

**Request for Qualifications for
Waushara County Comprehensive Planning Project**

1.0 Overview

Participants in the “Waushara County Comprehensive Planning Project” are requesting qualifications from planning consultants offering appropriate services. The Waushara County Comprehensive Planning Project includes updating the land management plans to comprehensive plans for eight towns and one village, coordinate plan development with East Central Wisconsin Regional Planning Commission who will be creating two new village plans and updating a adjacent town plan, and creating a comprehensive plan for Waushara County using the 25 municipal plans, including those previously mentioned. Waushara County reserves the right to accept or reject any or all bids.

The project will involve the following:

- Preparation of a separate 9-element comprehensive plan (compliant with all informational, procedural, and grant-contractual requirements of Wisconsin Statutes 66.1001 and 66.695, and our State-approved grant application) for each participating jurisdiction, including assistance in updating existing mapping.
- Execution of planning process tasks in the grant-application, including but not limited to: data collection and analysis; informational products and presentations; materials for county webpage; public participation; report preparation and presentation; survey development and execution as needed; detection and resolution of intergovernmental inconsistencies/conflicts; final plan adoption and distribution; and related items.
- Recommendations for implementation tools.

1.1 Proposed Planning Process

Part III of the grant application provides an outline of the proposed planning process, which was developed by the Waushara County Land Use Planning Committee, East Central Wisconsin Regional Planning Commission, and University of Wisconsin-Extension Waushara County. We have a bottom-up planning and development process.

1.2 Participating Communities

Part I of the grant application indicates number, size, and location of participating entities. All participants will enter into a joint planning contract. Please note: individual jurisdictions participating in the project may have the ability to terminate their involvement; however, they will be responsible for all costs incurred for their portion of the project up to the time of termination.

1.3 Funding

Waushara County has assumed that 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. Once requested, all RFPs will need to adhere to these cost constraints as closely as possible.

2.0 Time Frame

- A. RFQ Due: May 9, 2008
- B. RFQ Selection (up to 5 RFQ candidates will receive an RFP): RFP will be mailed by Waushara County on May 23, 2008
- C. Request for Proposals (RFP) Due: June 13, 2008
- D. RFP selection for interview (up to 3 RFP candidates will be asked for a presentation): Around June 20, 2008, Waushara County will contact candidates for public presentations to County Land Use Committee, comprised of county and municipal representatives and interested citizens
- E. Presentation by candidates to Land Use Committee: June 30, July 1, or July 2
- F. Approximate candidate selection date: July 11, 2008
- G. Contract signed by Waushara County and municipalities: July 25 – August 18
- H. Comprehensive plan ready for public inspection: October 12, 2009
- I. Public hearings and adoption: November and December 2009
- J. Printing and distribution of copies of adopted plan: January-February 2010

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. List of recent comparable projects completed on time, including reference contacts
- E. Brief statement of understanding of this multi-jurisdictional comprehensive planning project and grant-described planning process
- F. Brief critique of our proposed process and proposals for process revisions, if any, as would relate to your involvement in this project
- G. 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.
- I. Capability to meet periodically with various groups involved and to include the public participation process outlined in Waushara Counties Comprehensive Planning Grant Application
- J. Illustrate ability to communicate and work with other entities, such as a regional planning commission
- K. Example of finished project.

4.0 Electronic Attachments

- A. Waushara Comprehensive Planning Grant Application Parts I and III – <http://www.co.waushara.wi.us/countyplanprocess.htm>
- B. Municipal plans - http://www.co.waushara.wi.us/land_use_plans.htm
 - All municipal comprehensive plans are to be used to create the County Comprehensive Plan