



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: OCTOBER 25, 2010
MEETING DATE: NOVEMBER 1, 2010

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER SINCLAIR

SUBJECT: **ITEM P09-030** – A REQUEST FOR QUALIFICATIONS FOR FACILITATION COMMUNICATION AND WRITING SERVICES FOR THE COMPREHENSIVE PLAN

STATEMENT/PURPOSE

The purpose of this item is to discuss the release 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/ALTERNATIVES

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, 2010 – 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 Town Council along with any changes the Council may chose to make. The Teton County Board County Commissioners 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 1, 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 this request to release a Request for Qualifications to assist in the elected official review of the Comprehensive Plan.

SUGGESTED MOTION

I move to approve the release of a Request for Qualifications to assist in the elected official review of the Comprehensive Plan.