



City of Chelsea
305 S. Main Street
Chelsea, Michigan 48118

REQUEST FOR PROPOSALS

GENERAL

The City of Chelsea is requesting proposals from qualified firms and organizations to review, revise, and update the City of Chelsea Zoning Ordinance adopted by the City Council in 2010. The update to this ordinance will include the creation of a GIS-based zoning map and deliver a revised zoning ordinance that aligns with the 2019 Master Plan and integrates the MEDC Redevelopment Ready Communities best practice recommendations.

Submissions to this Request for Proposals will be reviewed by the City of Chelsea City Council and a determination will be made regarding the choice which will most benefit the City as a whole.

COMMUNITY OVERVIEW

Chelsea is a small, vibrant city featuring a full array of amenities that provide a quality urban setting for the residential, commercial, educational, and recreational needs of the community. Spanning only 3.68 square miles, the City of Chelsea is located conveniently between Ann Arbor and Jackson, with access to I-94 and the M-52 State Trunkline. The City is known for its cultural amenities, destination businesses, recreational assets, and commercial services that enrich the lives of residents and attract visitors from the immediate region and beyond.

Located in Western Washtenaw County, Chelsea is the urban hub for the larger regional community. Many of the residents of the surrounding area, comprised of Lima, Sylvan, and Lyndon Townships, identify with Chelsea because the City is where their children attend school, they do their shopping, or they visit for entertainment. As a result, the City supports a range of uses to service a trade area far beyond the City limits.

BACKGROUND

The City of Chelsea is seeking qualified professional assistance to review and update the City's existing zoning ordinance to align with the City of Chelsea's 2019 Master Plan and MEDC Redevelopment Ready Communities Best Practices. The new ordinance will require the reclassification of existing zoning districts, the creation of new districts, and the implementation of a form-based code overlay district. Additionally, the new zoning ordinance will make changes to the Planned Unit Development process to allow for uses that are in line with the community's vision for growth and development.

The proposed ordinance will include the following sections:

1. Enacting Clause, Title, Purposes
2. Definitions
3. General Provisions
4. Zoning Districts
5. Supplementary District Regulations
6. Sign Regulations
7. Parking
8. Special Land Uses
9. Site Plan Review
10. Nonconformities
11. Administration and Enforcement
12. Zoning Board of Appeals
13. Amendments
14. Legal Status
15. Standards, Regulations, and Procedures for Special Zoning Districts.

The Consultant will work closely with the City of Chelsea staff, City Council, and the Chelsea community to ensure the ordinance is written in line with the Community's vision. The consultant will facilitate community meetings to gather input and educate the community on the new ordinance. The consultant will additionally prepare a form-based code workshop for Planning Commission and City Council.

Copies of the 2019 Master Plan are available at: <http://city-chelsea.org/PlanningZoning>

Copies of the 2010 Zoning Ordinance are available at: <http://city-chelsea.org/ordinances/zoning-ordinance>

SCOPE OF SERVICES

The successful firm shall agree to contract with the City of Chelsea to provide the following services.

1. Undertake an assessment of the City of Chelsea Zoning Ordinance to identify areas for improvement. This should include a legal and technical review to identify sections that have become obsolete, identify opportunities to enhance the development process, and evaluate the ordinance's alignment with the community's vision, 2019 City of Chelsea Master Plan, and MEDC Redevelopment Ready Communities best practices.
2. Based on this assessment provide recommendations for needed changes, updates and additions to the current Zoning Ordinance.
3. Revise the current Zoning Ordinance, integrating changes and recommendations established through initial assessment and community feedback. Integrate recommendations from staff, planning commission, and City Council where possible.
4. Generate an official Zoning Map of the City of Chelsea that will replace the prior Map upon adoption by the City Council.
5. Prepare and present a draft of the revised and enhanced Chelsea Zoning Ordinance.

6. Design, implement, facilitate, and document a process for community information and feedback on the new Zoning Ordinance that would include a minimum of 2 public forums. Plan and facilitate a form-based code workshop for the City of Chelsea Planning Commission and City Council.
7. Participate in the presentation of the revised Zoning Ordinance to the Chelsea City Council.

DELIVERABLES

The successful firm shall agree to provide the following deliverables.

1. Completed revision and update of the Chelsea Zoning Ordinance.
2. Replacement of the of the City of Chelsea Official Zoning Map. The data used to produce this map should also be delivered in industry standard GIS software and data format as well as hard copy in legible format.
3. Facilitated process for community information and feedback on the Zoning Ordinance.

The Zoning Ordinance and any handouts used in public meetings in both “hard copy” and electronic form. All text produced through this assignment will be provided in “hard copy” and electronic form.

All GIS data and maps prepared for this project will be owned by the City of Chelsea and shall not display the logo or other identifiers of the consulting firm.

PROPOSAL SUBMISSION

One (1) original and three (3) copies (one unbound copy) and an electronic version in pdf format submitted on USB drive must be received no later than 4:00 p.m. on _____.

Proposals received after this deadline will not be considered. Submitted proposals shall remain in effect for 120 days from the due date. All costs incurred for proposal preparation, presentation, or contract negotiations are the responsibility of the consultant.

The City of Chelsea reserves the right to reject any or all proposals submitted in response to this request for proposal and/or to select the proposal that it determines, in its sole judgment, to best meet the needs of the City.

To be considered, proposals should include the information set forth below and must be received by the due date at the following address:

Julia Upfal
Planning and Zoning
305 S. Main
Suite 100
Chelsea, Michigan 48118

QUESTIONS ABOUT RFP

All questions should be addressed to:

Julia Upfal
734-475-1771 Ex. 210
jupfal@city-chelsea.org

All questions must be submitted in writing no later than a week prior to the proposal submittal date. All questions will be answered in an addendum 3 days prior to the proposal submittal date.

PROPOSAL FORMAT

Proposals shall include the following information:

1. Cover Letter

The cover letter should be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the City. The cover letter should also identify the firm submitting the proposal and any sub-consultants that may be proposed.

2. Work Approach and Timeframe

Present a detailed description of the work you propose to fulfill the requirements of this request for proposal. For each task, describe the activity, the intended results and an anticipated timeframe for completion.

3. Professional Staff

Describe which individual professionals would work with the City, their respective roles in the project and provide professional resumes of each key member of the project team.

4. Qualifications and References

Provide descriptions of recent prior experience with other clients, which is relevant to the challenges of this assignment. For each past project, include the name, title and phone number of a representative that the City may contact to discuss your experience.

5. Fees

Provide your fees for performing the services required as detailed in your proposal. Describe any modifications you would recommend to the general work scope described in this request for proposal and the impact of those modifications on your fee proposal. Fees shall be stated as a total not-to-exceed fee for the services outlined, based on the hourly billing rates of the staff that would serve the City together with any added reimbursable costs.

RFP SCHEDULE

January 2, 2020:	RFP Distributed
February 14, 2020:	Proposals Due to Planning Department
February-March 2020:	Interviews with selected firms
March 17, 2020:	Staff makes recommendation to City Council for Approval

EVALUATION OF PROPOSALS

The City will evaluate all submitted proposals based on the responsiveness of the work approach proposed, the qualifications of the staff who will work with the Chelsea Planning Commission, the

overall qualifications of the firm, and the fees proposed. Specifically, the City is seeking consultants with the following capabilities and experience:

- Experience and expertise in preparing and revising zoning ordinances
- Experience and expertise in assessing community planning needs, issues, and opportunities
- GIS mapping experience and expertise
- Experience in building community consensus
- Strong graphics, written, and oral communication skills
- Technical Correctness of Proposal. It should be complete, concise, and well written, submitted in correct format, all questions answered and any attachments included.

The City may schedule oral interviews with some or all of the firms responding and, in that event, the outcome of such interviews may influence the evaluation of proposals.

TIMING

It is expected that a contract will be executed with the selected firm within 90 calendar days of the due date for proposals.