REQUEST FOR INFORMATION / QUALIFICATIONS

To Prospective Consulting Firms:

Having been awarded a Comprehensive Planning grant from the Wisconsin Dept. of Administration, Shawano County is requesting qualifications and a brief planning-process critique from those interested in providing:

COMPREHENSIVE PLANS FOR MULTIPLE JURISDICTIONS IN SHAWANO COUNTY, WI, AND FOR THE STOCKBRIDGE-MUNSEE COMMUNITY

All materials shall be clearly marked “Comprehensive Planning Project” and submitted to the Shawano Co. Planning & Development Dept., 311 N. Main St., Shawano WI 54166 by no later than 5:00 p.m. on April 5th. For more information call 715-526-4970. Specific questions about and responses to the RFI/RFQ may be sent via email to Tim Funk, pndtimf@co.shawano.wi.us.

Shawano County reserves the right to terminate the selection process at any time and reject any or all offers. Shawano County shall not be liable for any pre-contact costs incurred by interested firms/individuals participating in the selection process. There is no intent to award a contract based solely on this RFI/RFQ.

Shawano County is developing a detailed RFP and will send this RFP to firms identified in the RFI/RFQ process as being capable of managing this project. Based on the level of response, Shawano County reserves the right to award up to 10% of the evaluation points given during the RFP process to those firms responding to this RFI/RFQ.

NOTE: Please see our website:

http://www.co.shawano.wi.us/subwebs/pnd/Plng.aspx

Sincerely,

T.J. FUNK
Long-Range Planner

C:\Documents and Settings\pndtimf.000\Desktop\CPgrantRFQ.doc
1.0 **OVERVIEW**

Participants in the “Shawano County Communities and Stockbridge Munsee Tribe Joint Comprehensive Planning Project” are requesting qualifications from planning consultants offering appropriate services. Participating are 17 towns, four villages, the city of Shawano, and the Stockbridge-Munsee Community—which together include over 28,000 people—as well as Shawano County—population ~42,000.

The project will involve the following:

- preparation of a separate 9-element comprehensive plan (compliant with all informational, procedural, and grant-contractual requirements of s. 66.1001 and s. 16.695 WI Stats, Ch. Adm. 48, and our State-approved grant application®) for each participating jurisdiction, including assistance with mapping;
- execution of planning process tasks in the grant-application, including but not limited to: data collection and analysis; informational products and presentations; web page materials; report preparation and presentation; outreach and marketing activities; survey development and execution; detection and resolution of intergovernmental inconsistencies/conflicts; final plan adoption and distribution; and related items.
- recommendations for implementation tools, including at a minimum a specific framework (not a complete text) of a comprehensive zoning code revision for Shawano County

1.1 **PROPOSED PLANNING PROCESS**

Part III, attachments 2-4 of the grant application® provide an outline of the proposed planning process, which was developed by the Shawano County Comprehensive Planning Citizen Advisory Committee, the UWSP Center for Land Use Education, and Shawano County planning staff.

1.2 **PARTICIPATING COMMUNITIES**

Part II sec. C, and Part III attachment 1 of the grant application® indicates number, size, and location of participating entities. All participants have entered into a joint planning contract™. Please note: jurisdictions participating in the project may terminate their involvement; however, under Section IV. K., they will be responsible for all costs incurred for their portion of the project up to the time of termination.

1.3 **FUNDING**

Shawano County has assumed that the cost for hiring a consultant to prepare a comprehensive plan will closely approximate the base funding amount for Wisconsin comprehensive planning grants for municipalities, based upon population. Please see Part II sec. C and Part IV of the attached grant application for community funding allocations and a project budget estimate.

® electronically attached via PDF or available at [http://www.co.shawano.wi.us/subwebs/pnd/Ping.aspx](http://www.co.shawano.wi.us/subwebs/pnd/Ping.aspx)

2.0 **TIME FRAME**

A. RFQ – Request publish date – 3/16/2005
B. RFQ due – 4/5/05
C. For firms selected for RFP, RFP tentative due date – 5/4/05
D. Consultant selection, tentative date 5/17/05
E. Commence project, June 2005. Duration: 30 months.

3.0 **SUBMITTAL** – Firms shall address the following issues in their information/proposal

A. Letter of Introduction
B. Company profile and organizational chart
C. Qualifications of staff
D. Descriptions of comparable projects, including reference contacts
E. List of fees by employee classification
F. Brief statement of understanding of this multi-jurisdictional comprehensive planning project and grant-described planning process.
G. Brief critique of our proposed process and proposals for process revisions, if any, as would relate to your involvement in this project.
H. Acknowledgement of proposed budget and a non-binding general assessment of your firm’s ability to perform process tasks as required by law and as proposed in the grant application (or as revised per consultant recommendation) within budget constraints.

4.0 **ELECTRONIC ATTACHMENTS**

Links as noted above.