

Erie Township



Request for Proposal (RFP)

For

PLANNING CONSULTANT SERVICES

Contact: Kim Cousino or Steve Mishka

kcousino@erietownship.com

smishka@erietownship.com

ERIE TOWNSHIP
PO BOX 187
2065 ERIE RD.
ERIE, MI 48133

TELEPHONE: (734) 848-5915

Date Issued: May 20, 2022

Due Date & Time: June 1, 2022 12:00 p.m.

EXTENDED TO JUNE 24, 2022 3:00 P.M.

The Erie Township Board is soliciting proposals from experienced planning consultants to provide planning services to the Erie Township Planning Commission. The Erie Township Board is requesting two separate proposals:

1. A proposal to work with the planning commission on reviewing and revising the township's current alternative energy zoning ordinance regulations which currently address outdoor furnaces, accessory wind energy systems, commercial wind energy systems, freestanding accessory solar energy systems, attached accessory solar energy systems, and utility scale commercial facility solar power plants.
 - o Attendance at Planning Commission meetings is expected, both regular meetings and special meetings. Regular meetings of the planning commission are held on the third Tuesday of every month at 7:00 p.m. at the Erie Township Hall.
2. A proposal to work with the planning commission to draft a zoning ordinance on short term rental regulations.
 - o Attendance at Planning Commission meetings is expected, both regular meetings and special meetings. Regular meetings of the planning commission are held on the third Tuesday of every month at 7:00 p.m. at the Erie Township Hall.

BACKGROUND

Erie Township is a General Law Township and is a rural community located in the southeast corner of Monroe County, Michigan. According to the 2020 census the population of Erie Township is 4,299. Erie Township is governed by five elected board members, Supervisor, Clerk, Treasurer, and two Trustees. The planning commission consists of seven appointed individuals and are assisted by the township building and zoning official.

PROPOSAL FORMAT

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 Planning Commission, including meeting attendance.
2. **Corporate Background.** Provide information on the firm's background, including:
 - a. Organization, size and office locations.
 - b. The office location where work associated with the project(s) would be performed.
 - c. A description of the range of services provided by the 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 Planning Commission. List their experience in providing planning services to townships similar in size and character.
4. **Fees.** Include two billing options for planning services: a flat monthly retainer fee and an hourly rate. Separate the fee rate by project; Alternative Energy Regulation and Short-Term Rental Regulation. 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, by each individual if applicable. Also note if a mileage fee will be assessed to the township and include the rate per mile.
5. **Insurance.** Provide evidence of general liability insurance, automobile liability, and professional liability in an amount of at least \$500,000 combined single limit as well as Worker's Compensation Insurance with the statutory coverage.
6. **Disclosure.** Erie Township expects each potential Planning Consultant to identify any potential conflicts of interests and the plan for handling these matters.

PROPOSAL REVIEW, EVALUATION, AND SELECTION PROCESS

Selection of a Planning Consultant will be made at the complete discretion of the Township Board of Erie Township, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become the property of Erie Township and are subject to the 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, if it is deemed appropriate.

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

May 20, 2022 - Request for Proposals Distributed

~~**June 1, 2022** — Proposals Due by 12:00 p.m.~~

~~**June 7, 2022** — Potential Planning Consultants interviewed by the Township Board~~

~~**June 14, 2022** — Planning Consultant will be selected by the Township Board at the Regularly scheduled meeting.~~

~~**By June 21, 2022** — Planning Consultant enters into an agreement with the Township Board and begins planning consultant services as agreed upon with the Planning Commission.~~

June 2, 2022 – Proposal deadline extended to June 24, 2022 at 3:00 p.m.

June 24, 2022 – Proposals due by 3:00 p.m.

June 30 – July 7 – Potential Planning Consultant's interviewed by the Township Board

July 12, 2022 – Planning Consultant will be selected by the Township board at the regularly scheduled meeting.

By July 19, 2022 – Planning Consultant enters into an agreement with the Township Board and begins planning consultant services as agreed upon with the Planning Commission.

Township officials shall evaluate the proposals based upon the firm's ability to provide the services required, qualifications of personnel assigned, location of the office(s) which will serve the community, compatibility of submission with respect to the request for proposals, and past experience of the firm with similar Townships.

Proposals shall be delivered in a sealed envelope, with six copies, to the Erie Township Clerk at the following address:

Kim Cousino, Erie Township Clerk
PO Box 187
2065 Erie Rd.
Erie, MI 48133