- 2018 Downtown Master and Parking Plan
- 2017 Resilient Monroe Comprehensive Plan

Additionally, please find the following on the City of Monroe's website under City Hall>Planning & Zoning>[Reports & Studies](#):

- Parks and Recreation Master Plan
- Bicycle & Pedestrian Trails Master Plan
- City of Monroe Zoning Code
- Residential Housing Strategy & Residential Market Analysis
- Orchard East Neighborhood Master Plan
- River Raisin Heritage Corridor East Plan
- Telegraph Road Corridor Improvement Plan
- Subarea Plan – Former La-Z-Boy Headquarters Site
- National Citizen Survey