



# Saugatuck Township

**Request for  
Qualifications For  
A New Township Zoning  
Ordinance**

**Issue Date: April 26, 2022**

**Response Deadline: May 23, 2022 • 12:00 pm**

## I. SUMMARY

Saugatuck Township is seeking qualifications from interested firms for the completed update of its Zoning Ordinance and Zoning Map. Additional review and updating of the Land Division, Platting and Subdivision Ordinances are also included in the work scope. Allegan County GIS maintains the Township's Zoning Map, and will be available for GIS support. The Township's Planning Consultant will collaborate with the selected firm and provide project management support, present to the Planning Commission and Township Board and assist with amendments as needed.

## II. GENERAL INFORMATION

Saugatuck Township is a growing community with unique natural features, including Critical Dunes and High Risk Erosion areas, a Natural River corridor, cultural landscapes, inland lakes, agricultural lands and commercial areas along Blue Star Highway. The Township also allows cannabis facilities and has seen increased growth pressure from its unique location along Lake Michigan in proximity to Holland and Grand Rapids. The Township works closely with its municipal partners, Road Commission, Fire District and others and has been intentional about growth management per the Tri-Community Master Plan.

In 2022, the Township Board and Planning Commission created three advisory committees tasked with review of the Master Plan and corresponding Zoning provisions to ensure implementation of the plan. The Committee's identified dozens of priorities, tasks and amendments to the zoning ordinance. The Township expects that the recommendations of the Committee's be reviewed by the Consultant and incorporated into the new Zoning Ordinance.

Key themes, to name a few, include best practices around sustainable development missing middle housing, rural character, natural resource preservation and planned development. It is expected that the new ordinance be well organized, searchable in PDF form, and include a use table (with updated and defied uses), dimensional table, and process charts, and graphics and diagrams when applicable.

## III. CONTENT OF PROPOSAL

This section details the information that needs to be included in the proposal:

- A. **Title Page** – include the proposal subject, company name, company address, phone number, email, primary contact, and date.
- B. **Qualifications of Personnel** – include the names, qualifications, and resumes of the individuals who will be committed to this project.
- C. **Past Experience** – include your firm's number of years in business. List and describe your prior experience with projects similar in size and scope and provide 3 references with email and phone contact for similar projects.
- D. **Project Approach** – provide a detailed narrative of your approach to the scope of work. Describe the activity, the intended results, and any activity that will be expected of the Township in order to complete the project. Please include a timeline for completion and adoption.

- E. **Project Fees** – provide your fees for performing the services as outlined in your proposal. Describe any modifications you would recommend to the Scope of Work listed in this RFQ and its impact on your fee proposal. Fees shall be stated as a not-to-exceed fee for the services outlined, based on the hourly billing rates of the staff assigned to the project together with any reimbursable costs incurred in the performance of the Scope of Work. Please provide a sealed envelope with the bid amount.

#### IV. **SCOPE OF WORK**

The finished product should be a complete repeal and replace of the existing zoning ordinance. The new ordinance must be user-friendly and intuitive with numerous exhibits and/or illustrations to represent key elements and regulations.

The Scope of Work should include the items listed below. Staff will work with the selected Consultant to establish timelines, budget, and deliverables for the project and provide assistance in ordinance updating, attending and presenting to the Planning Commission and Board, and reviewing draft content. The Consultant shall be responsible for writing the new zoning ordinance, as well as providing guidance and recommendations on best practices and trends.

##### A. Current Zoning Ordinance

- 1) Review current ordinance.
- 2) Review newly adopted Tri-Community Plan, parks plan and road plan as well as the results of the advisory committee meetings and recent ordinance review by the Outdoor Discovery Center related to zoning for natural resource preservation.
- 3) Ensure the proposed ordinance supports the goals and objectives of the Tri-Community Plan.
- 4) Evaluate existing zoning districts and recommend changes, additions, or eliminations.
- 5) Propose a timeline for completing the new ordinance.

##### B. Internal and External Outreach

- 1) Conduct a meeting with each Advisory Committee
- 2) Coordinate with the Township Planner who will conduct key stakeholder meetings related to zoning
- 3) Any other outreach Consultant determines in their work scope (please provide a summary of activity, purpose and intended outcomes)

##### C. Draft Ordinance

- 1) Prepare a table of contents for review and approval
- 2) Prepare a draft zoning ordinance, including graphics, for review and comment by staff.
- 3) Present the final draft to the Planning Commission and three Advisory Committees (Consultant could assign this to the Township Planner if desired)
- 4) Hold Open House prior to public hearing, attend public hearing, and collect one round of edits
- 5) Prepare and finalize ordinance for Adoption by the Township Board

#### D. Implementation

- 1) Collaborate with Township staff to make the new ordinance accessible to the public.

### V. PROPOSAL SUBMISSION

A total of 1 digital copies of the proposal must be received no later than **12:00 pm on May 23, 2022. Also please mail one copy of the proposal with a separate envelope containing the sealed bid.** Proposals received after this deadline will not be considered. Proposals shall remain in effect until July 31, 2022. All costs incurred for preparation, presentation, or contract negotiations are the responsibility of the Consultant. The Township reserves the right to reject any or all proposals submitted in response to this request for proposals and/or to select the proposal that it determines, in its sole judgement, to best meet the needs of the Township. To be considered, proposals should include the information specified above and must be received by the due date at the following address:

Lynne Wells, Township Planner  
Saugatuck Township  
3461 Blue Star Highway  
PO Box 100  
Saugatuck, MI 49453

Questions regarding this RFQ should be submitted via email to the Planner at [lwells@saugatucktownship.org](mailto:lwells@saugatucktownship.org) by 3:00 pm on May 11, 2022.

### VI. SELECTION

The Township reserves the right to select the proposal which in its judgement best meets the needs of the Community. The lowest proposed cost is not the sole criterion for awarding the project. The Township is not bound to accept any of the proposals and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the Township.

Selection of the consultant shall be based upon, but not limited to, the following criteria:

- The consultant's approach to and understanding of the Scope of Work.
- The consultant's experience with similar projects.
- The experience and qualifications of the consulting staff in providing similar services.
- The consultant's strength in the areas of graphics, written, and oral communication skills.
- The extent to which previous clients have found the consultant's services satisfactory.
- The schedule for implementation.

The Township may schedule oral interviews with some or all of the responding firms and the outcome of such interviews may influence the evaluation of proposals.

It is expected that a contract will be executed with the selected firm within 30 days of

the due date of the RFP, but no later than August 11, 2022.

**VII. TERMS AND CONDITIONS**

The Township reserves the right to cancel or amend the request for proposals at any time. The Township reserves the right to determine the successful respondent. The Township reserves the right to reject any or all proposals.

The Township will not be liable for any costs incurred by the Consultant when responding to this request.

The Consultant shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the Township.