

**REQUEST FOR PROPOSAL
VILLAGE OF BLOOMFIELD, WALWORTH COUNTY, WISCONSIN
COMPREHENSIVE PLAN AND ZONING CODE UPDATE**

General Project Description

The Village of Bloomfield seeks the services of a professional planning firm to assist with the update to the Village of Bloomfield Comprehensive Plan and Zoning Code. The Village is requesting a complete update of the Comprehensive Plan for the Village and a complete update to the Village's Zoning Code.

The finished Comprehensive Plan shall provide a consistent vision and direction for the community to inform decision-making and guide future development over the next 20-year period. The Plan shall affirm, modify, and/or create the Village's goals, objectives, and policies.

When completed, the Amendment to the Zoning Code will address the unique character of our historic subdivisions and address future growth. The code will need comply with current state law relating expressly to legal non-conforming and conditional use permitting while providing a proper administrative process for enforcement of violations, including a revocation procedure if the Village is ever call upon to use such action.

All firms with expertise in preparing such plans and code amendment are invited to submit a proposal. The deadline for submission is May 16, 2024, at 4:00 p.m.

Community Overview

The Village of Bloomfield has an estimated population of 4,798 residents and was incorporated in 2011, creating a legal distinction between the primarily agricultural Town of Bloomfield and itself. Although separated, the Village and the Town continue to operate in many areas jointly, sharing in costs, services, and social events.

The Village is bordered to the North, West, and South by the Town of Bloomfield and to the East by Kenosha County, and the Town of Randall.

The Village consists of primarily residential, agricultural and conservation zoning districts and is looking actively at locating and identifying future growth areas relating to the expansion of its sewer and water utility, future commercial and industrial sites to create economic growth.

Planning History

The Village has in place a 2017-2037 Comprehensive Plan. However, recognizes that this Plan still maintains much of the same information and planning as developed in its first Comprehensive Plan in 2006 when the Village was still an integral part of the Town and failed to address the economical and housing changes that occurred in the past decade.

Zoning History

In 2009 the then Town of Bloomfield elected to opt out of Walworth County Zoning and created its own Zoning department and Zoning Code. Since then, normal, and regular piecemeal changes have been made to the Zoning Code as requested by the applicants and the Town and then Village Board.

Description of Services Required

The consultant services shall include, but not be limited to, the following items:

1. Create a separate work plan and schedule for updating the Comprehensive Plan and changes to the Zoning Code as it relates to conditional use permits, including review and approval by the Plan Commission and Village Board.
2. Create the written procedures for, and lead the implementation of, the public participation process required by the Comprehensive Planning Law (Wis. Stat. § 66.1001) and amendments to the Zoning Code (Wis. Stat. § 62.23(7)). The submitted proposal shall include the consultant's proposed methods and procedures for obtaining citizen input, most likely by use of Zoom meetings (e.g., surveys, forums, visioning session, etc.) and involving the public in general. The Public Participation plan must be adopted by the Village Board and will serve as a guide for providing information to and receiving input from the public. The Village has full and part-time staff, but the consultant is expected to provide all written material or required verbiage the consultant needs the Village staff to publish or post.
3. With assistance from Village staff, compile and analyze pertinent background information, including population, housing, employment, and land use data. The analysis of background data shall include descriptions of trends influencing the development and character of the Village of Bloomfield and conclusions that can be used to guide the goals and recommendations of the plan.
4. Assist the Village Board and the Plan Commission in reviewing, evaluating, and reformulating the goals, objectives, and policies of the current Comprehensive Plan. These shall be heavily influenced by the public input and background analysis.
5. With input from the Village Board, Plan Commission, and staff, revise as necessary the nine required elements of the Comprehensive Plan. Each element shall include the various items and study topics required under the Comprehensive Planning Law. In addition, the following issues shall be studied, and recommendations included with the Comprehensive Plan:
 - a. The practical and likely extension of sewer and water utility is based upon the presence of environmentally sensitive areas, areas of high ground water levels, and the realistic expectations of growth in those areas.
 - b. Evaluating the Economic Development element and the Land Use element in a traditional sense, while creating operational 5-year and 10-year phased growth in residential, commercial, and industrial uses based upon present community interest. This plan should have strong community support and create realistic expectations that can guide the Village Board in future services and costs.
 - c. In addition to any other zoning implementation recommendations, review the Village's zoning map and provide recommendation regarding areas of the Village that should be rezoned to implement the land use element and/or other policies of the Comprehensive Plan.

- d. Review the Village’s design, related ordinances, processes, guidelines, and recommend any changes needed to implement the design, community character, and sustainability goals, objectives, and policies of the Comprehensive Plan. Such recommendations could include the concept of form-based zoning.
6. With the input from the Village Board, Plan Commission and staff amend the Zoning Code to properly identify conditional uses and the zoning district where they should be placed. Create a review and evaluation process, flow chart and application that would be compliant with Wisconsin State Statute, assist the Village in the review process and guide future discussions when applications for Conditional Use permits are sought. Provide the Village with a revocation process that provides proper due process to the holder of the Conditional Use Permit in the event issues arise that warrant the revocation of the Owner’s permit.
7. Prepare and present a final Comprehensive Plan and Zoning Code documents for adoption by the Plan Commission and Common Council.
8. Provide copies of all documents and maps in hard copy and electronic format. At least 25 printed copies of the adopted document shall be provided.

The consultant, in the preparation of a proposal, should not be limited by the anticipated services identified, but should describe any additional services the consultant believes are beneficial in updating the Comprehensive Plan and associated costs for these services. Provide pricing for both the Comprehensive Plan and the Zoning Code amendments together if there is a discount and separate if the Board chooses to do them separately.

Village staff will schedule, coordinate, and make all necessary arrangements for meetings conducted by the consultant during the course of the project. The Village will provide available existing documentation, in hard copy and electronic format when available, to the consultant and will make staff time available as needed.

Proposal Requirements

Consultants should submit a digital version of the proposal along with five bound copies of the proposal and one unbound, reproducible version. Packages containing the proposal and any related materials should be sealed and clearly marked on the outside in the following manner:

PROPOSAL FOR THE VILLAGE OF BLOOMFIELD THE COMPREHENSIVE PLAN & ZONING CODE AMENDMENT

The proposal should be mailed or delivered to:

Village of Bloomfield
N1100 Town Hall Road,
P.O. Box 609,
Pell Lake, WI 53157

These materials must be received by the Village of Bloomfield Village Clerk’s office by 4:00 p.m. on Thursday, May 16, 2024. Any proposals or related materials which are received after the date and time stated above will be returned unopened. Proposals can be amended before the due date and time by filing an amended proposal. An amended proposal must be a complete proposal

and replace the original proposal. There is no specified format for submitting a proposal. The proposal shall be signed by the consultant's authorized agent and should include at a minimum:

1. Consultant's name, address, phone number, and fax number, along with the name of a contact person if different than the firm's name or signature on the proposal.
2. The proposed work plan and approach to be undertaken for updating the Village of Bloomfield Comprehensive Plan and Zoning Code. The work plan should describe any modifications or expansion of the scope of services. The work plan should identify the "deliverable" end product(s). (Note: the consultant may include ideas beyond those outlined in this RFP.)
3. The consultant's proposed approach to public participation.
4. Summary of the consultant's experience and technical skills relating to preparation of a Comprehensive Plan and Amendments to Zoning Codes (reference to work on the recent changes to the Condition Use law is preferred).
5. Anticipated timeline for completing the update to the Comprehensive Plan and Zoning Code, including start date.
6. Examples of comprehensive planning work performed for other municipalities and zoning amendments, including completion dates and contact information for the municipality. Indicate the type, scope, and duration of the work done for each client.
7. Resumé and/or background of the personnel to be assigned to the project and the roles for each person.
8. Proposed budget based upon the work proposed. The proposed budget total should include all expenses and materials to deliver the work products.
9. Fee schedule for personnel involved with the project.
10. One copy of your firm's typical professional services agreement or contract.

Selection Process

The consultant selected for this project will have experience in comprehensive planning and drafting of zoning codes. The Village will be solely responsible for the selection of a consultant to conduct the desired work. The Village reserves the right to reject any or all proposals submitted in response to this RFP.

Deadline for submissions is 4:00 p.m. on May 16, 2024.

Proposals will initially be evaluated by the Village Planning and Zoning Commission. Based upon this evaluation, a list of at least two and not more than six consultants will be created for follow-up presentations and interviews. The selected consultants will be invited to make a short presentation to the full Village Board on Monday, June 10, 2024, and answer any questions regarding their proposals. The Village Board will make an actual selection of the consultant. Approval of the consultant by the Village Board and awarding of a contract is anticipated to

occur by June 24, 2024. The consultant is expected to begin work on the contract as soon as possible after the awarding of the contract.

Type of Contract

The Village will be looking to enter into a contract for professional consulting services based on a fixed price (or lump sum) to the contractor for the specified scope of services. Incremental payments to the consultant will be made at the completion of major tasks with a “not to exceed” contract amount. Ten percent of the contract price will be held as final payment upon delivery of the final product. The exact payment schedule will be negotiated and determined as part of the contract and shall be based on the budget provided with the proposal.

Contact Information

All inquiries and questions for clarification concerning this RFP should be directed to the following contact person:

Lloyd Cole
Village Administrator
Village of Bloomfield
262-279-6039
Administrator.cole@villageofbloomfield.wi.gov

Disclaimer

The Village of Bloomfield shall not be liable for any costs incurred by a consultant in responding to this request for proposal or for any costs associated with discussions required for clarification of items related to this proposal.