



REQUEST FOR PROPOSAL

Zoning Ordinance Update

CLINTON COUNTY, MICHIGAN

Clinton County is seeking proposals from qualified firms to provide professional services to assist the County with the following initiative:

1) *Zoning Ordinance Update*

PROPOSALS ARE DUE BY 5:00 P.M. ON JANUARY 5, 2021

INITIATIVE BREAKDOWN:

1) Zoning Ordinance Update

The County seeks to accomplish the following –

- **Reformatting to make the Ordinance more user-friendly (i.e. less words – more graphics) with an ability to be easily amended by the County in the future.**
- Incorporation of all amendments since 2016.

- Review and update to incorporate appropriate changes (e.g. statutory requirements, recommended BMPs, etc.).
- Review/analysis/recommendations on specific topics/changes requested by the Planning Commission/Board of Commissioners and staff.

Link to Current ↗

[Zoning Ordinance and Amendments](#)

COUNTY POSITION:

At least two (2) meetings (work sessions) with the County Planning Commission should be anticipated as part of completing this initiative.

It is also anticipated that the County Community Development Director, Building and Zoning Administrator and additional County staff will play a significant support role in this effort.

The County reserves the right to reject all proposals.

Due to the nature of the initiative, there may be other opportunities to provide services that arise during the aforementioned project.

CONTRACT AWARD:

All proposals shall be subject to review by the County Planning Commission and the Board of Commissioners. Services will be secured through a service agreement approved by the County Board of Commissioners.

PROPOSAL SUBMISSION:

Proposals must include the following items:

- Cover letter and proposed scope of work*
- Cost broken down by scope of work and proposed deliverables*
- Samples of previously completed Zoning Ordinance updates*
- Staff members (including Project Lead/Manager) that will work on the project*
- Qualifications/references of staff members*

Submit one hard copy and one digital copy to:

Doug Riley
Community Development Director
Clinton County Courthouse
100 E. State Street, Suite 1300
St. Johns, Michigan 48879
rileyd@clinton-county.org
989-227-6441 (direct)

ALL QUESTIONS PERTAINING TO THIS RFP SHALL BE DIRECTED TO THE AFOREMENTIONED CONTACT (DOUG RILEY).