



## CITY OF CHELSEA

### **CHELSEA PLANNING COMMISSION NOTICE OF WORK SESSION**

Notice is hereby given that the Chelsea City Planning Commission will hold a Work Session on **Tuesday, April 7, 2015 at 7:00 pm**, at the Chelsea Municipal Building (Council Chamber) located at 311 S. Main Street, Chelsea, Michigan.

The purpose of the meeting will be to:

1. Discuss Request for Proposals Received from Planning Consultants

Persons requiring reasonable accommodations due to disabilities in order that the meeting is accessible to them are requested to notify the Chelsea Planning Commission of such disability no later than five (5) business days prior to the date of the meeting.

George Kinzer, Chair

**PLANNING COMMISSION WORK SESSION MINUTES**  
April 7, 2015  
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS  
311 S. MAIN STREET, CHELSEA, MICHIGAN

NAMES OF THOSE PRESENT: Erik Larsen, Marcia White, Cary Church, Larry Ledebur, Sarah Haselschwardt, Steven Parker, Robert Dean  
MEMBERS ABSENT: George Kinzer  
MEMBERS VACANT: One  
OTHERS PRESENT: Christine Linfield, Cheri Albertson

Meeting started at 6:56pm

**TOPIC #1: REVIEW RFP RESPONSES FOR UPDATE TO COMPREHENSIVE PLAN**

Purpose of the meeting was to discuss Proposals received from Planning firms, select firms for an Interview, and schedule a timeline for the interview and final selection of a planning firm to assist the commission with completing the Comprehensive Plan Update. (8) Eight Proposals were submitted to the Planning Commission. Most of the Commissioners submitted a "top 3" ranking of the proposals prior to the meeting. Larry Ledebur compiled two sheets outlining each commissioner's top choices and a point total for each proposal.

Based on the data, commissioners' further thoughts about each proposal and submitted fees, the following next steps will occur:

1. Carlisle Wortman and McKenna Associates will be invited to interview with the Planning Commission.
2. Christine will call references for each firm prior to the interviews.
3. Commissioners will submit interview questions to Sarah by April 14<sup>th</sup>. She will then compile and distribute a list of Interview questions to be asked at the Interview.
4. Interview and firm selection schedule decided by the Commission is as follows:

**April 21, 2015 Planning Commission Work Session**

3:30-3:45pm McKenna Interview Set-up

3:45-4:45pm McKenna Interview

4:45-5:00pm Carlisle Wortman Interview Set-up

5:00-6:00pm Carlisle Wortman Interview

6:00-6:45pm Planning Commission Final selection

7:00pm -? Regular Planning Commission Meeting including Recommendation of selected Planning Firm to City Council. (If Planning Commission needs additional time to make a final recommendation, an additional meeting may be scheduled prior to April 29<sup>th</sup>)

**April 29, 2015 Firm Recommendation included in City Council Packet**

**May 4, 2015 City Council Approves Recommendation**

Meeting adjourned at 8:33pm.

Respectfully Submitted,

  
Sarah Haselschwardt

Planning Commission Secretary

Dear PC Members:

Enclosed you will find eight proposals for the Comprehensive Plan revision, a summary of costs sheet and also scoring sheets.

Please review the proposals, select your top three and be prepared to talk about them at the April 7<sup>th</sup> work session.

Let me know if you have any questions,

Christine

<b>Carlisle Wortman</b>	<b>\$30,190</b>
<b>Clearzoning</b>	<b>\$42,240</b>
<b>Giffels Webster</b>	<b>\$36,500</b>
<b>LSL Planning</b>	<b>\$38,800</b>
<b>Houseal Lavigne</b>	<b>\$74,900</b>
<b>Hamilton Anderson Associates</b>	<b>\$68,500</b>
<b>McKenna Associates</b>	<b>\$30,000</b>
<b>Mannik Smith Group</b>	<b>\$39,750</b>

ORGANIZATION \_\_\_\_\_

**PROPOSAL EVALUATION WORKSHEET**

**Directions: Using a scale of 1 to five where five is the highest, rank each of the eight components of the Scope of Services and the six Evaluation Criteria. Provide total for Scope of Services and Evaluation Criteria and an overall total [sum of A and B]. Please email the three totals to Christine before our April 7 meeting. Remember to bring your completed worksheets to this meeting.**

**A. SCOPE OF SERVICES**

1. Undertake an assessment of the City of Chelsea to identify planning needs, issues and opportunities. This assessment should also consider vehicular and pedestrian access among different land uses as well as physical image and character. \_\_\_\_\_
2. Based on this assessment identify needed changes, updates and additions to the current Comprehensive Plan. \_\_\_\_\_
3. Revise the existing Comprehensive Plan using, where possible, the format suggested by the Chelsea Planning Commission and integrating the changes identified by the Planning Commission. \_\_\_\_\_
4. Generate hard copy and computer image maps with requisite overlays for spatial analysis and depiction of the City of Chelsea including land use, structures, zoning and vehicular and pedestrian access and circulation. \_\_\_\_\_
5. Building on the zoning overlay map, generate an official Zoning Map of the City of Chelsea that will replace the prior Map upon adoption by the City Council. \_\_\_\_\_
6. Prepare and present a draft of the revised and enhanced Comprehensive Plan. \_\_\_\_\_
7. Design, implement, facilitate and document a process for community information and feedback on the draft comprehensive plan that would include a minimum of 2 public forums. \_\_\_\_\_
8. Participate in the presentation of the revised Comprehensive Plan to the Chelsea City Council

**Scope of Services Total** \_\_\_\_\_

**B. EVALUATION CRITERIA**

1. Experience and expertise in preparing and revising comprehensive plans \_\_\_\_\_
2. Experience and expertise in assessing community planning needs, issues and opportunities \_\_\_\_\_
3. GIS mapping experience and expertise \_\_\_\_\_
4. Experience in building community consensus \_\_\_\_\_
5. Strong graphics, written and oral communication skills \_\_\_\_\_
6. Technical Correctness of Proposal. It should be complete, concise and well written, submitted in correct format, all questions answered and any attachments included. \_\_\_\_\_

**Scope of Services Total** \_\_\_\_\_

**OVERALL TOTAL [A +B]** \_\_\_\_\_