January 6, 2020

REQUEST FOR PROPOSALS

The City of Milford, Ohio is requesting proposals from qualified firms to perform a comprehensive update to its Zoning and Subdivision Ordinances. The new ordinances shall be in compliance with Federal and State statutes and shall be consistent with the City's Comprehensive Plan.

Each proposal must contain the full name of the party or parties submitting the proposal and all persons interested therein.

Full Requests for Proposals may be obtained by prospective firms from Milford City Hall or the City website.

All proposals must be properly labeled and received by 11AM Local Time, Friday, February 7, 2020:

Ms. Pam Holbrook
City of Milford
745 Center Street, Suite 200
Milford, Ohio 45150
City of Milford
Request for Proposals - Zoning Code and Subdivision Ordinance Update

REQUEST FOR PROPOSALS – Statement of Intent
The City of Milford is issuing this request for proposal (RFP) to obtain written proposal from qualified firms to perform a comprehensive update to its Zoning and Subdivision Ordinances. The new ordinances shall be in compliance with Federal and State statutes and shall be consistent with the City’s Comprehensive Plan.

BACKGROUND
The City of Milford is located 15 miles east of downtown Cincinnati, on the banks of the Little Miami River. The population is about 6,800 people. The City was incorporated in 1836 and is approximately 3.8 square miles in size. The population is approximately 6,800. Much of the land area is built out so redevelopment of aging commercial structures is a concern. The downtown boasts a variety of restaurants, a brewery, and a microdistillery. There are several traditional neighborhoods as well as suburban neighborhoods. The Little Miami River and Little Miami Scenic Bike Trail are major area attractions.

CONTACT PERSON
Questions concerning the RFP should be directed to:
Pam Holbrook, Assistant City Manager
City of Milford
745 Center St
Milford, OH 45150
513-248-5093

GENERAL SCOPE OF WORK
1. **Plan Elements.** The City of Milford wants to update their zoning ordinance in a way that will promote a style of development that preserves the charm of Milford while allowing development that takes into consideration the resident, business owner, and developer. The new ordinances should be comprehensive, user-friendly with tables and illustrative graphics that communicate standards and regulations, and in line with current zoning trends. The last major update of the Zoning Ordinance was in 1999 and the Subdivision Ordinance was in 1990.

   Special areas of concern for the City include:
   - Definitions Updates
   - Uses permitted in all zoning districts
   - Residential design and accessory structures
   - Accessory dwelling units
   - Landscaping
   - Signs
   - Solar panels
   - Short Term Rentals
   - Site plan review
   - Traffic Impact Study

2. **Public Participation.** The consultant must propose a specific plan for citizen participation in the process as well as describe how other interested parties will be included in the public participation process.
3. **Project Cost.** The project cost should not exceed $50,000 for the preparation of the Zoning and Subdivision Code Update including all data development and materials, meeting costs and deliverables.

4. **Additional items the proposal should include:**
   a. Review Comprehensive Plan
   b. Review existing Zoning and Subdivision Ordinance
   c. Number of public meetings and timeline for plan progress

5. **Deliverables**
   a. Electronic Format(s) of both the Draft and Final documents
   b. All other data and information that has been collected through the process in both digital and paper copies.
   c. All public participation materials including any survey results or other information.

**PROPOSAL REQUIREMENTS**

Each consultant should submit a formal proposal including the following items:

1. **Format.** The proposal should be submitted in written form.
2. **Contents.**
   a. A work program describing the precise scope of work to be undertaken, including an outlined approach for community involvement and citizen participation.
   b. A detailed project time schedule.
   c. A proposed budget for the work effort including an outline of deliverables.
   d. A statement indicating the mechanisms proposed to be used to coordinate the work effort with the City, including potential division of work.
   e. A description of the consultant's past involvement with a Zoning Code Update.
   f. Designation of the key personnel who will work with the City and their specific areas of responsibility for this project. A statement indicating the professional and technical qualifications of the key person who will be assigned to the project.
   g. Disclosure of any competing interests or potential conflicts of interests in the City including consultant's work for persons who own land or have development interests in the City.

3. **Timeline.** The City seeks to have a final version of the Zoning and Subdivision Codes ready for adoption by City Council within 12 months after consultant is selected. Please indicate whether such timeline is acceptable. Provide a detailed breakout of the projected timeline for the various steps in the process, including but not limited to delivery of the following:
   a. Citizen participation plan
   b. Initial discussion draft of Zoning and Subdivision Codes
   c. Revised draft of Zoning and Subdivision Code
   d. Final Zoning and Subdivision Codes.

4. **Directions for Submittal.** Consultants should submit 10 complete copies of the proposal and ten copies of the estimated project budget. These materials must be received at City Hall by 11:00AM on Friday, February 7, 2020. Packages containing the proposal and any related material should be plainly marked on the outside in the following manner:
   "PROPOSAL FOR THE CITY OF MILFORD ZONING CODE UPDATE"

5. **Costs Incurred in Responding to this RFP.** The City of Milford shall not be liable for any costs incurred by consultant in responding to this request for proposal.
CONSULTANT QUALIFICATION EVALUATION
Proposals will be evaluated on the overall qualification, experience, and competence of the consultant and staff, prior experience in similar projects, experience in handling public relations and citizen involvement, a check of references, understanding of the project, proposed project approach, interview and proposed budget. Staff will review the applications and recommend a selected few proposals to the City Council for their review. Notification of proposal status will occur with two weeks of the deadline.

CONSULTANT SELECTION PROCEDURES
Screening. The City shall review each proposal submitted. If possible, at least three consultants will be selected for follow-up interviews.

Interviews. The purpose of the interviews will be to allow the consultant to make a brief presentation to the City and to allow for follow-up questions. It is anticipated that each consultant interview will be approximately 45 minutes, including presentation and question and answer period. Consultants selected for interviews will be advised by the City as to the exact time and location of the interviews.

Selection. After conducting interviews, the City may elect to negotiate a contract with a consultant containing a scope of work and a specific price for those services that best meets the needs of the City. The City reserves the right to reject any and all submittals, waive any irregularities, re-issue all or part of this RFP, and not award any contract, all at its discretion and without penalty.