

REQUEST FOR QUALIFICATIONS/LETTERS OF INTEREST

CITY OF MONROE, MICHIGAN

**COMMUNITY ENGAGEMENT/FACILITATION - GENERAL CUSTER MONUMENT
PROJECT**



**RESPONSES ARE DUE
10:00 A.M., MONDAY, JUNE 7, 2021**

INTRODUCTION

The City of Monroe is currently soliciting request for qualifications (RFQ)/letters of interest from qualified professionals (individuals and/or consulting firms) to engage in a community facilitation project related to General George Custer. General Custer grew up in Monroe and is recognized as a controversial figure in US history. General Custer is recognized throughout the community primarily for his role in the Civil War with a monument at a prominent location in Downtown Monroe; outside of an exhibit at the Monroe County Historical Museum System, there is limited recognition of his role in the American Indian War in relationship to his prominence in advancing US policy toward Native American Indians. This past summer (2020), a group of local activists petitioned the Monroe City Council to move the Custer monument from its prominent Downtown location in part for his role in the American Indian War. The community is divided whether the monument should remain in its current location, be relocated within the City or removed entirely. RFQ/Letters of Interest shall be received in the City of Monroe Clerk/Treasurer's Office until 10:00 Eastern Daylight Time (EDT) on Monday, June 7, 2021. The RFQ/Letters of Interest will be read aloud to acknowledge receipt.

BACKGROUND

General Custer represents both the positive and negative as it pertains to race and ethnic policies of the United States government; his story is complicated much like that of our nation. While the monument was dedicated in part to the valiant efforts of the Michigan Calvary Brigade at the battle of Gettysburg that turned the tide of the Civil War leading ultimately to the abolition of slavery, there is more to the overall General Custer story than just the Civil War. Minimized is the United States policy in the American Indian War and General Custer's role in that military campaign. There is strong sentiment that even if the statue is not removed, there at least needs to be greater recognition of his role in the American Indian War but also greater awareness of the US Government policy related to relocation of Native American tribes from the Midwest to the western territories.

There are two primary goals for this project: The first goal would be to provide a more balanced representation of General Custer to the community that tells the complete story beyond just the memorial. The second goal would be to move the community toward consensus regarding the future of the Custer monument but also the extent of any historical representations regarding the US American Indian War, if any. Through community discussions four alternatives have been suggested: (1) Keep the memorial at its current location with only a state and Monroe County historical marker's minor reference of the American Indian War; (2) Keep monument at current location with additional historical representations of Custer's involvement in the American Indian War; (3) move monument to another location within the City; and (4) remove entirely from public view in the City or

relocate to another community. Through this project, other alternatives would be considered.

This request for qualifications/letters of interest is written broadly given the complexity of the project and there is no predetermined outcome. Strong impartial community facilitation skills and a general understanding of US history is expected from the selected consultant. As listed below, the City will establish a time by which interested consultants can discuss the project with the Project Team to assist in determining whether to submit a letter of interest. It is understood that this project will likely take at least a couple of years. The City of Monroe has authorized seed funding for this project with the understanding additional funding will be secured from other sources prior to commencing the project.

PROJECT TEAM

Listed below is the project team. These individuals will be engaged with the review of the RFQ/letters of interest and consultant selection, managing the project, and also serve as the primary participants in the planning process. With the RFQ/letter of interest phase of the project, it is anticipated that the Project Team will narrow the number of consultants to three or four, and then request a formal proposal that includes a scope work with deliverables, and cost.

Mayor Robert Clark;
City Manager Vincent Pastue;
Assistant to the City Manager Mark Cochran;
County Museum System Director Andy Clark; and
Michigan Historical Commission President Brian Egen.

OTHER CONSIDERATIONS

1. Photo of the monument, and mention statue artist
2. Aerial photo of the site.
3. Dedicated in 1910

PRE-RFQ/LETTER OF INTEREST TELECONFERENCE

The Project Team will host a pre-RFQ/letter of interest virtual meeting via Zoom on Wednesday, May 19, 2021, at 10:00 a.m. EDT to answer any questions or clarify aspects of the proposed project. It is highly recommended that vendors participate in the virtual meeting. It will be necessary to contact Pat Weaver at patricia.weaver@monroemi.gov to receive the meeting access instructions.

RFQ/LETTERS OF INTEREST SUBMITTAL REQUIREMENTS

Please prepare and organize your RFQ/letter of interest based on the criteria below. Any supplemental information you wish to provide should be appended in a separate section in the back of your submittal. Please note that the RFQ/letter of interest submittal is limited to twenty (20) pages, excluding resumes.

Interested consultants are requested to submit one complete paper copy as well as one electronic copy in a PDF format on 8 ½" x 11" paper in a font size no smaller than 12 points.

1. Enclose a letter of interest not to exceed one page describing the interest and commitment to perform proposed professional services. The person authorized to negotiate an agreement with the City of Monroe shall sign the cover letter.
2. Provide qualifications of the consultant/firm and the individuals who will be assigned to the project, as well as projects of similar scope and complexity. Partnering with other consulting firms is accepted.
3. List key personnel, including identification of the Principal and/or Project Manager and single point of contact.
4. Provide at least three (3) references including contact information for work completed in the last five years of a similar scope and complexity. Include a brief description of the work performed and role of the consultant.
5. Provide confirmation of consultant's ability to meet the requirements specified in this request.
6. Indicate the consultant's expectations of the City during the project.

Submittals are due no later than 10:00 am EDT on Monday, June 7, 2021 to the City of Monroe Clerk/Treasurer. The letters of interest will be publicly read aloud via Zoom virtual conference with consultant name only read aloud at that time. Those interested in attending the Zoom opening should email patricia.weaver@monroemi.gov no later than Friday, June 4, 2021 at 3:00 pm EDT to obtain the meeting link. Submittals received after the stated deadline will not be considered.

Submit RFQ/Letters of Interest by 10:00 a.m., Monday, June 7, 2021

City of Monroe

Clerk/Treasurer's Office

Attn: Custer Monument RFQ/Letters of Interest

120 East First Street

Monroe, MI 48161

Submit PDF Version to: michelle.lavoy@monroemi.gov

Subject line: Custer Monument Letter of Interest

QUESTIONS REGARDING THE RFP AND CITY'S PRIMARY POINT OF CONTACT

Any questions or requests for additional information shall be directed to Vincent Pastue, City Manager. Contact information is provided below. Based on the questions received, the City may provide an addendum to clarify aspects of the letters of interest.

Vincent Pastue, City Manager
120 East First Street
Monroe, MI 48161
Email: vincent.pastue@monroemi.gov
Office: 734-384-9154

SELECTION OF CONSULTANT

Submittal will be evaluated using the following criteria:

- Qualifications and experience of the consultant and key team members;
- Experience with projects of similar scope and complexity;
- Satisfaction of previous clients; and
- Quality and completeness of the submittal.

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

SELECTION PROCESS DATES

Issue RFQ/Letters of Interest	April 19, 2021
Schedule Pre-RFQ Teleconference - Zoom	May 19, 2021 at 10:00 a.m. EDT
RFQ/Letter of Interest due	June 7, 2021
Review RFQ/Letters of Interest	Week of June 14
Schedule interviews with selected consultants	Week of June 21
Interviews (via teleconferencing - Zoom)	Week of June 28
Invite selected consults to submit proposal	Week of July 5
Proposals Due	July 19 at 11:00 a.m. EDT
Review Proposals	Week of July 19
Project Team follow-up from proposals and submits recommendation to City Council	Week of July 26
City Council approves award	August 2, 2021
Contracts and consultant mobilization	August 3 thru August 27
Project commences	Week of August 30