



Release Date: December 1, 2017

Due Date: January 19, 2018

Requests for Proposals

Zoning Code Rewrite/Consolidated Development Ordinance

Overview

The City of Greenwood, Indiana (population 56,545 according to the 2016 American Community Survey) is accepting proposals from qualified consultants and firms for the updating and rewriting of the Zoning Ordinance and Subdivision Control Ordinance to create a Consolidated Development Ordinance. Consultants and firms must have experience and knowledge in the fields of municipal planning and zoning, including experience in the writing and updating of zoning, subdivision, and consolidated development code regulations. The City is looking for form based or context sensitive applications in the development of the new regulations creating both design and infill standards for development in both the City's existing developed areas as well as greenfield targeted growth areas on the southwest and southeast portions of the City. Key components of the revisions would place emphasis on connectivity, walkability, complete streets, mixed use commercial nodes that enhance quality of life in the City, and increased user friendliness, with a particular focus on illustrations and graphics.

Greenwood adopted a Comprehensive Plan on December 17, 2007, with amendments on February 16, 2009 and December 17, 2012. Additions to the Comprehensive Plan include updated maps to address issues with incompatible land uses and expended planning area boundaries. The Comprehensive Plan and amendments thereto can be viewed at www.greenwood.in.gov

The last complete rewriting of the Zoning Code was in 1982. The Zoning Code has been amended in a piecemeal fashion since that date, including amendments for corridor overlay districts, architectural design standards, landscape standards, and sign regulations. Because the Zoning Code is dated and has been amended in a piecemeal fashion, it does not always reflect best contemporary zoning and planning practices. The City's current Zoning Code can be viewed at www.amlegal.com

Scope of Work

With assistance from City Staff, the selected consultant/firm will conduct a public process to develop a new Zoning Code. It is anticipated that the consultant will work with the community to develop a "hybrid" zoning ordinance which incorporates form-based standards in established neighborhoods, updated but conventional zoning standards in



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newer, largely built out areas, and standards that support walkable, mixed use neighborhoods in yet-to-be developed areas of the City.

The final work program will be developed in conjunction with City staff but the scope of work shall at a minimum include the following:

- **Current Zoning Code Diagnosis.** The consultant will work closely with City staff in producing a diagnosis of the existing code.
- **Review of Comprehensive Plan.** The consultant will review and identify Plan Goals, Objectives and Recommendations to ensure the new code will be consistent with recent planning documents
- **Public Outreach.** The consultant will develop a public outreach strategy designed to inform community stakeholders and the general public on the benefits of a hybrid code, as well as conducting regular meetings and web/social media interaction throughout the process.
- **Evaluation of Existing Neighborhoods, Corridors and Districts.** Greenwood contains certain areas that will warrant context-sensitive regulations. Staff will work with the consultant to identify these areas. There may be up to seven such areas to be studied.
- **Drafting the Document.** The consultant will prepare drafts of the zoning ordinance, including substantial graphics, for review by staff,, culminating in a final version to be acted upon by the Advisory Plan Commission and the Common Council.
- **Recommend changes to other sections of the Municipal Code/ordinances** as they relate to or are impacted by the new Zoning Code.
- **Integration of the New Code into User-Friendly Formats.** The consultant will work with City staff as well as American Legal Publishing Corporation to make the new code accessible and interactive with the public.
- **Staff Training.** The Consultant shall provide resources to assist City staff with implementation of the new code through a ‘start-up’ period not to exceed one year after implementation of the new code.

Project schedule shall be limited in duration to a time frame no longer than 18-24 months.

Contents of the Proposal

Proposals should include the following information:

- Cover letter
- Firm Information and Background
- Project Approach – discussion of the firm’s particular approach to the scope of work, with particular emphasis on public engagement plans and elected officials
- Project Schedule



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- Proposed Budget for Project
- Project Team with resumes or curriculum vitae
- Firm Experience and Qualifications with list of similar projects
- List of References – minimum of three

Submission Guidelines

This Request for Proposals is being released on December 1, 2017.

Submission of all proposals (one unbound hard copy) must be received by January 19, 2018 in Community Development Services Department, City of Greenwood, Indiana located on the second floor of the City Center Building at 300 S. Madison Avenue, Greenwood, Indiana.

The outside of the envelope should be clearly marked: “Proposal of City of Greenwood Zoning Rewrite.”

Questions regarding this Request for Proposal should be directed to: Krista Taggart, Corporation Counsel. taggartk@greenwood.in.gov

Final service fees will be negotiated upon selection. However, in an effort to assure the full anticipated costs are understood by the City and to assure an accurate comparison between submissions, all proposing consultants must submit an estimated project cost. The total fee should be all inclusive and include all personnel, meetings, presentations, public hearings, and public outreach. All submissions shall provide a separate statement specifically summarizing the basis for any subsequent fees not estimated in the estimated project cost.

Selection Criteria

A committee comprised of members of the Community Development Services Department, Legal Department, and Mayor’s Office will review the proposals based upon the following criteria:

- A demonstrated high level of professional competence and a proven track record in the preparation of Zoning Code and the implementation of public participation programs.
- Design approach and methodology.
- Understanding of City’s development and Comprehensive Plan.
- Ability to maintain a high level of direct interaction and communication with various elected and appointed officials.
- Public outreach and facilitation capabilities.
- Review of references and prior work product, including prior user friendliness of work product and emphasis on illustrations.
- Proposed schedule.
- Estimated budget.



Final determination of the selected consultant shall be made by the Advisory Plan Commission.

Other Conditions

Legal Compliance: Work performed and maps and ordinances produced shall comply with all federal, state, and local laws.

The City reserves the right to reject any and all proposals and to waive informalities, if at its discretion, the interests of the City would be best served.

The City reserves the right to accept a proposal other than the low cost proposal and to negotiate final terms and price once a specific proposal is selected.

Proposals must be valid for at least 60 days.

No payment will be made or costs reimbursed for the preparation of the proposals.

Firm and its subcontractors shall not discriminate against any employee or applicant for employment with respect to her or his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of her or his race, sex, religion, color, national origin, ancestry, age, sexual orientation, gender identity, familial status, disability, or United States military service veteran status.

Firm must be enrolled in the E-Verify Program (the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603) and verify the work eligibility of its newly hired employees through the E-Verify Program. Firm shall not employ any “unauthorized aliens” as that term is defined in 8 U.S.C. § 1324a(h)(3).

Firm must represent that it is not engaged in investment activities in Iran. Pursuant to Ind. Code § 5-22-16.5-8, a Firm is considered to be engaging in investment activities with Iran if: 1) it has provided goods or services of Twenty Million Dollars (\$20,000,000.00) or more in value in the energy sector of Iran, including oil or liquefied natural gas tankers or produces used to construct or maintain pipelines used to transport oil or liquefied natural gas; or 2) has extended Twenty Million Dollars (\$20,000,000.00) or more in credit to another party, for forty-five (45) days or more, if that other party will use the credit to provide goods or services in the energy sector in Iran and is, at the time credit is extended, is identified on the list developed by the State of Indiana of parties it has determined to be engaged in investment activities in Iran. Firm must not be listed on the list published



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and/or endorsed by the State of Indiana pursuant to Ind. Code § 5-22-16.5-9 as a company engaged in investment activities with Iran.



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