



REQUEST FOR PROPOSALS

Zoning Code Update

The City of Madison, IN is requesting PROPOSALS from qualified firms to create a modernized and unified development ordinance that contains zoning, subdivision controls, and construction standards for the City of Madison, Indiana. Proposals will be received until 3:00 PM local time, May 31, 2024, at City Hall, 101 W Main St., Madison, Indiana 47250. Sealed proposals shall state on the outside of the envelope the company's name and address and be labeled "Zoning Code Update Proposal", addressed to the attention of the following:

City of Madison, Indiana
Attn: Nicole M Schell, Director of Planning
Madison City Hall
101 W Main St.
Madison, IN 47250

Proposals may also be hand-delivered to Madison City Hall.

ZONING CODE UPDATE:

Date of Release of this Request for Proposal: April 30, 2024

Closing Date: All responses to this RFP should be received by: May 31, 2024

I. SUMMARY OF REQUEST FOR PROPOSAL:

The City of Madison, Indiana (hereafter also referred to as "The City") seeks to have a qualified firm to create a modernized and unified development ordinance that contains zoning, subdivision controls, and construction standards. Under the direction of the city's Director of Planning, the consultant/s will provide the range of expertise to carry out the creation of a modernized and unified development ordinance that contains both zoning and subdivision control.

II. CONTACT INFORMATION:

Nicole M Schell
Director of Planning
Mailing: 101 W Main St., Madison, IN 47250
Phone: 812-274-0283
Email: nschell@madison-in.gov

III. INTRODUCTION:

The City of Madison, founded in 1809, is the county seat of Jefferson County, Indiana, along the Ohio River. With a population of 12,000, Madison is the largest city along the Ohio River between Louisville and Cincinnati. In 2006, Madison's downtown area was designated a National Historic Landmark. The 133 blocks of the downtown area is known as the Madison Historic Landmark District.

The current zoning code received updates in 2016 and has received several amendments. The current subdivision control ordinance and construction standards were adopted in 1997 and have not been updated since their adoption. In 2016, the City of Madison adopted a comprehensive plan, which calls for the creation of a Unified Development Ordinance (UDO). Through this RFP, the City intends to consolidate these codes into a UDO and separate the city's sign regulations from the zoning code and historic district ordinance.

IV. **PROJECT GOALS:**

The primary goal of this project is to create a modernized and unified development ordinance that contains zoning, subdivision controls, and construction standards. In the process of creating this document, the city intends to do the following:

- a. Update its subdivision, zoning, planned unit development, and development review procedures to ensure the City is providing a competitive, clear, and streamlined process that balances the needs of the community with those of businesses and developers; recommend areas for administrative approval, as appropriate.
- b. Recommend updates to all existing zoning districts, defined and permitted uses, special and conditional uses, and development standards including parking requirements, public infrastructure, etc.
- c. Move toward a more form-based, hybrid, and/or context-sensitive approach.
- d. Modernize the Definitions section.
- e. Analyze and incorporate recent or emerging trends in zoning and planning.
- f. Update and clarify the process for updating and adopting new construction standards.
- g. Update and clarify the process for varying from the construction standards.
- h. Include innovative and user-friendly interactive graphics that illustrate design and other requirements that make the code easy to use and understand.

V. **SCOPE OF WORK:**

The successful Consultant will perform all the necessary tasks for completing the Zoning Code Update. The general scope of work is as follows:

- a. **Task 1: Project Start-up**
 - i. At the start of the project, the Consultant will meet with City staff to review and refine the scope of work, project objectives, process, and deliverables. The Consultant will establish a project work plan and schedule, identify potential issues, and coordinate with City staff regarding project management activities.
- b. **Task 2: Analysis**
 - i. Evaluate the City's current zoning code and subdivision control ordinance against best practices, state and federal legislation, existing data/environment, and the city's Comprehensive Plan. Working closely with City staff, the Consultant should develop an understanding of the staff's primary issues with the existing code.
- c. **Task 3: Outreach and Engagement**
 - i. The Consultant is expected to assist throughout the public hearing and adoption process including the hearing(s) with the Plan Commission and City Council. City staff will develop a task force to serve as the body to make final recommendations to the Plan Commission, City Council, and the Mayor. It should be expected that this project will

include several public in-person meetings including but not limited to: meetings with stakeholders, public open house/workshops, and adoption hearings.

d. Task 4: Recommendations and document draft

- i. Develop recommendations for consistent communication regarding the project and unified messaging that successfully translates the project’s community image. Messaging and communication strategy may the creation of print and/or web materials.
- ii. Develop a description of the type and format of the final UDO product(s) to be delivered at the close of the entire planning project, including descriptions of the product(s)’ media, format, mapping, style, graphics, flowcharts, etc. Depending on the recommended types of plan products, this may include things such as: the general style and layout of plan maps, layout of web page(s)/materials, style and layout of pamphlets/brochures, table of contents for a plan document, and/or other. The City’s municipal code is published online with American Legal Publishing and the final UDO should be compatible with this software; however, this can be in addition to a user-friendly format.

e. Task 5: Final Draft and deliverables

- i. The final document will be presented to the Plan Commission and City Council for adoption. The Consultant will be expected to assist City staff with the presentation of the materials at public hearings. Once adopted, the Consultant will provide 10 hard copies and digital copies of the UDO to City staff. Digital copies shall be in a pdf format and an editable format, to be determined by the Consultant and City staff for ease of making future revisions.

VI. PROPOSAL DEADLINE:

Please submit one (1) complete hard copy and one (1) electronic copy of the proposal no later than 3:00 PM local time, May 31, 2024. Postmarking by the due date will not substitute for the actual proposal receipt. The submittals are to be marked on the outside “Zoning Code Update Proposal” and addressed to the following:

City of Madison, Indiana
Attn: Nicole M Schell, Director of Planning
Madison City Hall
101 W Main St.
Madison, IN 47250

VII. PROPOSAL AND PROJECT SCHEDULE:

It is expected that the project will be completed as outlined in the following preliminary timetable:

Project Proposal Process	Timeline
RFP Advertisement	April 30, 2024
Last Day for Addenda Posted by staff	May 13, 2024
Proposal Deadline	May 31, 2024
Response Evaluation	June 3, 2024
Selection of Respondent, Contract Negotiations	July 1, 2024
Notice to Proceed (NTP)	July 1, 2024

The Consultant will develop and propose a project schedule estimating the timeline for the project elements.

VIII. BID DETAILS:

Proposals must be submitted with an all-inclusive lump sum bid price for the completed project. For evaluation purposes, the lump sum bid price must be supported by a detailed breakdown of the various components of the total project cost.

IX. PROPOSAL REQUIREMENTS/EVALUATION CRITERIA:

The City will evaluate all written submittals. It is incumbent upon the proposers to demonstrate within their proposal how each requirement will be satisfied. All Proposals must meet the specifications outlined in the Proposal.

The following criteria, not listed in order of importance, will be used to evaluate proposals.

- a. Submittal Form: Completed and signed submittal form that is attached to this document.
- b. Introductory Letter
 - i. Company name and address,
 - ii. Location of the office from which the project will be administered (if different
 - iii. from above)
 - iv. Name(s) and contact information for the firm's primary contact(s) and/or project manager(s) who are authorized to represent the company in any further matters related to the RFP and subsequent contracting,
 - v. General type of work performed by your firm and any special areas of focus,
 - vi. If necessary, names of any other firms/individuals that your company would contract with in order to complete the scope of work, and
 - vii. Any additional information regarding your firm that would assist the City in evaluating your firm.
- c. Project Team and Structure
 - i. Identify all team members and their responsibilities for the project.
 - ii. Project Team Member(s) resumes and qualifications.
 - iii. Identification of proposed subcontractors for any tasks including the type and percentage of the work each sub-contractor will complete.
- d. Consultant's Prior Experience and Qualifications
 - i. Provide examples of at least three (3) completed projects demonstrating the consultant's experience working with municipalities or other public agencies on updating or creating design guidelines for historic districts.
- e. Work Plan and Schedule
 - i. Description of the project approach and deliverables.
 - ii. Timeline with milestones.
 - iii. Description of innovative ideas or strategies for project prioritization and project implementation.
 - iv. Briefly describe the public participation aspect of the plan's development.
 - v. Detailed description of specific tasks you will require from City staff.
- f. References
 - i. Provide three (3) client references applicable to the scope of services. Include contact names, telephone numbers and e-mail addresses.

- g. Compensation
 - i. A complete estimate of costs associated with the project. The provided estimate should itemize each phase of the proposal (ie zoning and subdivision control updates, construction standards and specification updates, etc.).

X. PROPOSAL EVALUATIONS:

- a. All proposals submitted will be reviewed and evaluated by the Evaluation Committee established by City staff for further consideration on the basis of the following criteria:
 - i. Consultant’s qualifications and experience;
 - ii. Expertise of key personnel assigned;
 - iii. Consultant’s experience in completing projects similar in size, scope and purpose;
 - iv. Consultant’s understanding of the Scope of Services;
 - v. Consultant’s detailed work plan to complete services;
 - vi. Overall quality of response to RFP; and
 - vii. Consultant’s fee proposal.
- b. Upon invitation, interviews with the top candidates may be conducted.

XI. SCOPE OF SERVICES:

The City is seeking consulting services to assist with the creation of a modernized and unified development ordinance that contains zoning, subdivision controls, and construction standards.

- a. Task 1: Project Start-up
- b. Task 2: Analysis
- c. Task 3: Outreach and Engagement
- d. Task 4: Recommendations and document draft
- e. Task 5: Final Draft and deliverables

XII. GENERAL AND GRANT REQUIREMENTS

- a. The Consultant is expected to have bi-weekly to monthly meetings with the city’s Director of Planning to inform of the status of the project.
- b. All work under the terms of this project must be completed and final products submitted to the City within two weeks following formal adoption.
- c. The Consultant will provide a minimum of 10 hard copies of UDO to City staff.
- d. The Consultant will also provide the guidelines document in a computerized and digitized version suitable for inclusion on the City’s website and for printing additional copies.
- e. The Consultant will provide the UDO to City staff in an editable digital format.

XIII. CONTRACT TERMS

- a. Payment Schedule
 - i. Payments must be submitted in a timely manner. Invoices are due to the city on the second and fourth Monday of each month. Checks will be issued following approval by the Board of Public Works and Safety on the first and third Monday.
 - ii. A 15% contract retention will be withheld by the city until work is approved.
- b. Termination for Breach of Contract
 - i. If the contractor fails to perform the work in an acceptable manner, the owner may give notice in writing to the contractor and his surety of such failure or refusal, specifying the same and directing what action shall be taken. Any one of the following will be considered sufficient justification for such notice:

1. Failure to begin the work under the contract within the time specified.
 2. Failure to perform the work with sufficient supervision, workmen, staffing, equipment, and materials to ensure the prompt completion of said work.
 3. Unsuitable and/or unsatisfactory performance of the work.
 4. Discontinuing the prosecution of the work or any part of it.
 5. Inability to finance the work adequately.
 6. If, for any other reason, the contractor fails to carry on the work in an acceptable manner.
- ii. If the contractor, or his surety, within a period of ten (10) days after such notice does not proceed in compliance therewith, then the owner shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said contractor, to appropriate or use any and all materials and equipment on the grounds as may be suitable and acceptable, and may, at his option, turn the work over to the surety, or enter into an agreement with another contractor for the completion of the contract according to the terms and provisions thereof, or he may use such other methods as, in his opinion, shall be required for the completion of said contract in an acceptable manner. All costs of completing the work under the contract shall be deducted from any monies due or that may become due of said contractor. In case the expense so incurred by the owner may be less than the sum that would have been payable under the contract if it had been completed by said contractor, then said contractor shall be entitled to receive the difference, but in case such expense shall exceed the sum that would have been payable under the contract, then the contractor and his surety shall be liable and shall pay to the owner the amount of said excess. By taking over the prosecution of the work, the owner does not forfeit the right to recover damages from the contractor or his surety for his failure to complete the work within the time specified.

XIV. RESPONSE INSTRUCTIONS

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in the rejection of a proposal.

Each consultant shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

XV. RIGHTS RESERVED BY THE CITY

The City of Madison reserves the right to pursue any or all of the following actions in regard to this RFP:

- a. Request additional information and/or clarification from the responders.
- b. Shortlist any or all RFP's and schedule presentations by the responders at such time that funding is determined and secured.
- c. Reject any or all RFP's based on the information provided in the proposal.

This RFP does not obligate the City to accept any proposal, negotiate with any Proposer, nor award a contract in response to this RFP.



MADISON *Indiana*

REQUEST FOR PROPOSALS SUBMITTAL FORM

Zoning Code Update

The undersigned declares that this response submitted to the Unified Development Ordinance Request for Proposal (RFP) advertised on April 30, 2024 is, in all respects, and accurate and true representation of the individual's / firm's / project team's experience and qualifications. The undersigned further acknowledges that the response submitted is absent any collusion with an employee / official of the City of Madison. The undersigned acknowledges they reviewed and are familiar with the RFP documents issued on April 30, 2024, and they acknowledge their responsibility for checking the City website for any addenda to this RFP and incorporating or responding to information presented in such addenda as necessary.

If any omissions, erasures, and / or alterations (collectively "modifications") are required to be made to the response documents, the undersigned acknowledges that they have carefully examined the modifications to the response documents submitted by the individual or firm and have approved all such modifications. If said modifications are handwritten, the modifications must be initialed. The undersigned further acknowledges that the individual initiation any such modifications has authorization to do so on behalf of the individual, firm, or team.

Individual / Primary Firm Name:

Firm Representative Name:

Authorized Signature:

Title:

Date

Address

City

State

Zip

E-Mail

Contact Number