

April 5, 2011

Request for Qualifications for Preparation and Presentation of Zoning Regulations and Zoning Map for Cole County, MO

Cole County, Missouri is inviting qualified firms and consultants to submit Statement of Qualifications to become eligible for an interview for planning services for the preparation and presentation of a zoning plan and zoning map for Cole County, Missouri, and a subsequent approval vote for zoning to be established in the County by the citizens of Cole County. Cole County is a Missouri First Class County with a resident population of over 71,000 people. Currently, Cole County does not have zoning in place as allowed by Missouri State law, but does utilize planning and has an established set of Rules for Land Subdivision and a standing Planning Commission. Zoning for Cole County must be approved by a vote of the citizens of Cole County.

Most recently Cole County underwent a revision and rewrite of the Master Plan for Cole County. This document was approved by the Cole County Commission and became effective on December 20, 2010. The 2010 Master Plan for Cole County and included future land use map will serve as a background and basis for any future zoning and land use regulations and zoning map for Cole County.

If selected, the chosen consultant/firm will perform all of the necessary work for the drafting and preparation of a land use and zoning regulations plan and a zoning map for Cole County. Work with an established Zoning Advisory Committee, comprised of citizens of Cole County, will also be required throughout the zoning plan preparation process; as well as gathering input from citizens of Cole County during the plan process. The zoning plan and zoning map will then be presented to the citizens of Cole County for review and comment. A vote of the citizens of Cole County will then be held at a County wide election asking if the County shall establish zoning in Cole County, as required by RSMO.

It is the intention of the County to carry out the zoning plan process throughout the summer, fall, and winter of 2011, into the winter and spring of 2012, with public input also sought at various stages of the drafting process. A final document and zoning map for presentation to the citizens of Cole County is desired by summer of 2012. The question of establishing zoning in Cole County will then be put to a vote of the people in late 2012.

Statements of Qualifications should include the following:

1. A brief description of potential firm including planning professionals and support personnel.
2. A list of personnel that will be involved with this project with specific statement of assignment of each person.
3. Qualifications and experience in the area of plan writing, zoning and land use regulation preparation, and comprehensive planning.
4. A list of at least three similar plans or projects shall be submitted with a contact person's name and telephone number for the county, municipality, or other political subdivision for which such plans or services were completed.
5. A brief description of how the firm will conduct any preliminary research of Cole County and the current Master Plan and your general plan/regulations development and design approach for the document sought.

The Cole County Department of Public Works will review and evaluate the submittals and select one or more firms for personal interviews. The County will notify the finalist(s) at least one week in advance of the date set for the interview. The final selection will be based on the following criteria:

1. Credentials and experience of the firm;
2. Project staff assigned to the revision project;
3. Drafting and design approach for the zoning regulations and zoning map sought;
and
4. Past examples of directly related regulations and plan work completed by the firm.

Attached for use and review is a Scope of Services for the Drafting and Presentation of a Zoning and Land Use Regulations and Zoning and Land Use Map. This Scope of Services has been drafted as a way to more directly relate what the County is seeking in a draft Zoning and Land Use Regulations and Zoning and Land Use Map for Cole County.

Please submit your qualifications to the Cole County Department of Public Works, 5055 Monticello Road, Jefferson City, MO 65109 by no later than 4:30 PM on Friday, May 6, 2011.

The County of COLE is an equal opportunity employer and encourages minority firms, female owned firms, and small businesses. We understand and appreciate the cost associated with the preparation and presentation of submittals and ask that they be brief and to the point. The County of COLE reserves the right to reject any or all firms.

Any questions regarding this matter or should be directed to the following:

Shannon Kliethermes,
Senior Planner, Cole County Public Works and Planning Department
(573) 636-3614 or skliethermes@colecounty.org

Sincerely,

Cole County Department of Public Works

Scope of Services for Draft of Cole County Land Use Regulations/ Zoning Plan and Land Use and Zoning Map

This list is compiled in an effort to outline the services and support that must be provided by an independent consultant for a draft of a Land Use Regulations / Zoning Plan and Land Use and Zoning Map for Cole County.

- **Previous Experience and Delivered Documents** – Consultant will provide no less than three examples of previous work and documents of similar nature completed for other counties and communities that were adopted, ratified, and implemented, so as to determine range of expertise and aptitude for the completion of zoning plan for Cole County.
- **Review of Existing Plans and Regulations** – Consultant will be expected to review any and all existing documents, plans, and County ordinances pertaining or of interest and aid in the process for drafting a zoning plan and zoning map for Cole County.
- **Overall Needs Assessment** – The consultant will perform a needs assessment based upon County Staff input, citizen input and surveys, and current County conditions and regulations, so as to aid in the formulation of a new zoning plan and zoning map for the County.
- **Citizen Information Analysis** – Collect information via public input of the concerns and needs of the residents of Cole County in regard to regulation of land uses and the establishment of land use regulations and defined zoning districts.
- **Provide Guidance and Ongoing Updates and Revision in the Zoning Plan Zoning Map Process** – Consultant will provide updates of all information and data compiled throughout the process, as well as all recommendations and goals outlined in the process, up to and following approval by the citizens of Cole County and the County Commission.
- **Ensure Conformity with Current Cole County Master Plan and RSMO** - Consultant will assure Zoning Plan and Zoning District Map will conform to the recommendations of the 2010 Cole County Master Plan and the most recent pertinent governing section of RSMO.
- **Continued Assistance and Feedback During Draft Process** – Consultant will provide active feedback and assistance to staff during draft process through direct and electronic communications, as well as provide ongoing status reports of the draft process and information collected during the zoning process.

- **Delivery of a Final Product Zoning and Land Use Regulations and Zoning and Land Use Map for Presentation to the Citizens of Cole County before a vote of approval for zoning in Cole County by citizens of the County, and Subsequent Approval of a Zoning Plan and Zoning Map by the Cole County Commission -**
All data attained during the zoning process will be culminated into a single document to identify and explain the land use regulations of the County, and the desired results of the regulations. Sections will include no less than the following:
 1. *Background/General Provisions and Purpose.*
 2. *Basic Definitions and Interpretations*
 3. *Administrative Mechanisms*
 4. *Hearing Procedures for Applications, Appeals, Variance*
 5. *Enforcement and Review*
 6. *Zoning/Land Use Districts (Defined) and Zoning/Land Use Map*
 7. *Compliance with Current Rules for Land Subdivision*
 8. *Current Floodplain Regulations Compliance*
 9. *Site Requirements*
 10. *Amendment Procedures*