



## JOINT INFORMATION MEETING AGENDA DOCUMENTATION

**PREPARATION DATE:** November 29, 2010  
**MEETING DATE:** December 6, 2010

**SUBMITTING DEPARTMENT:** Town & County Planning  
**DEPARTMENT DIRECTORS:** Tyler Sinclair & Jeff Daugherty  
**PRESENTERS:** Tyler Sinclair & Jeff Daugherty

**SUBJECT:** Comprehensive Plan Review – Facilitator Discussion

### STATEMENT/PURPOSE

The purpose of this item is to update all elected officials and the public on the progress of the committee established to explore available facilitation options for the elected officials' review of the Comprehensive Plan.

### BACKGROUND/ALTERNATIVES

At the September 13, 2010, JIM, a committee was established to explore available facilitation options for the elected official review of the draft Comprehensive Plan and recommend a preferred option(s) to the entire JIM. The committee is made up of Melissa Turley, Mark Obringer, Hank Phibbs, Andy Schwartz and the Town and County planning staff. The committee met four (4) times to explore available options and draft a Request for Qualifications (RFQ). On November 1, 2010, in separate actions, both elected bodies approved the release of the RFQ for the following services:

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

The goal of releasing the RFQ was 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 to the JIM on how to proceed. The sub-committee, and ultimately the JIM, may recommend proceeding with all three identified services, a portion or none depending on: the review of qualifications, experience, and the ability to negotiate a scope of services, budget and contract with an individual/firm.

There were 12 responses to the RFQ; some responding to all three services and some only to a specific service. Upon review of all responses, the committee recommends focusing on the facilitation service only. Proceeding with this recommendation, the committee reviewed the facilitation responses generally against the following criteria:

- Prior facilitation experience
- Prior planning experience
- Experience in a similar situation
- Qualifications of specific individuals
- Demonstrated ability to bring the project to a desirable conclusion

Based upon this review, the committee reduced the potential firms for recommendation to four (4). The committee provided each of the four (4) firms with five (5) additional questions. All four (4) firms responded to the questions by November 24, 2010, and the responses have been posted on the Comprehensive Plan website for review. In addition, the committee intends to interview the four (4) firms the week of December 6, 2010. Based upon these interviews, the committee intends to prepare a recommendation of a firm and proposed contract for services at the January 3, 2011, JIM (if possible).

The committee will be available at the meeting to answer any questions on the process so far and receive feedback on next steps in the recommendation process. Specifically, the sub-committee is interested in what questions or additional information elected officials and/or the public believes should be asked during in the interview process.

### FISCAL IMPACT

Funding of any expenses to retain a facilitator is 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

Staff impact related to this item is ongoing with considerable amounts of time being spent by Town and County staff related to the Comprehensive Plan update.

### RECOMMENDATION

At this time, the committee recommends that it proceed with final interviews and contract for services negotiations with one (1) of the four (4) firms determined to be most qualified to provide facilitation services. A final recommendation of a firm and contract for services will be presented at the January 3, 2011, JIM (if possible).

### ATTACHMENTS (Please let staff know if you would like a paper copy of any of the attachments)

Request for Qualifications (RFQ) (available at [www.jacksonetonplan.com](http://www.jacksonetonplan.com))

Responses to the RFQ (available at [www.jacksonetonplan.com](http://www.jacksonetonplan.com))

Responses to the Additional Set of Five (5) questions (available at [www.jacksonetonplan.com](http://www.jacksonetonplan.com))

### LEGAL REVIEW

N/A

## SUGGESTED MOTIONS

### **Town Council**

I move to continue Item P09-030 to the Joint Information Meeting on January 3, 2010, at 3:00 pm at the Teton County Board of County Commissioner Chambers.

### **Teton County Board of County Commissioners**

I move to continue Item AMD 2009-0017 to the Joint Information Meeting on January 3, 2010, at 3:00 pm at the Teton County Board of County Commissioner Chambers.