



"Building A Better County Through Responsive Leadership"

**REQUEST FOR QUALIFICATIONS
MUNICIPAL PLANNING SERVICES
RFQ#122-13**

1.0 INTRODUCTION

Calhoun County is soliciting Statements of Qualifications from consultants experienced in municipal public planning. The County may choose to enter into an agreement with the respondent whose submission of information and qualifications most appropriately meets the expectations of the County, as a result of this solicitation, and to be determined by the Administrative Services Office, Purchasing Division. Questions regarding this request should be submitted in writing via email to:

Calhoun County
315 West Green Street
Marshall, MI 49068-1585
Leslie R. Obrig, Purchasing Coordinator
(269) 781-0981
(269) 781-0140 fax
lobrig@calhouncountymi.gov

Calhoun County is charged with providing public planning services to areas which are located outside of other local municipalities' planning jurisdictions, and to provide a single point of planning, advisory and technical assistance to local jurisdictions, community groups and other organizations. It is the County's intent to enter into an agreement with a selected Consultant to provide professional planning services and other consultant services directly related to planning, as is determined to best serve the interests of the County.

The Consultant selected as a result of this RFQ will be required to submit a fee proposal for consideration by the County. The fee proposal, as negotiated prior to contract execution, shall become the final unit price guideline under the terms of this contract, for the initial term of the contract (twelve months). The contract resulting from this proposal shall commence upon the date of contract execution by both parties and extend for an initial period of one-year. The County shall have the option of renewing this contract for three additional one-year terms, renewable one term at a time. The decision to renew shall be solely the County's.

Notice of intent to renew shall be made at least one-month prior to normal contract expiration. The County and the selected Consultant shall reconfirm or renegotiate the unit rates prior to the contract renewal. If renewal results in changes in the terms or conditions, such changes shall be reduced to writing, as an amendment to the contract and such amendment shall not become effective until fully executed by both parties.

Applicants shall submit *three (3) copies and one original* of their Statement of Qualifications no later than WEDNESDAY NOVEMBER 6, 2013; 3:00 pm (LOCAL TIME), to the following physical location: Administrative Services, Purchasing Division, County Building, 315 West Green Street, Marshall, MI 49068. The sealed envelope containing your response shall be clearly noted "*Municipal Planning Services- RFQ #122-13*". Proposals must be signed and dated by the authorized party.

LATE RESPONSES WILL NOT BE ACCEPTED.

The County reserves the right to accept or reject any or all Statements of Qualification and to waive informalities and irregularities in responses, and to accept any response determined by the County to be in the best interests of the County.

2.0 SCOPE OF PROJECT

Calhoun County is located in southern Michigan, midway between Chicago and Detroit, at the junction of two major interstate freeways - I-94 (east/west) and I-69 (north/south). There are three populations areas within the County: the City of Albion in the eastern portion of the County, the City of Marshall in the center and the City of Battle Creek in the northwest corner. The City of Battle Creek is the largest metropolitan area in the County. The remainder of the County is primarily agricultural. There are 19 townships, four incorporated cities and four villages within the boundaries of the County.

The project as detailed in this RFQ #122-13 requires an experienced municipal planning professional. The County desires the Consultant to provide all necessary and required planning activities and planning work as generally described below.

2.1 The Consultant's work shall include, but not be limited to the following:

- 2.1.1 Provide general support for the County Planning Commission.
- 2.1.2 Analyze zoning cases brought before the Planning Commission.
- 2.1.3 Research requests and respond to questions from economic development organizations.
- 2.1.4 Produce maps from existing Geographic Information System.
- 2.1.5 Research and respond to questions about general land use and zoning in Calhoun County.

- 2.1.6 Respond to other reasonable requests for planning services from the Calhoun County Board of Commissioners or/County Administrator Controller provided that funding remains in the budget to complete the work.
 - 2.1.7 The Consultant will present invoices for payment monthly, and the County will pay such invoices within 30 days.
 - 2.1.8 Prepare quarterly reports to the County on County planning activities undertaken and completed.
- 2.2 The County shall be required to do the following:
- 2.2.1 The County will budget and reimburse the Consultant, up to \$30,000 of the cost to do the planning work as described in Section 2.1.
 - 2.2.2 Provide the Consultant with adequate office space to facilitate planning activities as described in Section 2.1.
 - 2.2.3 Provide the Consultant with basic office furniture and equipment necessary to complete a functional planning office.
 - 2.2.4 Provide reasonable amount of office supplies necessary to complete normal planning activities.
 - 2.2.5 The County will provide an opportunity for presentations to the Board of Commissioners during at least two regularly scheduled meetings on the highlights of County planning projects undertaken by the Consultant.

3.0 STATEMENT OF QUALIFICATIONS:

Statements of Qualifications should include:

- 3.1 Name, date, contact information and company (if applicable).
- 3.2 Proposed scope of work and project approach including estimated average hours per week committed to planning activities related to this project.
- 3.3 Detailed information of the Consultant's background and experience in public planning activities as described in Section 2.0. Include resumes for Consultant and any other personnel assigned to project including relative experience, degrees, certifications and professional affiliations.
- 3.4 Describe Consultants participation in projects of similar scope as detailed in Section 2.0. Experience in local public planning activities would be considered the most responsive.
- 3.5 Provide references including name and phone number for recently completed projects of a similar scope.
- 3.6 Statement of Qualifications should be signed and dated by authorized representative.
- 3.7 Concluding Statement: The proposer should state the reasons in requesting consideration for providing the County with consulting services. (Proposers may include a maximum of one page of additional information not included above, if it is deemed useful and applicable to this project.)

Calhoun County is an affirmative-action, equal-opportunity employer.