

# RFQ / RFP

Wexford Joint Planning Commission

5/24/2017

Wexford County, Michigan

Robert Hall - Planning and Zoning Administrator

**Wexford Joint Planning Commission**

c/o Cherry Grove Township  
4830 E. M-55  
Cadillac, Michigan 49601

231-775-1138x6

[planningandzoning@wexfordjpc.org](mailto:planningandzoning@wexfordjpc.org)

[www.wexfordjpc.org](http://www.wexfordjpc.org)

May 24, 2017

**RE: RFQ / RFP**

Dear [Insert Recipient Name]

**Brief History**

In February of 2016 the Wexford County Board of Commissioners voted to repeal the Wexford County Zoning Ordinance, contrary to a recommendation by the Wexford County Planning Commission. Shortly thereafter many Townships sought advice and training about how best to retain planning and zoning services in order to provide for their constituents, property owners, and others with a vested interest.

The Wexford Joint Planning Commission currently consists of eleven participating Townships in Wexford County. Natural resources are abundant and the residents, as well as visitors, enjoy the character of the area.

This letter is meant to serve as an invitation for you to submit your professional qualifications in combination with an informal proposal of services that you are able to provide based upon the brief recitations contained within.

The Wexford Joint Master Plan was recently carried forward from Wexford County (Wexford County Comprehensive Plan). We have already begun work on minor statutory amendments such as a zoning plan and complete streets section as well as a section on economic development. We believe that as it is currently written that it continues to accurately reflect the long term vision of the community as a whole and provides a solid plan upon which we base the Wexford Joint Zoning Ordinance. However, with the recent trends in Michigan and the need to focus on a new economy encompassing 'Placemaking', the responsibility arises to provide policies and guidelines that will support these needed changes in the local arena well into the future.

The Wexford Joint Planning Commission adopted their current (Wexford Joint) Zoning Ordinance with an effective date of December 31, 2016. We realize that a working land use plan tied directly to the Zoning Ordinance is critical in achieving the long term goals desired and envisioned by the community.

Our current zoning ordinances reference traditional descriptions for a majority of permitted and special uses; however we have also incorporated the North American Industry Classification System, 2007. As a Planning Commission we have concluded that professional assistance is required if we are to continue to progress forward, and foster the best interests of the community.

The Wexford Joint Planning Commission desires to enlist the aid of a professional planner. The planner will assist the Planning Commission in appropriately maintaining, updating, and amending the Zoning Ordinance and the Zoning Map (and Master Plan if needed) to allow the community to actively participate in Michigan's New Economy. Careful attention shall be given to ensure that any changes in zoning reflect the intent and purpose of the Master Plan. The selected candidate should be willing to engage, interject, and provide unbiased advice on how best to achieve the desired results. Input from the Planning Commission should be expected, accepted, and evaluated accordingly in an open discussion.

Currently representing eleven participating municipalities, it is critical that the planner have adept communication skills geared towards collaboration.

Please provide the following to the Wexford Joint Planning Commission:

- A bibliography that clearly identifies your professional / educational merits related to community planning and land use (zoning); specifically rural planning
- Include any experience and/or planning projects related to working with multiple entities
- Briefly describe a project [related to rural planning and the new economy and/or placemaking] that you could provide as a source of reference to the Wexford Joint Planning Commission
- Describe your experience level and access to the technical resources sometimes required to complete planning and zoning projects –
  - Microsoft Office Products / Programs
  - Access to GIS – Mapping
  - Access to Printing / Copy services
  - Access to Administrative Assistance if needed
  - Experience with WordPerfect
- Describe your access to internet audio/video services such as SKYPE / GO TO MEETING and your ability and willingness to participate with the planning commission in this manner in lieu of being physically present for a meeting
- Describe a (your) preferred method of engaging the public during the planning process

The Wexford Joint Planning Commission has limited resources and lacks the physical ability to perform most projects in house; therefore, the selected candidate must demonstrate the ability to perform all required aspects of community planning. The selected candidate must be prepared to handle every detail of any project from the origin to fruition with limited support from Planning Commission personnel. The selected candidate should also be prepared to handle all of the associated computer/word processing (WordPerfect), storage, editing and make the same available to the township upon demand. The above will not preclude the responsibility of the Planning and Zoning Administrator and the Planning Commission to guide all final decisions.

The Wexford Joint Planning Commission promotes working in an open and transparent environment. The selected candidate shall cooperate in all aspects and assist the Planning Commission in actively engaging the citizenry when appropriate.

You are encouraged to visit our website at: [www.wexfordjpc.org](http://www.wexfordjpc.org) in order to gain a better understanding and historical perspective of this newly created entity. On this website and for your convenience you will find copies of the Wexford Joint Master Plan and the Wexford Joint Zoning Ordinance.

The Wexford Joint Planning Commission invites your immediate response as we will begin our relationship with a qualified planner at the earliest opportunity. Your response must be received by the Wexford Joint Planning Commission not later than Tuesday, July 11, 2013 to be considered. In addition to a hard copy, digital copies must be sent to the email address listed in the letterhead ([planningandzoning@wexfordjpc.org](mailto:planningandzoning@wexfordjpc.org)).

The Wexford Joint Planning Commission intends to conduct personal interviews with the selected candidates. If you are selected, you will be contacted to arrange a convenient date and time to appear before the Planning Commission or a designated committee.

Special consideration will be given during the selection process to the following:

- Willingness to subcontract (for an unspecified period of time) with Mr. Kurt Schindler, AICP – Distinguished Senior Educator Emeritus, (Michigan State University Extension) to obtain an historical perspective and additional insight leading up to the creation of the Wexford Joint Planning Commission and the future direction of this entity
- Certification as an instructor for: Michigan Association of Planning, Michigan State University Extension, Michigan Townships Association, Michigan Municipal League, Networks Northwest (formerly Northwest Michigan Council of Governments), continuing education programs of Michigan State University, University of Michigan, Northern Michigan University, Central Michigan University, or Wayne State University

Very truly yours,  
Wexford Joint Planning Commission  
By:

Robert (Bob) Hall  
Planning and Zoning Administrator

cc: File