

City of Horace, North Dakota

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REQUEST FOR PROPOSALS PROFESSIONAL SERVICES FOR SUBDIVISION AND ZONING ORDINANCE



October 2020

City of Horace City Hall, Community Development Department

215 Park Drive

Horace, ND 58048

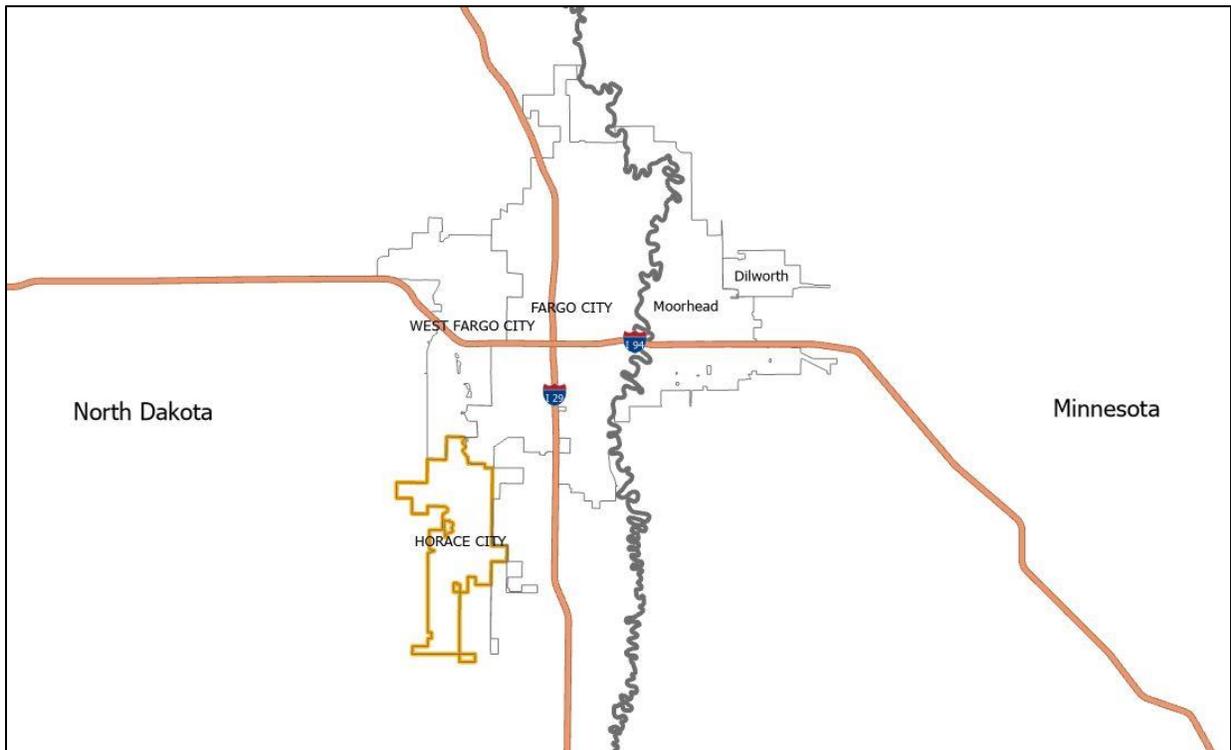
Overview

Request

The City of Horace, North Dakota is currently accepting proposals from qualified firms with expertise in zoning for leading a process resulting in the preparation of the new zoning and subdivision ordinance for the City. Proposals received via the RFP process will be reviewed by an evaluation committee comprised of City staff and selected representatives with interests in zoning matters in the City of Horace.

General Background

The City of Horace, Cass County, North Dakota is located in southeastern North Dakota in the Sheyenne Red River Valley along Cass County Highway 17 in the southwest corner of the Fargo/Moorhead metropolitan area. The city was established in 1828 and named for Horace Greeley, a New York newspaper owner at that time. The City of Horace is approximately 10.88 square miles with a population of 2,660. During the last 9 months, the City has platted over 600 residential lots and anticipates the city population to increase substantially over the next 10 years. The Fargo-Moorhead metropolitan area has an estimated population of 241,356 as of 2017.



The Fargo Moorhead metropolitan area is served by a regional international airport, two (2) major highway interstates (I-29 and I-94), is home to one of the largest Microsoft offices outside of Redmond, Washington, is served by two (2) state universities, and has experienced massive growth and development pressure for the past couple of decades. Some of the most recent notable projects in the region are the construction of a new skyscraper in downtown Fargo, the opening of a new \$900 million hospital, the ongoing proposal of a \$320 million solar farm project, and a \$2.75 billion flood diversion project underway. The City of Horace seeks to accommodate the demand for development that has spilled over from the metro area while achieving the future vision of the community as described by the recently adopted comprehensive plan.

The City of Horace operates under a Home Rule Charter with a 5-member board known as the City Council. Due to the demands of development that are currently occurring in the city and the issues that are being experienced by implementing an outdated zoning ordinance that does not correlate with the vision of the newly adopted comprehensive plan, funding has been provided by the City Council to initiate the process to create a new zoning and subdivision ordinance.

Comprehensive Plan

During the 2020 year, the Horace 2045 Comprehensive Plan was adopted. As a result, the comprehensive plan directs the community development office to employ various strategies to manage land use and growth management effectively. Some of these strategies are to update various sections of the zoning ordinance so that the future vision of the community can be implemented.

Current County Land Use and Growth Management

The current existing zoning ordinance (Title IV, of the revised ordinances of 2003 of the City of Horace) was adopted in 2007 to regulate the land subdivision platting and zoning for land areas within the corporate city limits and the corresponding extraterritorial jurisdiction. The current zoning ordinance experiences the following issues:

- The document lacks organization
- The document language is redundant
- Definitions are inconsistent and unclear
- The document has conflicting language
- The document does not address current development trends
- Current zoning ordinance document prevents staff from creating sign ordinance
- Ordinances lack clarification for building permit review
- Ordinance requirements don't produce intended outcomes desired

To accomplish this task, the City of Horace is seeking a consultant who can provide the skills necessary to complete a zoning and subdivision ordinance following accepted planning practices. The City of Horace would like a new ordinance that is streamlined, intuitive, doesn't create non-conformities, and carries out the vision of the 2045 Comprehensive Plan.

Staff

The Community Development Department is tasked with managing the zoning and subdivision ordinance application process under the direction of the Planning Commission. The Community Development Director will serve as the Project Manager for the City.

The City anticipates that members of the interested, Planning Commission and County Council will play large roles in the process by guiding and supporting the project through a series of public updates, discussions, and public engagement opportunities.

Preliminary Project Schedule

The City of Horace anticipates the following project schedule below. However, the City reserves the right to modify the timeline as necessary.

RFP Available for Viewing	October 23, 2020
Questions Due	November 4, 2020
Question Responses Posted	November 11, 2020
Proposals Due	12:00 CDT - November 25, 2020
Interview Selection Notice	December 18, 2020
Interviews	January 11, 2021
Award Notice	January 21, 2021
Contract Due	February 19, 2021
Contract to City Council for Approval	March 1, 2021
Project Kick-off	March 15, 2021
Tentative Project Completion Date	February 20, 2022

Scope of Work

With oversight from City staff, as well as guidance from a project steering committee, the selected consultant(s) will lead the planning process to develop a new subdivision and zoning ordinance for the City of Horace as outlined in the RFP. The anticipated timeframe to complete the project is 1 year, unless reasoning can be provided to explain why it would exceed the 1-year time period. The City anticipates that the consultant will work with the community to develop a subdivision and zoning ordinance that incorporates a zoning and subdivision process that implements the community vision in the recently adopted

comprehensive plan. The consultant will develop a final work program in conjunction with City staff prior to contract approval.

The scope of work provided below are a general framework to be incorporated into proposals. However, the proposed scope of work is not limited to proposals for additional items. The minimum scope of work should include the following:

- **Project Management:** The consultant will take the lead in managing their time, staff, resources, budget, and related activities to ensure that the project objectives are met. The consultant will be in close communication with staff throughout the life of the project. Staff will provide general oversight of the consultant and will help to facilitate interactions with City staff, board/committee members, and project stakeholders.
- **Existing Conditions & Data Analysis:** The consultant will work to gain a firm understanding of the context, trends, and related information applicable to the project objective and utilize the data to inform outcome of the document
- **Review of Comprehensive Plan:** The consultant will review and identify Plan Implementation Strategies, Objectives, and Policies to ensure that the new ordinance will be consistent with current planning documents.
- **Review of Chapter 40-47 of the North Dakota Century Code:** The consultant will review state statutes to ensure that the new ordinance will be consistent with state law.
- **Public Outreach:** The consultant will develop a comprehensive public and stakeholder participation outreach strategy designed to meet project objectives. This outreach will inform community stakeholders and the public on the benefits of the subdivision and zoning ordinance, as well as conduct regular meetings and web/social media interaction throughout the process.
- **Drafting the Document:** The consultant will prepare drafts of the subdivision and zoning ordinance (text document and zoning map), including graphics, for review by staff and the steering committee, culminating in a final version to be acted upon by the Planning Commission and the City Council.
- **Integration of the New Code into User-Friendly Formats:** The consultant will work with City staff as well as its information technology vendors to make the new code accessible and interactive with the public, including GIS display.
- **Project Schedule:** The consultant will provide the City an anticipated schedule for the above work, with a goal of completion by the end of 2022 if possible. Proposals should include a proposed schedule showing major milestones for project completion, key public involvement events,

and completion of draft and final deliverables. The City will require a physical visit 3 times a year to discuss and review milestones.

Submission Requirements

Format

The content and sequence of the information contained in each copy of the proposal shall be as follows:

A. Cover Letter

Include your firm's understanding of the work to be performed within the terms and conditions set forth in this RFP. In addition, state why your firm believes it to be the best qualified to perform the services requested, including features, skills or services which distinguish your firm and make it the better choice for the City. The length of time during which the proposal and the prices quoted shall be valid for consideration by the City is required to be 120 days from the proposal's due date. The RFP cover letter must be signed by an officer of the consultant or a designated agent empowered to bind the firm in the contract offer. (Please keep response to one (1) page.)

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Contact Summary Sheet

This section of the proposal must be a completed copy of the Contact Summary Sheet (Appendix A) included with this RFP.

D. Proposed Work Program

Provide a conceptual work program for the project that you believe is appropriate based on your understanding of the City's needs, as well as the outcomes, deliverables, and the scope of work elements outlined within this RFP. Submittal of a draft project schedule is required as part of the conceptual work program. Submit specific plans of how you will manage, control, and supervise the project in order to ensure satisfactory provision of services.

E. Qualifications and Experience of Assigned Personnel

List the proposed principal(s) who will be responsible for the work, proposed project manager, and project team members and provide relevant background information for each, such as education, professional experience, certifications, etc. Subcontractors will need to be identified if anticipated for the project. Additionally, provide a breakout of hours for each member of the team by major task area within your proposed work program, and an

overall indication of the level of effort (percentage of overall project team hours) allocated to each task.

F. References

List all of the municipal governments that your firm has worked for or with in a similar capacity to the work outlined within this RFP within the last five (5) years. List names of organizations, and names, telephone numbers, and email addresses of persons who can be contacted regarding the services you have provided.

G. Cost

The City request information that proposes the final and complete cost of each proposal and to realize only those additional costs beyond the proposal that the City requests. All cost quotations must include but not be limited to fees, modifications, travel and per diem, documentation, taxes, discounts, etc. All cost tables should be sub-totaled and totaled. The City anticipates that at least \$150,000 will be budgeted for this project.

Evaluation Criteria

Proposals will first be reviewed for completeness. Only those proposals that are properly completed and meet the minimum content requirements will be considered in the evaluation process. Complete proposals will then be evaluated by a selection committee. The selection committee may elect to conduct short phone interviews with select consultants in order to further evaluate the proposals.

The selection committee will choose a limited number of consultants with which to conduct in-person interviews, for the final selection. Notification of these consultants will be made as soon as possible, but the consultant team should be prepared to convene in Horace for these interviews.

Proposals will be evaluated based on the following general criteria:

- Proposed Work Plan and Deliverables – Understanding of the project scope, quality of response to proposed work program, and any submitted work samples
- Relevant Experience of Firm – Past performance of consultant firm on similar projects, expertise and experience of project manager and team members, current workload, and availability of consultant and team members
- References and Work Product Examples – Confirmation that consultant has performed similar work in past; assessment of ability to produce quality

product within the project schedule; assessment of ability to conduct productive meetings; assessment of ability to work with staff, stakeholders, and elected officials; quality and applicability of submitted work examples).

- Understanding of the Issues
- Clarity of Presentation – Organization/completeness of response, writing skills, quality of submitted work samples
- Estimated cost of services

All proposals, whether rejected or accepted, are the property of the City. The City may waive any irregularity, or it may reject any or all RFP responses without explanation. The City may withdraw the RFP at any time and need not select a consultant for award of this study. All proposal responses must be signed dated by a company official who has the authority to bind the company.

The City may request additional information from consultants during the selection process. Additionally, discussion may be conducted with consultants to assure full understanding of, and responsiveness to, the requirements of this RFP.

Proposal Submission

Consultants are to submit seven (7) hard copies of the proposal in accordance with the requirements set forth within this RFP. In addition, an electronic version of the proposal shall be provided on a Flash Drive. The information included should be as concise as possible. Proposals should generally be printed on 8 ½” x 11” paper, but pages with organizational charts, matrices, or diagrams may be printed on larger sheets. Document pages should be numbered. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while still maintaining legibility.

The proposal must be placed in an envelope, box, or similar container securely sealed therein and labeled: "Proposal for Professional Consulting Services for Subdivision and Zoning Ordinance for City of Horace."

Sealed proposals must be submitted to the City of Horace, 215 Park Drive Horace, ND 58047 by **12:00 pm on November 25, 2020** to the attention of Barrett Voigt, Community Development Director. Proposals received later than the time and date specified will not be considered.

Communications

This Request for Proposals (RFP) is available to download on the City website: <https://www.cityofhorace.com/2244/Request-For-Proposals-RFP>. Any addendum made to this Request for Proposals will be posted at the same website used for downloading the RFP.

All questions related to this RFP must be submitted in writing by email to the project contact, Barrett Voigt, at bvoigt@cityofhorace.com. The question period shall expire as defined within the Project Schedule section of this RFP. Responses to questions will be posted on the same webpage as this RFP (<https://www.cityofhorace.com/2244/Request-For-Proposals-RFP>). Questions received after the deadline for questions will not be answered.

Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

Contract Award

The City will select a consultant with whom City staff shall commence contract negotiations. The selection of a proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations prior to approval by the City Council before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the City, at its sole discretion, may terminate negotiations with the highest ranked consultant and begin contract negotiations with the next highest ranked consultant.

Appendix

1. City of Horace Subdivision and Zoning Ordinance:
<https://www.cityofhorace.com/DocumentCenter/View/1056/TitleIV>
2. City of Horace 2045 Comprehensive Plan:
<https://www.cityofhorace.com/DocumentCenter/View/1093/Horace-2045-5-5-2020>
3. City of Horace Zoning Map:
<https://www.arcgis.com/home/webmap/viewer.html?webmap=c50b8f704117432b9306884de7290786&extent=-97.1815,46.6358,-96.6745,46.8304>
4. City of Horace Future Land Use Map:
<https://www.arcgis.com/home/webmap/viewer.html?webmap=b31a21205ac24a51b8a04592ba614bde>