



## **Pennfield Charter Township**

*"A great place to live - A great place to grow"*

20260 Capital Avenue NE, Battle Creek MI 49017

[www.pennfieldmi.gov](http://www.pennfieldmi.gov)

### **Request for Proposals**

### **Planning and Zoning Services**

## **INTRODUCTION**

Pennfield Charter Township is requesting proposals from qualified individuals/consultants to provide planning and zoning support. **The Township will accept proposals until Monday, August 5, 2024, at 4:00PM.**

## **BACKGROUND**

Pennfield Charter Township is approximately 35 square miles located in the northwest portion of Calhoun County, adjacent to the City of Battle Creek. As of April 2020, the estimated population is 8,871. Capital Ave NE and State Highway M-66 traverses diagonally through the township providing a major gateway corridor to the downtown central business district in the City of Battle Creek.

Pennfield Charter Township adopted a new Zoning Ordinance, effective October 2023 and is currently undergoing an update to the Township Master Plan. In addition, the township has a current Parks and Recreation Master Plan approved by the Michigan Department of Natural Resources. These documents can be found on the township website at [www.pennfieldmi.gov](http://www.pennfieldmi.gov).

## **STAFF**

The Pennfield Charter Township Supervisor and Office Manager serve as the point of contact for the Township. Members of the Planning Commission, Zoning Board of Appeals, and Township Board also play a role in the planning and zoning process.

## **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 pre-planning 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, 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. parks and recreation planning, etc.)
- The consultant will work with the Township Supervisor and Office Manager to facilitate the needs of the Township Board of Trustees, the Planning Commission, and the Zoning Board of Appeals.

### **PROPOSAL FORMAT**

Proposals shall include the following information:

- 1. Cover Letter.** The cover letter should be signed by the individual, or 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 applicant'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 details 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 provider candidate and/or any of their subcontracting firms, shall provide proof of insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted doing business in the State of Michigan and acceptable to Pennfield Charter Township. The requirements below should not be interpreted to limit the liability of the Firm.

### **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 may 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.

### **PROPOSALS DUE**

The deadline for proposals is Monday, August 5, 2024 by 4:00PM. Electronic proposals will be accepted and should be sent to [cberry@pennfield.com](mailto:cberry@pennfield.com).

Applicants shall also submit six paper copies of the proposal to:

Pennfield Charter Township – Planning and Zoning Services Plan RFP  
20260 Capital Avenue NE  
Battle Creek, MI 49017

### **RFP SCHEDULE**

**July 17, 2024:** RFP Distributed

**August 5, 2024:** Proposals Due to Township

**August:** Interviews with selected firms

**September:** Recommendation to Township Board of Trustees for Approval

**October:** Contract executed