



Tyrone Township is requesting proposals to provide professional planning services.

SUBMISSION:

Please submit three (3) single-sided original, complete, signed and sealed proposals to:

RFP - PLANNING SERVICES

Attn: Marcie Husted, Tyrone Township Clerk
8420 Runyan Lake Rd
Fenton, MI 48430

PROPOSALS ARE DUE BY THURSDAY, JANUARY 14, 2021 AT 1:00 P.M.

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

INTRODUCTION

Tyrone Township is issuing a “Request for Proposals” (RFP) seeking a professional experienced planning consultant to support Planning & Zoning Department staff in the review of Ordinance drafting and amendments, residential and commercial development applications, Master Plan preparation, rezoning proposals, special land use review, site plan review, and providing recommendations for the Township’s Planning Commission, Zoning Board of Appeals, and Township Board of Trustees, as required.

The selected consultant will work proactively with the Township and appropriate boards and/or commissions, as required, to ensure the Township is utilizing best practices and sound planning practices in conjunction with our Zoning Ordinances and its various land use procedures and controls. The Selected Consultant will be asked to draft an or review Ordinances tailored to our needs as a Township.

GENERAL INFORMATION

Tyrone Township (population 10,020 2010 Census) is approximately 36 square miles in area, located in Northeast Livingston County. It is bordered by the City of Fenton, Deerfield Township, Hartland Township, Holly Township, and Rose Township. Settled in 1834, Tyrone Township is a rural farming community with primarily residential properties and some commercial and industrial properties. Historically a farming community, Tyrone Township has had growing appeal as a bedroom community in recent years. Anchored by U.S. Route 23 (US 23), Tyrone Township has access to the major cities of Flint, Lansing, Ann Arbor, and Detroit. Tyrone Township has a shared regional sewer system along the US 23 corridor. Tyrone Township also has two large manufactured housing communities.

SCOPE OF SERVICES

Tyrone Township wishes to contract with an outside consulting firm to provide planning services, referenced herein after as “Township Planner”. The Township Planner shall assist Planning & Zoning Department staff in providing high caliber services through the review of residential and commercial development applications, rezoning proposals, special land use applications, and providing recommendations for the Township’s Planning Commission, Zoning Board of Appeals, and Township Board of Trustees, as required. A Master Plans revision is slated for 2021. Other

services include assistance in drafting and/or review of ordinances, review of special land use permit applications, and attendance at meetings, on occasion, when requested by Township Board of Trustees, Planning Commission, Zoning Board of Appeals, or Planning & Zoning Administrator/staff.

RESPONSIBILITIES

The Township Planner shall be responsible for the following:

1. Responding to phone calls and emails in a timely and professional manner.
2. Maintaining an accurate understanding of the Township's Master Plan, Zoning Ordinance, regulatory ordinances, and other policies.
3. Analyzing existing ordinances and regulations and assisting with amendments.
4. Recommending new ordinances that foster the vision of the Master Plan and Township.
5. Actively participating in meetings, when requested (Planning Commission meeting are held the second Tuesday of every month except for holidays and election months).
6. Conducting site visits as necessary.
7. Reviewing applications and preparing reports, utilizing input from appropriate consultants and/or departments, to ensure code compliance and providing information to the Planning Commission, Zoning Board of Appeals, Township Board of Trustees, and/or Planning & Zoning Department.
8. Preparing and making presentations before the Planning Commission, Zoning Board of Appeals, and Township Board of Trustees upon request/as needed.
9. Representing the Township to residents and applicants in a respectful manner and making reasonable efforts to accurately estimate the cost of application review and related services.
10. Provide ancillary services related to Planning and Zoning.

STATEMENT OF QUALIFICATIONS

Qualified consultants must have a substantial background in municipal planning and be able to provide a dedicated planning expert who is equipped to provide the community with innovative, high-caliber advice in a range of planning services, including GIS. AICP certification is a plus.

SUBMISSION REQUIREMENTS

Proposals shall contain the following information:

1. Cover letter, introduction of the firm, and mission statement, including the name of the firm and the name(s) and telephone number(s) of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. Prospective firm should indicate how they envision being able to provide services to Tyrone Township, and how those services will fit within the goals and vision of the Township.
3. Experience working with other communities with similar geographic profiles and demographics.
4. Provide a history of services that includes other similarly-sized clients for reference, including at least two (2) examples of key projects that they take pride in having worked on.
5. Resumes of key personnel to be performing the planning functions for the Township.
6. Samples of Site Plan Review letters or similar communications to be submitted to the Township.
7. A comprehensive cost and staffing proposal identifying specific rates for services and meeting attendance including: sample invoice detail, billing schedule, mileage charges, and/or incidental costs.
8. Provide any additional information that you feel is pertinent in the Township's decision on selecting a consultant.

IMPORTANT DATES

Identified below are the dates associated with this Request for Proposals.

Request for Proposals Issued: Wednesday, November 18, 2020

Proposal Due Date: Thursday, January 14, 2021 by 1:00 P.M.

Interested parties are encouraged to submit questions regarding the Request for Proposals to Planning & Zoning Administrator, Ross Nicholson at rnicholson@tyronetownship.us and/or Township Supervisor, Mike Cunningham mcunningham@tyronetownship.us. Responses to questions will be provided directly by email.

SERVICE AGREEMENT AND INSURANCE

The successful service provider will be asked to enter into a service agreement satisfactory to the

Township, and to provide a certificate of insurance showing coverage for liability, workers compensation, and automobile insurance. 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 Township, be considered invalid and payment may be refused. Any future relationship between the Contractor and the 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 Township Planner will not be an employee of the Township and must meet the IRS requirements for designation as an independent contractor or firm.

CONFLICTS OF INTEREST

The Township requires that service providers disclose conflicts of interest when they may occur immediately to the Township Supervisor. The Township, at its discretion, may arrange for alternative 3rd party support in such cases. In general, the 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 Township.