

# Village of Shelby Request for Proposals

---



January 26, 2021

## Description

The Village of Shelby, Michigan is currently accepting proposals from qualified firms with expertise in zoning for leading a zoning ordinance rewrite for the Village. Proposals received via the RFP process will be reviewed by the Village Planning Commission and Village Administrator.

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFP and other services as deemed necessary by the Village. Pricing, while an important factor; will be only one criterion used to evaluate the responses to the RFP. The Village may reject any or all proposals. The Village reserves the right to waive any requirement or condition of the RFP upon finding that it is in the public's best interest to do so.

## Background

The Village of Shelby is a community of approximately 2,000 people located in Oceana County, within the western region of Michigan's Lower Peninsula. The Village is approximately 1.7 square miles centrally located in Shelby Township.

The Village recently adopted an updated Master Plan and is close to Redevelopment Ready Community (RRC) certification. The Village is seeking a zoning ordinance rewrite that is in congruence with the Master Plan, Downtown Development Plan, Economic Development Strategy, and RRC standards.

Additionally, the current zoning ordinance is dedicated to both the Shelby Village and Township. Therefore, the Village is seeking a zoning ordinance specific to the Village.

To view the Village's Master Plan, go to [shelbyvillage.com/planning-commission](http://shelbyvillage.com/planning-commission). To view the Village's zoning ordinance, go to [shelbyvillage.com/ordinances](http://shelbyvillage.com/ordinances).

## Scope of Work

With the assistance of Village staff, the selected consultant will conduct a public process to develop a new zoning ordinance for the Village of Shelby. It is anticipated that the consultant will incorporate updated but conventional zoning standards and standards that support walkable, mixed-use development.

The final work program will be developed in conjunction with Village staff but the scope of work should include the following:

- Zoning ordinance rewrite that is specific to the Village.
- Update building and site design to promote quality commercial and industrial uses, while retaining the small-town character of the Village.
- Develop a public GIS of the zoning map.
- Remove barriers to development.
- Look for opportunities to increase trail and park connections in the Village.
- Incorporate green infrastructure and sustainability standards.
- Clearly allow at least three types of missing middle housing by-right.
- Encourage attractive streetscape.
- Evaluate zoning standards for the Central Business District to ensure all desired uses are permitted and required dimensional standards are appropriate.
- Ensure zoning ordinance is in congruence with Master Plan, Downtown Development Plan, Economic Development Strategy, and RRC requirements.

### **Proposal Submission**

Proposals should contain the following information:

1. An introduction to the contractor submitting the proposal.
2. A listing of References of similar projects completed by your firm and the name, address, phone number and email of the contact person for whom the project was completed. The Village of Shelby reserves the right to contact these references to discuss their project experience with your firm.
3. A completed pricing form for the project. Pricing should not contain any sales tax, the Village of Shelby is exempt. The pricing form must be signed by an authorized representative of the firm.

Please submit proposals electronically to Brady Selner, Village Administrator at [administrator@shelbyvillage.com](mailto:administrator@shelbyvillage.com) by March 22, 2021 at 4:30pm.

### **Selection Process and Evaluation**

Proposals will be evaluated according to the quality of the responses to the sections identified in the Scope of Work section. Proposals will be evaluated by content addressing the Village's needs, experience of the consulting firm, portfolio of previous completed projects, and cost efficiency.

*Continue to next page for criteria.*

Proposals will be evaluated using the following criteria:

Criteria	Points
General completeness of the proposal relative to this RFP	20
Consultant's personnel capacity and experience	15
Quality and relevance of work samples in portfolio	15
Clarity and focus of project approach	25
Familiarity with economic issues and opportunities in the region	5
Overall project cost efficiency	20
<b>Total</b>	<b>100</b>