

Tuscola County
REQUEST FOR PROPOSAL
FOR
AIRPORT ZONING ADMINISTRATOR
January 1, 2011

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

Tuscola County is requesting proposals from qualified firms or individuals, hereinafter referred to as “contractor”, for an airport zoning administrator. The proposed contract would start on January 1, 2011.

There is no expressed or implied obligation for the County to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request.

To be considered, four (4) copies of a proposal must be received at the Controller/Administrator’s Office, 125 W. Lincoln St., Caro, Michigan 48723 by 4:00 P.M. on Friday, December 17, 2010. The County reserves the right to reject any or all proposals submitted.

During the evaluation process, the County reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the County, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the contractor selected.

It is anticipated the selection of an Airport Zoning Administrator will be completed by December 29, 2010.

B. Term of Engagement

This proposal is for the term of one (1) year, with an option at the County’s discretion to extend additional years if such an offer was valuable to the County. Some proposers may wish to extend a contract offer with a greater cost savings for the subsequent years. Ultimately, the County will decide what length a contract will be.

II. NATURE OF SERVICES REQUIRED

A. General

Tuscola County is soliciting the services of qualified contractors for airport zoning administrator. This includes reviewing plans, explaining the requirements of the airport zoning ordinance and attending County meetings, when requested.

B. Scope of Work to be Performed

It shall be the duty of the Airport Zoning Administrator to administer and enforce the regulations prescribed in the Airport Zoning Ordinance. Applications for permits may be made to the Airport Zoning Administrator only under the following conditions, upon a form published for that purpose.

- (a) The municipality in which the property is located has chosen not to have the Local Zoning Administrator administer this ordinance.
- (b) The Zoning Administrator of the municipality in which the property is located, requests that the Airport Zoning Administrator rule on the application.

Applications requiring submission to the Airport Zoning Administrator by this Ordinance shall be considered and granted or denied as promptly as is feasible.

C. Compensation

Compensation shall be at a rate determined by the Tuscola County Board of Commissioners.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Person

The contractor's principal contact with Tuscola County will be Michael Hoagland, Controller/Administrator, 989-672-3700.

B. Background Information

Tuscola County, Michigan (pop. 58,266), is a community located in the "Thumb". The County's fiscal year begins on January 1 and ends on December 31. Further information about Tuscola County can be obtained on the County's website www.tuscolacounty.org or by contacting Michael Hoagland, County Controller/Administrator, at 989-672-3700. Any questions regarding this RFP or its process should be directed to the previously mentioned individual.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are to be submitted:

Request for proposal issued **November 24, 2010**

Due date for proposals **December 17, 2010 4:00 p.m.**

B. Notification and Contract Dates

Selected contractor notified (anticipated) **January 01, 2011**

Contract date **January 1, 2011**

V. PROPOSAL REQUIREMENTS

A. The following material is required to be received by 4 pm Friday, December 17, 2010 for a proposing contractor to be considered:

1. Title Page

Title page showing the request for proposals subject; the contractor's name; the name, address and telephone number of the contact person; and the date of the proposal.

2. Transmittal Letter
A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the contractor believes itself to be best qualified to perform the engagement, a statement that the proposal is a firm, and an irrevocable offer for the year starting January 1, 2011.
3. Detailed Proposal
The detailed proposal should follow.

- B.** Proposers should send labeled proposals "Airport Zoning Administrator RFP" to the following address:
County Controller/Administrator
125 W. Lincoln Street
Caro, MI 48723

VI. EVALUATION PROCEDURES

- A. Proposal Evaluation**
Proposals submitted will be evaluated by Tuscola County Board of Commissioners.
- B. Oral Presentations**
During the evaluation process, the County may, at its discretion, request any one or all contractors to make oral presentations. Such presentations will provide contractors with an opportunity to answer any questions the County may have on a contractor's proposal. Not all contractors may be asked to make such oral presentations.
- C. Final Selection**
The staff and Council will select a contractor based upon the above criteria. It is anticipated that a contractor will be selected by December 29, 2010. Following notification of the contractor selected, it is expected a contract will be executed between both parties by January 1, 2011.
- D. Right to Reject Proposals**
By responding to this RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of Tuscola County is binding and without appeal. The Board of Commissioners reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the County.

Tuscola County Board of Commissioners reserves the right to accept the proposal considered most advantageous to Tuscola County. All respondents accept this process in submitting a proposal.