

**City of Frankfort
Planning Commission
Report from Work/Study Session
December 16, 2008**

To: Planning Commissioners
Fr: Chair, Bruce Ogilvie

Re: Meeting beginning at 8:30 am, ending at 9:30 am in City Council Chambers

Attending: Clingman, Larsen, McLaughlin, Ogilvie

City Superintendent: Josh Mills

City Council member: Pat Storrer

Called to order at 8:31 am

Agenda Item: Work/Study Request for Qualification/Proposals Received from six (6) qualified consultants.

Chair handed out a three-page analytical evaluation form for discussion.

Initial discussion of the general quality of the proposals by all attending. Differing viewpoints and methods of evaluating the quality and extent of the proposals. [A recording of the meeting for review that will be transcribed by staff].

A consensus that two of the proposals were of highest quality, demonstrating an understanding and appreciation of the formal request. Two of the proposals fit most of the criteria requested and omissions from proposal might disqualify them. Moreover, the final two were of lesser quality or might be a conflict of interest because of prior (or future) work in the City, and not for the City.

Another major 'sticking' point, divergence (if you will), is the range of hours suggested by the proposals: range from a high of 308 hours to a low of 100 hours. In addition, the range in the number of consultants involved ranged from a high of eight or ten (8 or 10) to a low of two (2). The proximity of the "home office" is another factor that affects costs – some charged mileage and other expenses, some did not state (although requested in RFQ) to do so, and other apparently would charge for mileage and other expenses (or included without saying so) in their lump sum price.

Familiarity with Frankfort is an important factor. Beckett&Raeder through architect Michael Quinn has worked in the restoration of Pt. Betsie Lighthouse, Crystal Lake Art Center, and other local projects. R. Clark Associates & Williams & Works, have history in the community including current projects and planner of record for the City in the case of Williams & Works. Wade-Trim is currently working on a number of City projects, including the Recreational Master Plan for the City Marina and Boat Launch areas.

Josh Mills announced the awarding of the CZM Planning grant to Frankfort: \$25,000.

For all commissioners NOT Attending this meeting, that is Condon, Duncan, Hommel, Johnson ... *please complete the enclosed spreadsheet, ranking your top three consultants, as we, who attended this meeting, have done; **please return the rankings sheet to me at your earliest opportunity. It will form one basis for our next meeting on Monday, December 29, 2008 at 7:00 pm**, and part of the decision process.*

Please come to the next meeting prepared to discuss, in detail, the positive or negative positions for each of your selected proposals. **We will be deciding on the consultant that evening.**

We agreed to this timeline at our October and November meetings – therefore, the 12/ 29 meeting is essential. The Planning Commission must make recommendation to the City Council, seeking their approval to enter into a contract with our selected consultant. We would hope to have the selected and contracted consultant attend our meeting on January 13 2009.