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VILLAGE OF STEVENSVILLE, BERRIEN COUNTY, MICHIGAN
REQUEST FOR QUALIFICATIONS & PROPOSALS
ZONING ORDINANCE REWRITE SERVICES

Zoning Ordinance Rewrite

VILLAGE OF STEVENSVILLE

Stevensville, MI

ZONING ORDINANCE REWRITE

The Village of Stevensville is currently accepting proposals from qualified firms with expertise in zoning for leading a process resulting in the preparation of the new zoning ordinance for the Village.

Proposals received via the competitive bidding process will be reviewed by an evaluation committee comprised of Village Staff and the Planning Commission of the Village of Stevensville.

METHOD

This solicitation is a Request for Proposals (RFP). Proposals will be reviewed by a Selection Committee that will evaluate each proposal according to the selection criteria outlined in the RFP. Interviews may be requested with one or more firms responding to the RFP.

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.

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. Proposal content, including pricing, will be kept confidential until award of the contract.

The Village may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and 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.

INQUIRIES

All requests for clarifications or interpretations shall be made in writing and shall be emailed to treasurer@villageofstevensville.us. Inquiries shall contain the firm's name, contact person, email address and fax number and be titled "**Zoning Ordinance Rewrite RFP**". Deadline for inquiries is **Friday December 20, 2019 @ 4:00 P.M.**

PROPOSALS DUE December 27, 2019 @ 3:00 P.M.

Proposals received after the stated date and time will be considered unresponsive and will not be accepted.

INSURANCE

A current Certificate of Insurance should be submitted with your proposal showing General Liability, Workmen's Compensation and Vehicle Liability.

BACKGROUND

Community Profile.

The Village of Stevensville is a General Law Village incorporated in Lincoln Charter Township in Berrien County. Located in Southwest Michigan, the Village of Stevensville is home to approximately 1,142 residents. (Based on 2010 U.S. Census) The Village of Stevensville is comprised of many different types of properties and buildings for many different uses. Housing in the Village of Stevensville is primarily single or two family homes; there are some multi-unit apartment complexes as well as a senior living mobile home park.

The central business district includes the downtown area and is home to restaurants, service industries, shopping and a microbrewery. There are also industrial complexes spread throughout the Village as well as restaurants and several service businesses along the Red Arrow corridor. There are four churches within the Village borders.

The surrounding area includes Lincoln Charter Township, Lincoln Charter Township borders Lake Michigan to the West. Lake Michigan attracts many tourists to the greater Stevensville area in the summer to enjoy outdoor recreational opportunities such as boating, fishing and swimming. Hickory Creek is a designated Michigan trout stream that runs through the Village of Stevensville. Hickory Creek provides kayaking, canoeing and fishing opportunities to residents and tourists. The Village is comprised of citizens of all ages. The two largest age groups are retirees and families with young children.

Staff

The Village of Stevensville is a General Law Village. The Village is governed by the Village Council which consists of six Trustees and one Village President. The trustee positions are four- year terms; the office of President is a two year term. These positions are elected by the Village residents through general elections. These are the only elected positions in the Village. The Village Council is responsible for appointing positions approving projects, establishing budgets and serving on various Village committees. The Village Clerk, Village Treasurer, Village Manager and Public Works employees are all appointed by the Village Council. The Village currently employs a full time clerk, part-

time treasurer and one full time and one part time DPW employees. The Village President is currently acting as Village Manager.

The Village President, with the approval of the Village Council by a majority vote of the members elected and serving, shall appoint all Planning Commission members, including the ex officio members.

The Planning Commission members, other than an ex officio member, shall serve for terms of three years each.

A Planning Commission member shall hold office until his or her successor is appointed. Vacancies shall be filled for the unexpired term in the same manner as the original appointment.

Planning Commission members shall be qualified electors of the Village, except that two Planning Commission members may be individuals who are not qualified electors of the Village. The membership of the Planning Commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the Village, in accordance with the major interests as they exist in the Village, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire geography of the Village to the extent practicable.

The Village Planning Commission will be taking the lead role in this project, with the assistance of Village Staff.

Stevensville Comprehensive Plan

The Village utilizes a Master Plan which was adopted by the Village Council in 2018. Village of Stevensville is also working on becoming a Redevelopment Ready Community. All plans and ordinance changes must be completed according to standards set forth in the RRC guidelines as well as the Village Master Plan.

Current Zoning Ordinance

The state of the current Zoning Ordinance is not unusual:

- It has not been completely updated since the 1970s
- It is Euclidian in nature and contains design standards that are outdated and difficult to administer
- Numerous amendments have been made that sometimes are not consistent with the rest of the code.
- It is not user-friendly and lacks consistent graphics to improve readability.

The existing code can be accessed on the Village web site at <http://villageofstevensville.us>

SCOPE OF WORK

With assistance from Village Staff, the selected consultant will conduct a public process to develop an updated Zoning Ordinance for the Village of Stevensville. It is anticipated

that the consultant will work with the community to develop a “hybrid” zoning ordinance which incorporates form-based standards in established neighborhoods, updated but conventional zoning standards that support walkable, mixed use neighborhoods throughout the Village.

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

- **Current Zoning Ordinance Diagnosis.** The consultant will work closely with Village Staff in producing a diagnosis of the existing code.
- **Review of the Master Plan.** The consultant will review and identify Plan Goals, Objectives and Recommendations to ensure the new code will be consistent with recent planning documents
- **Public Outreach.** The consultant will develop a public outreach strategy designed to inform community stakeholders and the general public on the benefits of a hybrid code, as well as conducting regular meetings and web/social media interaction throughout the process.
- **Evaluation of Existing Neighborhoods, Corridors and Districts.** Stevensville contains many unique areas that will warrant context-sensitive regulations. Staff will work with the consultant to identify these areas.
- **Drafting the Document.** The consultant will prepare drafts of the zoning ordinance, including graphics, for review by staff and the steering committee, culminating in a final version to be acted upon by the Planning Commission and the Village Council.

PROPOSAL REQUIREMENTS

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 Stevensville 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 Stevensville is exempt. The pricing form must be signed by an authorized representative of the firm.