



# DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130

TELEPHONE: 734-426-3767  
FAX: 734-426-3833

WWW.DEXTERTOWNSHIP.ORG

KAREN SIKKENG  
**SUPERVISOR**

MICHELLE  
STAMBOULELLIS  
**CLERK**

MARIS METZ  
**TREASURER**

LAURA SANDERS  
LONNIE SCOTT  
KAREN NOLTE  
**TRUSTEES**

## Dexter Township

### Request for Proposal/Qualifications

#### Planning Director Services

Project Number RFQ 2023-01

Dexter Township will receive sealed bids for Planning Consultant Services at:

Dexter Township Clerk's Office  
6880 Dexter Pinckney Road  
Dexter, MI 48130

**Deadline:** 12:00 noon Thursday, July 26, 2023

Proposals received after noon on Thursday, July 26, 2023 will be considered a late submittal and will not be considered.

- The envelope should be clearly marked "SEALED RFQ – Planning and Zoning Services"
- Please include three printed copies and one electronic copy via flash drive
- Please direct procedural questions regarding this RFP to the Clerk's Office at [clerk@dextertownship.org](mailto:clerk@dextertownship.org) up to the proposal deadline
- Please direct technical questions regarding this RFP to the Supervisor's Office; [supervisor@dextertownship.org](mailto:supervisor@dextertownship.org) by Monday, July 10, 2023 at 1 p.m.

Thank you for your interest.

## Scope

Dexter Township, Michigan is requesting proposals from qualified consultants to direct and execute planning services on behalf of the township: we are seeking a consultant to serve as our Planning Director. Level of service (i.e., number of hours provided by the consultant) will be determined collaboratively by the Township and the successful bidder.

The consultant will be responsible for overall direction and management of planning & zoning activities, will serve as staff liaison to the Planning Commission and the Zoning Board of Appeals, and will be directly responsible to the Township Board of Trustees, through the Township Supervisor.

Planning consultant will be responsible for the following: maintenance of the Master Plan, administration and enforcement of applicable local zoning related ordinances (including issuance of major and minor permits), coordination of development review process, departments, consultant, Planning Commission, and other boards and committee coordination as needed (Farmland & Open Space, local roads, ZBA). The planning consultant will provide technical assistance to Dexter Township's part-time zoning inspector, potentially providing zoning enforcement and/or training to the zoning inspector. The purpose of this Request for Qualifications (RFQ) is to select the planning consultant based on:

- Expertise providing planning services to Michigan townships
- Writing and oral communication skills
- Approach to recommending approval and/or denial of complex development projects
- Qualifications of staff proposed for the role; experienced staff in this role preferred
- The firms' rate schedule; and
- The firm's references

## Community Overview

Dexter Township is approximately 33 square miles in area and is mostly rural. The major north/south access into the Township is Dexter-Pinckney Road, with North Territorial Road as the major east/west access. There are no freeways, freeway interchanges, highways, or rail lines located within Dexter Township.

One of Dexter Township's most appealing features is its abundance of lakes, recreational land, and agricultural areas. These attributes have attracted residential growth, which was steady in the 1990s and early 2000s. The Township has several well-established residential subdivisions, resort communities, and proposals for additional single-family residential developments. The primary factor affecting growth in the Township is the availability of land, and its proximity and accessibility to Ann Arbor and the rest of the Southeast Michigan employment centers.

## Staff

The Dexter Township Supervisor will serve as the point of contact for the Township.

## Planning and Zoning Status

The attached Planning & Zoning Department Update provides background information on the current activities and workload of Dexter Township's Planning & Zoning Department. (Note that the "Single Hauler Update" will not be in scope for the planning consultant.)

At present, two developments have been approved by the Planning Commission and Board of Trustees with construction pending, and one property in Dexter Township (Cornman Farms) is considering expansion. No other future developments have been identified at this time. Dexter Township approved a

Farmland & Open Space millage in November 2022 and established a Farmland and Open Space Board to administer the program. The impact of future purchase of development rights on the volume of future development is not yet known.

## Proposal Content

Bidders are requested to provide:

- Brief narrative of the firm's applicable work experience,
- Comprehensive resume of comparable assignments/contracts
- Copies of at least one prior site plan, special land use, and variance review
- Resumes of those staff who will be assigned to Dexter Township; bidders should identify a specific staff member to work regular hours at the Township offices (schedule and number of hours to be determined by the Township and the successful bidder collaboratively)
- Hourly rates for staff members to be assigned to Dexter Township
- Minimum of three relevant professional references

## Requirements

The awarded firm will have a minimum of ten (10) years' experience, providing planning services to townships, in the State of Michigan, with at least one community in Washtenaw County.

The successful firm shall ensure/understand that they will work closely with Township staff during all phases of the work. The successful firm will be considered a key part of the Dexter Township team; a strong, positive working relationship must be maintained.

All licenses required for a discipline by the State of Michigan shall be maintained by the firm during the course of the contract.

The firm will provide a single point of contact for the duration of the contract.

The firm will ensure a timely completion of assignments.

The firm will comply with administrative procedures of the Township.

The firm will meet with the Township supervisor to review project concerns and issues to seek a coordinated response to applicants.

Based on past practice as well as the Township's codes, ordinances, guidelines, and policies it can be concluded that the professional services required include knowledge of county, state, local, and legal requirements.

Knowledge of and commitment to Dexter Township a plus.