

**REQUEST FOR QUALIFICATIONS: SHORT-TERM RENTAL ADMINISTRATIVE SERVICES**  
**for**  
**EAST BAY CHARTER TOWNSHIP, MICHIGAN**

East Bay Charter Township is seeking to retain a qualified consulting firm to provide professional services for the administration of certain short-term rental services, including but not limited to a developing a short-term rental license database, detailed reporting/analysis, as well as monitoring and enforcement through code compliance.

Qualified consultants will have experience with data collection, systematic reporting, and analysis; compliance review and response; as well as familiarity International Building Code, the International Residential Code, and the International Fire Code.

**SUBMITTAL RESPONSE**

Proposals shall consist of eight (8) printed copies and one (1) digital copy submitted to Township Clerk's office by the advertised deadline. It is the proposers' responsibility to deliver proposals to the specified location prior to the date and time for acceptance. East Bay Charter Township is not responsible for lost, misdirected, or submittals delivered after the deadline.

Proposals shall include the following information:

- A cover letter indicating the firm's interest in providing such services and highlighting its qualifications to perform the desired scope of services. A summary of firm's experience in requested service areas and the availability of the firm to complete the work.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or brief resumes of key team members.
- A summary of how the firm intends to provide the scope of services.
- Up to three examples of similar projects.
- A minimum of three references relating to completed projects similar to the proposed project with full name, title, address, phone and e-mail addresses.

**QUALIFICATIONS SUBMITTAL DEADLINE**

Submittals are due no later than 5:30 p.m. on Thursday, August 16, 2018, to:

East Bay Charter Township  
1965 N. Three Mile Road  
Traverse City, MI 49696

Questions may be directed to either Township Supervisor Beth Friend via email at [bfriend@eastbaytwp.org](mailto:bfriend@eastbaytwp.org) or by calling 231-947-8647 or to Township Planner Rick Brown via email at [rbrown@eastbaytwp.org](mailto:rbrown@eastbaytwp.org) or at 231-947-8681. No oral interpretation of the meaning of any section of the request for qualification documents will be binding. Oral communications are permitted in order to make an assessment of the need for an addendum. Any questions concerning the request for qualifications must be addressed prior to the submittal deadline.

## **2 – Short-term Rental Services RFQ**

### **GENERAL BACKGROUND**

It is estimated that East Bay Charter Township has more than 300 vacation rentals. These rentals are spread across the Township, but primarily in the Lakes Area and along the shoreline of East Bay. After two years of work, the Township Board adopted a Short-term Rental Licensing Ordinance in June 2018. Concerns now include, but are not limited to assuring the following:

- A smooth implementation process to include the application, licensing, and enforcement aspects of the new ordinance.
- All short-term rentals are properly licensed and continuously conform to all the standards.
- Complaints are answered, responded to, and corrected in a timely manner.
- The Township is made aware of problems implementing and/or enforcing the ordinance.

### **SCOPE OF SERVICES**

To assist East Bay Charter Township address the issues and concerns associated with short-term rentals, services provided shall include, but not be limited to the following:

- Create and maintain a database of short-term rentals in East Bay Charter Township
- Identify unlicensed short-term rentals operating in East Bay Charter Township
- Verify the length of stays are compliant with the standards of the ordinance
- Generate statistics about short-term rentals for review and analysis
- Verify that all advertising for licensed short-term rentals includes the license number
- Receive, respond, and enforce ordinance violations and complaints
- Coordinate with Township staff and local enforcement agencies including but not limited to the Township, Metro Fire, and Grand Traverse County
- Identify issues, concerns, and/or problems with the ordinance or enforcement procedures
- Routinely review Township documents and ordinances related to short-term rentals and advise of potential revisions that may streamline or improve the process/documents

### **SELECTION PROCEDURE AND CRITERIA**

The basis of awarding a contract for the aforementioned services will be to the respondent receiving the most points from the Township Board based on the following criteria:

1. Qualifications of the firm. (Staff strength & experience with similar services) (Maximum 30 points)
2. Work/scope of services plan. (Maximum 30 points)
3. General familiarity with short-term rentals. (Maximum 20 points)
4. General familiarity with the Township/Grand Traverse County. (Maximum 10 points)
5. Past performance/references. (Maximum 10 points)

East Bay Charter Township notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this request for qualifications shall not discriminate against any organization or individual on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin or ancestry, marital status, age, disability, or veteran status.

### **3 – Short-term Rental Services RFQ**

#### **RIGHT TO REJECT**

In evaluating the proposals and selecting a consultant, the Township reserves the right to:

- Not award a contract for requested services.
- Waive any irregularities or informalities in any proposal.
- Accept the proposal deemed to be the most beneficial to the public and to East Bay Charter Township.

#### **COST OF PREPARATION OF PROPOSAL**

East Bay Charter Township will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting proposals shall be borne by the proposing consultants.

#### **REQUEST FOR QUALIFICATIONS IS NOT A COMMITMENT**

This Request for Qualifications is not a contract or a commitment of any kind by the Township and does not commit the Township to award a contract or to pay any costs incurred in the submission of a proposal. All proposals will become the property of the Township.

#### **PROFESSIONAL SERVICES AGREEMENT**

The consultant awarded the service shall be required to enter into a Professional Services Agreement with the East Bay Charter Township to perform the work in accordance with the terms specified in this Request for Qualifications and all other terms as specified in said Professional Services Agreement.