

East Bay Charter Township

9

RFP Township Planner

Motion by: _____ Second by: _____

To

Approve

Table

Deny

AYE: _____

NAY: _____

ABSTAIN: _____

ABSENT: _____

Motion

Passed

Failed

Glen Lile, Supervisor
Susanne M. Courtade, Clerk
Tracey Bartlett, Treasurer



Beth Friend, Trustee
Craig Goodrich, Trustee
Dale McAllister, Trustee
Leroy "Butch" Strait, Trustee

8/28/2008

Township Board,

Enclosed please find a RFP for a planner, this is the one area that we have not looked at yet, after drafting this RFP I am wondering if we would be better served by hiring a part time Planner/Zoning Administrator maybe two days a week.

I would ask for your input, or any other ideas you may have.

A handwritten signature in cursive script, appearing to read "Glen", is written below the text.

CHARTER TOWNSHIP OF EAST BAY

**REQUEST FOR PROPOSAL
AND
STATEMENT OF QUALIFICATIONS**

PROFESSIONAL PLANNING SERVICES

Section A – Overview

East Bay Charter Township (East Bay Township) is a municipality located in Grand Traverse County in northwestern Michigan. Its population is approximately 10,000. The township is primarily a rural bedroom community located southeast of Traverse City.

The township is governed by a seven member board. Three members of the board, Supervisor, Clerk and Treasurer, are full time officials. Presently, the township employs eleven full and part time employees and two deputies. The township's legal, engineering and planning needs are met with subcontract professionals. The township operates a compactor station and an ambulance for service to its residents. The township also cooperatively operates Grand Traverse Metro Fire Department with neighboring Acme and Garfield Townships. Currently, East Bay Township contracts with Grand Traverse County in the following areas:

- *Equalization Department*: to provide assessing services through the County Equalization Department
- *Sheriff's Department*: to provide two Community Police Officers dedicated to patrolling East Bay Township
- *Department of Public Works*: operates and maintains the sewer and water systems and operates a Septage Treatment Facility. This is also in partnership with several neighboring townships. The township's sewer system covers approximately seven square miles and incorporates four lift stations. Additionally, the township has an iron removal plant

Section B – Scope of Services

East Bay Township is seeking qualifications and proposals from qualified firms so the township may retain a full service professional planning firm to provide a variety of planning services. The planning services desired include, but are not limited to, professional guidance in areas of our master plan and zoning ordinance. Typical issues and projects may include:

- Attendance at Planning Commission meetings.
- Attendance at Zoning Board of Appeals and Township Board meetings, as requested.
- Review, research, and make written recommendations on all site plans, special uses, PUDs, subdivisions, re-zoning and other related matters prior to action by the Planning Commission and/or Township Board.
- Review Master Plan and Zoning Ordinance for compatibility.
- Advise, assist, and coordinate with the Planning Commission, Zoning Administrator, and/or Township officials in matters dealing with Michigan laws or East Bay Township ordinances, procedures or practices relating to zoning and development.
- Work with the Planning Commission and the Township Board on periodic reviews of the East Bay Township Zoning Ordinance and Master Plan.

Section B – Scope of Services - continued

- Provide training sessions for the East Bay Township Planning Commission, Township Board, Zoning Board of Appeals and personnel as requested.
- Provide specialized planning services as requested.
- Provide other planning services as requested.

Section C – Requirements

- Strong knowledge and background in Michigan land use planning and zoning practice.
- Capability and experience in working with appointed and ad hoc citizen groups, professional staff, interest groups and policy makers in all aspects of the assignment.
- Strong knowledge and background in both Township planning and zoning with an emphasis on emerging communities in a larger metropolitan area with a broad range of existing land uses.
- Strong communication capabilities in written and both formal and informal oral presentation.
- Good understanding of the issues and challenges facing East Bay Township.
- Sufficient planning, mapping, graphics and research capabilities and staffing to provide efficient and timely response.
- Strong track record of professional and competent service in the municipal arena.

Section D – RFP Response and Statement of Qualifications

Firms responding to the RFP will be expected to submit a proposal to demonstrate the qualifications, competence and capacity of the firm seeking to provide the township with planning services at a competitive rate. Substance of the proposal will have more impact than the form or manner of the presentation. The proposal must contain, *but not limited to*, the following information:

- 1) Ability to provide planning services to the township
 - a) Firm Profile: This may be marketing material, but must include:
 - i) Company history
 - ii) Areas of expertise and company capabilities
 - iii) Summary of related planning experience
 - iv) Municipal clients
 - v) Size and composition of firm

Section D – RFP Response and Statement of Qualifications - continued

- b) Resources dedicated to this contract:
 - i) Identify planner(s), support staff and various personnel responsible for providing planning services to the township. Include location of the office of outlined staff.
 - ii) Please include resumes for each planner which outlines relevant professional expertise.
 - iii) Both planner and support staff should be indicated whether they will be utilized on a full or part time basis for this project.
 - iv) Any and all relevant information pertaining to the firm's ability to meet the *Scope of Services* outlined in Section B.
- 2) Communication and coordinating procedures
 - b) Identify primary contact and describe the overall relationship that will be established between the service professionals and the township.
 - c) Include any pertinent sample form(s) or communication methods to be utilized for progress reports or reporting mechanisms to the Township.
- 3) Billing Information
 - a) Hourly Fees: List the hourly fees for all personnel responsible for providing planning services to the township.
 - b) Describe the firm's billing procedure:
 - (1) Monthly, bi-monthly or otherwise
 - (2) Level of detail
 - (3) Please include sample billing format
- 4) Conflict of Interest
 - a) Please identify any actual or potential conflicts of interest that may exist. A consulting planner or firm working for the township would be considered to have a conflicting interest if they are also performing services for a builder, property owner, developer, contractor or any of the aforementioned parties expecting to be active in the township.
 - b) Describe how your firm would avoid any conflicts of interest between your role as township planner and your other clients.

Section E – Information about the Request

- 1) Seven copies of the proposal should be provided in a sealed envelope clearly marked “Proposals for Planning Services – East Bay Charter Township” and will be accepted at:
East Bay Charter Township
1965 Three Mile Road
Traverse City, MI 49686
- 2) Proposals will be accepted through 5 p.m. on Friday, ????????, 2007. Submitted proposals will not be opened until after the deadline.
- 3) Questions about the township or this proposal should be directed to the contact person regarding the RFP and Statement of Qualifications:
Glen Lile, Supervisor
(231) 947-8719
- 4) The Township Board of Trustees will receive and review all proposals. The Board will identify two to four firms to be interviewed. Each of these selected firms will meet with the Supervisor, a Trustee, and the Chairperson of the Planning Commission with an opportunity to meet the Clerk and Treasurer. After the interview process, the Supervisor will offer a recommendation to the Board. Upon Board determination, the township will ultimately negotiate an arrangement of services with the selected firm. All meetings will be publicly noticed to adhere to the Open Meetings Act.
- 5) The Township Supervisor will notify in writing all proposers of their status at each interval of the selection process.
- 6) The Township Board reserves the right to reject any and all proposals submitted.
- 7) It is anticipated a selection will be made and the proposers notified by ????????, 2007. Respondents will be notified of any change made to this schedule.
- 8) East Bay Charter Township will not be liable for any cost incurred by the consultant in the development of a proposal responsive to this request.
- 9) East Bay Charter Township reserves the right to reject any and all proposals and to accept any proposal which, in their opinion, is most advantageous to the township. The Township Board will make the final selection based on evaluation of all responses, qualifications, thoroughness, pricing and recommendations.

Section F – Proposer Warranties

The proposer will warrant that it will not delegate or subcontract its responsibilities under agreement without prior written permission of the East Bay Charter Township Board.

Additionally, the proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.