

**REQUEST FOR PROPOSALS
PLANNING CONSULTING SERVICES
REVIEW AND AMEND THE ZONING ORDINANCE
CHARTER TOWNSHIP OF UNION**

The Charter Township of Union is requesting proposals from qualified professional planning firms to review and update all 32 sections of the Township Zoning Ordinance. The existing and current Township Zoning Ordinance was adopted in 1991. Since that time the Ordinance has been amended as the Township deemed necessary.

In 2016 the Township conducted a survey of the residents in the township on a wide variety of issues. Including residents' thoughts on Zoning and Planning in the Township. The Township greatly appreciates the enthusiastic participation received from residents in the survey. The Township continues to use data from this recent survey in their decision making process.

This past year the Township reviewed and updated the Township's Master Plan which was adopted by the Board of Trustees in March, 2018. Considering the current age of the Zoning Ordinance, data received in the 2016 survey, and the newly updated Master Plan, the Township believes now is the time to review and amend the Zoning Ordinance.

The Charter Township of Union has a population of 12,927. (2010 U.S. Census) It is located in the heart of Central Mid-Michigan. The Township surrounds the City of Mt. Pleasant in its entirety. The Township enjoys working relations with neighboring governments and entities which includes: Isabella Township; Lincoln Township; Deerfield Township; Chippewa Township; The City of Mt. Pleasant; Central Michigan University; Isabella County; and the Saginaw Chippewa Indian Tribe. Considering the diversity of the Township's neighbors, the Township when possible strives to have cohesive and comparable policies to its neighbors.

The Township greatly desires the input and involvement from the community for this project. The proposal should recommend best practices for community involvement and input during the Zoning Ordinance review and amendment process. This would expand beyond just he mandated by State law public hearings.

SCOPE OF WORK

The qualified consultant shall be responsible for the following task:

- Review and recommend revisions to all 32 section of the Charter Township of Union Zoning Ordinance as listed below
 1. Title, Purpose, and Interpretation
 2. Districts and Zoning Maps
 3. Definitions
 4. Amendments
 5. Board of Appeals
 6. Permits and Fees

7. Administration and Enforcement
 8. General Provisions
 9. Non-Conforming Uses
 10. Parking and Loading Spaces
 11. Billboards and Signs
 12. Site Plan Review
 13. Agricultural District
 14. R-1 Rural Residential District
 15. R-2A One and Two Family, Low Density Residential District
 16. R-2B One and Two Family, Medium Density Residential District
 17. R-3A Multiple Family Residential District
 18. R-3B Medium Density Multiple –Family Residential District
 19. R-4 Mobile Home Park District
 20. R-5 Mobile or Modular Home District
 21. Required conditions for AG, R-1, R-2A, R-2B, R-3A, R-3B, R-4, R-5
 22. B-4 General Business District
 23. B-5 Highway Business District
 24. B-6 Auto-related Highway Business District
 25. B-7 Retail and Service Highway Business District
 26. I-1 Light Industrial District
 27. I-2 General Industrial District
 28. Office Service District
 29. Schedule of Lot, Yard, and Area requirements for Commercial and Industrial Districts
 30. Special Use Permits
 31. Planned Unit Development (P.U.D.)
 32. Miscellaneous Provisions
- Indicate the need for additional sections commonly found in modern Zoning Ordinances that are not shown but needed. Indicate the need to eliminate or combining other sections of the Zoning Ordinance to reduce redundancy and enhance readability of the Zoning Ordinance.
 - Identify sections that could be or should be from a practical stand point amended and adopted ahead of the final entire Zoning Ordinance Adoption (Text Amendments adopted during the review)
 - Indicate and recommend the best modern practices for the Township to use in enforcing the new Zoning Ordinance once completed.
 - Ensure that the new Zoning Ordinance will support the Township Master Plan.
 - Engage affected stakeholders for input in the amendment process.

PROJECT SCHEDULE

The proposal should include a schedule of estimated target dates that identifies tasks completed or benchmarks achieved through the process. It should begin with the contract

awarded and end with the adoption of the new Zoning Ordinance by the Township Board of Trustees. This schedule should include any meetings, public hearing, or work sessions with any Township board(s) whether required by state law or not.

QUALIFICATIONS

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the firm. The resumes of key personnel that would be assigned to the project, along with a list of their responsibilities. The proposal must include the firm's related experience during the last five (5) years; (include the name of the community, contact person, email, and phone number).

PROJECT COST AND CONTRACT

The proposal should include the following cost information: the lump sum project cost with a breakdown illustrating the cost of various deliverables; an estimate of the amount of staff time required to complete the project, including the approximate time expected to be allocated to each staff member; the number of meetings/site visits; projected monthly billing amounts after each month of service; and the firm's fee schedule for additional work.

The Township expects a professional services contract with a not-to-exceed fee for the required services. The contract will provide for a monthly billing arrangement between the Township and firm. In addition, the contract will include language to allow the project to be terminated or amended by joint agreement of the parties with full compensation being made the consultant for expenses incurred and work completed to termination date.

PROPOSAL EVALUTION

Once proposals are received they will be reviewed by township staff and the Charter Township of Union Planning Commission which will make a recommendation to the Township Board of Trustees.

Firms are encouraged to structure the proposals to address the information in the order listed. The proposals will be evaluated on the criteria listed below.

- I. Understanding of the Project - statement of the firm understanding the project in regards to the scope of services.
- II. Public Input and Engagement - Quality of firm's plan for public input as well as the firm's experience in community engagement.
- III. Qualifications of the Personnel - Qualifications of the individuals assigned to the project, including the staff time to be devoted to the project.
- IV. Qualifications of the Firm - Firm's experience in similar projects in the last five (5) years, as described previously.
- V. Project Schedule - Proposed schedule, as described earlier, for feasibility in meeting the Township's time frame.
- VI. Project Cost - The total cost, as well as the value of services provided by the firm, including the level of the personnel and their time that would be devoted to the project.

DELIVERABLES

At the conclusion of services the selected consultant shall provide 3 copies of the updated Zoning Ordinance along with electronic copies of the Zoning Ordinance in editable Microsoft format and PDF.

SUBMITTAL INTRUCTIONS

In order to be considered, please include ten (10) hard copies of the completed proposal in a sealed envelope along with a flash drive containing a digital copy of the completed proposal, clearly marked: REQUEST FOR PROPOSALS – ZONING ORDINANCE REVIEW AMEND received by **4:00 pm on May 4, 2018** by mail or hand delivery to:

Peter Gallinat
Township Planner
2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the Township Planner Peter Gallinat before stated proposal opening time. Please forward any questions regarding the RFP to

Peter Gallinat
Township Planner
2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858
pgallinat@uniontownshipmi.com

Any and all questions may be fielded to the above contact during the RFP process. All questions must be made in writing and received by **4:00 pm on April 27, 2018**. Answers to any and all questions will be posted as they are received on the Township website www.uniontownshipmi.com for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

Any and all acceptable bids will be publically opened **4:15 pm on Friday May 4, 2018** at the Charter Township of Union Hall located at 2010 S. Lincoln Rd. Mt. Pleasant, MI 48858 in the conference room. The name of each firm and cost of services that each firm bid at will be read out loud.

RESERVATIONS

The Charter Township of Union reserves the right to accept any, reject any, or reject all proposals submitted. The Township is not obligated to award any contract for services to a firm that submits a proposal. The Township will select the proposal which it deems to be in the best interest of the Township. The Township will not be responsible for or reimburse any cost the firm incurs during the RFP process.

