

Stockbridge Zoning Review Committee

October 27, 2018

To: Select Board Members
From: Stockbridge Zoning Review Committee
Copy: Danielle Fillio, Town Administrator

Dear Don, Terry and Chuck,

In anticipation of your crafting a plan for hiring a planning consultant to review the Stockbridge zoning bylaws and in consideration of Don's email and document emailed to the Stockbridge Zoning Review Committee (SZRC) on October 18, the SZRC met on October 25 to discuss our recommendations. We suggest the following:

- 1) As previously communicated, we recommend using a Request for Qualifications (RFQ) for the process of hiring a planning consultant. The reasons for this are that in speaking with planning experts, they indicated that an RFQ and a Request for Proposals (RFP) are distinctly different, bearing important relevance to this project. An RFP might be appropriate for projects such as construction of a town garage that incorporates a scope of work written by an engineer such as Mike Kulig, but for zoning review, a scope of work like the one articulated in Don's document should also be run by an expert planner with the experience and qualifications that we are looking for. Don's document could be useful for that discussion. We believe that it is important that the town be positioned to monitor, guide and assist in the crafting of the decision-making process. This goal will be best achieved by hiring the most qualified person, one with the expertise we need and one who is a good fit to work with us.
- 2) We agree with the qualifications listed in the document that Don circulated to the SZRC on October 18 and would add to those:
 - a) Demonstrated experience in drafting zoning bylaws in Massachusetts, in particular experience with open-space residential bylaws.
 - b) Demonstrated experience with conducting zoning review in Massachusetts, preferably in a small and historic New England town like Stockbridge.

We would be grateful if the select board could show us a draft of the ad before it is posted.

Sincerely,

Jim Murray
Bob Jones
Gary Pitney
Carl Sprague
Kate Fletcher