

# Village of Fowlerville

213 South Grand Avenue  
Fowlerville, MI 48836  
Phone (517) 223-3771 Fax (517) 223-7435  
Police (517) 223-8711  
website www.fowlerville.org



## REQUEST FOR PROPOSAL: PLANNING CONSULTANT

The Village of Fowlerville is currently accepting proposals for a planning consultant, or planning firm, to provide services to the Village, to begin immediately. It is anticipated that the contract will be for a one year term, with the option to renew.

A 'Request for Proposal' differs from a 'Request for Bid/Quotation' in that the Village is seeking a solution as described herein, not a bid/quotation meeting firm specifications for the lowest price. As a result, the lowest price proposal does not guarantee an award recommendation. Competitive sealed proposals will be evaluated based upon criteria determined to be the most critical features of service including qualifications, experience, and timeliness which could be overriding factors, and price may not be determinative in the issuance of contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements.

Sealed Proposals should be submitted to the Village of Fowlerville at 213 S. Grand Ave., Fowlerville, MI 48836-9083 by mail or hand-delivery, with Attention: Kathryn Arledge, Village Manager.

### **EQUAL OPPORTUNITY**

The Contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relates to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the Contract.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by, or on behalf of the Contract, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status and religion.

### **SCOPE OF WORK**

- Assist the Village, including but not limited to the Zoning Administrator, Planning Commission and Council in matters of municipal planning on an as-needed basis.
- Attend planning commission meetings on an as-needed basis.
- Provide written and/or verbal recommendations to the Village on questions of planning and zoning as requested.
- Consult with updating of the Master Plan as needed.

### **HISTORY AND REFERENCES**

Provide a brief history outlining the qualifications and organization of you or your firm. Please provide summaries of qualifications of any key personnel that you feel will be pertinent.

**ALL PROPOSALS ARE DUE BY THE CLOSE OF BUSINESS MARCH 28, 2018**