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City Of Laurel

P.O. Box 10
Laurel, Montana 59044



Office of the Director of Public
Works

Request For Proposals Zoning Regulations For the City of Laurel

RESPONSES DUE NO LATER THAN:
Wednesday December 7, 2022 by 5:00 P.M.

DELIVER TO:
City of Laurel
C/O Kurt Markegard
Attn: Response to Zoning Regulations RFP
PO Box 10
Laurel, MT 59044

The City of Laurel, MT (the “City”) is seeking professional planning services (the “Consultant”) to lead the City in updating its zoning code. The City desires an approach that takes its current zoning standards and updates them in a way that specifically speaks to the unique character of the City’s neighborhoods and commercial corridors with an emphasis on implementation of the 2020 Growth Policy. The final product must be an innovative, intuitive, highly illustrative, and user-friendly zoning code that will implement the vision of the City’s 2020 Growth Policy.

I. General Information

The City of Laurel has obtained a Community Development Block Grant to fund the planning for this update to the zoning code.

The City’s zoning code can be found at:
<https://cityoflaurelmontana.com/planning/page/zoning>

The City’s growth policy can be found at:
<https://cityoflaurelmontana.com/planning/page/master-plans-studies>

II. Content of Proposal

Each proposal shall contain no more than fifteen (15) 8.5”x 11” pages, with printing on one side of a single page equaling one page and printing on two sides of a single page equaling two pages. Cover letters and resumes are excluded from the fifteen page maximum. Front and back decorative cover, table of contents, section dividers and any blank pages will also not be included in the page count. Interested consultants must submit five (5) complete hardcopies of their proposal in written format and one (1) copy in electronic format. Proposals cannot be altered or amended after the submission deadline. The following information should be submitted within the proposal:

A. Title Page/Cover Letter

Show the proposal subject, the name of the consultant’s company, address, telephone number, email, name of the contact person, and the date.

B. Table of Contents

Include a clear identification of the material by section and by page number

C. Identification and Qualifications of Assigned Personnel

The consultant should have extensive experience in updating municipal zoning codes.

Include the following:

1. The names, qualifications, and resumes of the person(s) who will be responsible for the implementing the zoning code update.
2. Background information concerning the consultant, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

D. Consultant’s Detailed Approach to the Scope of Services

The proposal shall provide a detailed approach to the Scope of Services.

E. List of References and Potential Conflicts

1. A list of at least three public clients for whom the Consultant has provided similar services shall be provided. Potential conflicts of interest must be disclosed

F. Disclosures and Assurances

1. Applicant Authority – Assurance that the signatory making representations in the proposal on behalf of the consultant has the authority to do so.

2. Insurance Coverage – Documentation of current insurance coverage and limits, including professional liability insurance shall be provided. The Consultant shall be acting as an independent contractor and shall not be considered an employee of the City. The Consultant shall be responsible for its own workers’ compensation insurance and a minimum of \$2 Million of liability insurance coverage. The Consultant must carry errors and omissions insurance of \$2 Million per occurrence and \$2 Million aggregate. The insurance coverages shall be in amounts and through companies approved by the City. The Consultant shall provide the City with copies of the Declaration pages evidencing this insurance prior to commencement of work.

G. Schedule for Tasks and Deliverables

A schedule of tasks and deliverables will be provided, including key meetings and a commitment to keep the project on schedule. It is anticipated that Notice to Proceed will be issued by 1/2/23 and the final deliverables provided to the City by 7/1/23.

III. Scope of Services

The finished product should be a complete repeal and replace of the zoning code. The new code must be intuitive, highly illustrative, and user-friendly. While the entirety of the zoning code shall be under review, specific attention should be focused on reducing the City’s zoning districts into compact use districts that are consistent with the City 2020 Growth Policy while speaking to the unique character of each neighborhood and commercial corridor.

The Scope of Work should include the items listed below. City staff will work with the selected consultant to establish specific timelines and deliverables for the project. The Consultant shall be responsible for writing the new zoning code, as well as providing guidance on best practices and trends, and checking assumptions.

A. Diagnose Current Zoning Code

- Review current code for inconsistencies and conflicts with best practices and trends.
- Review the 2020 Growth Policy. The Consultant will identify goals, recommendations, and implementation strategies, to ensure the new code is consistent with the 2020 Growth Policy or anticipated amended versions.
- Guide the City through discussions on desired changes to the zoning code and ultimate goals for the final product.
- Evaluate existing zoning districts and compare to the unique characteristics and needs of each neighborhood and commercial corridor.

B. Internal and External Outreach

- Conduct input and process update sessions with internal stakeholders including but not limited to the city staff, City Council, City County Planning Board and Zoning Commission.
- Develop and execute a plan for informing and receiving input from the Laurel community and the surrounding area.

C. Draft Document

- Prepare 3 drafts of the zoning ordinance, including graphics for review by staff, culminating in a final version to be presented to acted upon by the Planning Commission and City Council. 3 copies of the final report, including electronic Word and PDF versions will be provided on flash drive.
- Prepare 3 copies of a new City Zoning Map as a visual representation of the City Zoning Districts and Jurisdiction.

D. Implementation

- Work with City staff to make the new code interactive and accessible to the public.
- Work with City staff to develop an informational campaign regarding major changes to the code.

IV. Consultant Selection

The City of Laurel reserves the right to reject any or all proposals. The City of Laurel will not be liable for any costs incurred by the company or individual responding to this request. All proposals shall be considered valid until January 31, 2023.

A. Contact

- Any questions relating to this RFP and the work required as part of this request may be directed to Kurt Markegard, Planning and Public Works Director at 406-628-4796, kmarkegard@laurel.mt.gov.

B. Selection Committee

- A Selection Committee chosen by the City of Laurel to review proposals that are received. The Selection Committee members will independently review and score all proposals based upon selection criteria. The Selection Committee will then meet to discuss the proposals and comments from each member. The final score for each proposal will be determined by taking the average of all Selection Committee member scores.

C. Selection Criteria

- Proposals will be evaluated and ranked based upon the following factors, with a maximum of 100 points available for each proposal.
 1. Qualifications of the Consultant and adequate resources. A maximum of 30 points is available for this section.
 2. Related experience in Zoning Regulations. A maximum of 30 points is available for this section.
 3. Familiarity and recent experience with the City of Laurel. A maximum of 20 points is available for this section.
 4. Thoroughness and clarity of the proposal. A maximum of 10 points is available for this section.
 5. Project strategy and proposed engagement with the City of Laurel. A maximum of 10 points is available for this section.

D. Schedule for Review and Selection

- Proposals will be reviewed and ranked by the Selection Committee by no later than December 19, 2022. The scores will be submitted to the City Council, who may at their sole discretion decide to conduct interviews with the top two ranked firms or to proceed with contract negotiation with the most qualified firm.
- The City Council reserves the right to cancel the RFP at any time when it is in the best interest of the City. The City Council further reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP or otherwise request additional information from any or all consultants.
- By submitting a proposal, the Consultant thereby agrees the City’s decision concerning any submittal in any respect is final, binding and conclusive for all purposes, and acknowledges that the City in its sole and unqualified discretion may waive or deviate from the procedures and/or timeline outlined. The City Council also reserves the right to accept or reject any and all submittals or to waive minor defects or irregularities in the submittal.

E. Contract Award

- The City of Laurel may negotiate a contract with one firm as selected. If the City is unable to negotiate a satisfactory contract with any selected firm, negotiations shall be terminated, and the City may undertake negotiations with other qualified firms or individuals during the term of any contract as provided herein.
- Notice to proceed will be given to the consultant chosen by the City Council to complete the City of Laurel Zoning Regulations as soon as the contract is

approved by the City Attorney and signed by the Mayor and the consultant who has been chosen.

V. Nondiscrimination Requirements

The City of Laurel, in conjunction with the State of Montana, requires that all contractors, vendors, and suppliers doing business with any State agency, department, institution or recipient of pass-through grants, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

(a) Prohibited conduct

No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this chapter. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 [42 U.S.C. 6101 et seq.] or with respect to an otherwise qualified handicapped individual as provided in section 794 of title 29 shall also apply to any such program or activity.

(b) Compliance procedures available to Secretary

Whenever the Secretary determines that a State or unit of general local government which is a recipient of assistance under this chapter has failed to comply with subsection (a) or (e) of this section or an applicable regulation, he shall notify the Governor of such State or the chief executive officer of such unit of local government of the noncompliance and shall request the Governor or the chief executive officer to secure compliance. If within a reasonable period of time, not to exceed sixty days, the Governor or the chief executive officer fails or refuses to secure compliance, the Secretary is authorized to (1) refer the matter to the Attorney General with a recommendation that an appropriate civil action be instituted; (2) exercise the powers and functions provided by title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); (3) exercise the powers and functions provided for in section 5311(a) of this title; or (4) take such other action as may be provided by law.

(c) Civil action by Attorney General

When a matter is referred to the Attorney General pursuant to subsection (b) of this section, or whenever he has reason to believe that a State government or unit of general local government is engaged in a pattern or practice in violation of the provisions of this section, the Attorney General may bring a civil action in any appropriate United States district court for such relief as may be appropriate, including injunctive relief.

(d) Waiver of race discrimination prohibitions regarding assistance to Hawaiian Home Lands

The provisions of this section and section 5304(b)(2) of this title which relate to discrimination on the basis of race shall not apply to the provision of assistance by grantees under this chapter to the Hawaiian Home Lands.

(e) Equal access

(1) Definition

In this subsection, the term “youth organization” means an organization described under part B of subtitle II of title 36 that is intended to serve individuals under the age of 21 years.

(2) In general

No State or unit of general local government that has a designated open forum, limited public forum, or nonpublic forum and that is a recipient of assistance under this chapter shall deny equal access or a fair opportunity to meet to, or discriminate against, any youth organization, including the Boy Scouts of America or any group officially affiliated with the Boy Scouts of America, that wishes to conduct a meeting or otherwise participate in that designated open forum, limited public forum, or nonpublic forum.

VI. DBE/MBE/WBE Requirements

The City of Laurel has received notice of the award of CDBG funds from the Montana Department of Commerce. The City of Laurel will soon commence implementation of a Zoning Regulations project. Regulations governing the grant require that to the greatest extent feasible, opportunities for training, employment, and contracting arising in connection with this CDBG assisted project will be extended to low- and very low-income individuals, especially those employed by Section 3 business concerns, participating in YouthBuild, living within the service area or the neighborhood of the project, or residing in public or Section 8-assisted housing.

Training and employment, as well as contracting opportunities are presented in the U.S. Department of Housing and Urban Development’s (HUD) Opportunity Portal at <https://hudapps.hud.gov/OpportunityPortal/>. Prospective trainees, employees, and contractors of HUD-assisted projects are encouraged to utilize this resource to identify opportunities. In addition, contractors are encouraged to register on HUD’s Section 3 Business Registry at <https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness> if they meet HUD’s requirements for a Section 3 Business Concern. Registrants will receive targeted outreach for opportunities pertaining to assisted projects that are covered by Section 3. (Program) regulations governing the grant also require that opportunities for contracting will be extended to minority, women-owned, and disadvantaged (“DBE/MBE/WBE”) businesses.

DBE/MBE/WBE firms are encouraged to register on Montana’s DBE Registry at <https://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>. Registrants will receive targeted

outreach for opportunities pertaining to assisted projects that are covered by DBE/MBE/WBE.

Section 3, a provision of the Housing and Urban Development Act of 1968, ensures that employment and training opportunities arising in connection with Section 3 covered projects are, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, provided to Section 3 workers (i.e., workers who are low- or very low-income, employed by a Section 3 business concern, or participants of YouthBuild). Where feasible, priority is given to Section 3 workers living within the service area or the neighborhood of the project or to YouthBuild participants. Section 3 covered activities include housing rehabilitation, housing construction, and other public construction.

Section 281 of the National Affordable Housing Act requires that recipients of HUD financial assistance reach out to disadvantaged, minority, and women-owned business enterprises (DBE/MBE/WBE) for all contracting activities facilitating the provision of affordable housing authorized under federal law.

Section 3 and DBE/MBE/WBE covered projects may be funded by one or a combination of the following federal sources administered by the Montana Department of Commerce: the HOME Investment Partnerships Program (HOME), the Housing Trust Fund (HTF) Program, or the Community Development Block Grant (CDBG) Program. All activities that are part of a Section 3 covered project are subject to applicable requirements, regardless of whether they, individually, are directly funded by the assistance that triggers Section 3.