

# REQUEST FOR PROPOSALS (RFP)

## PROFESSIONAL PLANNING SERVICES

Oakland Charter Township  
4393 Collins Rd., Rochester, MI. 48306

### A. Background.

The Township is requesting the submission of qualifications information, a detailed scope of work and professional fees, from qualified planning professionals to provide the community with professional planning and zoning support.

*Oakland Township is situated in Oakland County, in the Detroit metropolitan area of Southeast Michigan. Covering 36 square miles, the township offers a variety of natural resources in the streams, marshes, lakes and ponds. The northern third of the Township is sparsely developed while the southern third of the community is characterized by somewhat intense residential development with some commercial. Oakland Township contains several small inland lakes, and large swaths of open lands that have been preserved as recreation or conservation areas. These important features are worthy of consideration in all planning endeavors. Since the recession, Oakland Township has experienced residential growth, primarily in the form of conventional subdivisions. Residents have expressed unease at the rate at which development is engulfing the Township and concern for the natural features that have been lost in the processes. There is a preference for open space style developments, with large lots, in the Township. Residents also express a desire for "rural style" development, concealing homes from roads utilizing berms and landscaping. Township Ordinances require developments to install, improve or connect to, a community well water supply system. This has resulted in the development of several isolated well systems. Most of those residents not on a community well are on independent well systems. Two subdivisions receive water from the Detroit Water System through the City of Rochester Hills. Public sanitary sewer is predominately located in the southern third of the Township. The Oakland County Drain Commission maintains and operates the system. Several wastewater treatment plants are located in the northern portion of the Township.*

### B. Scope of Services.

The Township requires professional assistance in routine planning and zoning activities including, but not limited to, the following:

- Attendance at Planning Commission meetings (Regular Meeting 1<sup>st</sup> Tuesday of the month)
- Attendance at Preplanning meetings, typically scheduled the day of 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 land uses, subdivisions, land divisions, plats, site condominiums, P.U.D.s, re-zonings, Safety Paths and Trails, and other related matters prior to action by the Planning Commission and/or Township Board
- Advise, assist and coordinate with the Planning Commission, Zoning Board of Appeals, Engineer, Environmentalist, Attorney and/or Township officials in matters dealing with State laws or Township ordinances, procedures or practices relating to zoning and development
- Prepare Ordinance Text Amendments as requested
- Work with the Planning Commission and the Township Board on periodic reviews of the Township Zoning Ordinance and Master Plan
- Provide training sessions for the Township Planning Commission, Township Board, Zoning Board of Appeals and personnel as requested
- Coordinate with County, State and other local and regional agencies regarding the Township's plans for rezoning and development
- Provide specialized planning services as requested (i.e. Safety Path and Trails Committee, etc.)
- Keep the Planning Commission, Township officials and relevant personnel updated on planning statutes and case law decisions
- Maintain and periodically update various maps, including the zoning, street, and wetlands maps
- The consultant will work with the Township Planning Coordinator and/or the Township Manager to facilitate the needs of the Township Board of Trustees, the Planning Commission, and the Zoning Board of Appeals.

#### **C. Proposal Submission.**

Eight (8) copies of the proposal must be received by 4:30 p.m. on August 7, 2015. Proposals shall be sealed and marked with "Planner RFP". Proposals received after this deadline will not be considered. Submitted proposals shall remain in effect for 90 days from the due date. All costs incurred for proposal preparation, presentation or contract negotiations are the responsibility of the consultant. The Township reserves the right to reject any or all proposals submitted in response to this request for proposal and/or to select the proposal that it determines, in its sole judgment, to best meet the needs of the community.

The information noted below shall be included in any response to this RFP. Proposals must be received by the due date at the following address:

Office of the Township Clerk  
 Charter Township of Oakland  
 4393 Collins Rd.  
 Rochester, MI. 48306

#### **D. Proposal Format.**

Proposals shall include the following information:

1. **Cover Letter.** The cover letter should be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the Township. The cover letter should also identify any sub-consultants that may be proposed. It should also outline the firm's understanding of the assignment.
2. **Work Approach and Timeframe.** Present a summary of the work you propose to fulfill the requirements of being the Township Planner. This should clearly describe the work to be completed, any work or activity to be conducted by local personnel, and any resources or facilities belonging to the Township that the consultant expects to be made available.
3. **Professional Staff.** Describe which individual professionals will work with the Township, their respective roles in the project and provide professional résumés of each key member of the project team.
4. **Qualifications and References.** Provide descriptions of recent prior experience with other governmental entities that are relevant to the challenges of this assignment. For each past project, include the name, title and phone number of a representative that the Township may contact to discuss your experience.
5. **Fees and Billing Rates.** Present your professional fee requirements for the work outlined in your proposal, stated as a not-to-exceed fee. Fees should include all costs associated with labor, fringe benefits, overhead, profit and out-of-pocket expenses for which you expect reimbursement. In addition, provide the hourly billing rates for the staff that will serve the Township for any work that may be authorized by the Township and beyond the scope of your not-to-exceed fee. Clearly indicate the amount (if any) charged for drive time associated with this assignment. Describe any added reimbursable costs for such expenses as printing, mileage, data or sub-consultants.
6. **Insurance.** The selected Firm and/or any of their subcontracting firms, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Charter Township of Oakland. The requirements below should not be interpreted to limit the liability of the Firm. All deductibles and SIR's are the responsibility of the Firm.

The Firm shall procure and maintain the following insurance coverage:

1. **Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
3. **Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Professional Liability**: The Firm shall procure and maintain during the life of this contract, Professional Liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate. If this policy is claims made form, then the Firm shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 years after the termination of this contract.
5. **Additional Insured**: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be **Additional Insureds**: Charter Township of Oakland, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming Charter Township of Oakland as additional insured, coverage afforded is considered primary and any other insurance Charter Township of Oakland may have in effect shall be considered secondary and/or excess.
6. **Cancellation Notice**: All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Charter Township of Oakland, Warren Brown, Manager, 4393 Collins Road, Rochester, Michigan 48306).
7. **Proof of Insurance Coverage**: The Firm shall provide the Charter Township of Oakland, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Firm shall deliver renewal certificates and endorsements to Charter Township of Oakland at least ten (10) days prior to the expiration date.

**E. Evaluation of Proposals.**

The Township will evaluate all submitted proposals based on the responsiveness of the work approach proposed, the qualifications of the staff that will work with the community, the overall qualifications of the firm and the billing rates proposed. The Township will likely schedule oral interviews with some or all of the firms responding and, in that event, the outcome of such interviews may influence the evaluation of proposals. It is anticipated that once a preferred consulting firm is identified, a specific agreement and work scope with that firm will be negotiated, based on the information included in the response to this RFP.

The Township reserves the right to select the firm that is determined in its sole judgment that best meets the needs of the township constituency, or to reject any/all proposals. Furthermore, the Township shall not be responsible for any costs or expenses incurred by any firm or individual in preparing a response to this RFP.

**F. Timing.**

It is expected that a contract will be executed with the selected firm within 45 days of the due date for proposals. However, the Township reserves the right to extend any time period stated herein, including the due date for entering into a contract.

**G. Further Information.**

For further information pertaining to this Request for Proposals, contact: Manager Warren Brown at 248-218-6959.