

REQUEST FOR PROPOSAL

RFP # 26-39

Zoning Code Rewrite and Development Review Process Improvements

City of Ann Arbor
Planning Unit



Due Date: August 11, 2026 by 2:00 p.m. (local time)

Issued By:

City of Ann Arbor
Procurement Unit
301 E. Huron Street
Ann Arbor, MI 48104

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SECTION I – GENERAL INFORMATION

A. OBJECTIVE

The City of Ann Arbor is seeking the services of a consultant (firm, nonprofit organization, private agency) to rewrite Chapter 55 of the City Code, known as the Unified Development Code (UDC), which contains the City's zoning code / land use regulations, and complete a Development Review Process Improvement Report. On March 16, 2026, the City of Ann Arbor adopted a new Comprehensive Plan that establishes a long-term vision for growth that is affordable, sustainable, equitable, and dynamic. Implementing that vision will require both modernizing the City's land use regulations and improving the processes through which development is reviewed and approved.

To advance these objectives, the City seeks consultant services for two closely related initiatives. The first is a comprehensive rewrite of the UDC, including the adoption of a new Zoning Map, to implement the Comprehensive Plan's future land use framework, which will be led by City of Ann Arbor Planning Unit. The second is an evaluation of the City's development review process to identify opportunities to improve efficiency, transparency, predictability, and customer service for applicants, residents, and other stakeholders, which will be led by the City of Ann Arbor Office of Economic Development.

Because these initiatives are closely connected but have distinct goals, deliverables, and funding sources, the City intends to undertake them as separate but coordinated work programs under a single consultant team.

For the UDC Rewrite, the City is seeking completion within a period of 24-36 months, based on an anticipated start in November 2026. For the Development Review Process Improvement Report, recommendations should be provided within 4-6 months from the same initial starting date.

The consultant will coordinate work with teams from the Planning Unit, the Office of Economic Development, the Planning Commission, City Council and any established support committees for this project. The Planning Manager and the Economic Development Director will oversee the direction and quality of work of this consultant.

B. QUESTIONS AND CLARIFICATIONS / DESIGNATED CITY CONTACTS

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before July 20, 2026, at 10:00 a.m. (local time), and should be addressed as follows:

- Scope of Work/Proposal Content questions shall be e-mailed to Michelle Bennett, Principal Planner - mbennett@a2gov.org
- RFP Process and Compliance questions shall be e-mailed to Colin Spencer, Buyer - CSpencer@a2gov.org

Should any prospective offeror be in doubt as to the true meaning of any portion of this RFP, or should the prospective offeror find any ambiguity, inconsistency, or omission therein, the prospective offeror shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to a2gov.org and MITN.info and it shall be the prospective offeror's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP and must be incorporated in the proposal where applicable.

C. PRE-PROPOSAL MEETING

No pre-proposal meeting will be held for this RFP. Please contact staff indicated above with general questions regarding the RFP.

D. PROPOSAL FORMAT

To be considered, each offeror must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the prospective offeror. An official authorized to bind the offeror to its provisions must sign the proposal. Each proposal must remain valid for at least ninety days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the offeror's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

E. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised of staff from the City will complete the evaluation.

The fee proposals will not be reviewed at the initial evaluation. After initial evaluation, the City will determine top proposals, and open only those fee proposals. The City will then determine which, if any, consultants will be interviewed. During the interviews, the selected consultants will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The City further reserves the right to interview the key personnel assigned by the selected offeror to this project. If the City chooses to interview any offerors, the in-person interviews will be tentatively held the **week of September 14, 2026**. Offeror must be available on these dates.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the proposal response shall be documented and included as part of the final contract.

F. SEALED PROPOSAL SUBMISSION

All proposals are due and must be delivered to the City on or before, August 11, 2026, at 2:00 p.m. (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted.

Each offeror must submit in a sealed envelope marked Proposal:

- One (1) original proposal
- Six (6) additional proposal copies
- One (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format

Each offeror should submit in a single separate sealed envelope marked Fee Proposal:

- Two (2) copies of the fee proposal

The fee proposal and all costs should be separate from the rest of the proposal.

Proposals submitted should be clearly marked: "RFP No.26-39 – Zoning Code Rewrite and Development Review Process Improvement" and list the offeror's name and address.

Proposals must be addressed and delivered to:

City of Ann Arbor
c/o Customer Service
301 East Huron Street
Ann Arbor, MI 48104

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered proposals may be dropped off in the Purchasing drop box located in the Ann Street (north) vestibule/entrance of City Hall which is open to the public Monday through Friday from 8am to 5pm (except holidays). The City will not be liable to any prospective offeror for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Offerors are responsible for submission of their proposal. Additional time will not be granted to a single prospective offeror. However, additional time may be granted to all prospective offerors at the discretion of the City.

A proposal may be disqualified if the following required forms are not included with the proposal:

Attachment B - Non-Discrimination Ordinance Declaration of Compliance
Attachment C - Living Wage Ordinance Declaration of Compliance
Attachment D - Vendor Conflict of Interest Disclosure Form

Proposals that fail to provide these forms listed above upon proposal opening may be deemed non-responsive and may not be considered for award.

Please provide the forms outlined above (Attachments B, C and D) within the envelope marked Proposal, not within the separately sealed Fee Proposal envelope.

All proposed fees, cost or compensation for the services requested herein should be provided in the separately sealed Fee Proposal envelope only.

G. DISCLOSURES

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a proposal is subject to

disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

H. TYPE OF CONTRACT

A sample of the Professional Services Agreement is included as Appendix A. Those who wish to submit a proposal to the City are required to review this sample agreement carefully. **The City will not entertain changes to its Professional Services Agreement.**

The City reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

This RFP and the selected offeror's response thereto, shall constitute the basis of the scope of services in the contract by reference.

I. NONDISCRIMINATION

All offerors proposing to do business with the City shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate as outlined in Attachment B shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor's Non-Discrimination Ordinance attached at all work locations where its employees provide services under a contract with the City.

J. WAGE REQUIREMENTS

The Attachments provided herein outline the requirements for payment of prevailing wages or of a "living wage" to employees providing service to the City under this contract. The successful offeror must comply with all applicable requirements and provide documentary proof of compliance when requested.

K. CONFLICT OF INTERESTS DISCLOSURE

The City of Ann Arbor Purchasing Policy requires that the consultant complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected offeror unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Conflict of Interest Disclosure Form is attached.

L. COST LIABILITY

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the offeror prior to the execution of a Professional Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal,

offeror agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

M. DEBARMENT

Submission of a proposal in response to this RFP is certification that the offeror is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

N. PROPOSAL PROTEST

All protests must be in writing and filed with the Purchasing Agent within 5 business days of any notices of intent, including, but not exclusively, divisions on pre-qualification of bidders, shortlisting of bidders, or a notice of intent to award a contract. Only bidders who responded to the solicitation may file a bid protest. The offeror must clearly state the reasons for the protest. If an offeror contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the offeror to the Purchasing Manager. The Purchasing Manager will provide the offeror with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee, whose decision shall be final.

Any inquiries or requests regarding this procurement should be only submitted in writing to the Designated City Contacts provided herein. Attempts by the offeror to initiate contact with anyone other than the Designated City Contacts provided herein that the offeror believes can influence the procurement decision, e.g., Elected Officials, City Administrator, Selection Committee Members, Appointed Committee Members, etc., may lead to immediate elimination from further consideration.

O. SCHEDULE

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the schedule for this RFP process (all times are local):

Activity/Event	Anticipated Date
Written Question Deadline	July 20, 2026, 10:00 a.m.
Addenda Published (if needed)	On or before July 24, 2026
Proposal Due Date	August 11, 2026, 2:00 p.m.
Tentative Interviews (if needed)	September 14 - 18, 2026
Selection/Negotiations	September 2026
Expected City Council Authorizations	October 2026

The above schedule is for information purposes only and is subject to change at the City's discretion.

P. IRS FORM W-9

The selected offeror will be required to provide the City of Ann Arbor an IRS form W-9.

Q. RESERVATION OF RIGHTS

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in of any proposal if determined by the City to be in its best interest.
3. The City reserves the right to request additional information from any or all offerors.
4. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to select one or more consultants to perform services.
7. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The City reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP.

R. ENVIRONMENTAL COMMITMENT

The City of Ann Arbor recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a vibrant community and economy. The City further recognizes that the products and services the City buys have inherent environmental and economic impacts and that the City should make procurement decisions that embody, promote and encourage the City's commitment to the environment.

The City strongly encourages potential vendors to bring forward tested, emerging, innovative, and environmentally preferable products and services that are best suited to the City's environmental principles. This includes products and services such as those with lower greenhouse gas emissions, high recycled content, without toxic substances, those with high reusability or recyclability, those that reduce the consumption of virgin materials, and those with low energy intensity.

As part of its environmental commitment, the City reserves the right to award a contract to the most responsive and responsible bidder, which includes bids that bring forward products or services that help advance the City's environmental commitment. In addition, the City reserves the right to request that all vendors report their annual greenhouse gas

emissions, energy consumption, miles traveled, or other relevant criteria in order to help the City more fully understand the environmental impact of its procurement decisions.

SECTION II – SCOPE OF SERVICES

A. GENERAL BACKGROUND

This project seeks to implement the goals set forth in the Comprehensive Plan - 2050 (Plan) through the UDC and the development review process improvements. It is imperative that the selected firm read and understand the Plan's goals and strategies toward achieving a city that is more affordable, sustainable, equitable, and dynamic.

A summation of the Plan's major policy themes applicable to the projects include:

- Increase the supply and diversity of housing types by changing dimensional standards to allow for more density in all districts.
- Promote complete neighborhoods with retail and service hubs.
- Expedite review processes for desired uses and outcomes.
- Diversify the economy to grow the non-residential tax base by offering flexibility in land use and regulations in key locations.
- Encourage a variety of commercial and industrial spaces to provide affordable opportunities for local entrepreneurs.
- Promote redevelopment of car-oriented shopping centers to create more walkable, downtown-like environments.
- Foster connections between transportation and land use systems, developing and aligning context-based land use and development standards.
- Protect, enhance, and manage natural features or open space that provide ecological benefits.
- Support and incentivize the transition to clean energy through land and investment.
- Coordinate and align utility infrastructure investment needs with land use and growth.

B. ZONING REWRITE BACKGROUND

The existing use, area, height, and placement standards found in Chapter 55 of the City Code of Ann Arbor were first adopted in 1963 as the Zoning Ordinance and remain largely in place as originally written. Other land development regulations such as parking, landscaping and screening, streets and access, stormwater management and soil erosion, natural features, signs, fences, and outdoor lighting, were first adopted as separate chapters of the City Code between 1963 through the 1990s.

The nine City Code chapters dealing with land development were combined and lightly revised for consistency in 2019. Each chapter was repealed and a new Chapter 55 Unified Development Code (UDC) was adopted. Today, the 288-page UDC divides the City into 33 traditional zoning districts, dozens of PUD (Planned Unit Development) districts, several districts with adopted and incorporated conditions, and 10 overlay zoning districts.

It provides the permitted uses, use specific standards, development standards, procedures, and enforcement for all new construction. It is a single Word document maintained by Planning staff, converted to PDF format for downloading from the City's website.

Overall, the current UDC provides minimally cohesive, outdated regulations which the City now seeks to fully rewrite, including updating the Zoning Map, with best practice standards and regulations to implement the future land use recommendations of the [Ann Arbor Comprehensive Plan 2050 \(Plan\)](#).

C. DEVELOPMENT REVIEW PROCESS IMPROVEMENT BACKGROUND

The City recognizes that development outcomes are not only shaped by regulations but also by how applicants navigate and how City departments apply the development review process. Recent stakeholder engagement identified opportunities to improve transparency, predictability, communication, coordination, and customer service throughout the review and permitting process that may reduce additional costs, delay, and uncertainty for applicants. As part of this effort, the City seeks recommendations to improve the overall applicant experience while maintaining the City's responsibilities for public infrastructure, regulatory compliance, and long-term service delivery. Recommendations for development review process improvements may include amendments to the UDC but should also address operational considerations such as customer service and communication, review timelines, staffing, and other opportunities to improve the development experience.

While it will be undertaken under the same overall contract, and will be closely coordinated with the UDC updates, it will include a distinct budget and deliverables to be completed.

The development review process improvements support implementation of the Plan but also address broader administrative functions related to how development applications are reviewed, coordinated, and processed. Key goals include a process that:

- Is transparent and predictable for applicants, staff, and decision-makers, regardless of project scope.
- Provides exceptional customer service and positive user experience
- Is clearly documented and easy to navigate process from initial inquiry through certificate of occupancy.
- Is coordinated across departments and reviewing bodies to reduce duplication, inefficiencies and conflicting direction.
- Is responsive to applicants while maintaining the city's standards, regulatory requirements, and infrastructure responsibilities.
- Is measurable through performance metrics and ongoing evaluation.

D. GENERAL OBJECTIVES

All deliverables should be accessible to all users and accomplish the following:

- Logically and intuitively organized.
- Provide clear and concise language so that, to the extent possible, it can be read and interpreted by a layperson.
- Provide well-defined applicability and objective, measurable standards.
- Use graphics and illustrations to convey information and requirements as much as feasible.
- Able to be printed as a hard copy and hosted by online codification services (UDC only).

E. SPECIFIC OBJECTIVES

Zoning Districts, Uses, and Dimensional Standards

- New districts created to fulfill the Comprehensive Plan 2050 future land use recommendations: Hub, Transition, Residential; replacing most or all existing residential, mixed-use, and non-residential and special purpose districts [with notable exception of PL Public Land district].
- Each recommended land use category should have the fewest number of districts as appropriate to minimize exceptions, alternatives, and additional area, height, and placement standards meant to achieve compatibility.
- Advise on improving the process and requirements for PUD districts.
- Certain permitted uses, and corresponding appropriate use specific standards, must be specifically addressed, including group housing (fraternities and sororities, housing cooperatives, short term rentals). A detailed list will be developed with the selected team.
- Consideration should be given to using the same use category and use type terms and phrases in applicable building codes.
- New permitted use regulations are provided for current and relevant land uses.
 - Residential district(s) allowing no less than triplexes and open to neighborhood-oriented commercial uses, with dimensional standards for more density and appropriately scaling new housing within existing patterns. This could also include how to incentivize affordable, barrier free, adaptable, or visitable housing design.
 - Transition district(s) that accommodate residential, commercial and industrial employment uses with dimensional standards that provide a transition in scale where adjacent or close proximity to residential districts and may provide a variety of place types to emphasize or limit distinct land uses.
 - Hub district(s) to concentrate residential and commercial development around major hubs, supporting the greatest development intensity, with dimensional standards that are pedestrian-oriented, mimic an urban

downtown format, and are context-sensitive where adjacent or in proximity to residential districts.

- Public Land district for publicly-owned land including parks and open spaces, government, and institutions.

Development Standards

New development standards that maintain City policies and Plan goals but prioritize housing in general and affordable housing in particular and sustainability should be provided. Attention must be given to preventing unduly burdensome barriers and encouraging infill and redevelopment of existing sites. Each standard must have clear applicability standards using consistent language and terminology, coordinated with required procedures, to facilitate administering and enforcing the standards and features such as rules of interpretation and similar may be considered. Development standards to address, at minimum, include:

- New area, height, and placement standards are provided for each zoning district.
- Calibrated with applicable building and fire codes to ensure viable pathways to realizing desired development types.
- Provide new streets and access standards, addressing shared access requirements and access management.
- Revise stormwater management applicability to promote infill development, better align standards with floodplain management regulations and best practices, and maintain design standards per Washtenaw County Water Resources Commissioner's rules and guidelines.
- Revise soil erosion standards for consistency and coordination with the rest of the Article, maintaining compliance with state requirements.
- Provide new landscaping, screening, and buffering standards focused on shading impervious surfaces, promoting stormwater management, and buffering districts and/or land uses.
- Provide simplified fence standards with emphasis on improved graphics.
- Condense, streamline, and simplify natural feature standards for consistency and coordination with consideration for increasing applicability, protections, and mitigation standards for highest quality natural features.
- Identify where and how sustainable features can be required or incentivized.
- Identify and address gaps in current development standards.

As time and budget allows for development standards:

- Provide new parking standards for vehicles, maintaining no minimums and considering maximum limits, with provisions for EV parking.

Procedures

- Provide straightforward, easy-to-follow, efficient procedures with preference for administrative approvals unless otherwise required by law.
- Provide clear, succinct, relevant standards for the following:
 - Approval for all procedures. Consolidate or eliminate procedures as necessary to minimize barriers and introduce new, more efficient procedures as appropriate.
 - A clear guide that delineates which development standards apply in distinct circumstances for amendments and modifications.
 - Requirements to minimize barriers to redevelopment, promote efficient review, and align with standards of approval.

Nonconformities

Standards and regulations for nonconforming uses, lots and structures are requested that acknowledge and reflect redevelopment and infill as the dominant development activity in the community. Consideration should be given to providing for minor, mid, and/or major nonconforming designations with corresponding regulations and eliminating date-specific nonconforming status.

Zoning Map

A parcel-based zoning layer and a polygon-based zoning boundary layer is requested reflecting the new zoning districts as recommended on the Future Land Use Map in the Plan.

F. REQUIREMENTS

Community Engagement

Using the International Association of Public Participation Spectrum, some form of community participation is expected for each task in the scope of work. The form of community participation should be appropriate for the task. Expectations are provided below. City staff will lead engagement events but will rely on the selected firm to design the materials.

Timeframe

The City expects the UDC rewrite and development review process improvements to proceed concurrently and inform one another throughout the project. The selected consultant should identify opportunities to coordinate stakeholder engagement, analysis, and recommendations across both workstreams.

The City expects a final draft UDC and Zoning Map to be completed within 24 months and the new code and zoning map to be adopted within 12 months thereafter, for a total maximum project completion timeframe of 36 months.

Recommendations related to development review process improvements should be delivered within the first 4–6 months of the project. The City expects the consultant to distinguish between recommendations requiring UDC amendments and those that can

be implemented through changes to procedures, guidance materials, communication practices, performance management, or customer service standards.

Please include a detailed project schedule identifying major milestones, deliverables, engagement activities, decision points, and opportunities for coordination between the UDC rewrite and development review process improvement assessment.

G. TASKS, SUPPORT, DELIVERABLES, AND ENGAGEMENT

Staff envision that UDC Rewrite and the Development Review Process Improvements will be conducted concurrently to yield the best results, however, staff is open to considering another approach.

Phase 1. Phase 1 includes two tasks: A) code rewrite initiation and diagnostic review, and B) process improvements analysis and recommendations.

A) Code Rewrite Initiation and Diagnostic Review

- Kick-off meeting(s).
- Develop project tracking method.
- Review existing materials as needed:
 - Chapter 55 UDC.
 - Existing Zoning Layer.
 - City Parcel Layer.
 - Comprehensive Plan 2050.
 - Downtown Design Guidelines.
 - 2023 New Approach to Economic Development Report.
 - Reimagine Washtenaw Corridor Improvement Study.
 - Public Services Standard Specifications.
 - Public Services Utility Comprehensive Plan Reports.
 - Solid Waste Regulations.
 - Downtown Street Design Manual.
 - A2ZERO (Carbon Neutrality Plan).
 - Comprehensive Transportation Plan.
 - Michigan Planning and Zoning Enabling Act.
- Research and share best practices and noteworthy codes of comparable and peer jurisdictions.

City Staff Support

- Identify and provide materials to share with the selected firm.

- Share a staff diagnostic of UDC sections that require major or minor revisions, if helpful to the selected firm.
- Fulfill requests for additional materials and data to the extent possible.
- Dedicate staff to answer technical questions and clarifications as needed.
- Assist in organizing meetings.

Deliverable Expectation

- Kick-off meeting minutes.
- A template that tracks detailed progress for each scope item and the percentage of the budget spent.
- A report of findings that summarizes the following (including metadata used during this process): Key issues and opportunities within the UDC; areas where zoning can better align with city priorities and the Comprehensive Land Use Plan - 2050 and non-compliance with state requirements; barriers development, redevelopment, and housing production.

Community Engagement Expectation

- Inform. The planning department will share the report of findings through its established channels and project page for the public and at a Planning Commission meeting.

B) Process Improvements Analysis and Recommendations

Assess the applicant’s experience throughout the City’s development review process and prepare recommendations to improve transparency, predictability, communication and customer service. The assessment should consider the full development review lifecycle, from initial inquiry and pre-submission meetings through project approvals, permitting, inspections, and certificate of occupancy.

- Evaluate the existing development review process and approval pathways and identify areas to improve transparency, predictability, and coordination starting from an applicant’s first interaction with the City to certificate of occupancy.
- Review application requirements and standards to eliminate unnecessary complexity, ambiguity, or barriers.
- Conduct structured interviews and surveys with internal staff and external stakeholders
- Conduct an analysis of peer and comparable communities on process structure, review timelines, and requirements
- Provide recommendations to streamline development review timelines, while maintaining compliance with City infrastructure, environmental, and public services responsibilities.

City Staff Support

- Provide existing process maps, workflow documentation, forms, templates, and guidance materials.
- Facilitate meetings with staff involved in development review, permitting, inspections, and related functions.
- Assist with requests for available data related to development review timelines and application activity.

Deliverable Expectation

- A report that summarizes:
 - Key themes emerging from stakeholder interviews, process mapping, and peer community benchmarking, particularly those related to clarity, predictability, communication, timeliness and coordination;
 - The strengths and weaknesses of the current development review process from the applicant's perspective;
 - Barriers to transparency, predictability, and positive customer experience;
- A set of prioritized recommendations to improve the applicant's experience from initial inquiry through certificate of occupancy, which may include:
 - Applicant guidance materials and educational resources;
 - Standardized review comments, communication practices, and customer service protocols;
 - Recommendations to reduce review timelines and improve process efficiency;
 - Opportunities to improve communication and coordination among departments, reviewing bodies and external entities; and
 - Benchmarking standards, public-facing performance metrics and reporting practices
 - Identification of recommendations that may be implemented administratively and others that would require further policy or zoning changes.
- Presentation of key findings to City Council

Community Engagement Expectation

- Consult. Conduct interviews and/or focus groups with staff involved in development review, permitting, inspections, and related functions to identify opportunities to improve the development review process and applicant experience.

- As time and budget allow, conduct interviews and/or focus groups with recent applicants, developers, and design professionals to supplement staff input and better understand the applicant experience. Staff will provide existing stakeholder engagement reports and related materials that can be used to supplement or inform this effort.

Phase 2. Preliminary Code and Zoning Map

- Prepare a complete preliminary code and zoning map.
- Deliver Articles and/or Sections individually or grouped logically for staff review regularly. It is estimated that for each Article, there will be at least three meetings with staff to discuss the consultant's proposed amendments.
- Provide ESRI GIS based Zoning Layer.
- After meeting with staff, attend Planning Commission and City Council meetings to share drafts and seek input where feedback is needed on important decision points. It is estimated there will be a minimum of 10 meetings with the Planning Commission during this step (two meetings per Article) but may require more depending on the content. Staff may meet with Planning Commission more regularly for feedback.
- Develop and use a system to document feedback received, requested revisions, and how they will be (or were) addressed in the final draft.

City Staff Support

- Conduct basic background research on the relationship between land use categories to existing zones.
- Post drafts for public access.
- Support research on other communities' ordinances.
- Distribute and coordinate draft for review to internal stakeholders.
- Host in person engagement sessions.
- Present Article drafts to the Planning Commission.
- Summarize and share feedback from staff-hosted events and assist in prioritizing in event of conflicts.

Deliverable Expectation

- Agendas and minutes for all meetings with staff.
- Method to demonstrate how drafts change; this could include track changes, code citations, or written summary of changes
- Zoning Layer files.
- Minimum of monthly written updates to city staff on project's progress.
- Presentation(s) to city staff.

- Develop presentations, graphics, and text for engagement sessions and the Planning Commission and City Council meetings.

Community Engagement Expectation

- Involve. During the drafting of the preliminary code and map, engagement is expected. For higher impacts changes to the UDC, staff recommend, but are open to other suggested approaches, the following engagement methods (a reminder that staff will lead engagement but rely on selected firm to plan for and design materials):
 - Break the code: An event to stress test the drafted language with the development community to hear feedback on unclear language or potential barriers to development.
 - Focus groups/working groups: Select a targeted group of residents, boards and commission, business owners, and other relevant stakeholders to discuss specific areas of the UDC that will directly impact them.
 - Walking tours: Determine areas of the city that could benefit from a visual tour with a selected audience to photograph concerns or areas for improvement.
 - Survey: A series of short surveys for rapid feedback on specific issues with a feedback loop to share the results.

Phase 3. Final Code and Zoning Map

The final code and zoning map shall meet the following:

- Optimized for city-friendly web presence with clickable bookmarks, internal links, navigation panels, and a clickable Zoning Map.
- All defined terms in this document must display their definitions via tooltip on hover.
- One version of the document does not exceed 20 MB, if possible.
- Screen-reader accessible and complies with the most recent updates WCAG, Level AA and the ability to create alternative formats of the document to meet accessibility needs, as requested.

Phase 4. Adoption and Implementation

Prepare ordinance(s), with transmittal or summary reports for:

- Staff in preparing for adoption and implementation.
- Planning Commission public hearing and recommendation.
- City Council first reading, second reading, and public hearing, and adoption.

City Staff Support

- Schedule meetings and notice public hearings.

- Prepare meeting agendas and packets.
- Attend meetings.

Deliverable Expectation

- An editable version of the final draft and all previous drafts.
- A version of the UDC that can be hosted online with a codification service.
- All research conducted to be provided in an easy-to-access platform, including original files.
- All graphics provided separately from the final document.
- A final Zoning Layer and modified City Parcel Layer with attribute field denoting the Zoning District value of each parcel.

SECTION III - MINIMUM INFORMATION REQUIRED

A. PROPOSAL FORMAT

Offerors should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal")
- E. Authorized Negotiator
- F. Attachments

B. PROPOSAL ELEMENTS AND SCORING

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals. Offerors shall be evaluated on the clarity, thoroughness, and content of their responses to the below items.

1. Professional Qualifications – 20 points

- a. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
- b. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
- c. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

Additional Desired "Professional Qualifications"

- Familiarity with Michigan's enabling laws and other relevant legislation.
- Experience with Web Content Accessibility Guidelines (WCAG) compliance and the ability to create alternative formats of the document to meet accessibility needs, as requested

2. Past Involvement with Similar Projects – 30 points

The written proposal must include a list of specific experiences that indicate proven ability in implementing similar projects. A complete list of client references must be provided for similar projects recently completed. The list shall include the client's name, address, telephone number, project title, and contact person.

Additional Desired “Past Involvement with Similar Project” Qualifications:

- Consultants that have prepared zoning ordinances that eliminated exclusive single-family zoning districts.
- Demonstrated experience identifying and implementing operational improvements to municipal development review processes.

3. Proposed Work Plan – 30 points

Provide a detailed and comprehensive description of how the offeror intends to provide the services requested in this RFP. This description shall include but not be limited to: how the project(s) will be managed and scheduled, how and when data and materials will be delivered to the City, communication and coordination, the working relationship between the offeror and City staff, and the company's general philosophy in regard to providing the requested services.

Additional Desired “Work Plan” Qualifications

- A regional connection to readily attend in-person meetings, if necessary.
- A dedicated, full-time person to manage the project, maintain momentum for an accelerated timeline, and keep all changes and references updated. This person would be a single point of contact with Ann Arbor staff.

4. Fee Proposal - 20 points

Fee schedules should be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Offerors shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

C. AUTHORIZED NEGOTIATOR

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the City

D. ATTACHMENTS

Legal Status of Offeror, Conflict of Interest Form, Living Wage Compliance Form, and the Non-Discrimination Form should be returned with the proposal. These elements should be included as attachments to the proposal submission.

E. PROPOSAL EVALUATION

1. The selection committee will evaluate each proposal by the above-described criteria and point system (Section B) to select a short-list of consultants for further consideration. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the offeror to be a candidate for an interview. The committee may contact references to verify material submitted by the offerors.
2. The committee then will schedule interviews with the selected consultant if necessary. The selected consultants will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
3. The interview must include the project team members expected to complete a majority of work on the project, but no more than six members total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the offeror, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.
4. The consultants interviewed will then be re-evaluated by the above criteria (Section B), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected consultant may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to waive the interview process and evaluate the offerors based on their proposals and fee schedules alone and open fee schedules before or prior to interviews.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

F. PREPARATION OF PROPOSALS

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double-sided on recycled paper. Proposals should not be more than 30 sheets (60 sides), not including required attachments and resumes.

Each person signing the proposal certifies that they are a person in the offeror's organization responsible for the decisions regarding the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

G. ADDENDA

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to Michigan Inter-governmental Trade Network (MITN) www.mitn.info and/or the City of Ann Arbor web site www.A2gov.org for all parties to download.

Each offeror must acknowledge in its proposal all addenda it has received. The failure of an offeror to receive or acknowledge receipt of any addenda shall not relieve the offeror of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than official written addenda.

SECTION IV – ATTACHMENTS

ATTACHMENT A. Legal Status of Offeror

(The Offeror shall fill out the provision and strike out the remaining ones.)

The Offeror is:

- A corporation organized and doing business under the laws of the state of _____, for whom _____ bearing the office title of _____, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of offeror.*

*If not incorporated in Michigan, please attach the corporation’s Certificate of Authority

- A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of _____ and _____ filed with the County of _____, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Offeror has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

Signature Date: _____,

(Print) Name _____ Title _____

Organization: _____

Address: _____

Contact Phone _____ Fax _____

Email _____

ATTACHMENT C. CITY OF ANN ARBOR LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees _____

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$17.42/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$19.42/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Company Name

Street Address

Signature of Authorized Representative Date

City, State, Zip

Print Name and Title

Phone/Email address

Attachment D. VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee
	<input type="checkbox"/> Interest in vendor's company
	<input type="checkbox"/> Other (please describe in box below)

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Vendor Name		Vendor Phone Number
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org
 Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org

ATTACHMENT E. CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below.
You can review the entire ordinance at www.a2gov.org/humanrights.

Intent: It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

Discriminatory Employment Practices: No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

Discriminatory Effects: No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

Nondiscrimination by City Contractors: All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

Complaint Procedure: If any individual believes there has been a violation of this chapter, he/she may file a complaint with the City's Human Rights Commission. The complaint must be filed within 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the allegedly discriminatory action. A complaint that is not filed within this timeframe cannot be considered by the Human Rights Commission. To file a complaint, first complete the complaint form, which is available at www.a2gov.org/humanrights. Then submit it to the Human Rights Commission by e-mail (hrc@a2gov.org), by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107), or in person (City Clerk's Office). For further information, please call the commission at 734-794-6141 or e-mail the commission at hrc@a2gov.org.

Private Actions For Damages or Injunctive Relief: To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.

THIS IS AN OFFICIAL GOVERNMENT NOTICE AND
MUST BE DISPLAYED WHERE EMPLOYEES CAN READILY SEE IT.

ATTACHMENT F. CITY OF ANN ARBOR LIVING WAGE ORDINANCE

RATE EFFECTIVE APRIL 30, 2026 - ENDING APRIL 29, 2027

\$17.42 per hour

If the employer provides health care benefits*

\$19.42 per hour

If the employer does **NOT** provide health care benefits*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

ENFORCEMENT

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

The Law Requires Employers to Display This Poster Where Employees Can Readily See It.

**For Additional Information or to File a Complaint contact
Colin Spencer at 734/794-6500 or cspencer@a2gov.org**

APPENDIX A - SAMPLE CONTRACT

PROFESSIONAL SERVICES AGREEMENT BETWEEN [TBD] AND THE CITY OF ANN ARBOR FOR [TBD]

This agreement ("Agreement") is between the City of Ann Arbor, a Michigan municipal corporation, 301 E. Huron St. Ann Arbor, Michigan 48104 ("City"), and [TBD], a(n) [TBD] _____, [TBD], [TBD], [TBD] [TBD] ("Contractor"). City and Contractor agree as follows:

1. DEFINITIONS

Administering Service Area/Unit means [TBD].

Contract Administrator means [TBD], acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

Deliverables means all documents, plans, specifications, reports, recommendations, and other materials developed for and delivered to City by Contractor under this Agreement.

Effective Date means the date this Agreement is signed by the last party to sign it.

Project means [TBD].

Services means [TBD] as further described in Exhibit A.

2. DURATION

- A. The obligations of this Agreement shall apply beginning on the Effective Date and this Agreement shall remain in effect until satisfactory completion of the Services unless terminated as provided for in this Agreement.

3. SERVICES

- A. Contractor shall perform all Services in compliance with this Agreement. The City retains the right to make changes to the quantities of Services within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the Services, the compensation shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.
- B. Quality of Services under this Agreement shall be of the level of quality performed by persons regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. Contractor shall perform Services in compliance with all applicable statutory, regulatory, and contractual requirements now or hereafter in effect. Contractor shall also comply with and be subject to City policies applicable to independent contractors.

- D. Contractor may rely upon the accuracy of reports and surveys provided by the City, except when a defect should have been apparent to a reasonably competent professional or when Contractor has actual notice of a defect.

4. INDEPENDENT CONTRACTOR

- A. The parties agree that at all times and for all purposes under the terms of this Agreement each party's relationship to any other party shall be that of an independent contractor. Each party is solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer-employee relationship, either express or implied, shall arise or accrue to any party as a result of this Agreement.
- B. Contractor does not have any authority to execute any contract or agreement on behalf of the City, and is not granted any authority to assume or create any obligation or liability on the City's behalf, or to bind the City in any way.

5. COMPENSATION OF CONTRACTOR

- A. The total amount of compensation paid to Contractor under this Agreement shall not exceed \$0.00, which shall be paid upon invoice by Contractor to the City for services rendered according to the schedule in Exhibit B. Compensation of Contractor includes all reimbursable expenses unless a schedule of reimbursable expenses is included in an attached Exhibit B. Expenses outside those identified in the attached schedule must be approved in advance by the Contract Administrator.
- B. Payment shall be made monthly following receipt of invoices submitted by Contractor and approved by the Contract Administrator, unless a different payment schedule is specified in Exhibit B.
- C. Contractor shall be compensated for additional work or Services beyond those specified in this Agreement only when the scope of and compensation for the additional work or Services have received prior written approval of the Contract Administrator.
- D. Contractor shall keep complete records of work performed (e.g. tasks performed, hours allocated, etc.) so that the City may verify invoices submitted by Contractor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

6. INSURANCE/INDEMNIFICATION

- A. Contractor shall procure and maintain from the Effective Date or Commencement Date of this Agreement (whichever is earlier) through the conclusion of this Agreement, such insurance policies, including those required by this Agreement, as will protect itself and the City from all claims for bodily injury, death, or property damage that may arise under this Agreement; whether the act(s) or omission(s) giving rise to the claim were made by Contractor, Contractor's subcontractor, or anyone employed by Contractor

or Contractor's subcontractor directly or indirectly. Prior to commencement of work under this Agreement, Contractor shall provide documentation to the City demonstrating Contractor has obtained the policies and endorsements required by this Agreement. Contractor shall provide such documentation in a form and manner satisfactory to the City. Currently, the City requires insurance to be submitted through its contractor, myCOI. Contractor shall add registration@mycoitracking.com to its safe sender's list so that it will receive necessary communication from myCOI. When requested, Contractor shall provide the same documentation for its subcontractors.

- B. All insurance providers of Contractor shall be authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-authorized insurance companies are not acceptable unless approved in writing by the City.
- C. To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold the City and its officers, employees, and agents harmless from all suits, claims, judgments, and expenses, including attorney's fees, resulting or alleged to result, from an act or omission by Contractor or Contractor's employees or agents occurring in the performance or breach of this Agreement, except to the extent that any suit, claim, judgment, or expense are finally judicially determined to have resulted from the City's negligence, willful misconduct, or failure to comply with a material obligation of this Agreement. The obligations of this paragraph shall survive the expiration or termination of this Agreement.
- D. Contractor is required to have the following minimum insurance coverage:
 - 1. Professional Liability Insurance or Errors and Omissions Insurance protecting Contractor and its employees - \$1,000,000.
 - 2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy.

\$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined
\$2,000,000	Per project General Aggregate
\$1,000,000	Personal and Advertising Injury
 - 3. Worker's Compensation Insurance in accordance with all applicable state and federal statutes; also, Employers Liability Coverage for:

Bodily Injury by Accident - \$500,000 each accident
Bodily Injury by Disease - \$500,000 each employee
Bodily Injury by Disease - \$500,000 each policy limit
 - 4. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The

City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. The limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.
- E. Commercial General Liability Insurance and Motor Vehicle Liability Insurance (if required by this Agreement) shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Contractor agrees to waive any right of recovery by its insurer against the City for any insurance listed herein.
- F. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and unqualified 30-day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number(s); name of insurance company; name(s), email address(es), and address(es) of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions, which may be approved by the City in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. If any of the above coverages expire by their terms during the term of this Agreement, Contractor shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.

7. **WAGE AND NONDISCRIMINATION REQUIREMENTS**

- A. Nondiscrimination. Contractor shall comply, and require its subcontractors to comply, with the nondiscrimination provisions of MCL 37.2209. Contractor shall comply with the provisions of Section 9:158 of Chapter 112 of Ann Arbor City Code and assure that Contractor's applicants for employment and employees are treated in a manner which provides equal employment opportunity.
- B. Living Wage. If Contractor is a "covered employer" as defined in Chapter 23 of Ann Arbor City Code, Contractor must comply with the living wage provisions of Chapter 23 of Ann Arbor City Code, which requires Contractor to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3); to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the

compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23.

8. REPRESENTATIONS AND WARRANTIES BY CONTRACTOR

- A. Contractor warrants that the quality of Services shall conform to the level of quality performed by persons regularly rendering this type of service.
- B. Contractor warrants that it has all the skills, experience, and professional and other licenses necessary to perform the Services.
- C. Contractor warrants that it has available, or will engage at its own expense, sufficient trained employees to provide the Services.
- D. Contractor warrants that it has no personal or financial interest in this Agreement other than the fee it is to receive under this Agreement. Contractor certifies that it will not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of the Services. Contractor certifies that it does not and will not employ or engage any person with a personal or financial interest in this Agreement.
- E. Contractor warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City, including real and personal property taxes. Further Contractor agrees that the City shall have the right to set off any such debt against compensation awarded for Services under this Agreement.
- F. Contractor warrants that its bid or proposal for services under this Agreement was made in good faith, that it arrived at the costs of its proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such costs with any competitor for these services; and no attempt has been made or will be made by Contractor to induce any other person or entity to submit or not to submit a bid or proposal for the purpose of restricting competition.
- G. The person signing this Agreement on behalf of Contractor represents and warrants that they have express authority to sign this Agreement for Contractor and agrees to hold the City harmless for any costs or consequences of the absence of actual authority to sign.
- H. The obligations, representations, and warranties of this section 8 shall survive the expiration or termination of this Agreement.

9. OBLIGATIONS OF THE CITY

- A. The City shall give Contractor access to City properties and project areas as required to perform the Services.
- B. The City shall notify Contractor of any defect in the Services of which the Contract Administrator has actual notice.

10. ASSIGNMENT

- A. Contractor shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises, and performances required of Contractor under the Agreement unless specifically released from the requirement in writing by the City.
- B. Contractor shall retain the right to pledge payments due and payable under this Agreement to third parties.

11. TERMINATION OF AGREEMENT

- A. If either party is in breach of this Agreement for a period of 15 days following receipt of notice from the non-breaching party with respect to the breach, the non-breaching party may pursue any remedies available against the breaching party under applicable law, including the right to terminate this Agreement without further notice. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.
- B. The City may terminate this Agreement, on at least 30 days' advance notice, for any reason, including convenience, without incurring any penalty, expense, or liability to Contractor, except the obligation to pay for Services actually performed under the Agreement before the termination date.
- C. Contractor acknowledges that if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds through the City budget process. If funds are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The Contract Administrator shall give Contractor written notice of such non-appropriation within 30 days after the Contract Administrator has received notice of such non-appropriation.
- D. The expiration or termination of this Agreement shall not release either party from any obligation or liability to the other party that has accrued at the time of expiration or termination, including a payment obligation that has already accrued and Contractor's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

12. REMEDIES

- A. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty, or immunity of the parties.
- B. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either party of any right or remedy does not preclude the exercise

of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any other agreement between the parties, or otherwise.

- C. Absent a written waiver, no act, failure, or delay by a party to pursue or enforce any right or remedy under this Agreement shall constitute a waiver of that right with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either party shall subsequently affect the waiving party's right to require strict performance of this Agreement.

13. NOTICE

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated below or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to Contractor:

[TBD]
ATTN: [TBD]
[TBD]
[TBD], [TBD] [TBD]

If Notice is sent to the City:

City of Ann Arbor
ATTN: [TBD]
301 E. Huron St.
Ann Arbor, Michigan 48104

With a copy to: The City of Ann Arbor
ATTN: Office of the City Attorney
301 East Huron Street, 3rd Floor
Ann Arbor, Michigan 48104

14. CHOICE OF LAW AND FORUM

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient

and waive any claim of non-convenience.

15. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this Agreement, all Deliverables prepared by or obtained by Contractor as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities, and other data shall remain in the possession of Contractor as instruments of service unless specifically incorporated in a Deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City acknowledges that the documents are prepared only for the Services. Prior to completion of the Services the City shall have a recognized proprietary interest in the work product of Contractor.

16. CONFLICTS OF INTEREST OR REPRESENTATION

Contractor certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Contractor agrees to advise the City if Contractor has been or is retained to handle any matter in which its representation is adverse to the City and to obtain the City's consent therefor. The City's prospective consent to Contractor's representation of a client in matters adverse to the City, as identified above, will not apply in any instance where, as the result of Contractor's representation, Contractor has obtained sensitive, proprietary, or otherwise confidential information of a non-public nature that, if known to another client of Contractor, could be used in any such other matter by the other client to the material disadvantage of the City. Each matter will be reviewed on a case by case basis.

17. SEVERABILITY OF PROVISIONS

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance is prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

18. EXTENT OF AGREEMENT

This Agreement, together with all Exhibits constitutes the entire understanding between the City and Contractor with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements, or understandings, whether written or oral. Neither party has relied on any prior representations in entering into this Agreement. No terms or conditions of either party's invoice, purchase order, or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such terms or conditions. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement and their permitted

successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended, or modified by written amendment signed by Contractor and the City. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

19. ELECTRONIC TRANSACTION

The parties agree that signatures on this Agreement may be delivered electronically or by facsimile in lieu of an physical signature and agree to treat electronic or facsimile signatures as binding.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

SAMPLE

[TBD]

CITY OF ANN ARBOR

By: _____

By: _____

Name: _____

Name: Milton Dohoney Jr.

Title: _____

Title: City Administrator

Date: _____

Date: _____

Approved as to substance:

By: _____

Name: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Name: Atleen Kaur

Title: City Attorney

Date: _____



EXHIBIT A
Scope of Services

EXHIBIT B
Compensation