

Request for Proposals

Zoning, Subdivision, and Sign Code Update for the City of Bondurant, Iowa



Issue Date: June 20, 2024

Due Date: July 12, 2024 by 4:30 p.m.



Introduction

The City of Bondurant, Iowa requests proposals from qualified professional planning firms to provide technical assistance in completely updating the City's planning and land use regulations, with an emphasis on user-friendliness, consistency, and compatibility with state statutes and relevant case law. The City's planning and land use regulations are currently comprised of the following chapters of the [City Code](#):

- Chapter 175 – General Provisions
- Chapter 176 – Nonconforming Lots, Uses, and Structures
- Chapter 177 – General Regulations
- Chapter 178 – District Regulations
- Chapter 179 – Additional Provisions
- Chapter 180 – Subdivision Regulations
- Chapter 181 – Sign Code
- Chapter 182 – Open Space and Landscaping Requirements

Consultant teams wishing to respond to this RFP must submit a proposal to Maggie Murray, Planning & Community Development Director, at planning@cityofbondurant.com by **no later than 4:30 p.m. on July 12, 2024**.

Please refer all questions regarding this RFP to Maggie Murray, Planning & Community Development Director, via email only at planning@cityofbondurant.com. Answers to questions received will be uploaded to the [City's website](#).

Background and Context

Bondurant, Iowa, an [Iowa Great Place](#), is a rapidly-growing community of approximately 10,000 people in northeast Polk County. Between 2010 and 2020, the community saw a 91% increase in population. Over 3,500 jobs have been created in Bondurant since 2019. To ensure future growth and development is intentional and reflects the community's needs, Bondurant has recently undergone a series of long-range planning processes each having opportunities for public input. These adopted long-range planning documents include: the [Building Bondurant Comprehensive Plan](#), the [Central District Stormwater Improvements Master Plan](#), the [Civic Campus Master Plan](#), the [Grain District Downtown Redevelopment Plan](#), the [Art, Culture, & Wayfinding Master Plan](#), the [Major Streets Master Plan](#), and others.

The 2022-adopted Building Bondurant Comprehensive Plan includes the following vision statement: Bondurant is a welcoming and forward-thinking community that embraces its rich history and preserves its hometown feel while growing sustainably. The Comprehensive Plan identifies the need for the community to update the zoning, subdivision, and sign regulations to better support the Future Land Use Plan and any goals, policies, or action items included in the Comprehensive Plan.

The City of Bondurant's Planning & Community Development Department was established in 2019. This will be the first major Zoning, Subdivision, and Sign Code rewrite since having an established Planning & Community Development Department. The Planning & Community Development Department is excited for the opportunity to take ownership of the codes that will be rewritten so they are consistently enforced for the following decades.

The City Council, Planning & Zoning Commission, Board of Adjustment, and City staff have expressed concerns with the current Zoning, Subdivision, and Sign Code regulations. The City wishes to modernize the land development regulations to address the following weaknesses of the existing codes:

- Unclear, contradicting, confusing, and inconsistent language and format.
- Outdated standards and regulations.
- Lack of graphics and illustrations.
- Lack of sufficient and clear definitions.
- Lack of cross-references within sections, section headings, and comprehensive index.
- Lack of permitted use table capable of being applied to all districts.

Scope of Services Required of the Consultant

The selected consultant team will be tasked with the following scope of work associated with the complete Zoning, Subdivision, and Sign Code update:

- Gain an understanding of Bondurant's planned intentional growth through a review of its long-range planning documents and realize this growth pattern is unique to Bondurant.
- Work with a staff review team and an advisory committee throughout the entirety of this code update process.
- Review and assess the existing regulations of Chapters 175-182, and other relevant City Ordinances initially with staff, but also through various public meetings involving the City Council, Planning & Zoning Commission, and/or Board of Adjustment to gain an understanding of existing weaknesses and opportunities for improvements.
- Integrate feedback received when drafting a complete code update related to the City's Zoning, Subdivision, and Sign regulations.
- Consider the City's Future Land Use Plan, including use designations and the Zoning Compatibility Matrix, when drafting the updated regulations to ensure consistency with the Building Bondurant Comprehensive Plan. Staff does not anticipate the need for a complete overhaul of the City's existing Zoning Map.
- Draft recommendations regarding the City's existing Arterial Corridor Overlay, including how this Overlay can/should effectively function with the code update.
- Incorporate building design/material ordinance language, including language that is specific to the downtown Bondurant.

- Act as a facilitator when engaging residents, the business community, Council members, board/commission members, and City staff in the formulation of acceptable Zoning, Subdivision, and Sign regulations.
- Evaluate different approaches and determine the most effective type of ordinance product for the City, including the exploration of some form-based and/or hybrid code elements.
- Present the draft ordinance and final ordinances at meetings and public hearings, which may include the Planning & Zoning Commission, City Council, and/or Board of Adjustment.
- Ensure compliance with State Statutes and Federal Laws.
- Recommend the best approach for managing and maintaining codification of the new Zoning, Subdivision, and Sign Code.
- **Potential Alternate Scope Item 1:** The consultant team will develop a Planned Unit Development Scoring Matrix to be implemented before or alongside the Zoning, Subdivision, and Sign Code update. This matrix will help establish an objective review standard for all future PUD requests. Staff anticipates a concise document and has outlined the matrix components, seeking the consultant team's input for further refinement through research and feedback.
- **Potential Alternate Scope Item 2:** The consultant team will create a Downtown Design Guidelines Document to be approved before or alongside the Zoning, Subdivision, and Sign Code update. This additional scope item aims to guarantee that downtown Bondurant's development aligns with the suggestions outlined in Chapter 7 of the Building Bondurant Comprehensive Plan. Given the relatively small size of Bondurant's downtown area compared to other communities, staff anticipates a concise yet informative document that offers clear guidance for integration into the code update process.

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.
- **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.
- **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.
- **Work Program:** Describe the general project approach and process to be employed. Work program to include project phases, a public participation plan, a schedule, including timeline of major milestones, deliverables, and completion.

- **Relevant Work Experience and References:** Brief documentation of the firm's prior work relevant to this RFP, including three client references.
- **Cost Estimate:** Estimate for completing the entire project, including a lump sum dollar figure for all consultant services, fees, and charges, as well as document and graphics preparation, 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.

Selection Process & Evaluation Criteria

Proposals received will be evaluated by the RFP Review Committee. Based on the materials submitted, the City may invite any or all firms for proposal interviews.

All proposals received will be evaluated based on the following criteria:

- Expertise and track record in similar projects, highlighting the qualifications of key staff members directly involved in this project. Of particular interest is the experience of key staff members in having not only substantial Zoning, Subdivision, and Sign regulation writing experience, but also in having Zoning, Subdivision, and Sign enforcement experience.
- Firm's general approach to the project. Although the City has identified the general scope of services required, the consultant is given leeway toward the approach to the methodology to provide the proposed services.
- 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

- **RFP Release** – June 20, 2024
- **Deadline for Submittal of RFP** – July 12, 2024
- **Consultant Interviews** – July 19, 2024
- **Contract Presented to Council** – August 5, 2024
- **Expected Zoning, Subdivision, and Sign Ordinance Adoption** – End of 2025

Final Work Product

The Zoning, Subdivision, and Sign Ordinance update is to be presented in a format and language that is user friendly and accessible to the public. The extensive use of graphics and other devices that will enhance the readability and ease of use of the Ordinance is a must.

Immediately following adoption of the Zoning, Subdivision, and Sign Code, the City shall receive ten (10) hard copies and a digital copy that is internet ready for posting on the City's website.

In addition, all sections of the ordinance, including any graphic files, are to be provided in the appropriate digital format. The City of Bondurant shall retain ownership of all data generated.

RFP Terms & Conditions

1. The City of Bondurant reserves the right to reject any or all proposals.
2. Please refer all questions regarding this RFP to Maggie Murray, Planning & Community Development Director, via email only at planning@cityofbondurant.com. Answers to questions received will be uploaded to the [City's website](#).
3. Although cost is an important consideration, the City of Bondurant 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 Bondurant by a consultant because of the RFP shall become property of the City of Bondurant.
5. Expenses incurred in the preparation and submittal of proposals are solely the responsibility of the respondent and not the City of Bondurant. 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 Bondurant.

Submittal Instructions

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