

Request for Proposals

To Update the Zoning Ordinance for the City of David City, Nebraska



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Introduction

The City of David City, Nebraska is soliciting proposals for a review and a complete update of its Zoning Ordinance dated November 14, 2007, and updated October 28, 2021. Submissions must be received by the deadline date and time listed in the Timeline section of the Request for Proposal in order to be considered.

Consultants must submit proposals in a digital format in PDF format.

All communication on the Request for Proposal should be made to the primary contact. The proposal primary contact is:

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Community Description

The City of David City, the largest Community in Butler County is located in eastern Nebraska, approximately 70 miles west of Omaha, Nebraska and approximately 25 miles north of Seward, Nebraska. The City is serviced by County Highway 15 and U.S. Highway 92 as well as the Interstate 80 Corridor, located south of the Community. Currently (2020), an estimated 3,000 persons reside in David City.

Update to the Zoning Ordinance

The City of David City requests proposals from qualified firms to assist in completing a major update to its Zoning Ordinance (the "Ordinance"). The intent of the Ordinance update is to create a more cohesive and comprehensive zoning ordinance that reflects best practices in modern development. The update should be sensitive to specific development patterns in David City and align with the City's goals and policies for the future. Some sections of the current Ordinance may be outdated, in conflict with other sections, and/or difficult to interpret. The Consultant, working alongside City staff, would be tasked with rewriting, and revising portions of the Ordinance, providing graphics, formatting, as well as conducting a thorough review of the Code. The update process will include a review and analysis of current regulations. Revisions to the zoning ordinance should be in coordination with David City's current master plans including, Subdivision Regulations, and the City Municipal Codes (current regulations available online at www.davidcityne.com). The City is seeking effective and innovative techniques to produce an updated zoning ordinance to facilitate sustainable development in David City over the next 20 years.

With oversight from City staff, the selected consultant will lead the process to develop an updated zoning ordinance for the City of David City. The City anticipates that the consultant will work with the community to update their zoning ordinance. The consultant will develop a final work program in conjunction with City staff prior to contract approval. The scope of work provided below are a general framework to be incorporated into proposals. However, the proposed scope of work is not limited to proposals for additional items. The minimum scope of work should include the following:

- **Project Management:** The consultant will take the lead in managing their time, staff, resources, budget, and related activities to ensure that the project objectives are met. The consultant will be in close communication with staff throughout the life of the project. Staff will provide general oversight of the consultant and will help to facilitate interactions with City staff, board/committee members, and project stakeholders.
- **Existing Conditions & Data Analysis:** The consultant will work to gain a firm understanding of the context, trends, and related information applicable to the project objective and utilize the data to inform outcome of the document
- **Review of Comprehensive Plan:** The consultant will review and identify Plan Implementation Strategies, Objectives, and Policies to ensure that the new ordinance will be consistent with current planning documents.
- The consultant will review state statutes to ensure that the new ordinance will be consistent with state law.
- **Public Outreach:** Presentations to City Council and Planning Commission meetings and hearings as needed.
- **Drafting the Document:** Consultant will develop recommendations for reorganization or formatting changes in order to make the document as user-friendly as possible to be implemented by City staff. Recommendations should aim to streamline the process of locating information within the document and within the online version. The consultant will prepare drafts of the zoning ordinance (text document and zoning map), including graphics, for review by staff and the city, Planning Commission, and Council Members, culminating in a final version to be acted upon by the Planning Commission and the City Council.
- **Integration of the New Code into User-Friendly Formats:** The consultant will work with City staff as well as its information technology vendors to make the new code accessible and interactive with the public, including GIS display.
- **Project Schedule:** The consultant will provide the City an anticipated schedule for the above work, with a goal of completion by the end of 2024 or earlier. Proposals should include a proposed schedule showing major milestones for project completion, key public involvement events, and completion of draft and final deliverables.

Submission Content

The following information must be included as part of a firm's response to this request:

- **Letter of Interest:** Cover letter indicating interest in the project and identifying the firm's ability to provide services needed. (*maximum 2 pages*)
- **Overview of Firm:** A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size. (*maximum 2 pages*)
- **Key Personnel:** Identify the key personnel who will be assigned to the project. For these individuals, include their respective titles, experience, and periods of service with the firm, including resumes if desired. (*maximum 1 page per person/resource*)
- **Work Program:** Describe the general project approach and process to be employed. Work program to include a project schedule, including timeline of major milestones, deliverables, and completion. (*maximum 4 pages*)
- **Relevant Work Experience and References:** Brief documentation of the firm's prior work relevant to this RFP, including three client references and their associated contact information. (*maximum 1 page per listed experience, maximum 1 page per reference*)
- **Cost Estimate:** Estimate for completing the entire project, including a lump sum dollar figure for all consultant services, fees, and charges, reproduction, and delivery. The basis of the total budget shall be on the required tasks identified in your proposal. The contract is expected to be constructed in a single total fee arrangement for all items. Consultant shall provide a breakdown of the fee in to categories of effort. (*maximum 2 pages*)

Submission Deadline

Proposals will be accepted by electronic submittal only. Email proposals to bswerczek@ktech-ki.com. Firms wanting to submit hardcopy proposals contact Brad Swerczek at KTECH Project Services.

Proposals received via mail or fax will not be accepted. Proposals will not be accepted after the stated submission deadline.

All proposals must be submitted to email address provided with subject line noted "Zoning Ordinance Update Proposal, Attn: Brad Swerczek."

Selection Process & Evaluation Criteria

Proposals received will be evaluated by the Selection Committee in its sole discretion based on the materials submitted. The City may invite any or all firms for proposal interviews. It is the City's desire to select a consultant during the City Council meeting shown in the Timeline section of the RFP.

All proposals received will be evaluated based on the following criteria, among other things within the Selection Committee's and the City's sole discretion;

- Capabilities and previous experience in comparable projects, including qualifications of key personnel who will have direct involvement in tasks on this project.
- Firm's general approach to the project. Although the City has identified the general nature of services required, the consultant is given leeway toward the approach to the methodology to provide the proposed services. The City will pay particular attention to public input strategies

proposed and responsiveness of the proposal to the City's unique characteristics and future growth potential.

- Proposed timeline to complete the work and demonstrated ability to meet proposed schedule.
- Past record and performance on similar projects, including quality of work, ability to meet deadlines, and cost control.
- Compatibility with the City's financial obligations.

Timeline

The following dates are the anticipated milestones for this effort. These dates, durations, and sequence of events may change as needed and directed by the City of David City.

- September 14, 2023 Release of Request for Proposals
- September 28, 2023 Deadline for submission of questions, 2:00 PM Local Time
- October 3, 2023 Deadline for Submittal of Statement of Proposals, 4:00 PM Local Time
- October 11, 2023 RFP Presented to City Council for approval

Request for Proposals Terms & Conditions

1. The City of David City reserves the right to reject any or all proposals.
2. Questions regarding the RFP shall be submitted electronically in writing to Brad Swerczek, Senior Project Manager, at bswerczek@ktech-ki.com by the date and time listed in the Timeline section of this RFP.
3. Although cost is an important consideration, the City of David City shall not be obligated to accept the lowest cost proposal, but will base its decision on the criteria as noted.
4. All data, documents, and other information provided to the City of David City by a respondent to the RFP shall become property of the City of David City.
5. Expenses incurred in the preparation and submittal of proposals are solely the responsibility of the respondent and not the City of David City. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully executed contract with the City or specific written authorization from the City of David City.
6. Responses to this Request for Proposals in no way create a valid or binding contract between the respondent and the City of David City.