

Village of Hebron - Request for Proposal Zoning Code and Sub-Division Regulation Assessment

RFP Release Date: July 26, 2018
RFP Proposal Due Date: August 31, 2018 at 4 p.m.

Submit one digital* and five hard copies to:

Village of Hebron Community Development
Attn: Linda Nicodemus
934 W. Main Street
Hebron, Ohio 43025

General Information

The Village of Hebron, Ohio is seeking statements of qualifications and proposals from consulting firms with zoning and planning expertise to work with the Village of Hebron Planning & Zoning Board, Administrator, Solicitor and Community Development Coordinator to identify essential updates to the Village's Zoning Code and Subdivision Regulations. Attending public meetings with residents, community stakeholders, members of the Hebron Village Council and Planning and Zoning Commission may be an important component of the process.

Recommended revisions to the Zoning Code and Subdivision Regulations must accomplish, at minimum, the following:

- Identify inconsistencies, redundancies, and antiquated terminology;
- Offer to improve ease of use by clarifying references and connections/cross-references to other sections of the Zoning Code;
- Propose diagrams that clarify and enhance understanding of relevant code sections; and
- Recommend revisions in the code structure, implementation methodology and enforcement procedures based on industry standards and best practices.

Interested consulting firms are advised to carefully review the information outlined in this RFP and respond accordingly. All qualification statements must be received no later than August 31, 2018 at 4 p.m. Specific instructions regarding submission requirements are included in this RFP.

Village of Hebron Background

The 2,336 residents that call Hebron, Ohio home know that the community provides a high quality of life in Licking County. The community has a considerable amount of loyalty and pride, with a rich history, a great park system, a quality mix of residential housing stock, an easy access to highways and trails, with the South Fork Licking River bordering the south-east side and an unmatched geographic location within the Interstate 70, Historic Route 40 (National Road) and State Route 79 Corridor.

The main thrust of the project is to review the zoning code to address the current and future development realities of our village. Hebron is home to the Newark Ohio Industrial Park to the north, has general commercial on the east and downtown and newer housing to the south and northwest part of the village. In recent years, Hebron has obtained grants to add sidewalks to the main corridor to promote connectivity, walkability, and mixed use areas that enhance community life in the Village of Hebron.

The Hebron Zoning Code, in its current format, was adopted in 1965 and amended several times over the years. It may not always reflect current best and desirable zoning and planning practices and may

not be sufficient for implementing the vision, goals, and objectives as set forth in the Comprehensive Plan.

The goal of this project is to build on the vision of the 2008 Comprehensive Plan and to have a code that is easy to read, understandable by the public and enforceable by the Village of Hebron.

SCOPE OF WORK

The professional consulting firm selected for this assignment will work closely with the Village Staff, the Village Solicitor, and Planning & Zoning Board members as deemed necessary to identify sections of the Zoning Code and Sub-Division Regulations that need to be updated and provide recommended updates, additions, and modifications.

The project could entail an update of the existing Zoning Code and Sub-Division Regulations to address concerns, functional needs, conflicts, errors and response to legislative and/or physical changes that have occurred over time. This update is not contemplated as a complete rewrite of the existing Zoning Code and Sub-Division Regulations. The Village believes the current document provides a solid foundation. Nevertheless, significant updates and enhancements clearly may be necessary to correct errors, eliminate inconsistencies, and incorporate zoning code best practices.

The Village of Hebron is requesting proposals from qualified consultants who will have the following responsibilities with the assistance and cooperation of village staff:

- The overall management of the Zoning Code and Sub-Division Regulations assessment process;
- The inclusion of public participation in the planning process;
- The thorough analysis of existing conditions, documents, the Village of Hebron Comprehensive Plan, related plans, and policies;
- Responsible for all the draft and final recommendation;
- Communication with the Planning and Zoning Board and Village Council regarding proposed amendments to the Zoning Code and Sub-Division Regulations.

All sections of the Village's Zoning Code (Part 11) and related ordinances of the Village of Hebron's Codified Ordinances, including but not limited to Part 13, shall be reviewed and analyzed.

The Community Development Coordinator will serve as the point of contact throughout the project and will be responsible for coordinating the evaluation of the Zoning Code and Sub-Division Regulations.

Expected Tasks and Services

The successful respondent is expected to perform many tasks for the development of the zoning ordinance update including, but not limited to the following:

1. **Diagnostic Review:** A comprehensive review and executive summary of deficiencies identified in the current zoning code. This should include a review of the zoning code against the following measures, at a minimum:
 - Meeting and discussions with village staff
 - Concurrency with the Village Comprehensive Plan and other planning documents
 - Compliance with State and Federal laws and case law
 - Overall cohesiveness and consistency
 - Enforceability
 - Workability for staff and the general public
 - Public Outreach comments (see below)

2. **Public Outreach:** Consider a public meeting for the general public and/or online methods of engagement to gain public input throughout the process. The consultant should provide a written summary and analysis of the comments made by the individuals and groups.
3. **Solutions and Code Outline:** Develop an outline of solutions to the problems identified in the above outreach and diagnostics steps.
4. **Maps and Graphics:** Provide maps and graphics identifying parcels with uses and structures that become inconsistent with proposed standards and zoning regulations.

Reference Links:

- Village of Hebron website: <http://www.villageofHebron.com/>
- Municipal Code: <http://www.conwaygreene.com/Hebron.htm>
- Zoning Map:
<http://whdrane.conwaygreene.com/NXT/gateway.dll?f=templates&fn=default.htm&vid=whdrane:OHHebron>
- Village of Hebron Comprehensive Plan:
<http://www.hebronvillage.com/pdf/2010/2008VillageofHebronComprehensivePlan.pdf>

Throughout the entire process, extensive interaction is expected with village staff. The detailed schedule for the project shall be included in the consultant's proposal, and should be limited to six (6) to twelve (12) months.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals shall be submitted to the Village of Hebron Community Development Coordinator, as indicated below. The applicant shall submit ten hard copies and one electronic copy of the proposal. Proposals, at minimum, should include:

1. A completed RFP Cover Sheet and Professional Design Services Register form;
2. A cover letter;
3. A statement of project understanding;
4. Qualifications of the firm/project team;
5. A strategy and implementation plan;
6. Services provided by the applicant;
7. Organization of the applicant's team, staffing plan and the approximated distribution of work hours;
8. A projected timeline;
9. References of similar projects completed during the past five years;
10. A detailed fee proposal including a complete list of costs per task and a total fee for the proposal. Each component of the work program should be itemized and hourly rates, travel, meetings, etc. should be included.

Submission Packet: The entire RFP response needs to be submitted in an envelope marked "Village of Hebron, Ohio, Zoning Code and Sub-Division Regulation Update" on the front.

Deadline: Responses to this RFP are due no later than **4:00 p.m., EST, Friday August 31, 2018** and need to be sent or delivered to:

Linda Nicodemus
Community Development & Stormwater Coordinator
Village of Hebron
934 W. Main St.
Hebron, Ohio 43025

Any questions regarding the information included in the RFP must be submitted, via e-mail, to hebroncdc@midohio.twcbc.com. All questions will be responded to via e-mail and responses will be forwarded to all persons who received a copy of the RFP.

Request for Proposals Schedule

1. Request for proposals issued: July 26, 2018
2. Proposals due to the village: August 31, 2018 by 4 p.m.
3. The Village will reveal the three top-scoring firms it wishes to interview: September 13, 2018
4. Possible interviews with finalists and selection committee recommendation:
September 17 - 21, 2018
5. Village Council consultant approval: September 26, 2018

Please note these dates are for planning purposes only. The dates represent the village desired timeline for implementing this project. The timeline may be adjusted as needs and circumstances dictate.

OTHER INFORMATION

The Village of Hebron reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet the stated requirements, or any proposal which does not furnish the quality, or offer the availability of materials, or services as required by the specifications, description or scope of work, or proposals from an offeror who lacks experience or financial responsibility, or proposals which are not made to form.

The Village of Hebron reserves the right not to award a contract to the lowest and most responsive offeror and may require a new request for qualifications. The Village of Hebron may rescind the award of any proposal within one (1) week when the public interest will be served thereby. Proposals submitted by telephone, email or facsimile machines are not acceptable. Any proposals submitted after the stated due date and time will not be accepted.

The Village of Hebron is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity or sexual orientation.