



TOWN COUNCIL

WORKSHOP AGENDA DOCUMENTATION

PREPARATION DATE: DECEMBER 14, 2010
MEETING DATE: DECEMBER 20, 2010

SUBMITTING DEPARTMENT: PLANNING & BUILDING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: SHAWN HILL, SENIOR PLANNER

SUBJECT: Comprehensive Plan Review – Facilitator Selection Update

PURPOSE OF WORKSHOP ITEM

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

DESIRED OUTCOME

Council understanding and feedback on the status of the facilitator selection process and identified next steps.

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 committee (and ultimately the JIM) had the option of proceeding with all three identified services, a portion, or none of the services depending on the review of a candidate's qualifications, experience, and ability to negotiate a scope of services in accordance with the JIM's expectations.

The initial goal of releasing the RFQ was to allow the committee to review potential candidate's qualifications and experience against the three (3) services sought and to make a recommendation to the JIM on how to

proceed. There were 12 responses to the RFQ, with some responding to all three services and some only to a specific service. Upon review of all responses on November 18, 2010, the committee recommended focusing on the facilitation service only, and 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) supplementary questions. The firms' responses were received by November 24, 2010, and have been posted on the Comprehensive Plan website for review.

At the December 6, 2010, JIM, staff gave an overview of the work done to date and the committee's next steps – specifically the completion of interviews with the four (4) firms – and asked for any feedback from the joint bodies.

The committee completed in person interviews with all four (4) firms on December 7, 2010. The committee asked each firm to provide an overview of their qualifications and review their response to the five (5) supplementary questions. The committee also asked each firm to comment on the following topics:

- Feasibility of completing the review in 6 months
- Methods for moving forward when conflicts or potential impasses arise
- Impressions of the work done to date
- Why facilitating this process is appealing

Based upon the committee's review of each firm's qualifications and responses to the supplementary questions and interview, the committee will recommend AECOM and project manager Bruce Meighen for consideration at the January 3, 2011, JIM. The committee found all four (4) firms were very qualified and capable with similar cost estimates for providing the required services. However, the committee believes that Mr. Meighen's high adoption rate of similar projects through similar processes in similar communities on similar schedules best qualify him for the task. Mr. Meighen's position as lead facilitator and project lead, his ability to communicate well in the interview, and the outline of a possible process he provided, weighed in the committee's recommendation.

Prior to the January 3, 2011, meeting, staff will work with Mr. Meighen to develop draft documents, including a Contract, Scope of Work, Reimbursement Schedule, and Timeline for consideration. Staff has provided the additional document that AECOM provided to the committee during their interview for the review by Council and the public. The preparation of draft documents, including a Contract, Scope of Work, Reimbursement Schedule, and Timeline for consideration by the joint bodies on January 3, 2011, in no way binds the Town and County to contract with AECOM. Should the Town and County not be able to agree upon a contract for services with AECOM, direction may be given by the elected bodies to begin negotiations with one of the other firms.

No action is being requested by Council at this time; the sole purpose of this item is to update Council on the progress of the committee, answer any questions and proceed to a full discussion and action item at the January 3, 2011, JIM.

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.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Staff finds that the proposed request is in alignment with Council's strategic intent, as an updated Comprehensive Plan will be utilized to implement a community vision and Council's strategic intent in the upcoming years.

STAKEHOLDER ANALYSIS

The entire Jackson and Teton County communities have been identified as stakeholders in the Comprehensive Plan update.

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.

LEGAL ISSUES

N/A

ATTACHMENTS

AECOM Submittal Materials (available at www.jacksontetonplan.com)