

Request for Qualifications — Contract Planning Consultant Services

Village of Pewaukee, Wisconsin

The Village of Pewaukee desires to enter into a contract with a firm or individual to obtain the services of a contract planner to provide staff level planning services for the Village on a contractual basis.

BACKGROUND

The Contract Planner conducts plan reviews and prepares staff level memorandums for the Village Plan Commission with an average of five (5) Plan Commission agenda topics per month in 2023 and an average of three (3) items per month thus far in 2024. The Village's 2023 population estimate was 8,159 with the Village covering approximately 4.5 square miles. The downtown of the Village is situated at the east end of Pewaukee Lake with STH 16, 190 and 164 traversing areas of the Village. Multiple retail developments are located along STH 190 and STH 164 including major retailers such as Costco, Walmart and Menards. The Village is almost built-out and is almost 100% landlocked. Recent activity has focused primarily on infill and redevelopment projects. The Village has an ordinance in place to invoice applicants for fees incurred for consulting services related to processing Plan Commission applications for individual projects. The Village has a consulting engineer to review engineering related matters for Plan Commission applications.

DESIRED SERVICES

We are seeking a Contract Planner experienced in reviewing, processing and presenting development applications to the Plan Commission including, but not limited to, building-site-operating plan and conditional use applications, consultations for possible projects, rezoning recommendations, comprehensive plan amendments, sign reviews/approvals, preliminary and final plat and CSM reviews, variances being requested of the Board of Appeals, code interpretations and other miscellaneous items. Availability for answering calls and/or possible meetings with applicants during normal daytime business hours is desired. Invoices for services from the Contract Planner should be submitted on a monthly basis broken out in detail for each application. General services related to Village initiated matters should be detailed on its own invoice in detail.

The Contract Planner will be under the direction of the Village Administrator and will be responsible for preparation of staff reports for Planning Commission meetings. The staff reports include analysis of submitted applications and issues as they relate to the Village's zoning code, Comprehensive Plan/Land Use Plan, Sign Code, Downtown Design Guidelines, and any other planning guides approved by the Village. Attendance at Planning Commission meetings and periodically at Village Board meetings when planning matters require their approval. The Village Plan Commission meets monthly on the second Thursday of month at 6:00 PM. The Village Board meets on the first and third Tuesdays of each month. Historically, the Plan Commission submittal deadline has been three weeks prior to the meeting date.

SUBMITTAL REQUIREMENTS

Data about the Firm

Briefly highlight the firms experience with providing planning services to municipalities on a contract basis.

Key Personnel

Indicate the experience of the candidate staff planners. Provide a resume indicating education, qualifications and experience. Include a sample work product such as completed staff report for a project from each person who would be assigned to provide services for the Village. Indicate the level of experience for each person who would be assigned to provide services to the Village with respect to the desired services described above. Please also identify the point person who would be responsible for the services being provided and the Village's assigned principal contact with your firm. Also, please address your proposed protocol for receiving and responding to inquiries from Village staff, potential applicants, applicants to the Plan Commission and/or Village Board, and the public.

References

Provide a list of references with contact information for whom planning services have been provided by your firm and in particular, by each person who would be performing this work on behalf of the Village. Please include any current clients. This list should include name, title, address and telephone number for each contact. If your Village of Pewaukee planning services work would be handled in conjunction with or in addition to such work or services being performed for any other entities, please describe how the applicant proposes to manage and balance this workload.

Submittal Address

Responses to this request should be submitted to the Village Administrator as listed below. Submittals may be sent electronically by email but a hard copy must also be delivered by US Mail to:

Scott A. Gosse
Village Administrator
Village of Pewaukee
235 Hickory Street
Pewaukee, WI 53072
262-691-5660
262-691-5664 (fax)
sgosse@villageofpewaukeewi.gov

Billing

Requested hourly billing rate and terms for the responding person(s) or firm.

Due Date and Time

Proposals should be received by the Village Administrator no later than 4:00PM CST on Tuesday, May 21, 2024.

Selection Process

Firms demonstrating the best combination of experience, availability and cost will be contacted for an interview. Because of the pressing need, initial interviews may be conducted by telephone or virtual meeting. These initial interviews may result in a request for submittal of additional information and follow-up. A personal interview may also be required, at the Village's discretion, prior to making a selection. The Village reserves the right to reject any and all applicants.