



DEXTER TOWNSHIP

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Request for Proposals for Draft Zoning Ordinance Review/Adoption/Merge/Format

Dexter Township, MI, Due Friday, November 1, 2019 at 12:00 noon Eastern Standard time.

Draft Zoning Ordinance Review

Dexter Township, MI is currently accepting proposals from qualified firms with expertise in zoning for completing the process resulting in the consolidation of the Draft Zoning Ordinance for review and possible adoption by the Township Board of Trustees.

Proposals received via the RFP process will be reviewed by an evaluation committee comprised of Township Staff and selected representatives with interests in zoning matters in Dexter Township.

Community Overview

Dexter Township is approximately 33 square miles in area and is mostly rural. The major north/south access into the Township is Dexter-Pinckney Road, with North Territorial Road as the major east/west access. There are no freeways, freeway interchanges, highways, or rail lines located within Dexter Township.

One of Dexter Township's most appealing features is its abundance of lakes, recreational land, and agricultural areas. These attributes have attracted residential growth, which was steady in the 1990s and early 2000s. The Township has several well-established residential subdivisions, resort communities, and proposals for additional single-family residential developments. The primary factor affecting growth in the Township is the availability of land, and its proximity and accessibility to Ann Arbor and the rest of the Southeast Michigan employment centers.

Staff

The Dexter Township Director of Planning & Zoning will serve as the point of contact for the Township. The Township anticipates that members of the Township's Planning Commission and Township Board will play roles in the process by guiding and supporting the project through a series of public updates, discussions, and public engagement opportunities.

Township Master Plan

Dexter Township utilizes a Master Plan adopted in 2011. The Dexter Township Planning Commission completed a review of the Master Plan in 2019 and found no major changes or additions necessary at this time. The Master Plan review process will begin again after the 2020 US Census data becomes available.

Draft Zoning Ordinance - Background

The state of the current Draft Zoning Ordinance:

- Current Zoning Ordinance adopted 2003. (Additional amendments see [Summary Table of Amendments](#), Dexter Township Zoning Ordinance (34-19).
- Draft Zoning Ordinance rewrite began in 2013 and was completed in 2017.
- Township Board review and comment period lasted June 2017 – October 2018. Comments have not been added to Draft Ordinance, but are available for review

<http://www.dextertownship.org/BoardCommission/ZoningOrdinanceReview/DraftDocuments.aspx>

Scope of Work

With assistance from Township Staff, the selected consultant will conduct a review of the Draft Zoning Ordinance and changes recommended by the Township Board. The consultant will develop a final deliverable that should include the following:

- **Drafting the Document:** The consultant will prepare the Draft zoning ordinance, including graphics, for review by staff and the steering committee, culminating in a final version to be acted upon by the Township Planning Commission and the Township Board of Trustees.
- **Updated Draft Zoning Ordinance:** Updated document containing all amendments. All changes should be highlighted for Township Board review.
- **Summary sheet:** The consultant shall provide a summary sheet detailing all changes/additions to the Draft Zoning Ordinance.
- **List Major/Minor Concerns of issues:** The consultant will identify and prepare an itemized list of identified issues with the Draft Zoning Ordinance, based on Township Board actions.
- **Integration of the New Code into User-Friendly Format:** The consultant will work with Township staff as well as its information technology vendors to make the new code accessible to the public. Simplifying and clarifying as much as possible where necessary. Hyperlinks in electronic version preferred.
- **Updated Zoning Map:** The consultant will provide updated zoning maps reflecting the proposed zoning changes contained in the Draft Zoning Ordinance.
- **Project Schedule:** The consultant provides the Township an anticipated schedule and timeline for the above work, with a goal of completion by Spring 2020.

Selection Criteria

The Selection Committee shall select finalists from the complete proposals received by the deadline. The Township may ask finalists to present their proposals in person before final selection. Evaluating past project submissions and consideration of the proposed time-line are some of the criteria the Township Board will consider.

Proposal Requirements

Proposals should contain the following information:

- An introduction to the contractor submitting the proposal.
- The proposal for the Draft Zoning Ordinance adoption.
- Time-line for review/development process.
- A listing of references of similar projects completed by your firm and the name, address, phone number and email of the contact person for whom the applicant completed the project. Dexter Township reserves the right to contact these references to discuss their project experience with your firm.
- A completed pricing estimate for the project. Pricing should not contain any sales tax; Dexter Township is exempt. An authorized representative of the firm must sign the pricing form. (Pricing should include payment requirements as percent/amount due on completion of timeline items.)

Inquiries

All requests for clarifications or interpretations shall be made in writing and shall be emailed to dpz@dextertownship.org. Inquiries shall contain the firm's name, contact person, email address and fax number and be titled "Draft Zoning Ordinance – RFP." Deadline for inquiries is Friday, October 18, 2019 @ 4:00 pm EST. Township staff will post responses to all inquiries in the form of an addendum with the RFP documents no later than noon, Friday, October 25, 2019.

Proposals Due

Applicants shall submit proposals and projected costs in separate documents. Electronic proposals will be accepted until Friday, November 1, 2019 at noon EST. Proposals must be submitted to dpz@dextertownship.org Applicants shall also submit five paper copies of the proposal to:

Draft Zoning Ordinance - RFP
Dexter Township
6880 Dexter Pickney Rd.
Dexter, MI 48130