

**LELAND TOWNSHIP
LEELANAU COUNTY, STATE OF MICHIGAN**

REQUEST FOR PROPOSAL (RFP) – CONTRACT PLANNER

I. Introduction

The Leland Township Planning Commission is seeking the services of a part time Contract Planner. The Leland Township Planning Commission is comprised of five (5) members who reside in the township and who are appointed by the Leland Township Board. An experienced Zoning Administrator who works with six townships within Leelanau County supports the Planning Commission. The Contract Planner must exhibit exceptional time management skills and be able to work under pressure to meet deadlines. The population of Leland Township is 2,043, and the natural beauty of the area makes Leelanau County a very desirable place to live, vacation or start a new business. As such, Leland Township officials believe that the services of a part time Contract Planner are greatly needed at this time to assist with analyzing data, formulating plans, and serving as a visionary when it comes to establishing community goals.

II. Services Required

At the present time, the Zoning Administrator and staff members are completing a re-write of the Leland Township Master Plan; thus, the Contract Planner will be asked to focus on a variety of other projects as workload dictates. This includes but is not limited to: working on amendments to the Zoning Ordinance, which was adopted in 1996 and amended through 2016, acting in place of the Zoning Administrator where conflicts of interest may exist, assisting with handling special land use permits, etc.

The Leland Township Planning Commission meets on the first Wednesday of each month at the Leland Township Library (Munnecke Room) at 7:00 p.m. The selected candidate may be asked to attend meetings in person or virtually; however, the Planning Commission requires that one meeting per quarter be attended in person. Projects that are assigned to the Contract Planner may be worked on from a remote office location; however, it is also understood that some in person research and/or face-to-face meetings may be required to complete projects in a timely manner.

III. Application – Required Information

Interested candidates are asked to submit the following information in consideration of their application. All information must be included in the application packet in order to be considered.

- A. Degrees earned
- B. Unofficial copies of all college/university transcripts
- C. A summary of education related specifically to planning

- D. A list of any certifications and/or licenses
- E. A list of three (3) professional references. At least one reference must be from a Planning Commission to whom services were provided.
- F. A brief explanation as to your management style and approach to collaborating with employees at various levels of government, including any prior experience of working with small townships.
- G. Availability on the first Wednesday of each month to attend Planning Commission meetings in Leland Township
- H. Distance from Lake Leelanau, Michigan
- I. Hourly rate for planning services
- J. Hourly rate for travel time
- K. Explanation of any charges that may be incurred as a result of supplemental services provided

To submit your application, please mail all required information to:

Ms. Allison Hubley-Patterson
Recording Secretary
Leland Township Planning Commission
224 W. Main Street
Lake Leelanau, MI 49653

Application materials may be submitted electronically to: aghubley@hotmail.com; questions may be directed to this email address, too. For those applicants who wish to ask questions of the Zoning Administrator, please contact Tim Cypher at tim@allpermits.com or by telephone at (231) 360-2557.

IV. Timeline

The Leland Township Planning Commission will accept application packets from prospective Contract Planners up until 11:59 p.m. on Friday, February 17, 2023. Selection of the chosen candidate will be announced on Friday, March 24, 2023. It is expected that the Contract Planner will officially begin on April 1, 2023.