



Planning and Transportation Department

Unified Development Ordinance
REQUEST FOR INFORMATION

ISSUED:

June 13, 2017

DEADLINE FOR RESPONSES:

July 14, 2017

4:00PM local time

SUBMIT PROPOSALS TO:

Terri Porter, Director
Planning & Transportation Department
porteti@bloomington.in.gov

GENERAL INFORMATION AND SUMMARY

Organization Requesting Proposals:

City of Bloomington
Planning and Transportation Department
401 N. Morton St, Suite 130
Bloomington, Indiana 47404

Contact:

Joshua Desmond, AICP
Assistant Director, Planning & Transportation Department
desmondj@bloomington.in.gov
812-349-3423

Summary of Request:

The City of Bloomington (the City) is issuing a Request for Information (RFI) to select a consultant (or team of consultants) to assist in the development and adoption of updates to the City's Unified Development Ordinance (the UDO). The UDO is the primary source of land use regulations for the City of Bloomington, including both zoning and subdivision control ordinances. The updated UDO is expected to be complimentary to the soon to be completed Bloomington Comprehensive Plan. The City anticipates that the new UDO will express a progressive vision that promotes thoughtful growth and protects the health, safety, and welfare of the community. Interested parties must submit proposals electronically by Friday, July 14, at 4:00 PM local time (EST).

Communications and Project Management:

The project will be managed by the City's Planning and Transportation Department primarily with a team of staff from the Development Services and Planning Services divisions. All communications from interested parties to the City during the response submittal process shall be made to Josh Desmond at desmondj@bloomington.in.gov or 812-349-3423.

If necessary, interpretation of or changes to this RFI may be made by written addendum. A copy of each addendum will be posted at the City's website at <https://bloomington.in.gov/planning/udo> no later than July 7, 2017. Interested parties are responsible for checking the City's website for addenda, though the City may choose to contact all known interested parties with notification of posted addenda. The City will not be responsible for any other explanations or interpretations of this RFI. If significant changes to this RFI are required, then the City may postpone the final date for submission through an addendum.

Interested parties may notify the City via email of their intent to submit a proposal but are not required to do so. Failure to notify the City of intent to submit a response may result in omission from future communications including possible notification of addenda.

Proposals must be submitted in pdf format no later than July 14, 2017. Responses which, in the judgment of the City, are in any way incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFI will be rejected.

Any costs incurred while responding to this RFI in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The City shall not reimburse any respondent for any such expenses.

Process Schedule:

June 13, 2017	RFI Advertisement
July 7, 2017	Last Day for Addenda Posted by the City
July 14, 2017 (4:00pm EST)	Proposal Deadline
July 14 – August 4, 2017*	Response Evaluation
August 11, 2017*	Notify Respondents of Results and Begin Discussions with Selected Respondent
September 5, 2017*	Issue Notice to Proceed (NTP) to Selected Respondent

**Dates indicated are tentative and subject to change as needed*

PROJECT DETAILS

Overview:

The purpose of this project is to review and rewrite the Unified Development Ordinance (UDO) for the City of Bloomington, Indiana. The UDO is Title 20 of the Bloomington Municipal Code. The current Bloomington UDO was enacted in 2007 and has had numerous updates since that time. The UDO was based on the City’s Growth Policies Plan (GPP) as adopted in 2002. The City is now on the verge of adopting a new Comprehensive Plan to replace the GPP and wishes to update the UDO to reflect the new vision and principles contained in the Comprehensive Plan. The current draft of the new Comprehensive Plan is available here: <https://bloomington.in.gov/planning/udo>. It is envisioned that the new code will seamlessly combine conventional zoning districts (for most of the city) with form-based districts (for downtown and historic areas).

Objectives:

The following objectives should be considered in developing the revised UDO:

- Ensure that the revised UDO implements the recommendations of the City’s soon to be completed Comprehensive Plan.
- Review of all existing zoning classifications with recommendations for additions, deletions and modifications.
- Inclusion of innovative and user friendly graphics that illustrate regulations and make the codes easy to use.
- Inclusion of provisions that will help the City achieve high-quality infill and redevelopment projects that are consistent with the context of existing development in the area.
- Develop form-based portions of the code - targeted to specific areas that offer greater opportunities for redevelopment, primarily in the Downtown.
- Address development procedures – review and suggest improvements based upon compliance with the comprehensive plan, zoning requirements and standards and environmental and economic impacts.
- Incorporate steps to ensure that residential and commercial development is consistent with availability of infrastructure and the limitations of resources.

- Promote and support multi-modal transportation options including bicycles and pedestrians.
- Provide for and promote a sustainably built and natural environment.
- Preserve the character of neighborhoods and historic districts.
- Address and update overlay districts.
- Consideration of the impacts of land use on the environment and mitigation requirements for those areas prone to flooding.
- Provide for and promote incorporation of public spaces and art.

Process and UDO Completion

- Process:
 - The City wishes to develop and adopt several targeted, high priority updates to the UDO early in the process, then complete a more holistic revision of the remaining document. These priorities will be identified via consultation with the City and review of the soon to be adopted Comprehensive Plan.
 - The initial, high-priority updates should be completed (adopted by Council) 3-4 months after the selected consultant is given notice to proceed with the project.
 - The City would like the consultant to propose an overall project schedule. The process should involve public participation, stakeholders, analysis, the adoption process, etc.
- UDO Completion:
 - The overall UDO process will be complete when it is adopted by the City Council; however, if any edits are included with the adoption of the UDO, the process is complete when an updated version is provided to staff following UDO adoption.
 - Assume approximately 4 months for the adoption process of the final, revised UDO.
- Expectations:
 - Staff will present and lead the adoption process, but expects the consultant to be present, provide presentation materials, incorporate feedback, etc.

This RFI is open to any individual/firm wishing to submit a response.

RESPONSE SUBMITTAL REQUIREMENTS:

General Requirements:

Submissions must be prepared electronically using 8.5” x 11” paper format and must be submitted as a single pdf file. File size may not exceed 10MB. Submissions are strictly limited to a maximum of 10 total pages (total includes the submittal form). Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted. The following table displays the order in which respondents shall arrange content and a suggested number of pages per category. Responses that do not follow all of these directions will not be considered.

Order	Proposal Content	Suggested Number of Pages
1	Submittal Form	1
2	Introductory Letter	1
3	Project Team and Structure	2
4	Relevant Project Experience	2

5	Project Approach	3
6	Public Participation Plan	1
	Maximum Total	10 pages

Submissions must be emailed to Josh Desmond at desmondj@bloomington.in.gov. Submissions received after 4:00 PM local time on July 14, 2017 will not be considered.

Content Details:

Proposals should include all of the information required below.

1) Submittal Form

- Complete and sign the Submittal Form attached to this document.
- The content of this form shall not be modified other than to fill in the required information.

2) Introductory Letter

- Name of the individual or firm.
- Contact information for the person authorized to serve as point of contact during the RFI evaluation process and to negotiate on behalf of the firm or team if selected for projects.
- General statement of interest and availability for the project described in this RFI.

3) Project Team and Structure

- Identification, qualifications, expertise, and availability of the project manager and key staff proposed to be assigned to the project.
- Identification of proposed subconsultants for any tasks not to be completed by the prime consultant and the type and percentage of work each subconsultant will complete.
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of the project as well as quality control and schedule control.
- Location of all project team members and their applicable licensure and certifications.
- Knowledge of and experience with pertinent federal, state, and local laws, regulations, and policies.
- Knowledge of and experience with Smart Growth, CNU, LEED, NACTO, AASHTO, PROWAG, and other relevant design guidance.
- Disadvantaged Business Enterprise (DBE) or other relevant certifications.

4) Relevant Project Experience

- Specific examples of projects that are relevant and similar to this project (provide a link to the project, a reference name and contact information for the clients of these projects).
- Identification of which key personnel were responsible for the relevant tasks.
- Experience with context sensitive design and public processes.
- Experience with multimodal transportation planning, comprehensive planning, and pedestrian, bicycle, and transit planning.
- Experience with high-quality and dynamic graphics, maps, etc.

5) Project Approach:

- Description of project approach and deliverables.
- Timeline with milestones:

- Provide phases for the project: outline what information comes in when, what information you will need from the City, etc.
- Use assumed NTP of September 5, 2017.
- Assume 3-4 month process to complete the initial, high-priority code updates.
- Assume a 4-month adoption process for the final, revised UDO.
- The City's targeted total project adoption date is within one year of NTP.
- Specific examples of potential challenges and strategies for successfully dealing with those challenges.
- Description of innovative ideas or strategies for project prioritization and project implementation.
- Discussion of budget and any anticipated expenses above that budget.
- Other relevant information related to project approach.

6) Public Participation Plan:

- Briefly describe the role of public participation in the plan's development.
- Outline a public participation proposal for this process. Ideally, a plan will include multiple forms of participation (public meetings, a website, etc.).
- Identify any tasks which the City would be responsible for completing during public participation.

SELECTION CRITERIA & EVALUATION

Consultant selection for this project will be based on an evaluation of the responses. The City reserves the right to request additional information or to reject all responses and not select a consultant.

Submittal Form

The undersigned declares that this response submitted to the Unified Development Ordinance Request for Information (RFI) advertised on June 13, 2017 is, in all respects, an accurate and true representation of the Individual's/Firm's/Project Team's Experience and Qualifications. The undersigned further acknowledges that the response submitted is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges they reviewed and are familiar with the City of Bloomington RFI documents issued on June 13, 2017, and they acknowledge their responsibility for checking the City website for any addenda to this RFI and incorporating or responding to information presented in such addenda as necessary.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the Response Documents, the undersigned acknowledges that they have carefully examined the modifications to the Response Documents submitted by the Individual or Firm, and have approved all such modifications. If said modifications are hand written, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Individual, Firm, or Team.

Individual/Primary Firm Name: _____

Firm Representative Name: _____

Authorized Signature: _____

Title: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Telephone: _____