

VILLAGE OF ANGOLA

Request for Proposal – Zoning Code Update

Issued: October 12, 2023

PROPOSAL DEADLINE DATE: Proposals must be received no later than 4:00PM. On Friday, December 8, 2023.

Village of Angola
41 Commercial St
Angola, NY 14006

The Village of Angola is soliciting proposals from qualified consultants (“consultant”) to perform a comprehensive Zoning Code update pursuant to terms specifically set forth in the “Erie County Municipal Planning Grant Application”.

I. Purpose

The purpose of this Request for Proposal (RFP) is to provide guidelines for the submission of proposals. Proposals must reflect the ability to provide a full range of expertise in all areas required to develop a complete and comprehensive Zoning Code update. The consultant shall follow and adhere to all provisions set forth in the attached “Municipal Planning Grant Application” in the update of the Zoning Code, unless modified in this request for proposal. Proposals must identify experience with public outreach, facilitation of public meetings, and the development of various types of codes and design guidelines.

This update is not anticipated as a complete rewrite of the existing code. The Village believes the current document provides a solid foundation. Significant updates and enhancements clearly are necessary to correct errors, eliminate inconsistencies, incorporate Zoning Code best practices, and make it easier to navigate. The process to update the Zoning Code will be critical to its success and must ensure that the final document reflects the desired outcome of the Village.

II. Scope of Work

The following section describes the minimum components which should be included in the scope of work. Village staff will finalize the scope of work with the selected consultant prior to contract authorization. The Village is open to suggestions other than those items listed which the consultant believes will be of value in producing a viable Zoning Code that will have practical applications for day-to-day implementation.

The scope of work should include at a minimum, the following:

1. Current Zoning Code Assessment. The consultant will work closely with staff in producing an assessment of the existing code and other related sections of the Codified Ordinances.
2. Comprehensive Plan. Review and identify the goals, policies, and implementation strategies in the Comprehensive Plan to ensure the updated code will be consistent with the plan.

3. Assist with the design and implementation of public outreach and engagement strategies.
 - See Section V for additional information.
4. Draft the update.
 - It is expected that draft sections will be submitted for review and editing throughout the process.
5. Legal Review. Coordinate with the Village Planning/Zoning Attorney to provide a legal opinion on the enforceability of the updated Zoning Code.
6. Staff Training. Provide resources to assist staff with implementation of the updated code through a “start-up” period not to exceed six months.

III. Public Process Strategy and Public Outreach

The consultant will engage the community, including stakeholders, staff, and elected officials, through various methods including presentations, workshops, and social media. Strong communication (oral and written) and presentation skills are required.

It is anticipated that the consultant will lead public meetings, steering committee meetings, and possible sub-steering committee meetings as well as attend/ present to Village Board, Planning Board, and the Board of Zoning Appeals throughout the process.

IV. Qualifications

All statements of qualifications should include, at a minimum, the following information:

1. Project Team Composition.
Provide a description of the team that will be assigned to the project including related work experience for all team members. Identify the capacity in which team members will be used and identify the Project Manager, who will be the point of contact during the update process. Any work intending to be subcontracted must be disclosed, including the name of the subcontractor(s) and specific tasks that will be subcontracted. The Village expects that the principal staff person(s) listed will not change and will follow through the entirety of the project.

2. Firm Background.
Provide a brief description of the firm including the range of professional services, office locations and staff size. This shall apply to all sub-consultants.
3. Firm Experience.
Outline the experience of the firm and other credentials that illustrate qualifications to undertake this project. Provide at least three examples of zoning codes that your firm has completed within the last five years. This can be provided by a link to a specific webpage, electronically on a flash drive, or other method determined by the consultant. In addition, provide at least one example that incorporates design standards and guidelines. Plans should be based on similar sized communities.
4. References.
Provide a minimum of three references for services comparable to this project. Include a contact person, title, address, telephone number and email address. In addition, provide the time when the services were rendered, and a description of services rendered.

V. Submission Criteria

For evaluation purposes, each proposal submission shall include, at a minimum, the following items listed below.

1. Letter of Interest. This brief letter will summarize the consultant's understanding of the scope of work.
2. Qualifications as stated in Section VI.
3. Approach to the Project. Provide a description of the consultant's approach to accomplishing the project. This includes a proposed scope of work describing the approach to accomplishing the objectives stated in the RFP and identifying the methodology proposed. The consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness. Clearly articulate all assumptions regarding date, information, and the role that you expect from the Village.
4. Public Outreach and Communication. Provide a description of the proposed public input process.

5. Project Schedule. Provide an outline of an expected timeline and major milestones for the scope of work. The estimated start date is January 1, 2024.
6. Project Budget. Provide a **detailed outline** of cost for completing the scope of work. This should include material costs and a not to exceed figure as well as all other costs that may be incurred for the delivery of services requested.
7. Any other information you would like to submit that you feel will assist us in the evaluation of your qualifications.
8. Please submit one (1) hard copy of the proposal and one electronic copy.

VI. Selection Process

Award of this proposal will be to the consultant deemed best qualified to perform the services outlined in this RFP and other services deemed necessary by the Village.

Proposals received for this RFP will be reviewed by an evaluation committee comprised of Village staff and elected officials. The Village of Angola will select a consultant based upon a thorough review of the merits of the proposals received. Consultant will be chosen based on their ability to best meet the overall expectations of the Village.

After evaluating the proposals, the Village will select the top 2-3 consultants for follow-up interviews. Only key team members, including sub-consultants, who will be directly responsible for the work should participate. Based upon results of the interview, the Village will select a consultant.

Upon selection, the consultant will be contacted to finalize a contract, which will include fee structure, project schedule and any additional scope of services that may result from the interview.

The Village reserves the right to reject all proposals. The Village reserves the right to waive any requirement or condition of the RFP upon finding that it is in the best interest of the public to do so.

VII. Miscellaneous

Questions and clarifications regarding the proposal must be submitted in writing via email to Nicole Milks at angolaclerk@villageofangola.org. All questions must be submitted no later than

December 5, 2023. All questions and answers will be posted on the Village's website villageofangola.org within two (2) business days after receiving the question.

Consultants will not be reimbursed for any cost associated with the preparation of the RFP.

Proposals are to be submitted to:

Village of Angola
Nicole Milks
Clerk Treasurer
41 Commercial St.
Angola, NY 14006

Contact Information:

Nicole Milks, Clerk Treasurer (716) 549-1126

Email: angolaclerk@villageofangola.org