



Town of Bargersville, Indiana  
***REQUEST FOR PROPOSAL***  
Unified Development Ordinance

***ISSUED:***

January 13, 2021

***DEADLINE FOR RESPONSES:***

February 15, 2021

4:00 PM Eastern Standard Time

***SUBMIT PROPOSALS TO:***

Joseph Csikos, Director of Development / MS4 Coordinator

Town of Bargersville

24 N Main St

Bargersville IN 46106

[jcsikos@townofbargersville.org](mailto:jcsikos@townofbargersville.org)

317.422.3150

## **GENERAL INFORMATION & SUMMARY**

### **Organization Requesting Proposals:**

Town of Bargersville  
24 N Main St  
PO Box 420  
Bargersville IN 46106

### **Contact:**

Joseph Csikos  
Director of Development / MS4 Coordinator  
[jcsikos@townofbargersville.org](mailto:jcsikos@townofbargersville.org)  
317.422.3150

### **Summary of Request:**

The Town of Bargersville seeks proposals for a consultant (or team of consultants) to assist in the development and adoption of a Unified Development Ordinance (UDO) for the Town of Bargersville. The UDO will be the primary source of land use regulation for the Town including the Zoning Ordinance, Subdivision Control Ordinance, Street Construction Standards and Specifications, and Stormwater Construction Standards and Specifications. The update may, potentially, include the drainage manual, and construction standards and specifications for Town owned utilities, including sanitary sewerage, and water distribution. The UDO must be consistent with and complementary to the Bargersville Vision! 2040 Plan. The new UDO should express a vision that promotes thoughtful growth and protects the health, safety, and welfare of the community along with the property rights and values of its citizens. Interested parties must submit proposals electronically by Monday February 15, 2021 at 4:00 Eastern Standard Time.

### **Existing Ordinances:**

The last major updates to the current zoning and subdivision control codes occurred in 2015. A number of amendments have been made to the Zoning Ordinance on an ad hoc basis since 2015, while the Subdivision Control Ordinance has not been updated since its adoption. The Drainage Manual was last updated in 2017, while the Town's Construction Standards and Specifications have been periodically updated with the latest revision coming in 2019. The UDO will serve to simplify the development process and standards and to further the goals of the Bargersville Vision! 2040 Plan.

The Bargersville Town Council, Advisory Plan Commission and its staff, the development community, and our citizens have expressed concerns with the current ordinances. Many of the requirements within the current ordinances are unclear and must be analyzed and rewritten with the inclusion of smart growth practices. The Town wishes to modernize its development regulations through implementation of the Bargersville Vision! 2040 Plan, encouraging responsible growth, and aligning plans across the municipality.

### **Communications about the RFP:**

All communication from interested parties during the response submittal process must be made to Joseph Csikos ([jcsikos@townofbargersville.org](mailto:jcsikos@townofbargersville.org)). Any questions regarding the RFP will need to be transmitted via email and will be posted on the Town of Bargersville website, at [www.townofbargersville.org](http://www.townofbargersville.org), with a response from staff.

If necessary, interpretation of or changes to this RFP may be made by written addendum. A copy of any addendum will be posted on the Town website no later than January 31, 2021. Interested parties are responsible for checking the website for addenda, though the Town of Bargersville may choose to contact all known interested parties with notification of posted addenda; the Town of Bargersville will not be responsible for any incorrect assumptions or misinterpretations of this RFP. If significant changes to this RFP are required, then the Town may postpone the final date for submission through an addendum.

Interested parties may notify the Town of Bargersville via email of their intent to submit a proposal but are not required to do so. Failure to notify the Town of Bargersville of intent to submit a response may result in omission from future communications including possible notification of any addenda.

Proposals must be submitted in a .pdf format no later than 4:00 PM EST; February 15, 2021. Responses which, in the judgment of the Town, are in any way incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFP will be rejected.

Any costs incurred while responding to this RFP in anticipation of receiving a contract award are the responsibility of the entity submitting the response. The Town of Bargersville will not reimburse any respondent for any such expenses.

***Proposal Process Schedule:***

<i>January 13, 2021</i>	<i>RFP Advertisement</i>
<i>January 31, 2021</i>	<i>Last Day for Addenda Posted by the Plan Commission</i>
<i>February 15, 2021 (4:00 PM; EST)</i>	<i>Proposal Deadline</i>
<i>February 16 - February 26, 2021*</i>	<i>Response Evaluation</i>
<i>March 4, 2021*</i>	<i>Interviews with Selected Respondents</i>
<i>March 9, 2021*</i>	<i>Selection of Respondent, Contract Negotiations with Selected Respondent</i>
<i>March 29, 2021*</i>	<i>Notice to Proceed (NTP)</i>

*\*Dates are tentative and subject to change as needed*

## **PROJECT DETAILS**

### **Overview:**

The purpose of this project is to develop, draft, and adopt a new Unified Development Ordinance (UDO) combining land use regulations into one combined code of ordinances for the Town of Bargersville. It is envisioned that the UDO will seamlessly combine conventional zoning districts in most areas of the planning jurisdiction with specialized districts for the downtown, old town, and overlay areas that may incorporate form based concepts. The project will also provide updates to the subdivision control ordinance and incorporate other development standards, including but not limited to the Drainage Manual and Construction Standards and Specifications, and update said standards as may be necessary.

### **Objectives:**

The following objectives should be considered in developing the UDO:

- Ensure the new UDO implements the recommendations and goals of the adopted Bargersville Vision! 2040 Comprehensive Plan.
- Recommend updates to all existing zoning districts, defined and permitted uses, special uses, development standards including parking requirements, public infrastructure, etc.
- Recommend subdivision code updates for all design and platting requirements including alternative designs.
- Recommend updates to the drainage manual and construction standards and specifications including green infrastructure alternatives.
- Include innovate and user-friendly interactive graphics that illustrate design and other requirements that make the code easy to use and understand.
- Develop provisions that will facilitate mixed use development along with high-quality infill projects consistent with the context of existing development in the area.
- Improve the technical review process (site review, subdivision plat review).
- Promote and support multi-modal transportation options including complete streets with bicycle and pedestrian facilities.
- Update sign regulations to meet current legal precedent and improve sign regulations.
- Preserve the character of neighborhoods and special districts.
- Provide for and promote incorporation of public spaces and art.
- Update, clarify, and add definitions to the zoning and subdivision codes.
- Update and clarify the process for updating and adopting new construction standards.
- Update and clarify the process for varying from the standards presented in the drainage manual and construction standards and specifications.

### **Project Management:**

The project will be managed by the Town of Bargersville staff, and a Steering Committee will be created to meet with the consultant regularly either in person, or virtually.

### **Scope of Work:**

With assistance from staff, the selected respondent will conduct a public process to develop the UDO. The final work program will be developed in conjunction with staff but the scope of work should include the following.

- **Project Schedule:** The selected respondent will develop and propose a project schedule estimating the timeline for the project elements.
- **Current Code Diagnostics:** The selected respondent will work closely with staff in performing a diagnostic evaluation of the existing code.
- **Public Outreach:** The selected respondent will develop a public outreach strategy designed to inform community stakeholders and the general public on the benefits of the UDO, as well as conducting regular meetings and web / social media interaction throughout the process.

- Evaluation of Existing Neighborhoods, Corridors, and Districts: Work with staff to identify and evaluate unique areas within the planning jurisdiction that may warrant context-sensitive regulations.
- Drafting the Document: The selected respondent will prepare drafts of the ordinance, including graphics, for review by staff and the steering committee, culminating in a final version to be acted upon by the Advisory Plan Commission, Town Council, and any other appropriate boards.
- Integration of the new code into User-Friendly Formats: The selected respondent will work with staff as well as its IT department to make the new code accessible and interactive with the public..

### **SELECTION CRITERIA & EVALUATION**

Consultant selection for this project will be based on an evaluation of the responses along with the consultant interviews. The Town reserves the right to request additional information or to reject all responses and not select a consultant. It is anticipated that the scope of services, fees, and contract details will not be finalized until a consultant is selected, at which time the Town will work with the selected consultant and team members to finalize those matters.

### **RESPONSE REQUIREMENTS**

**General Requirements:**

Submissions must be prepared electronically using 8.5" x 11" paper format and must be submitted as a single .pdf file. The submission must include the following items in order.

1. Submittal Form
2. Introductory Letter
3. Project Team and Structure
4. Relevant Project Experience
5. Project Approach
6. Public Participation Plan
7. Pricing Estimate

Submissions must be emailed to Joseph Csikos ([jcsikos@townofbargersville.org](mailto:jcsikos@townofbargersville.org)). Submissions received after 4:00 PM Eastern Standard Time on February 15, 2021 will not be considered.

**Content Details:**

Proposals should include all of the information required below:

1. Submittal Form: Completed and signed submittal form that is attached to this document.
2. Introductory Letter
  - Name of the individual(s) or firm(s)
  - Contract information for the person authorized to serve as point of contact during the RFP evaluation process and to negotiate on behalf of the firm or team if selected for the project.
  - General statement of interest and availability for the project described in this RFP.
3. Project Team & Structure
  - Identification, qualifications, expertise, and availability of the project manager and key staff proposed to be assigned the project.

- Identification of proposed sub-consultants for any tasks not to be completed by the prime consultant and the type and percentage of work each sub consultant will complete.
  - Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of the project as well as quality control and schedule control.
  - Location of all project team members and their applicable licensure and certifications. Knowledge of and experience with pertinent federal, state, and local laws, regulations, and policies.
4. Relevant Project Experience
- Specific examples of projects that are relevant and similar to this project (provide a link to the project, a reference name, and contact information for the clients associated with these projects).
  - Identification of which key personnel were responsible for the relevant tasks.
  - Experience with ordinance development, comprehensive and land use planning.
  - Experience with high-quality, interactive, and dynamic graphics, maps, etc.
5. Project Approach
- Description of the project approach and deliverables.
  - Timeline with milestones
  - Description of innovative ideas or strategies for project prioritization and project implementation.
  - Discussion of budget and any anticipated expenses above that budget.
  - Other relevant information related to the project approach.
6. Public Participation Plan
- Briefly describe the public participation aspect of the plan's development.
  - Outline a public participation proposal for this process that includes multiple forms of participation and provisions for continued limitations on public gatherings due to COVID-19 restrictions.
  - Identify any tasks which the Town staff would be responsible for completing during the public participation process.
7. Pricing Estimate: A complete estimate of costs associated with the project. The provided estimate should itemize each phase of the proposal (ie zoning and subdivision control updates, drainage updates, construction standards and specification updates, etc.)

**SUBMITTAL FORM**

The undersigned declares that this response submitted to the Unified Development Ordinance Request for Proposal (RFP) advertised on January 13, 2021 is, in all respects, and accurate and true representation of the individual's / firm's / project team's experience and qualifications. The undersigned further acknowledges that the response submitted is absent any collusion with an employee / official of the Town of Bartersville. The undersigned acknowledges they reviewed and are familiar with the RFP documents issued on January 13, 2021, and they acknowledge their responsibility for checking the Town website for any addenda to this RFP and incorporating or responding to information presented in such addenda as necessary.

If any omissions, erasures, and / or alterations (collectively "modifications") are required to be made to the response documents, the undersigned acknowledges that they have carefully examined the modifications to the response documents submitted by the individual or firm, and have approved all such modifications. If said modifications are hand written, the modifications must be initialed. The undersigned further acknowledges that the individual initiating any such modifications has authorization to do so on behalf of the individual, firm, or team.

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Individual / Primary Firm Name:

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Firm Representative Name:

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Authorized Signature:

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Title:

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Date

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Address

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City

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State

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Zip

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E-Mail

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Contact Number