REQUEST FOR PROPOSALS:
CONSULTANT SERVICES FOR PLANNING AND ZONING,
INCLUDING ZONING ADMINISTRATOR &
CODE ENFORCEMENT SERVICES (RFP)

The Webster Township Board of Trustees is soliciting proposals from qualified firms to provide consultant services for Planning and Zoning, including Zoning Administrator and Code Enforcement Services, in accordance with the August 25, 2021, Request for Proposals (RFP). Interested applicants shall provide one or more individuals, having the following minimum levels of experience:

- **Zoning Administrator Services**: A minimum of three (3) years of Municipal Zoning experience
- **Code Enforcement Services**: A minimum of two (2) years of Enforcement experience.

The RFP is available at the Webster Township Offices, 5665 Webster Church Rd., Dexter, MI 48130, between the hours of 8 a.m. and 4 p.m. Monday through Thursday, excluding holidays, and on the Webster Township website at [www.webstermi.us](http://www.webstermi.us)

All proposals shall be delivered to: Barbara Calleja, Webster Township Clerk, prior to 4:00 p.m. on October 6, 2021. Envelopes shall be sealed and marked "Proposal of Zoning Administrator and Code Enforcement Services — 2021".

The Webster Township Board of Trustees reserves the right to choose the proposal which, in its sole and exclusive judgment, is best suited for the intended purposes, and reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township reserves the right to terminate or amend this RFP, to re-solicit proposals, and/or to hire employees directly.

Barbara Calleja, Township Clerk
REQUEST FOR PROPOSALS
Consultant Services for Planning and Zoning, Including Zoning Administrator & Code Enforcement Services
August 25, 2021

I. GENERAL INFORMATION ON WEBSTER TOWNSHIP

Webster Township is a rural township located in Washtenaw County, Michigan and operates with a seven (7) member Board of Trustees, a seven (7) member Planning Commission, and a five (5) member Zoning Board of Appeals.

The Township is approximately 36 square miles and has a population of 6,809 according to US census estimates. Webster Township has an annual budget of approximately $4.9 million and has two (2) full-time employees and one (1) part-time employee.

The Township has processed the following matters since 2019:

<table>
<thead>
<tr>
<th>Item</th>
<th>2019</th>
<th>2020</th>
<th>2021 (through 7/26)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning Compliance Permits issued</td>
<td>84</td>
<td>102</td>
<td>61</td>
</tr>
<tr>
<td>Site Plan applications &amp; amendments reviewed</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Other applications reviewed by the PC (Special Use, Rezoning, Site Condo, Open Space Community, etc.)</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Variance &amp; other applications considered by the ZBA</td>
<td>2</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Ordinance Amendments considered or passed</td>
<td>8</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Months of Master Plan research, drafting &amp; updating</td>
<td>10 mos.</td>
<td>12 mos.</td>
<td>6 mos.</td>
</tr>
<tr>
<td>Enforcement complaints received/matters handled</td>
<td>6</td>
<td>8</td>
<td>17</td>
</tr>
<tr>
<td>Land divisions/combinations/boundary line adjustments</td>
<td>14</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Private Roads, shared driveways</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Board of Trustee Meetings held</td>
<td>13</td>
<td>15</td>
<td>7</td>
</tr>
<tr>
<td>Planning Commission meetings held</td>
<td>14</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Zoning Board of Appeals meetings held</td>
<td>5</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
The Board, Planning Commission and ZBA meet as follows:

<table>
<thead>
<tr>
<th>Body</th>
<th>Regular Meetings</th>
<th>Special Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Board</td>
<td>3rd Tuesday of every month, 7 pm</td>
<td>As needed</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>The day after Regular Board meetings, 7 pm</td>
<td>As needed</td>
</tr>
<tr>
<td>Zoning Board of Appeals</td>
<td>2nd Tuesday of every month, 7 pm¹</td>
<td>As needed</td>
</tr>
</tbody>
</table>

The Township offices are open between the hours of 8 a.m. and 4 p.m. on Monday through Thursday, excluding holidays.

Vendors are responsible for completely informing themselves of all the conditions under which their services are to be performed. This includes an examination of, but not limited to, the Township’s Zoning Ordinance and other Ordinances, types of housing, traffic patterns, and types of permits required, and all other factors which would affect execution and completion of services required by this proposal.

II. SCOPE OF SERVICES AND MINIMUM QUALIFICATIONS

The Scope of Services required under this RFP includes a contractual arrangement by which the Township engages a professional planning firm to provide the following services:

- a) One or more individuals to provide Zoning Administrator and Code Enforcement services to the Township; and
- b) The appointed firm also to provide general Planning and Zoning support for Webster Township on an as-needed basis.

Both the Zoning Administrator and Code Enforcement roles could be filled by one individual, or alternatively, each role could be filled by a different individual (one person as Zoning Administrator, and a one person as Enforcement services provider).²

Planning Firm Work for Webster Township:

In addition to providing one or more individuals to provide Zoning Administrator and Code Enforcement services, the appointed firm is also expected to assist Webster Township with its Planning and Zoning needs generally, including, but not limited to, the following:

- i. Attend all Planning Commission meetings.
- ii. Attend all Zoning Board of Appeals meetings.

¹ Most months, the regularly scheduled Zoning Board of Appeals is not in fact held.
² If two individuals are proposed, then please note that Enforcement duties in Webster Township are anticipated to be a relatively minor time commitment, as there has historically not been an undue need for time spent on Enforcement actions in our Township.
iii. Review and provide written reports regarding submissions for Planning Commission review and approval (site plans, rezonings, special land use approvals, etc.).

iv. Review and provide written reports regarding submissions for Zoning Board of Appeals review and approval (variances, ordinance interpretations, appeals from Township action, etc.).

v. Research, report on and assist in drafting amendments and additions to the Zoning Ordinance, Public Nuisances Ordinance, and other Township Ordinances.

vi. Research, report on and assist in drafting amendments and updates to the Township’s Master Plan.

vii. As and if requested, the professional firm shall provide technical assistance related to all the Ordinances of Webster Township, including the Zoning Ordinance, the Public Nuisances Ordinance, the Land Division Ordinance, the Marihuana Ordinance, and all other Township ordinances.

**Zoning Administrator Services for Webster Township:**

For consistency in interpretation of ordinances and questions from residents, the professional firm must be able to provide for one primary individual with at least three years Municipal Zoning experience (either in private practice at a professional planning firm, and/or as Zoning Administrator in a Township or other municipality in the state of Michigan), to serve as the main Zoning Administrator for Webster Township.

We anticipate that our Township will require a total of 16 - 24 hours per week of Zoning Administrator services. However, we also request all interested applicants to advise us regarding the number of hours per week that the applicant believes will be necessary and advisable to meet our Township’s Zoning Administrator service needs. At least 16 hours per week shall be provided as regular office hours (8 a.m. - 4 p.m. Monday through Thursday) on-site at the Webster Township Offices, for accessibility to Township residents and businesses; and the remaining hours of work per week may (if desired) be conducted remotely. The on-site office hours shall be on non-consecutive days.

The duties of the Zoning Administrator include, but are not limited to the following:

i. Attend all Board of Trustees meetings.

ii. Attend all Planning Commission meetings.

iii. Attend all Zoning Board of Appeals Commission meetings.

iv. Compile and ensure the distribution (both electronically and in hard copy) of the meeting packets for all Planning Commission and Zoning Board of Appeals meetings.
v. Draft, and coordinate with the Township Clerk to publish and post, all Public Notices (Public Hearing Notice, Notice of Special Meeting, Notice of Ordinance Amendment, etc.)

vi. Answer general questions regarding Township Ordinances, legal descriptions, zoning and general community information. Meet with builders, developers, architects, engineers, property owners and other appropriate persons to provide information pertaining to land division, zoning and Ordinance requirements.

vii. Receive, evaluate and process all permits and applications for Township approvals. Work with the applicable Township advisors, staff, Board and Commission members in these efforts.

viii. Attend all pre-application meetings for proposed site plans, rezonings, special land uses, Ordinance change requests, and other matters for which the Township conducts pre-application meetings with the applicant.

ix. Render a written review regarding all applications for Planning Commission review and approval, including all proposed site plans, rezonings, special land uses, site condominiums, open space communities, requests for Ordinance language changes, etc.

x. Render a written review regarding all applications for ZBA review and approval, including all requested variances, ordinance interpretations, appeals from Township action, etc.

xi. Upon request of the Board of Trustees, Planning Commission, Zoning Board of Appeals, or other Township boards and commissions, research and present to such bodies facts, records, and other information to assist such bodies in reaching their decisions.

xii. When applicable, provide prompt written notice to applicants of the Township’s approval, approval with conditions, or denial of their application.

xiii. Review and assist other Township staff in analyzing, processing, and approving or denying land division requests.

xiv. Provide field observation service of construction, developments, site plans, and other matters approved by the Township, to assure compliance with Township requirements and approvals.

xv. Inspect properties to determine compliance with conditions attached to the approval of variances, special exceptions, site plans, rezonings, special uses, and other Township approvals that were granted subject to specific conditions.

xvi. Track and administer active development agreements.

xvii. Keep a filed record of all known nonconforming uses, structures, and lots, together with a description of nonconformities, as a public record.
xviii. Research and make written recommendations for amendments and additions to the Zoning Ordinance, Public Nuisances Ordinance, and other Township Ordinances.

xix. Research and make written recommendations for amendments and updates to the Township’s Master Plan.

xx. Receive complaints pertaining to violations of Township Ordinances and forward all related materials to the Code Enforcement provider for handling.

xxi. Assist the Code Enforcement provider upon request in inspecting properties and determining compliance with the Zoning Ordinance and other Township Ordinances.

xxii. Be responsible for keeping the Zoning Ordinance and all other Township Ordinances up to date, including any amendments thereto. Ensure that up-to-date Ordinances and Official Zoning Map are timely posted on the Township’s website.

xxiii. Maintain and file, as appropriate, all applications for zoning permits and approvals, site plans, special uses, variances, building permits, certificates of use and occupancy, and all accompanying plans and documents.

xxiv. Revoke a permit or approval issued under the provisions of Zoning Ordinance or any other Township Ordinance, in case of any false statement or misrepresentation of fact in the application, or on the plans or other written materials on which the permit or approval was based, or in any verbal or written representations of the applicant or its agents or employees made to the Township.

xxv. Prepare, update and revise the Township’s forms, applications, permits and fee schedules as requested by the Board of Trustees or Planning Commission.

xxvi. Maintain a comprehensive updated “Webster Township Forms Book,” both in hard copy and posted to the Township’s website, containing all of Webster Township’s forms, applications, permits and fee schedules.

xxvii. Prepare the initial draft of the Planning Commission’s Annual Report to the Board of Trustees.

xxviii. Provide a written monthly report to the Board of Trustees and Planning Commission summarizing all active planning and zoning matters, including all matters worked on, investigated and approved.

xxix. Must be capable of providing review, as directed, of all zoning, building permit, and land division applications for compliance with the Webster Township Zoning Ordinance, the Public Nuisances Ordinance, the Private Road Ordinance, the Land Division Ordinance, the Home-Based Occupation Ordinance, the Marihuana Ordinance, and other applicable Ordinances.
**Code Enforcement Services for Webster Township:**

For consistency in enforcement of ordinances and questions from residents, the professional firm must be able to provide for one primary individual with at least two years Enforcement experience (either in private practice at a professional firm, and/or as Code Enforcement Officer in a Township or other municipality in any state), to serve as the main Code Enforcement services provider for Webster Township. This same individual may also serve as the main Zoning Administrator for Webster Township, or a separate individual may be provided for the Zoning Administrator role.

We anticipate that our Township will require a total of five (5) hours per week of Code Enforcement services. However, we also request all interested applicants to advise us regarding the number of hours per week that the applicant believes will be necessary and advisable to meet our Township’s Code Enforcement service needs. These hours shall be provided as regular office hours (8 a.m. - 4 p.m. Monday through Thursday) on-site at the Webster Township Offices, for accessibility to Township residents and businesses.

The Code Enforcement duties include, but are not limited to the following:

i. **Receive, research and handle complaints pertaining to violation of Township Ordinances.**

ii. **Conduct site inspections to determine if violations of Township Ordinances exist, or for compliance after issuance of Notices of Violation.**

iii. **Provide timely follow-up and processing of complaints, including communicating with property owners, Township counsel and other parties, drafting and delivering Notices of Violation, conducting follow-on investigations, and working with counsel to undertake enforcement actions before appropriate government bodies and/or courts, as needed.**

iv. **Maintain a written log of complaints received, investigations made, determinations made, and actions taken.**

v. **Record and file all complaints and all written materials related thereto, and keep them for public record.**

vi. **Provide a written monthly report to the Board of Trustees and Planning Commission summarizing complaints received, investigations made, determinations made, actions taken, and aging and status of all open enforcement matters.**

**Additional Considerations for both Zoning Administrator and Code Enforcement services provider:**

i. **Must be able to provide a reasonable amount of additional hours as needed, in the event that the scheduled hours are not adequate.**

ii. **Must be capable of working with the Township’s counsel, engineers and other third-party advisors, as well as with the Township’s internal staff, Board of Trustees, Planning Commission and Zoning Board of Appeals as needed.**
iii. Must be able to work with outside regulatory agencies, such as the Michigan Department of Environment, Great Lakes and Energy (EGLE), the Washtenaw County Road Commission, the Washtenaw County Water Resources Commissioner, local fire and police departments, and any other local, State and/or Federal agencies.

iv. Must maintain records of all inspections conducted, determinations made, approvals/denials issued, and other official actions.

v. All reviews shall be conducted or responded to within 15 calendar days. If, because of the nature of the application an extended review time is needed, the applicant shall be notified within 15 calendar days.

vi. Existing Webster Township staff will assist as able in providing support services as needed, including, but not limited to, photocopying, filing, mailing, etc.

III. TERM

The anticipated term is two (2) years from date of award, provided, that either party may terminate the service agreement for Zoning Administrator services and/or for Code Enforcement services at any time with 45 days prior written notice. The professional firm serves at-will at the pleasure of the Webster Township Board of Trustees until otherwise replaced. All plans, reports, etc., must be returned to the Township within fifteen (15) days after termination.

IV. SELECTION PROCESS

The Township will utilize the following general selection process in determining the most qualified and best consultant(s) to serve as a provider of services under this RFP:

1. Interested professional firms will provide written statements of qualifications (SOQs) to the Township based on the minimum requirements and information in this RFP.

2. Webster Township will review and rank all SOQs based upon the minimum criteria established in this RFP and the Township’s needs.

3. Firms will be short-listed to participate in an interview process. Additional evaluation steps may include, but not be limited to, an interview, a review of the firm’s fee structure, a check of references, etc.

The final determination will be made by the Webster Township Board of Trustees. The Board of Trustees reserves the right to reject any or all proposals and to waive any defects or irregularities in the best interest of the Township. The Board of Trustees reserves the right to make an appointment in the best interest of the Township and to appoint the professional firm(s) that it determines would best serve the Township's needs, which shall remain within the sole and exclusive discretion of the Township Board of Trustees.

V. SOQ CONTENT

The SOQ must include the following:
i. **Cover Letter:** All SOQs must include a cover letter to the attention of Barbara Calleja, Clerk, and be signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the professional firm name, the names of local partners/principals and the number of local personnel, address and telephone number for the agency, and email addresses of the person(s) authorized to represent the proposer.

ii. **Personnel:**
   1. The names of the partners, managers, the individual staff member who will serve as the Zoning Administrator, and (if different) the individual staff member who will serve as the Code Enforcement services provider.
   2. Provide resumes and indicate their experience in providing Zoning/Code Enforcement Services.
   3. Current Webster Township employees and public officials are not eligible to serve as the Zoning Administrator or Code Enforcement services provider.

iii. **References:** List of Michigan local government jurisdictions where your firm presently serves as a provider of zoning/code enforcement services.

iv. **Fees:** All firms must indicate the fee structure for the proposed services and how long that rate will be in effect. Include fees and fee structures for travel, copying, phone calls or other services outside of the firm’s typical professional fees.

v. **Conflict of Interest:** The successful firm(s) shall not have conflicts of interest with the Township and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the SOQ submission. Also, the selected consultant(s) will be expected to decline working for developers, builders and/or private clients of the professional firm who do business in Webster Township.

vi. **Insurance:**
   1. The selected consultant(s) must maintain insurance coverage in accordance with the following requirements:
      
      A. Worker’s Compensation Insurance meeting the requirements of all applicable laws and jurisdictions.
      B. Professional Liability Insurance: [$1,000,000 per claim, $1,000,000 Aggregate.]
      C. Employer’s Liability Insurance: [$1,000,000 Bodily Injury each accident, $1,000,000 Bodily Injury by disease each employee, Policy limit $1,000,000.]
      D. Commercial General Liability Insurance: General Aggregate [$1,000,000.]
      E. Comprehensive Automobile Liability: Combined Single Limit [$1,000,000.]
2. The Township shall be an additional insured on all policies provided hereunder. The additional insured shall be identified as "Webster Township, its Board of Trustees, committees, appointees, employees, successors, and assigns."

**Questions:**
Direct any questions related to this RFP to:

John Scharf, Treasurer
jscharf@webstermi.us
(734)426-5103 office
(734)780-6509 mobile