

**Unified Development Ordinance
City of Evansville & Vanderburgh County
REQUEST FOR PROPOSAL
Addendum #1**

ISSUED:
May 21, 2018

DEADLINE FOR RESPONSES:
June 8, 2018
4:00 PM Central Daylight Time

SUBMIT PROPOSALS TO:
Ronald S. London, P.E., CFM
Executive Director
Evansville-Vanderburgh County Area Plan Commission
rlondon@evansvilleapc.com
(812) 435-5226

GENERAL INFORMATION AND SUMMARY

Proposal Process Schedule

May 7, 2018	RFP Advertisement
May 21, 2018	Last Day for Addenda Posted by the APC
June 8, 2018 (4:00 CST)	Proposal Deadline
June 11 – June 27, 2018*	Response Evaluation
June 28, 2018*	Request for Respondents Interviews
July 11, 2018*	Interviews with Selected Respondents
August 3, 2018*	Notify Respondents of Results, Begin Contract Negotiations with Selected Respondent
October 5, 2018*	Issue Notice to Proceed (NTP) to Selected Respondent

*Dates indicated are tentative and subject to change as needed

RESPONSE REQUIREMENTS

General Requirements

Order	Proposal Content	Suggested Number of Pages
1	Submittal Form	1
2	Introductory Letter	1
3	Project Team and Structure	2
4	Relevant Project Experience	2
5	Project Approach	3
6	Public Participation Plan	2
7	Cost Estimate	2
	Maximum Total	13 pages

Process and UDO Completion

- Expectations:
 - The consultant will present and lead the code development process through adoption, and is expected to provide presentation materials, incorporate feedback, etc.
 - The Unified Development Ordinance is to be presented in a format and language that is user-friendly and accessible to the general public and that has black and white code references eliminating grey interpretations. The extensive use of graphics and other devices that will enhance the readability and ease-of-use of the ordinances is required. Also required is an internet-ready version of the UDO with “clickable” links that are extremely user-friendly and creative in digital content/management. For an example, please see Raleigh, NC UDO at <https://www.raleighnc.gov/content/extra/Books/PlanDev/UnifiedDevelopmentOrdinance> .

- Immediately following adoption of the UDO, the Evansville-Vanderburgh County Area Plan Commission shall receive 25 hard copies, one digital copy, and an internet-ready copy of all elements of the final document, including graphics/illustrations. In addition, all sections of the ordinance, including any graphic files, are to be provided in the appropriate digital format. The City of Evansville and Vanderburgh County shall retain ownership of all data generated.

Content Details

5) Project Approach:

- Timeline with milestones:
 - Provide phases for the project: outline what information comes in when, what information you will need from the APC, etc.
 - Use assumed NTP of October 5, 2018
 - Assume a 3-month adoption process for the final UDO
 - The APC's targeted total project implementation date is **June 1, 2020**

7) Cost Estimate:

- Final Service fees will be negotiated upon selection. However, in an effort to assure the full anticipated costs are understood by the City and County and to assure an accurate comparison between submissions, all proposing consultants must submit an estimated project cost. The total fee should be all inclusive and includes all personnel, meetings, presentations, public hearings, and public outreach. The internet-ready version of the UDO with "clickable" links shall be separated out as a separate line item within the cost estimate. All submissions shall provide a separate statement specifically summarizing the basis for any subsequent fees not estimated in the cost estimate. Please note this cost estimate can be used in the evaluation of proposals, but is mainly intended to help in budgeting for this project.

Note: Items that are shown **highlighted in yellow** are changes to the original Request for Proposal and shall be considered as part of the documentation requirements to be taken into consideration and submitted with the overall proposal.