



City of Marquette

REQUEST FOR PROPOSALS

RFP # 17-04

City of Marquette Modern Land
Development Code

March 14, 2017

Deadline and Proposal Opening will be at 11:00 a.m., April 7, 2017. Location of the opening will be at Marquette City Hall, Room 103, 300 W. Baraga Ave., Marquette, MI 49855. Proposals must be in sealed envelopes clearly identifying the RFP title. No fax or electronic proposals will be accepted. The RFP can be found on the City website at www.mqtcty.org/bids

Mail Proposals To:

City of Marquette
ATTN:Katie Burnette, Finance Department
300 W. Baraga Ave.
Marquette, MI 49855

The City of Marquette reserves the right to reject any and all proposals if judged not to be in the best interest of the City.



L. Michael Angeli
City Manager

For questions or further information, contact: David Stensaas
City Planner/Zoning Administrator
CITY OF MARQUETTE
300 W. Baraga Ave
MARQUETTE, MI 49855
906-225-8103
dstensaas@mqtcty.org

REQUEST FOR PROPOSALS

CITY OF MARQUETTE MODERN LAND DEVELOPMENT CODE

Date of Request: March 14, 2017

Project Title: City of Marquette Zoning/Sign/Fence/Subdivision Ordinance Revision and Combination (Revision)

Submittal Due: April 7, 2017

Late Proposals: Any proposal received by the City of Marquette Community Development Department after the exact date specified above will not be considered.

Withdrawal of Proposals: Proposals may be withdrawn by written notice received at any time prior to the award. Proposals may be withdrawn in person by an officer or by a representative of the firm, provided that the representative signs a receipt for the proposal prior to award.

Submit To: City of Marquette
ATTN: Katie Burnette, Finance Department
300 W. Baraga Avenue
Marquette, Michigan 49855

* Mark the lower left hand corner of the submittal envelope with: City of Marquette Modern Land Development Code RFP # 17-04

Please submit two copies of proposal materials for evaluation.

Contact Person: David Stensaas, City Planner/Zoning Administrator
City of Marquette
300 W. Baraga Avenue
Marquette, Michigan 49855
(906) 225-8103
dstensaas@mqtcty.org

Project Description: The City of Marquette (City) requests the submission of proposals from land use planning consulting firms to prepare a major update to our land use ordinances (Zoning, Sign, Fence, and Subdivision), with the goal of combining them into one Modern Land Development Code document. Firms replying should have demonstrated ability in land use ordinance revisions and creation. Knowledge of different styles/types of ordinances and of various methods for preparing ordinances is sought, particularly a working knowledge of Form-Based Codes, which the City currently uses in addition to standard zoning. Also, in order to foster a sustainable future for the City of Marquette, we are seeking to incorporate Smart Growth techniques to the new Code document. Experience in the creation/development of Geographic Information Systems data will be necessary. The firm selected must demonstrate a capacity to work closely with the public and will need to work cooperatively with City Staff, the Planning

Commission, the City Commission, and possibly other governmental/private agencies in the course of preparing the Revision.

DESCRIPTION OF SERVICES REQUIRED

Purpose: The City of Marquette is seeking to modernize its land-use codes, and desires to have a user-friendly document created that updates and combines various ordinance/code standards that at present are found in separate documents. It is the City's intent to build off from a previous attempt at the creation of a Modern Land Development Code based upon the use of existing typologies and modern smart growth principles. Such a document should be designed to assist in implementing the City's vision to become a premiere sustainable community with a strong sense of place that provides unique opportunities for economic development.

The City of Marquette Zoning Ordinance was adopted in the late 1970s, and despite ongoing amendments and the creation of three form-based codes (one not yet adopted), there are many deficiencies with these documents. The Sign, Fence, and Subdivision ordinances are also in need of modernization, and should be incorporated into the desired Code document. A Property Maintenance code should be evaluated for incorporation to the document. The City has already implemented two Form-Based Codes for waterfront districts within the core of the community, and created another such code for a mixed-use district, and intends for these to be utilized in a revised, "hybrid" style of code in which traditional zoning and form elements are used (depending on location and appropriateness).

The City has recently adopted a major update to the Community Master Plan (CMP), which included a Future Land Use Plan that recommends several revised and new land use categories and zoning districts, in addition to specific recommendations for ordinance amendments and policy recommendations to create a sustainable future for the city's residents and businesses. A recently completed sub-plan for the N. Third St. Corridor, (including an already-drafted form-based code for the sub-area), will need to be incorporated into the new code document.

This project is a signature project for the City of Marquette and Michigan Association of Planning (MAP) as the City has been awarded a DEQ Office of the Great Lakes Coastal Communities grant through MAP in the amount of \$35,000 to integrate climate change adaptation strategies, and low-impact development techniques into the new Code document.

Scope of Services:

1. **COMMUNITY WORKSHOPS** – The consultant should conduct a "hands on" workshop with the community and suggest initial concepts/recommendations based upon the Community Master Plan, staff and other recommendations, and community input received. Workshops to explore specific topics that need further input may be required.

2. MEETINGS WITH CITY STAFF AND KEY STAKEHOLDERS - The proposal should include a significant number of meetings with City staff members and key stakeholders, such as an ordinance subcommittee, throughout the ordinance development process to engage them in the process.

3. DRAFT ZONING/SIGN/FENCE/SUBDIVISION ORDINANCE - The consultant should develop a Modern Land Development Code that updates elements of the Zoning/Sign/Fence/Subdivision ordinances and combines them into one document which addresses the land-use and zoning recommendations of the Community Master Plan, and the workshops and meetings that are conducted. These elements shall, at a minimum, include:

- A. Update/Revise Definitions
- B. Update/Revise Districts (Standard/Form Based/Hybrid Techniques) – the creation or consolidation of districts to address the Future Land Use Recommendations found in the Community Master Plan.
- C. Update/Revise District Dimension, Placement, and other associated standards.
- D. Address the Zoning Plan recommendations found in the Community Master Plan.
- E. Address the Community Health recommendations found in the Community Master Plan.
- F. Development of ordinance recommendations for the use of Low Impact Development Techniques.
- G. Development of ordinance recommendations to increase the community's resiliency, particularly relating to the mitigation or avoidance of the destructive impacts of extreme weather events on the built environment, the Lake Superior shoreline and other natural resources based upon the City's existing climate adaptation plan and emerging best practices.
- H. The integration of any/all recent amendments to the Michigan Planning and Zoning Enabling Acts that are not in the current zoning ordinance (conditional rezoning, natural resource extraction)
- I. Ensure compliance with any/all significant changes to Statutes or recent case law (Michigan Right to Farm Act, Sign Ordinance Case Law)
- J. The combination of ordinances into one document that is organized in a manner that is easily understood by the community.
- K. The creation of a searchable and interactive Code for the City Website.
- L. The creation of an updated Official Zoning Map.

4. DRAFT CODE PRESENTATION - The consultant should conduct a presentation of the draft code to the community when final recommendations are ready.

5. PRE-ADOPTION ASSISTANCE – The consultant should offer and budget for a number of hours for pre-adoption assistance by telephone, email, and written correspondence after the final draft is presented to the Planning Commission and submitted to staff.

Scope of Work: The selected firm will have responsibility of working with City staff, the Planning Commission, and key stakeholders on the development of this code. As described in the Scope of Services, meetings will be held with the City to keep its members apprised of progress and to gather feedback, and there may be one or more public meetings to collect public comment and suggestions as well as for presentation of the report. The City's staff members will be available to provide some background information, however the consultant should not depend on staff for data collection activities. Base maps of the City and related coverages are available in ArcGIS shapefile and Geodatabase format. The consultant will be responsible for the preparation of all text, maps, illustrations, and other materials. All digital materials shall be done in Microsoft Word and all mapping shall be done in a format compatible with the City's GIS system.

Proposal Format: The proposal should include the following:

1. PROJECT WORK TASKS:
 - A. Describe the specific approach and methods your firm proposes to use in completing the project.
 - B. Provide a proposed work schedule.
 - C. Provide a list of products.
2. PROJECT STAFFING AND MANAGEMENT PLAN:
 - A. Identify the staff members or subcontractors who will be responsible for carrying out specific work tasks.
 - B. Identify the project manager who will be responsible for assuring that all work tasks are completed on schedule.
 - C. Describe the relevant qualifications of personnel to be assigned to the project and proposed work task responsibilities.
3. COST PROPOSAL:
 - A. Identify the total cost for completing each work task (listed by number and letter under "Scope of Services Requested") including direct and indirect costs.
4. QUALIFICATIONS OF FIRM AND PROJECT TEAM MEMBERS: You may submit any of the following, indicating your firm's qualifications:
 - A. A brief description of your firm's experience with comparable projects.
 - B. The names and telephone numbers of three (3) client references.
 - C. Examples of completed work, not to exceed 20 pages in size.

Budget: \$85,000.00 has been budgeted for this project. \$50,000.00 – City and \$35,000.00 MAP.

Late Proposals: Any proposal received by the City after the exact time specific above will not be considered.

Proposal Signature: The proposal should be signed by the person responsible for the

decisions as to costs and services being offered.

Qualifications: Firms should have demonstrated ability in the creation of Municipal Land Use Codes and Plans. The firm selected must demonstrate a capacity to work closely with City staff, the Planning Commission and subcommittees, and community stakeholders in the course of preparing this study.

Reservation: The City of Marquette reserves the right to select one or more firms for this project, and reject any and/or all proposals submitted. The City may or may not conduct interviews of firms submitting proposals, and if conducted such interviews may be in person or by telephone.

Prime Contractor Responsibilities: The firm selected will be required to assume responsibility for all services offered in the proposal, regardless of who produces them. The selected consultant shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Proposal Preparation Costs: All costs incurred for proposal preparation, presentation, or contract negotiation are the responsibility of the firm. The City of Marquette will not pay the cost for any information solicited or received.

Acceptance of Proposal Contents: The contents of the proposal of the selected firm may become contractual obligations if a contract is issued. Failure of the successful consultant to accept these obligations may result in cancellation of the award.

Economy of Preparation: Submittals should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to do this work.

Rating of Firms: The Marquette City Staff and Planning Commission will evaluate the proposals and the firms using the following qualification based selection system:

- A. Evaluation of the proposal, including cost (30 Points).
- B. Expertise and experience in Municipal Code Development (25 points).
- C. Expertise and experience with codifying Smart Growth techniques, such as in Form-Based Coding (20 Points).
- D. Experience of personnel (15 Points).
- E. References (10 points).

Contracting: The City of Marquette reserves the right to negotiate contractual agreements with the selected firm.

Documents: All documents, including files, drawings, and specifications, created or existing as a part of this project, shall be available for use by and become the property of the City of Marquette.

Insurance (required for contract execution): Provide "evidence of insurance", or state

method for addressing insurance in the following categories:

- A. Worker's Compensation - in compliance with the Workers' Compensation Act.
- B. Comprehensive General Liability (including coverage for completed operations).
- C. Comprehensive Automobile Liability (including non-ownership and hired car).
- D. Professional Liability (errors and omissions, including contractual liability).