

**City of Hancock, MI Zoning Ordinance Request for
Proposal/Request for Qualifications November 2020**



1. Introduction

The City of Hancock, Michigan is issuing a request for proposal (RFP)/request for qualifications (RFQ) to obtain written proposals from consultants who are interested in assisting the City of Hancock, Michigan in preparing a new Zoning Ordinance to be consistent with its Master Plan (adopted in 2018) and complies with the Michigan Zoning Enabling Act 110 of 2006, as amended, in addition to elements requested within this RFP/RFQ. This will be a complete rewrite of the ordinance.

2. City of Hancock, Michigan

Please visit the City's website to learn about who we are and our plan for the future at <http://www.cityofhancock.com/>.

3. Submittal Requirements

Proposals will be accepted until 9:00 am CST on , 2020. A PDF of the proposal shall be emailed to Mary Babcock, Hancock City Manager at manager@cityofhancock.net.

4. Contact Person

If you have questions please contact Mary Babcock, Hancock City Manager at 906-482-2720 or manager@cityofhancock.net.

5. Scope of Work

A. Michigan Zoning Enabling Act 110 of 2006 as amended and Federal Law Compliance

The ordinance and adoption process shall comply with the minimum requirements of the Michigan Zoning Enabling Act 110 of 2006 as amended and any federal laws/rulings pertaining to zoning (i.e. signs, towers, etc). There are sections of the current ordinance that are not consistent with the Act and sections of the Act that are not present in the ordinance. There are also ordinance requirements that are stricter than the Act requires; the City wants the ordinance to meet the minimum requirements of the Act. During the update process the City will evaluate if stricter requirements are necessary.

B. Consistency with the Master Plan

The ordinance shall be consistent with the City of Hancock's Master Plan and other adopted plans.

C. Additional Items

- I. The City desires a modern ordinance that uses current and progressive standards and emphasizes the use of graphics and use of current technology. The ordinance shall use charts, tables, diagrams, images, illustrations, maps etc. to eliminate the need for excessive text and legalese. Terms and definitions shall correspond to graphics whenever possible. The City understands that there will be sections that deal with State Statute that will require just text. The structure and layout of the ordinance will be very important for its usability.
- II. The ordinance shall also use technology such as hyperlinks and other technology to connect to other sections of the ordinance that may have a cross referenced section and is searchable; however, the City wants to avoid as many cross reference sections as possible so that the ordinance is easy to use, understand, and administer. The City doesn't want to have to cross reference multiple sections of the ordinance if it isn't necessary. For this reason, the structure/layout of the ordinance will be very important to its usability.
- III. The ordinance shall also utilize techniques (foot/end notes or other techniques) to provide background information as to why a certain regulation was developed. Many times regulations are developed without a narrative as to why. The City believes it is important to provide a narrative in order to justify the existence of a regulation. There should also be a section that can track when ordinance amendments are made such as a table or notes in the text. Staff will assist in helping define those regulations it feels warrants additional narrative as well as assisting with writing narratives.
- IV. The ordinance shall be a standalone document and be able to be accessed via the City's website as a PDF. The City also wants to be able to make amendments to the ordinance over time. Therefore, the ordinance needs to be developed in a program that the City can easily edit and amend.
- V. The ordinance shall incorporate provisions to fully align with the RRC Best Practices, including recommendations from the city's 2018 RRC baseline report.

6. Public Engagement

As the City engaged in an exhaustive public engagement process for its Master Plan the City is only requiring the minimum public engagement that is required per the Zoning Enabling Act 110 of 2006 as amended which is a public hearing.

7. Project Cost

The project shall include cost for the preparation of the ordinance including all data development and materials, meeting costs and deliverables.

City staff and the Planning Commission will engage with the consultant as efficiently as possible and perform as much work as necessary in order to keep the costs of the consultants down. The use of phone, email, skype and other forms of web based communication tools will be used and encouraged in order to reduce costs.

The project is contingent on the city receiving approval for RRC Technical Assistance Match funding.

8. Deliverables

- A. PDF of the final Zoning Ordinance.
- B. All associated electronic documents including all maps, graphs, charts, tables, pictures or other graphic imagery in original electronic formats as applicable. The City uses Microsoft Office products. The City wants to be able to make ordinance amendments itself. All data shall become the property of the City of Hancock for future use and modification.
- C. All other data and information that has been collected through the process in its original digital format.

9. Proposal Requirements

Proposals shall be submitted in PDF and include the requirements below.

- A. An introduction to the company.
- B. A work program describing the precise scope of work to be undertaken including how the consultant will interact with City staff and the Planning Commission. Mary Babcock, Hancock City Manager, will be the staff contact.
- C. A detailed project schedule/timeline with milestones. The ordinance shall be completed and adopted and all deliverables provided by June 30, 2021.
- D. Resumes of company personnel, including subcontractors if proposed to be used, that will be assigned to the project as well as their involvement and roles played in the project.
- E. Company resume in zoning ordinance projects. While not required, extensive knowledge, understanding and experience with the Michigan Zoning Enabling Act 110 of 2006 as amended is highly recommended.
- F. Three (3) references of other communities the company has prepared zoning ordinances for including links to those community's websites to review the ordinances.
- G. Disclosure of any competing interest or potential conflicts of interest in the City including consultant's work for persons who own land or have development interest in the City.
- H. A proposed itemized budget. As discussed above, the City will work with the consultant to be as efficient as possible with completing this project based on the City's budget.

10. Cost Incurred in Responding to this RFP/RFQ.

The City of Hancock shall not be liable for any costs incurred by consultant in responding to this request for proposal/request for qualification.

11. Consultant Selection Procedure

- A. The Planning Commission Zoning group will review the submitted proposals and they will be evaluated on the overall qualifications, experience, and competence of the consultant and staff, prior experience in similar projects, experience in handling public relations, a check of references, and understanding of the project, proposed project approach, interview and proposed budget.

- B. A short list of consultants will be selected for interviews. Zoom interviews will be used for all interviews. Interviews will be scheduled for Thursday, December 10, 2020.
- C. After the interviews the group will present a recommendation to the full Planning Commission for recommendation to the City Council for final contract approval. It is anticipated that the contract can be approved in December with work commencing in January, 2021.
- D. The City has the right to reject any and all submittals, waive any irregularities, re-issue all or part of this RFP/RFQ, and not award any contract, all at its discretion and without penalty.