

# *The Charter Township of Pere Marquette*

## *Request for Proposals to Update the Current Zoning Ordinance*

### Project Overview and Purpose

Pere Marquette Charter Township, in Mason County, Michigan, is seeking professional assistance in the review and update of their Zoning Ordinance, working directly with the Planning Commission and Zoning Administrator. The new ordinance shall be in compliance with State statutes and consistent with the Township's Comprehensive Plan as well as be user-friendly, realistic, practical, and responsive to existing conditions. The last major update was in 1994 and since, has had many additions. The existing ordinance was codified in 2012 and is maintained in that format through Municipal Code Corporation.

### Relevant Township Documents

1. Pere Marquette Charter Township Comprehensive Plan. (2016)
2. Pere Marquette Charter Township Code of Ordinances. (1994)
3. Pere Marquette Charter Township Zoning Map. (2008)

### RFP Submittal Deadline and Primary Point of Contact

Proposals are due no later than **5:00 p.m., Monday, July 24, 2017**, and must be received by that time and date. Proposal postmark dates and times will not be considered as meeting that deadline. Proposer must submit eight (8) bound copies of their proposal.

The Township is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given below or sent by mail or courier service. The Township reserves the right, after reviewing the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of the Township.

Send all correspondence to the primary point of contact:

Zoning Administrator  
Pere Marquette Charter Township  
1699 S. Pere Marquette Hwy.  
Ludington, MI 49431

### Proposal Content

Pere Marquette Charter Township requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. Proposal must include, at a minimum, the following sections in the order indicated:

1. *Information Page*  
Include project name, name of firm submitting the proposal, contact information for the person who will act as project leader including name, title, address, telephone and fax numbers, and email address.
2. *Scope of Work – [Note as **EXHIBIT A** in your proposal]*  
Details with specific task descriptions to demonstrate that the proposer has considered all aspects of the study and that the proposer will cover them thoroughly. Attendance at evening Planning Commission and Township Board meetings, any necessary

community meetings, public hearings, and providing any needed informational material deemed necessary to educate the community, Township officials and staff regarding the project should be included.

3. *Timetable*

A timetable which identifies the main elements of the project, according to the Scope of Work, and projected completion dates throughout the project period.

4. *Personnel*

Resume(s) of the individual(s) assigned to the study and other staff personnel available to support the study. Particular attention should be given to the proposer's organization which provides internal service for supporting the study team, and facilitates quality assurance auditing of the study work.

5. *Qualifications*

Description of the organization, covering background experience connected with comprehensive zoning code updates, as well as other similar projects.

6. *Representative Study Descriptions and Client References*

Submit descriptions of similar assignments which were conducted by the proposer, including other agency's contact name and telephone number.

7. *Cost Estimates – [Note as **EXHIBIT B** in your proposal]*

Each proposal shall include a detailed cost estimate for providing services.

### Criteria for Selection

1. Proposal clarity in expressing the understanding of the Township needs and in defining a work plan for satisfying these needs; understanding the scope of work.
2. Experience in providing consulting services on comprehensive zoning code updates.
3. Professional qualification of Project Manager and his/her team's experience in conducting assignments of similar scope.
4. Cost of service, ability to work within a budget and flexibility to adapt to changes once the process has been initiated.
5. Such other criteria as the Township in its discretion deems relevant and appropriate.

### Scope of Services

The selected consulting firm will work with the Township Planning Commission, Zoning Administrator and other key staff to develop an updated zoning ordinance that supports the goals and objectives in the Comprehensive Plan. There are also specific topics previously identified by Township staff that are to be incorporated into this update. The Planning Commission will be the governmental body responsible for overseeing development and review of the updated zoning ordinance and it will then recommend the adoption of the final zoning ordinance to the Township Board.

While the zoning ordinance must be updated to incorporate many of the goals and objectives of the Comprehensive Plan, it must also be revised because it contains archaic and often ambiguous language. This can lead to undesirably broad interpretations of the regulations. The consultant

will be responsible for ensuring that all the basic code elements are included in the new zoning ordinance, which will most likely include the following sections:

- Terminology and Definitions
- Administration and Enforcement
- Zoning Districts Regulations
- Conditional Uses
- Wireless Communications Towers
- Wind Energy Turbines
- Off-Street Parking and Loading
- Signs

The consultant will be responsible for recommending the organization and style of the ordinances. The zoning ordinance should be an efficient, easy-to-use document that can be incorporated into current codified format. Mechanisms such as cross-referencing, illustrations and tables should be the primary methods to make the ordinance user-friendly. The consultant will have the primary responsibility for drafting and redrafting the text of the zoning ordinance after receiving input from the community's citizens, Planning Commissioners, Board members, and staff.

It is anticipated that the consultant will perform the following research / tasks before the actual writing of the ordinance:

- Establish a comprehensive participation, communication and information strategy to ensure appropriate volunteer, community, business, planning, and staff involvement during the creation of the zoning ordinance.
- Perform a field survey to evaluate existing development comparing it to the current zoning districts and the Future Land Use Map to determine if re-classification of districts is necessary. If a re-classification of districts is necessary, then a new zoning map should be developed to be consistent with the new re-districting.
- Analyze the types of variances requested in the past ten (10) years to determine if a pattern has developed that would give insight into some of the planning issues that should be addressed in the new ordinance and recommend specific language for those.
- Advise as to any applicable laws that will impact the issues to be addressed in the new zoning ordinance.

Drafting of the ordinance should begin after the aforementioned research / tasks are performed and any other research / tasks are performed as recommended by the consultant and agreed to by the Township Board as outlined in a contract. Staff and the consultant must agree to a scope, outline and organization of the ordinance before the first draft has begun.

### Deliverables

All items delivered as part of this project shall be the sole property of Pere Marquette Charter Township. The consultant shall be responsible for the submittal and execution of the following:

1. *Progress Reports and Research.* The consultant shall be responsible for submitting monthly progress reports and research information relative to the project. The consultant shall clearly communicate how the regulatory effects of the proposed ordinance may differ from the effects of the current ordinance. Background information regarding

subjects addressed in the new ordinance which are not addressed in the current ordinance shall also be submitted.

2. *Draft Ordinances/Maps.* Nine (9) copies of draft documents are required during the development stages of the project for review and use by the Planning Commission and staff.
3. *Meetings.* The consultant will be responsible for meeting with the Planning Commission and Township staff on a regular basis. The number and frequency of the meetings will be determined in consultation with all parties before the project begins. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction, and review progress. In addition, the consultant will be expected to attend periodic meetings of the Planning Commission and/or Township Board.

The Planning Commission meets the first and third Tuesday of each month at 6:30 p.m. in the Board Room at the Township Hall. The Township Board meets the second Tuesday of each month and on the fourth Tuesday in certain scheduled months. The Board also meets at 6:30 p.m. in the Board Room at the Township Hall.

4. *Final Work Products.* The new zoning ordinance must be provided in both print and electronic format that are compatible with submittal procedures to Municipal Code Corporation. The consultant shall provide the following specific ordinance products:
  - Nine (9) bound hardcopies of the final zoning ordinance developed with Microsoft Word in 8 ½" x 11" format.
  - The electronic Word version of the final zoning ordinance in ordinance format shall be provided to the Township on CD-ROM.

### Information Provided by the Township

Pere Marquette Charter Township will be responsible for providing the selected consulting firm with a hard copy of the below listed information immediately following the signing of the contract:

- Current zoning ordinance, as amended;
- Current zoning map, as amended;
- Current Comprehensive Plan.