



Request for Proposal(RFP) for Planning Services

Issued December 18, 2017

Population (2010 census)	2,454
Area	.55 square miles
No. of Households	731

SUMMARY

The Charter Township of Royal Oak requests proposals to provide professional planning services. Please submit five (5) single sided original, complete and sealed proposals to:

Charter Township of Royal Oak
21131 Garden Lane, 2nd Floor
Ferndale, MI, 48220
Attn: Jessica Thomas, Township Superintendent

Notwithstanding any other provisions of the RFP, the Charter Township reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the Charter Township or its taxpayers. It is further within the right of the Charter Township to reject proposals that do not contain all elements and information requested in this document. The Charter Township shall not be liable for any losses incurred by any responders throughout this process.

CRITICAL DATES

Identified below are the critical dates associated with this Request for Proposals. Further details and requirements are contained in the specific sections or attachments included in this package.

Request for Proposals Issued: Friday, December 15, 2017

Proposal Due Date: Tuesday, January 16, 2018, by 3:00 PM.

Questions Due: Monday, January 8, 2017

Interested parties are encouraged to submit questions regarding this Request for Proposal via email to Jessica Thomas at JThomas@JessicaThomasLLC.com. Responses to questions will be provided directly by email.

Interviews: Interviews of final candidates will take place the week of January 22, 2018.

GENERAL INFORMATION

The Charter Township of Royal Oak, MI is located in Oakland County, Michigan, north of Eight Mile Road, between the communities of Ferndale and Oak Park. The Charter Township is comprised of approximately .55 square miles, with a 2010 census population of 2,454. The landscape of this community consists of mostly residential lots development dating from the 1950s to current times. The Township's children attend schools of the Ferndale and Oak Park School Districts. There is some commercial/industrial development, with potential for future in-fill development of vacant or Township-owned property.

The previous Master Plan (1996 update), A Vision for the Year 2010, was prepared in 1996 and adopted on December 11, 1996. At that time, the Township consisted of two separate and distinct geographic areas. The northern portion (Census Tract 1724), located on the east side of Greenfield Road between Ten Mile Road and Lincoln Ave, was physically separated by approximately 2 ½ miles from the southern portion (Census Tract 1725). The southern portion is located north of Eight Mile Road, between Meyers Road and the east side of Mitchelldale Ave.

In 2005, the Township began to start thinking forward and adopted a Brownfield Redevelopment Authority (BRA). In 2007, the Township adopted its first Neighborhood Enterprise Zone No. 1 and initiated a Master Plan update to supplement the previously adopted plan (12/11/96). Since the Township is now defined as Census Tract 1725, the focus of the Master Plan update, A Vision for the Year 2020, is to start fresh and to only incorporate comparisons of demographic changes and land uses to Census Tract 1725 only.

In October of 2017, the Township Board voted to combine the Planning Commission and Downtown Development Authority.

SCOPE OF SERVICES

The Charter Township of Royal Oak wishes to contract with an outside consulting firm or individual to provide planning services, referenced herein after as "Township Planner". The Township Planner shall perform such duties as may be set forth within the Township's Master Plan, Zoning Ordinance, Subdivision Regulations, other Charter Township codes, provide both short-term and long-term planning recommendations, coordinate and process various land use applications, or any additional planning matters as directed by the Township.

The consulting firm should be willing to provide technical and planning advisory services in accordance with the following:

Professional Services

1. Maintain consistent office hours at Township offices. Open to discussing a variety of arrangements but preference will be given to the Planner that proposes the most efficient and cost effective approach.
2. The consulting firm shall make available and provide general and technical advice to the Supervisor, Administration and Township Board of Trustees, Planning Commission and other officials regarding Township planning and zoning issues and procedures through verbal telephone responses.
3. The consulting firm shall confer on requests with Township officials, staff, property owners, residents and applicants regarding Township plans programs, codes and requirements and to act as a resource for professional and technical planning assistance.
4. The consulting firm shall make available their professional library of planning, design, economic development, housing, zoning and census information.
5. The consulting firm shall make the Township officials generally aware of the availability of sources of various funds and programs.
6. Maintain an accurate understanding of the Township's comprehensive plan, zoning ordinances, subdivision regulations and other Township codes and policies;
7. Organize the application process in a manner that provides critical information to applicants so that they can gain an understanding of the procedures they must follow and the information they must provide with land use applications;
8. When applications are more complex than can be conveyed with standard informational materials, meet with applicants to review their proposal and identify the proper submittal guidelines to assure that there is a clear understanding of what is required for a complete application;
9. Review and prepare reports on Preliminary and Final Plans with input from appropriate consultants and/or departments, to ensure code compliance and to ensure that timely information is delivered to the Planning Commission and Township Board of Trustees so that they can comply with statutory decision deadlines;
10. Review and prepare reports on zoning and land use applications;
11. Attend the regular quarterly meetings of the Planning Commission which are held on the Second Wednesday of the quarter. Attend Township Board of Trustees meetings which are on the Second Thursday of the month, if planning issues are to be discussed and decisions made (rarely meets for planning issues).
12. Make appropriate presentations before the Planning Commission and /or Township Board of Trustees;
13. Prepare written records and reports of investigation and violations of zoning codes; provide on-site field verification or direct others to perform inspections documenting compliance;

encourage voluntary compliance and, when necessary, coordinate enforcement of zoning ordinances through communication with land owners and cooperation with the Township Attorney; order the issuance of citations where appropriate; testify in court concerning inspection results if necessary;

14. Provide administrative support to the Planning Commission by preparing and maintaining records and completing directives of the Planning Commission;
15. Coordinate with staff and monitor recording of legal documents relating to land use;
16. Represent the Charter Township to residents and applicants in a respectful manner and make reasonable efforts to accurately estimate the cost of application related services.

Review Services

The consulting firm shall provide written technical recommendations regarding site plan reviews, re-zonings, special approvals, subdivisions, lot splits, alley and street vacations, variances and development projects in accordance with Township ordinances and sound design and planning principles. Also, coordinate permit review with appropriate commissions, consultants and/or departments;

Research, Studies and Amendments

At the direction of Township officials, the consulting firm shall periodically research, study, and present in written format, for review by the Township reports and amendments regarding the following topics:

1. The Township Zoning Ordinance provisions and Master Plan including general reviews of the Township Zoning Map.
2. The Township Subdivision Control Ordinance and other ordinance provisions and standards.
3. Economic Development and Community Development assistance.
4. Other specific projects as requested by Township officials and/or initiated by the consulting firm and approved by the Township.
5. Design assistance.
6. Expert testimony and preparation for cases which may involve, or do involve, Township litigation.

CONTENT OF PROPOSAL

Proposals shall contain the following information:

1. Cover letter and introduction including the name of the firm or individual and the name and telephone numbers of the person(s) authorized to represent the company regarding all matters related to the proposal;
2. Prospective providers should indicate how they envision being able to provide services to the Charter Township of Royal Oak, and how those services will fit within the goals and policies of the Charter Township.

3. Experience working with other communities with similar geographic profiles and demographics.
4. Representative list of current clients with references and contacts for at least three clients;
5. Resumes of key personnel to be performing the planning functions for the Charter Township, including education and professional certifications;
6. Samples of reports to be submitted to the Charter Township which may address one or more of the following:
 - a. corrections (“comments”) to an initial submittal of a plat or site plan
 - b. a concept review
 - c. monthly inquiries from the public, developers, etc.
7. A fee schedule identifying specific rates for services and meeting attendance including sample invoice detail, billing schedule and mileage charges;
8. Provide suggested proposal for on-site hours at the Charter Township offices, and the charges that would be associated with that service;
9. Preferred method for receiving submittals.
10. Provide any additional information that you feel is pertinent in the Charter Township’s decision on selecting a planning consultant.

OFFER EXPIRATION DATE

Proposals in response to this RFP will be valid for sixty (60) days from the proposal due date. The Charter Township reserves the right to ask for an extension of time if needed.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the Charter Township of Royal Oak and supporting materials will not be returned. The Charter Township of Royal Oak is not responsible for any costs incurred by the company in the preparation of the proposal or for presentation or related meeting time.

SERVICE AGREEMENT AND INSURANCE

The successful service provider will be asked to enter into a service agreement and to provide a certificate of insurance showing coverage for liability, workers compensation, and automobile. The service agreement will contain a provision specifying a deadline for submitting invoices. Any invoices submitted for services not billed in accordance with the deadline may, at the sole discretion of the Charter Township, be considered invalid and payment may be refused. Any future relationship between the Contractor and the Charter Township will be an “at will” relationship and may be terminated by either party, for any reason, following a 30 day notice.

INDEPENDENT CONTRACTOR STATUS

The Charter Township Planner will not be an employee of the Charter Township and must meet the IRS requirements for designation as an independent contractor or firm.

CONFLICT OF INTEREST

The Charter Township of Royal Oak requires that service providers disclose conflicts of interest when they may occur. The Charter Township, at its discretion, may arrange for alternative third party support in such cases. In general, the Charter Township will not allow a service provider to review applications

from a client of the service provider. Past or pending client relationships may or may not be determined to be conflicts, but should always be disclosed and discussed with the Charter Township.

MISCELLANEOUS

1. This RFP does not, under any circumstances, commit and/or bind the Charter Township of Royal Oak to any cost incurred by any Provider prior to the execution of a final agreement with the Township.
2. The Township reserves the right to reject any and all proposals received as a result of this request and to negotiate separately with competing Providers.
3. Provider may submit questions prior to submitting a proposal. Questions must be submitted by email to jthomas@jessicathomasllc.com. Responses to questions received will go to all bidders.
4. Proposals must arrive by mail or email at the Charter Township of Royal Oak Municipal Building at 21131 Garden Lane Road, Ferndale, MI 48220. Electronic proposals can be sent to jthomas@jessicathomasllc.com.
5. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Provider's ability to meet the requirements of this RFP. However, if the Partner can provide the Township with a mutually agreeable cost effective approach not presented in this RFQ, please note the Township is willing to consider ALL economical options.
6. Provider may be asked to make an oral presentation to the Charter Township of Royal Oak.
7. Provider shall provide the number of years the Provider has been in existence and operating.
8. Provider shall identify the point person for the Township to contact in relation to this request.

Thank you for your attention to the foregoing and for your anticipated response.

Submitted by:



Jessica M. Thomas
Township Superintendent
December 18, 2017