

REQUEST FOR PROPOSALS
FOR
PLANNING AND ZONING SERVICES

ROSE TOWNSHIP
OAKLAND COUNTY, MICHIGAN

ROSE TOWNSHIP
204 FRANKLIN STREET
HOLLY, MI 48442-8587

TELEPHONE: (248) 634-8701

PURPOSE

Rose Township is soliciting proposals from experienced planning consultants to provide a wide range of planning services. The information contained in this Request for Proposal (RFP) is provided to give prospective responders background information to allow for the completion of proposals.

BACKGROUND

Rose Township is located in northwest Oakland County. The latest censuses (2000) figures set the population of Rose Township at 6,120.

The rural character of Rose Township cannot be overstated. The most recent land use tabulation identified approximately 70% of total land area as agricultural or vacant. Rose Township has a significant number of natural resources including lakes, wetlands and streams. More than 25 lakes are scattered throughout the Township, occupying approximately 5% of total land area. No municipal water or sewer services are available in the Township. Like most rural communities on the fringe of developing urban areas, Rose Township is faced with growth pressures due to a demand for residential opportunities.

The Planning Commission has formulated a prioritized list of land use concerns as identified by Township residents during the Master Plan update process. These concerns tended to focus on issues related to the protection of natural resources, the preservation of agricultural land and open space and the rural character of the Township. The Rose Township Land Use Master Plan (updated February 1999) goals and objectives reflects these concerns. Rose Township was a principal participant in the Shiawassee and Huron Headwaters Resource Preservation Project, completed in March 2000.

SERVICES REQUIRED

It is anticipated that the Planning Consultant shall provide the following services:

- 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, private roads, subdivisions plats, site condominium, P.U.D.s, re-zonings and other related matters prior to action by the Planning Commission and/or Township Board.
- Review and make recommendations on all private road applications.
- Review, research and make written recommendations on land division applications, as requested
- Advise, assist and coordinate with the Planning Commission, Zoning Administrator, and/or Township officials in matters dealing with Michigan laws or Rose Township ordinances, procedures or practices relating to zoning and development.
- Work with the Planning Commission and the Township Board on periodic reviews of the Rose Township Zoning Ordinance and Master Plan.

- Provide training sessions for the Rose Township Planning Commission, Township Board, Zoning Board of Appeals and personnel as requested.
- Coordinate with county and State agencies regarding the Township's plans for rezoning and development.
- Provide specialized planning services as requested.
- Keep the Planning Commission, Township officials and relevant personnel updated on planning statutes and case law decisions

PROPOSAL REQUIREMENTS

The proposal shall be written in 8 ½" X 11" format. A total of thirteen (13) copies must be received no later than Friday, May 3, 2002, at 4:00 P.M. Proposals received after this deadline shall not be considered. All costs incurred for proposal preparation, presentation or contract negotiation shall be the responsibility of the consultant. Questions regarding specifications or handling of proposals shall be directed to the Township Clerk at (248) 634-8701

Proposals shall be delivered in sealed envelope to the Clerk at the following address:

Alison Kalcec, Clerk
 Rose Township
 204 Franklin Street
 Holly, MI 48442-8587

PROPOSAL FORMAT

Proposals shall include the following information:

- 1. Cover Letter.** The cover letter shall be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the Township. The cover letter shall also identify the person who will be responsible for regular communications with the Township, including meeting attendance.
- 2. Corporate Background.** Provide information on the firm's background, including:
 - a. Organization, size and Michigan office locations.
 - b. The office location where work associated with the project would be performed.
 - c. A description of the range of services provided by your firm. Specify any area of expertise the firm has, or members of the firm that have special qualifications to handle Township planning services.
- 3. Professional Staff.** Identify the individual or individuals who would be providing planning services to the Township. List their experience in providing planning services to townships similar in size and character.

4. **Experience and References.** Provide descriptions of recent prior experience with similar rural communities undertaken within the last five (5) years. Include experience with growth management and open space preservation techniques. For each project, include the name, title and telephone number of a representative that the Township may contact to discuss your experience.
5. **Samples.** Include representative samples, prepared by the individual who would be assigned to work with the township, of a site plan, cluster option/residential PUD, or other development review and other correspondence that may be helpful in assessing the level and quality of service.
6. **Fees.** Include three billing options for planning services: a flat monthly retainer fee, an hourly rate and a combination of a retainer and an hourly rate. The retainer fee option should be specific as to the services included in that fee. The hourly rate option shall detail the rate for each type of service to be provided. The retainer and hourly rate combination should clearly identify those services covered by the retainer and the hourly rate for other services.
7. **Insurance.** Provide evidence of general liability, automobile liability, and professional liability in an amount of at least \$500,000 combined single limit as well as Workers Compensation Insurance with the statutory overages.
8. **Disclosure.** Rose Township expects each potential Planning Consultant to identify any potential conflicts of interests and the plan for handling these matters.
9. **Omission of Services.** If a respondent believes that some of the services being requested are not necessary, please identify those services and reasons for their omission.

PROPOSAL REVIEW, EVALUATION AND SELECTION PROCESS

Selection of a Planning Consultant will be made at the complete discretion of the Township Board of Rose Township, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of Rose Township and are subject to Freedom of Information Act release.

Proposals will be reviewed by the Township Board to determine which Planning Consultant(s) will be invited to participate in an interview with the Township Board.

It is the intent of Rose Township to select a Planning Consultant in accordance with the following schedule:

Deadlines	Tasks
<i>April 17, 2002</i>	RFP distributed
<i>May 3, 2002</i>	Proposals due

<i>May 10, 2002</i>	Interviews scheduled with selected finalist(s).
<i>May 20-24, 2002</i>	Potential Planning Consultants interviewed by Township Board and Planning Commission.
<i>June 14, 2002</i>	Selected Planning Consultant notified.
<i>By June 30, 2002</i>	Selected Planning Consultant enters into an agreement to provide Rose Township with planning services.

Township officials shall evaluate the proposals based upon the firms ability to provide the service required, qualifications of personnel assigned, location of the office which will serve the community, compatibility of submission with respect to the Request For Proposals, reference analysis from other communities, and past experience of the firm with similar Township.

The evaluation will be based on the criteria described above and scored using the following relative weights:

Criteria	Number of points
Experience and Qualifications:	
Firm	15
Project Manager	15
Staff	5
Capacity	10
Understanding	10
Proximity to Community	10
Cost For Services	15
Interview	<u>20</u>
Maximum	100 points