



**Meridian Charter Township Request for Proposal:
Corridor Improvement Authority Integrated
Urban Design, Land Use, and Transportation Plan
2025**

Meridian Charter Township is actively seeking the services of a professional design firm to prepare an Integrated Urban Design, Land Use, and Transportation Plan that will influence strategic planning for the future development of the Grand River Avenue corridor within Meridian Township. The Corridor Improvement Authority, or (CIA) established in 2017 is the entity that will approve the final design plan and create goals to implement those plans.

INTRODUCTION

Meridian Charter Township, home to 43,100 approximate residents is located in the heart of Mid-Michigan, east of Lansing, the State Capital. Meridian Township is a suburban community immediately adjacent to East Lansing, home of Michigan State University. Our community is a thriving, family town, 1/4 of the Lansing Metropolitan Area.

The Corridor Improvement Authority Board (CIA) of Meridian Township seeks comprehensive planning services, necessary in the preparation of an integrated plan for the area along Grand River Avenue (M-43) from East Brookfield Drive (West) to Cornell Road in Meridian Township(East). This stretch of Grand River Avenue is the major commercial and retail hub for Meridian Township, including the Meridian Mall, Meijer, Playmakers, Whole Foods, and soon-to-be Trader Joe’s within proximity to the Meridian Township Municipal Complex and numerous Township parks. This area is known as “Central Park Drive”, a centrally located commercial area. Vehicle trips at Grand River Avenue and Okemos Road are over 20,000 vehicle trips a day, with a 2% increase in traffic each year since 2010.

Responses to this RFQ are to be made by a firm or firms, in the field of planning, having an in-house staff of multiple disciplines to support an Integrated Development Plan. The Plan shall include but not be limited to; planning, architecture, urban design, civil engineering, traffic, pedestrian, economic development incentives, parking services, and other capabilities useful to prepare an Integrated Development Plan.

DESCRIPTION OF THE PROJECT OR PROGRAM

In 2017, the Meridian Township Board established the Corridor Improvement Authority, along Grand River Avenue (M-43). Post-COVID-19, the Meridian CIA has a TIF Plan approved to begin planning and investing in the district. This includes Meridian Mall through our collaborative partnership with the property owners to grant the site a new life. Meridian Township CIA seeks an expert to plan, create, and produce an Integrated Development Plan through urban design, land use, and



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transportation planning. The Integrated Development Plan will contain the following:

1. The Public Participation Plan and notification of interested parties regarding providing input for the Plan & design. The Public Participation Plan should include at least two public meetings at disclosed locations for public input;
2. Guided assistance to CIA body and public to determine appropriate land uses and improved traffic, parking and public transportation, public utilities, recreational and community facilities, and other public improvements along Grand River Avenue from E. Brookfield Drive to Cornell Road along M-43;
3. Design of public improvements within and adjacent to the public road rights-of-way to address pedestrian safety, convenience, and aesthetics;
4. The proposed land uses and building architectural theme requirements in the project area, a mixture of zoning types or uses on one site for MUPUD approvals to increase density and infill development options;
5. Proposed enhanced land use for the approx. 84 acres of Meridian Mall and Central Park Drive area;
6. Any significant relationship of the Integrated Development Plan to the 2023 Master Plan.

The selected consultant will work with the Corridor Improvement Authority, CIA staff, and the Community Planning Department staff, to develop an Integrated Development Plan. When completed, this will be presented to the Meridian Township Corridor Improvement Authority Board for review and acceptance.

DESCRIPTION OF SERVICE REQUIRED

The Meridian CIA and Planning/Economic Development Departments are looking for a firm that will lead the project in the following capacities;

- Project Management, Coordination, and Communication, coordination with the Township and the documented scope of services, participation in conference calls, and providing timely reporting of project progress.

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- The Corridor Improvement Authority and Community Planning & Development staff will coordinate communication with the consultant, provide information, coordinate links between the Integrated Plan and the Master Plan, review draft materials prepared by the consultant, and distribute draft materials to the Board, Commissions, and stakeholders upon review.
- Data Collection and Project Mapping – The selected consultant will work with the Township from the existing aerial and base maps for this planning initiative. The Township will provide the consultant with maps of the district and the existing average daily traffic volumes for the major cross streets within the study area.
- Stakeholders Input – The consultant will meet with key stakeholders in the study area and the community to identify the area’s opportunities and challenges. Stakeholders will be identified and invited for a scheduled meeting by the Township.
- Work Sessions- The CIA will engage with the Community, Township Board, and Township Commissions regarding the creation of the Plan. The Consultant will facilitate at least one 2-hour and at least one 1-hour work session to gain the technical approach and implementation strategies of an Integrated Development Plan for the CIA.

Products – At the end of the development of the Integrated Development Plan, the following products will have been produced:

1. Draft & Final Integrated Urban Design, Land Use, and Transportation Plan for the Corridor Improvement District of Meridian Charter Township
2. Draft & Final Integrated Development Plan Vision Statement
3. Draft & Final Integrated Development Plan Goals, Objectives and Policies
4. The final version will be supplied to the Township in Microsoft Word format, PDF, or Digital Flash Drive.
5. A visual poster of the Integrated Development Plan of the designed public improvements.

TIME FRAME

The project is expected to take six months or more to complete.



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QUOTATION CONTENT

All quotations shall contain at a minimum the following:

1. Executive Summary containing a brief description of your project development approach.
2. Qualifications of the firm include the extent of experience, number of employees, experience with similar projects, and previous clients with contact information.
3. Biographical sketches and background information of personnel including education, work experience, experience with similar projects, and time with the organization, and experience with projects of similar scope.
4. A detailed description of the proposed methodology including the estimated time for completing the plan and any subcontracted services, contract milestones, deliverables, and delivery methods.
5. Detailed cost estimate to provide the required services including method of charging, hourly personnel rates, estimated reimbursable expenses, overhead and profit factor, and cost of subcontracted services, terms and conditions. Detailed examples of cost savings to make the Plan or boosted services that can be provided to Meridian Charter Township.
6. Two examples of similar projects completed within the past five years including the name, address, and phone number of contact person(s).

SUBMISSION OF QUOTATIONS

Please submit the quotation no later than 3:00 p.m. on March 31, 2025, to:

Meridian Township Clerk's Office
Attn: Clerk Demas or Deputy Clerk Gordon
Meridian Municipal Building
5151 Marsh Road
Okemos, MI 48864

CC:

Attn: Corridor Improvement Authority Staff
Neighborhoods & Economic Development Director
Charter Township of Meridian
Meridian Municipal Building
5151 Marsh Road
Okemos, MI 48864



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The quotation must be enclosed in a sealed envelope clearly marked “Quotation for Consultant Services – Okemos CIA,” and include the name and address of the submitting firm or individuals.

EVALUATION OF QUOTATIONS

Responding firms will be evaluated by the best quality proposal and service, at the lowest cost to the Township. Neighborhoods and Economic Development Director, Community Planning & Development Staff will evaluate the proposals as presented. After a period of review, a recommendation of the selected firm will be presented to the Corridor Improvement Authority. The recommendation if approved will become the design firm to conduct the Integrated Plan Design. One (1) or more respondents may be selected for a presentation and interview not to exceed thirty (30) minutes each. Upon recommendation by the Director of Economic Development and the Chair of the Corridor Improvement Authority, the Corridor Improvement Authority Board will make the final decision on which consultant (if any) is chosen. Details of the final scope of services will be negotiated between the chosen consultant and staff of the Corridor Improvement Authority.

Favorable quotes will be preferred over other proposals if:

1. The Quotation is easily understood
2. The Quotation is relevant to the Township’s request and includes details for implementation
3. Activities included are specific
4. Deliverables are stated
5. Time frames are specific and acceptable to the Township
6. References have been provided
7. References have been checked and are positive reviews of the work completed
8. Experience of the firm creating Integrated Plans and their overall implementation success
9. Time the firms have spent working on local government redevelopment
10. Length of time providing the type of service requested and is a reasonable timeframe for the project
11. Number local of professionals on staff
12. Qualifications of the firm and staff
13. The cost of services

Qualified firms are encouraged to present a proposal for the Integrated Corridor Improvement Authority Plan. Questions related to the RFQ may be directed to



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Amber Clark, Neighborhoods and Economic Development Director at (517) 853-4568 or clark@meridian.mi.us.