



Request for Proposal

Reformat Planning and Zoning Code

The _____ is soliciting requests for proposals from professional planning and urban design consultants, firms, and individuals to transform the Planning and Zoning Code into a more user-friendly format.

Purpose

The _____ and its Planning Commission have been involved in a comprehensive amendment to the Planning and Zoning Code. It is the desire of those parties that we move forward in adopting these changes, but include them within a more user-friendly framework. The _____ Department wishes to accomplish this task by retaining an outside consulting firm to organize the newly amended Planning and Zoning Code in a format that is easier to understand, infused with graphics and illustrations and reformatted to a more effective and efficient document by which the _____ Department staff can enforce. The document should be produced in a format that is web-ready.

Scope of Services

The successful firm will work closely with the _____ Planning Commission and the _____ Department to review and critique the current regulations and to develop new formatting to take the place of our current text document. The tasks below provide a general outline of the work to be completed:

1. *Evaluate Newly Amended Code* - Review existing regulations and identify problem areas or gaps within the requirements and review process for the _____. Regulations must conform to _____ state code. This is a cursory review of the work that has already been completed by the Planning Commission and not an exhaustive review or major overhaul to the regulations themselves.
2. *Formatting* – A layout for the new code will be developed using our existing language with the addition of graphics, pictures, charts, etc. to aid in the overall presentation of the material and to assist and support those employed by the _____ with the enforcement of these regulations. The new format will include user friendly graphics to illustrate each of the major zoning district requirements as well as other visual aids to assist with illustrating basic and complex terminology. The newly reformatted code shall be relevant to the existing requirements of the _____ and written so that _____ personnel and the general public can understand and apply them easily.
3. *Web-Ready* – Newly adopted Code shall be presented in a format that is web-ready with applicable hyperlinks within the document.
4. *Final Document* - Produce a final document which includes the new formatting of Planning and Zoning Codes in adoptable form. Final document shall be provided in both hardcopy, PDF and an editable format as determined by the _____ at the time of contract award.

Qualifications

The consultant hired must meet the following qualifications:

1. Academic and/or professional certification in the fields of community or urban planning or closely related field;
2. Evidence of inclusive planning practices and community engagement;
3. Have developed or implemented reformatting of Planning and Zoning Codes in the past and be able to submit an example, if requested;
4. Ability to complete the project by _____.

Expression of Interest

Firms or individuals interested in submitting a proposal for the project should submit one (1) digital copy and four (4) bound copies of the following to _____. All Expressions of Interest must be received by no later than _____.

1. All submissions must be in an enclosed envelope clearly marked "Planning and Zoning Code Reformat RFP".
2. Project Proposal describing scope of work for the project and a proposed time frame and budget. All budget costs shall be guaranteed for 60 days following the date of bid opening.
3. Resume of individuals assigned to the project including information on experience with similar planning projects
4. Three examples (either print) of the firm's best previous work illustrating expertise relevant to this project;
5. Three references from previously completed projects including contact names, telephone numbers and email addresses
6. Please note that a copy of the newly amended Planning and Zoning Code will be emailed in a PDF format to all firms interested in submitting a proposal.

Selection Process

The _____ will review all proposals and select a consultant based on:

1. Comparison of scope of work including budget provided by the bidding consultants;
2. Experience with past projects including design guidelines and working with zoning regulatory code;
3. Proven ability to complete the project in a timely manner; and
4. Past performances and references.

APPLICANT SELECTION WILL BE BASED UPON SUBMISSION MATERIALS WITH FOLLOW UP INTERVIEWS AT THE CLIENT'S DISCRETION. A CONTRACT WILL BE NEGOTIATED AT A REASONABLE FEE WITH THE MOST QUALIFIED FIRM. MEMBERS OF THE _____ DEPARTMENT WILL MAKE THEIR SELECTION WITHIN _____ WEEKS AND WILL ENDEAVOR TO COMPLETE A CONTRACT WITH THE SELECTED FIRM BY _____.