

**REQUEST FOR PROPOSALS
ZONING CODE AND SUBDIVISION REGULATIONS UPDATE
TOWN OF MANHATTAN**

Request for Proposals Overview:

The Town of Manhattan is soliciting proposals for services to complete a comprehensive update to its Zoning Code and Subdivision Regulations. The Town has received a federal Community Development Block Grant (CDBG) award in the amount of \$20,000 by the Montana Department of Commerce (MDOC) to assist in the completion of updates to the Town's Zoning Code and Subdivision Regulations. The total project is budgeted at \$50,000.

The final work must meet the required contents of a zoning code outlined in Section 76-2-304, Montana Code Annotated, subdivision regulations outlined in Title 75, Chapter 6, Montana Code Annotated, and those optional elements selected by the Town. The services and products to be provided will include, but are not limited to, the following:

- Lead the public engagement process with support from the Town's City-County Planning Board. The Town expects public engagement and outreach for the project to take place through a combination of traditional public meetings and open houses, facilitated discussions with small groups, and internet-based engagement mechanisms (e.g. online surveys, wikimaps, website, etc.).
- Identify existing regulations and Town policies that need to be revised or updated to be consistent with those goals and State of Montana regulations/requirements.
- Make the updates consistent with the Town's growth policy.
- An overall implementation strategy, including a timetable, for the updates.
- Metrics for measuring accomplishment of the desired outcomes.
- A written summary suitable for public distribution of the material described in the previous paragraph. A presentation, together with appropriate visual/graphic displays for use at an open public meeting will also be prepared. The contractor should plan to participate in several public meetings and make presentations as needed.
- Utilizing the guidance received from the Town, the contractor shall prepare a final document outlining the recommended updates.

General Outline of Project:

While the specific approach, methodology, and timeframe proposed by the consultant should be detailed in the written proposal, the Town generally anticipates that the development of the update will be completed in an approximately 4–8-month period.

The work activities include holding and facilitating several public hearings and additional meetings as necessary in Manhattan and include providing the final product both in one (1) printed and one (1) electronic copy form. Minority and women's business enterprises and labor surplus area firms (as determined by the U.S. Dept. of Labor) are encouraged to apply.

Project Guidance:

The Manhattan City-County Planning Board is tasked with making a recommendation on the proposed updates to the Town Council, which shall have final say in adoption of the document. Primary contact with the consultant will be with Town staff, which will manage the contract on behalf of the Town; however, the consultant will be working with the Planning Board and Town Planner throughout the updates.

Staff Assistance:

Town staff will be available on a limited basis to support this project. Proposals should identify any specific areas where staff assistance is anticipated and the number of hours of staff assistance per month anticipated.

Required Information:

1. Cover Letter
2. Proposed Schedule
3. Proof of Liability Insurance
4. Relevant Experience

Please submit Proposals to the Town of Manhattan by 5:00 pm on April 26, 2024.

Proposals may be submitted:

In person to 207 S 6th St, Manhattan, MT;

Electronically to townofmanhattan@gmail.com;

By mail to Town of Manhattan, PO Box 96, Manhattan, MT 59741

The selection of finalists will be based on an evaluation of the written responses. Interviews may be held with the top-ranked firms. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Town; all factors considered. Unsuccessful offerors will be notified as soon as possible.

Consistent with the requirements of Section 3 of the Housing and Community Development Act of 1968, CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG- assisted project will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the Town Council reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.