

REQUEST FOR PROPOSALS

ZONING ORDINANCE UPDATE

City of Grand Haven
Ottawa County, Michigan

A. Purpose.

The City of Grand Haven (the “City”) is soliciting proposals from experienced planning consultants to provide an updated zoning ordinance. The information contained in this Request for Proposals (RFP) is provided to give prospective responders background information to allow for the completion of proposals.

B. Background. The City of Grand Haven adopted a completely new zoning ordinance in 2007. Since then, many text amendments have been adopted, which has kept the ordinance largely up to date. The City is very focused on encouraging thoughtful development while maintaining the character of the community as a whole and the individual neighborhoods throughout the City.

C. Scope of Services. The consultant will work with the Planning Commission, City Council and City staff. The consultant will propose and implement a community involvement process to assure that the resulting zoning ordinance is supported and understood by the public. It is expected that the consultant will assist the City in remaining compliant with the Zoning Enabling Act and any other pertinent state or county statutes.

The following professional planning services are anticipated; however the City may consider alternatives as proposed by the consultant:

1. Content. The City is looking for an updated zoning ordinance that supports the 2016 Resilient Grand Haven Master Plan, the 2018 Affordable Housing Task Force Final Report, and the 2018 Redevelopment Ready Communities Certification. Areas of special focus include residential density analysis, housing options for all ages and income levels, review of zoning district boundaries, updated parking requirements, innovative land uses including incubator businesses and artist work spaces, accessory dwelling units, adaptive reuse of buildings, mixed use neighborhood commercial districts, pedestrian and bicycle-friendly design, a refreshed planned unit development process, and streamlined approval processes.

Topics that the City has recently amended or are in the process of being amended include short-term rentals, signage, sensitive areas overlay district, and nonresidential building materials. These sections should be formatted to be cohesive with the rest of the zoning ordinance and some content may need to be finalized as part of this full zoning ordinance update.

Language should be accompanied by clear graphics and illustrations. An updated zoning map must also be produced.

2. **Format.** The City desires a zoning ordinance that is an electronic format, is user-friendly, intuitive, searchable, and utilizes hyperlinks to assist with finding relevant information.
3. **Public Engagement.** The consultant will provide the City with options for obtaining meaningful citizen input and methods to building positive community consensus. The consultant will facilitate the public engagement meetings, collect and analyze data.
4. **Zoning Ordinance Preparation.** The consultant will prepare an initial draft of the proposed zoning ordinance with all required maps and graphics. The consultant will refine and adjust the draft ordinance based on Village input.
5. **Finalization and Adoption.** The draft ordinance will be presented to the Planning Commission for initial evaluation and recommendation and to the City Council for approval. The consultant will participate in the required public hearings and complete any revisions.

Upon adoption of the new zoning ordinance, the consultant shall provide a searchable PDF of the full zoning ordinance, all electronic files necessary for the City to update the map utilizing ArcGIS, two (2) bound copies, and two (2) copies of the new zoning map in a large format for presentation purposes. In addition, the consultant shall provide electronic files of all text, maps, and graphics incorporated in the final ordinance. The zoning ordinance and zoning map will be posted on the City website.

6. **Geographic Information System Compatibility.** Any new maps, including the zoning map, will be supplied to the City in a format compatible with and capable of inclusion as a “map layer” (shape file) in the City’s Geographic Information System.

D. Proposal Submission.

A total of six (6) copies of the proposal must be received no later than 10:00 a.m. on December 14, 2018. Proposals received after this deadline will not be considered. Submitted proposals shall remain in effect for 90 days from the due date. All costs incurred for proposal preparation, presentation or contract negotiations are the responsibility of the consultant. The City of Grand Haven reserves the right to reject any or all proposals submitted in response to this request for proposal and/or to select the proposal that it determines, in its sole judgment, to best meet the needs of the City.

To be considered, proposals should include the information set forth below and must be received by the due date at the following address:

Linda Browand, City Clerk
City of Grand Haven
519 Washington Avenue
Grand Haven, MI 49417

E. Proposal Format.

Proposals shall include the following minimum information:

1. **Cover Letter.** The cover letter should be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the City. It should also outline your understanding of the assignment.
2. **Work Approach.** Present a detailed description of the work you propose to fulfill the requirements of this request for proposal.
3. **Professional Staff.** Describe which individual professionals would work with the City and provide professional resumes of each staff member.
4. **Qualifications and References.** Provide descriptions of recent prior experience with other clients which are relevant to the challenges of this assignment. For each past project, include the name, title and phone number of a representative that the City may contact to discuss your experience.
5. **Fees.** Fee schedule should include all fees charged for performing the required services. Fee schedule must be stated as a total not-to-exceed fee for all services outlined in the proposal (including but not limited to labor, time, printing, mileage, sub-consultants, etc. and other expenses). Describe any modifications you would recommend to the work scope described in this Request for Proposal, and state what impact of those modifications would have on your fee proposal.

F. Evaluation of Proposals.

The City will evaluate all submitted proposals based on the responsiveness of the work approach proposed, the qualifications of the staff that will work with the City, the overall qualifications of the firm and the fees proposed. The City may schedule oral interviews with some or all of the firms responding and, in that event, the outcome of such interviews may influence the evaluation of proposals.

G. Timing.

It is expected that a contract will be executed with the selected firm within thirty days of the due date for proposals.

H. Budget.

The City has a defined budget for this project. For details, please contact Jennifer Howland.