

**Board of County Commissioners Meeting  
Agenda Item # 2: Matters from Staff**

**Staff Report**

Meeting Date: **November 1, 2010**    Presenter: **Jeff Daugherty**  
Submitting Department: **Planning**    Subject: **Consideration of distribution of a Request for Qualifications (RFQ) for Comprehensive Plan facilitation, communication and writing services**

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**Statement/Purpose:**

The purpose of this item is to discuss the distribution of a Request for Qualifications (RFQ) to provide Facilitation, Communication, and Writing Services to assist in the elected official review of the Comprehensive Plan.

**Background/Description/Alternatives (Pros & Cons):**

At the September 13, 2010, JIM, a sub-committee was established to explore all available facilitation options for the elected official review of the draft Comprehensive Plan and recommend a preferred option to the entire JIM. The sub-committee is made up of Melissa Turley, Mark Obringer, Hank Phibbs, Andy Schwartz and Town and County planning staff. The committee has met four (4) times. Based upon these meetings, the committee is recommending that the elected officials proceed with the release of a Request for Qualifications (RFQ) to provide three specific services (see the complete RFQ attached) as follows:

- **Service 1: Facilitation** – Facilitate the elected officials’ review of the 2010 draft of the Joint Comprehensive Plan.
- **Service 2: Communications** – Provide communication services to assist with the dissemination of relevant Comprehensive Plan information to the public.
- **Service 3: Writing/Editing** – Provide professional writing/editing services to assist Staff in the production of the final draft of the Comprehensive Plan.

The sub-committee requests that each body consider the release of the proposed RFQ (with any proposed changes) prior to the November 8, 2010, JIM, to allow a decision on how to proceed by December 2010. Please see the proposed timeline below:

- November 2, 2010 – RFQ available for distribution
- November 16, 2010 – Submittal due date for Submission of Qualifications
- November 17-19, 2010 – Interviews if necessary by sub-committee
- December 6, 1010 – JIM to consider approval of individual and/or firm.
- December 2010 - Chair and Mayor sign engagement letter/contract (TBD).

The goal of releasing the RFQ is to first allow the sub-committee to review potential individuals/firms qualifications and experience against the three (3) services sought and to make a recommendation at the December JIM on how to proceed. The sub-committee, and ultimately the JIM, may choose to proceed with all three identified services, a portion or none depending on the review of qualifications and experience and ultimately the ability to negotiate a scope of services, budget and contract with an individual/firm.

The release of this RFQ in no way binds the Town and County to contract with any individual/firm to proceed with any of the three (3) identified services.

The sub-committee is providing the draft RFQ for discussion and consideration by the Teton County Board of County Commissioners along with any changes the Board may choose to make. The Jackson Town Council will consider the same draft RFQ on November 1, 2010. As described above, if approved by both bodies, the RFQ would be released on November 2, 2010.

**Attachments:**

**Draft Request for Qualifications (RFQ)**

**Fiscal Impact:**

Funding of any expenses related to the proposed RFQ are recommended to be split 50-50 between the Town and County. Currently, the Town and County Planning Department budgets do not include this expense and would thus require a budget amendment to provide additional funding.

**Staff Impact:**

**None identified.**

**Legal Review:**

**On-going.**

**Recommendation:**

The Planning Directors and sub-committee are recommending approval of the distribution of a Request for Qualifications for Comprehensive Plan facilitation, communication and writing services.

**Suggested Motion:**

**I move to approve the distribution of a Request for Qualifications for Comprehensive Plan facilitation, communication and writing services.**

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Synopsis for PowerPoint: (120 words max)

No powerpoint slides needed

# Request for Qualifications

Professional Facilitation, Communication, Writing/Editing Services

Review of the Jackson /Teton County Comprehensive Plan [www.jacksontetonplan.com](http://www.jacksontetonplan.com)

By Teton County Commission/Town of Jackson Council/Mayor

**Submittal Deadline: November 16, 2010.**

## **General Description and Purpose:**

The joint elected bodies for Teton County and the Town of Jackson seek a qualified individual, firm or team to work with County and Town Planning staff to provide one, two, or all three of the following services:

**Service 1: Facilitation** – Facilitate the elected officials’ review of the 2010 draft of the Joint Comprehensive Plan.

- Assist in developing a Comp Plan review process.
- Assist in establishing appropriate meeting times, locations, and format.
- Facilitate the achievement of consensus regarding the policies to be represented in the final draft of the Comp Plan.
- Ensure that elected official discussion is productive, inclusive, focused and outcome oriented.
- Ensure that public comment is available to the elected officials.
- Take notes and summarize the conclusions of each meeting.

**Service 2: Communications** – Provide communication services to assist with the dissemination of relevant Comprehensive Plan information to the public.

- Assist in developing a strategy that encourages productive, focused and outcome oriented public input from a broad cross-section of the community.
- Act as the first point of contact regarding Comp Plan review process and outcomes.
- Coordinate convenient public access to facts about the Comp Plan review process and outcomes.
- Coordinate opportunities for focused public input

**Service 3: Writing/Editing** – Provide professional writing/editing services to assist Staff in the production of the final draft of the Comprehensive Plan.

- Ensure that the Comp Plan is understandable by the general public.
- Ensure the Comp Plan is written in a single voice.
- Prepare visuals, charts, diagrams, etc. as necessary to create understanding of the concepts contained in the text.

**SUBMITTAL REQUIREMENTS:**

Proposers may submit an SOQ for any or all three of the services sought by Teton County and the Town of Jackson. All Proposals shall identify for which of the three services the Proposer is qualified. For each service the Proposer shall identify:

- Relevant educational background in that service.
- Demonstrated expertise and experience in that service (if proposing to provide writing/editing services include a sample of past work).
- Three letters of reference, with contact information, from individuals who have personal knowledge of the individual or team’s ability to successfully provide that service.
- A statement of availability to provide that service through contract period.
- All members of the project team and designate which of the components of each service each member of the project team is expected to provide.

Consortiums, joint ventures or teams will not be considered responsive unless contractual responsibility rests solely with one individual, firm or corporation.

**INSURANCE AND INDEMNIFICATION:**

The SOQ shall demonstrate appropriate insurance coverage including but not limited to Workers Compensation insurance. Coverage shall be in place at the time the Proposer submits the SOQ and at the time the Proposers accepts the offer of employment. The Proposer shall not hold Teton County or the Town of Jackson responsible for any personal injury or property damage while contracted with the Town or County.

**LOCAL KNOWLEDGE:**

Teton County and the Town of Jackson are seeking applicants with knowledge of our community.

**COST TO PREPARE STATEMENT OF QUALIFICATION:**

Any costs incurred by the Proposer responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the Proposer submitting the response. Teton County and the Town of Jackson shall not reimburse the Proposer for any such expense.

**PUBLIC RECORDS DISCLAIMER**

All documents, data or information provided as a part of this process will be a part of the public record.

**CONFLICTS OF INTEREST:**

Any Proposer that has a personal, private or business interest in the outcome of any Comprehensive Plan policy decision shall be deemed to hold a conflict of interest. The interest must be direct and immediate as opposed to speculative and remote. Additionally, the interest must provide the consultant a greater benefit or a lesser detriment than it does for a large or substantial group or class of persons who are similarly situated.

## **ACCEPTANCE**

This RFQ provides interested professionals with the information necessary to enable them to prepare and submit information for consideration by Teton County and the Town of Jackson. The Proposer selected will be required to enter into a contract with Teton County and the Town of Jackson. This RFQ and the SOQ or any parts thereof, may be incorporated into and made a part of each final contract; however Teton County and the Town of Jackson reserve the right to enter into further negotiations regarding scope of work and terms and conditions of the contract with any Proposer based solely upon the initial response to the RFQ if they are fully qualified and it is deemed to be in the best interest of the County and Town.

## **TERM OF CONTRACT:**

The qualified consultant or consultants will work on a contract basis for Teton County and the Town of Jackson. The initial contract period will be up to six months from the date of the engagement letter or contract, estimated to begin in December 2010. The contract may be extended for up to two additional six-month terms based upon the need and pace of the Comprehensive Plan review and subject to the discretion of the Joint elected officials. Teton County, the Town of Jackson and the consultant shall execute a written agreement specifying the scope of services, commencement date, termination date and a not-to-exceed compensation schedule.

## **SCHEDULE OF RFQ SUBMITTAL AND REVIEW PROCEEDURES**

The Teton County Commission and the Jackson Town Council shall adhere to the following procedure and schedule in the receipt, review and evaluation of submittals:

- November 2, 2010 – RFQ available for distribution
- November 16, 2010 – Submittal due date for SOQ
- November 17-19, 2010 – Interviews of Proposers if necessary

## **SUBMITTAL DEADLINE**

One original, one digital and eight hard copies of the Proposers sealed Statement of Qualifications are due at 4:00 pm, MDT, Tuesday, November 16, 2010 at the Teton County Planning and Development office. Statements will be opened at that time in that location. Statements received after that date and time will not be considered. Late submittals will be returned to the Proposer. Responses to and/or questions regarding this RFQ should be submitted via post or hand delivered to:

Alex Norton or Jeff Daugherty  
Teton County Planning & Development Department  
PO Box 1727  
200 S. Willow Street  
Jackson, WY 83001  
307.733.3959  
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