



REQUEST FOR QUALIFICATIONS

For Consultants to Prepare a Form-Based Zoning Code For the Town of Munster, Indiana

RFQ Issued: September 19, 2017

**Response Deadline: 4:00 PM CST
October 20, 2017**

The Town of Munster, Indiana is seeking statements of qualifications from urban planning consultants to develop a form-based zoning ordinance to supersede its existing zoning ordinance and other local land development regulations.

This document is posted on the Town of Munster website at www.munster.org.

Proposals shall be submitted to:

Town of Munster
Community Development Department
ATTN: Thomas Vander Woude AICP
1005 Ridge Road
Munster, IN 46321

BACKGROUND

Munster, Indiana is located in Lake County, Indiana, 30 miles southeast of the Chicago Loop. Since its incorporation in 1907, the Town of Munster has evolved into an established and prosperous community of 23,000 residents, serving as a cultural and medical hub for the greater Northwest Indiana region. Today, Munster is almost completely developed and exists as a stable, auto-oriented community of primarily mid to late 20th century neighborhoods with an extensive parks and trails system.

In 2010, the Town of Munster adopted a comprehensive plan that identified six guiding principles for its future development:

1. Promote Sustainable Growth
2. Support Transit as Critical to a Prosperous Town
3. Create a Legacy of Unique Parks and Open Spaces
4. Grow as A Hub of the Regional Trail System
5. Strengthen Infrastructure to Meet Future Needs
6. Redevelop Old Areas as Walkable, Mixed Use Centers

This vision plan marked a formal reconsideration of the future direction of the Town and a reorientation from an auto-oriented bedroom community to a community of walkable, mixed use centers linked together by complete streets. The plan can be viewed here: <https://www.munster.org/egov/docs/1340988647610.pdf>

Since 2010, the Town has made tangible progress towards achieving that vision. Two major projects that exemplify this progress are underway.

Centennial Village

Construction has begun on Centennial Village, a sustainable, mixed-use, walkable community at the intersection of Calumet Avenue and 45th Street built on the site of a former steel plant. This project will be completed in phases over the next 6-8 years. The redevelopment will also provide the Town of Munster the necessary land area to facilitate the design and construction of the 45th Street underpass and realignment. Additional information can be found here: <http://www.munster.org/category/subcategory.php?categoryid=28>.



Figure 1: Centennial Village Site Plan

Westlake TOD

The Northern Indiana Commuter Transportation District (NICTD) is currently in the NEPA phase for the Westlake Corridor, an approximately 8-mile extension of the existing South Shore Line (SSL) between Dyer and Hammond, Indiana. This extension will provide commuter rail access from Munster to downtown Chicago. Working in partnership with the Northwest Indiana Regional Development Authority and NICTD, the Town undertook a public planning process to develop plans for transit-oriented development around two commuter rail stations. This project concluded in summer of 2017 with the completion of regulating plans and conceptual form-based zoning schemes for the station areas.

WHAT IS THE PREFERRED TOD VISION?

A MASTER PLAN BASED ON COMMUNITY INPUT

MUNSTER / DYER MAIN STREET



Figure 2: Westlake Station Area Regulating Plan

Additional information about the Westlake Corridor can be found here:

<http://www.nicdwestlake.com/>.

The project website for the Westlake TOD plans can be found here:

<http://westlaketod.civicpage.com/>.

In addition to supporting the major projects underway in Munster, the elected and appointed leadership has expressed a desire to make incremental improvements that will lead to a more livable, aesthetically beautiful, and economically vibrant community. To that end, staff has worked to implement complete streets on new and reconstructed roadways and, along with the Plan Commission and Board of Zoning Appeals, has worked with developers and business owners to enhance their properties.

As in many communities that seek to move in a new direction, though, weaknesses in the current zoning ordinance have become apparent. Staff and officials now find the ordinance to be a barrier to pursuing high quality development rather than a guide. The ordinance was drafted in 1985 and reflects earlier priorities. For example, portions of key commercial corridors such as Ridge Road and Calumet Avenue, which should be the heart of mixed-use districts, are designated as Highway Commercial districts which prohibit any residential uses; others are designated Shopping Center districts. Parking standards and setbacks are geared toward auto-oriented uses. Additionally, standards for architecture, building materials, and landscaping are either non-existent or insufficient for achieving the desired outcomes. Recent staff-initiated amendments to the Munster zoning ordinance have sought to establish a site plan review committee that helps to shape projects and revised the sign ordinance to reduce visual clutter.

- The current zoning ordinance can be found here: https://library.municode.com/in/munster/codes/code_of_ordinances?nodeId=CO_CH_26LADECO_ARTVIZO
- The current zoning map can be found here: <http://town-of-munster.maps.arcgis.com/apps/webappviewer/index.html?id=5de9f076aebc4a24949887187a7e49e0>

The Town of Munster now seeks a form-based code that will encourage the implementation of its vision and guide its growth into a vibrant, walkable, and active town.

Key principles that should be integrated into a new zoning ordinance include the following:

- **A Transect-Based Approach** – Development of districts that organize the intensity of uses along a continuum focusing on the following:
 - **Mixed Residential and Commercial Corridors** – Increased intensity and flexibility of uses to promote mixed-use development.
 - **Transit Oriented Development Zones** – Unique standards around the proposed commuter rail stations including building types, dimensional standards, street standards, and parking standards.
 - **Establishment of Transitional Zones between Mixed-Use Corridors and Single-Family Residential Neighborhoods** – Identification of areas and standards for the development of “missing middle” housing.
 - **Preservation of Existing Residential Neighborhoods** – Context-sensitive standards for massing and form within existing neighborhoods that allow for residential infill development and redevelopment that fits the character and context of the neighborhood.
- **Landscaping and Storm Water Standards** – Landscaping standards should be designed to beautify the Town and reduce storm water runoff.
- **Complete Street Development** – Identification of standards for new streets and typologies for existing streets – including parking, design speeds, pedestrian and bicycle ways, street furniture, lighting and amenities, and landscaping.
- **Architectural Standards for New Development and Redevelopment** – The code should provide flexibility in architectural style, while strictly regulating how the building addresses the street in terms of setbacks, height, and frontage and identifying appropriate building materials.
- **Simplified Administration** –
 - Zoning administration procedures that are user friendly and comply with the State of Indiana *Local Planning and Zoning Act (Indiana Code 36-7-4)* including procedures related to the termination of variances and conditional uses.
 - Glossary of clear definitions.
 - Clear list of permitted and conditional uses for each district.
 - Language addressing the phasing out of nonconforming structures and uses.
- **Improved Formatting** – Use of clear text, tables, charts, and graphics to communicate development requirements.

SCOPE OF SERVICES:

PRIMARY WORK PRODUCT: This contract will result in a proposed form-based code, meant to supersede the present zoning ordinance and other local land development regulations that apply to the Town of Munster. This code is to be consistent with the definitions and evaluation criteria established by the Form-Based Codes Institute (FBCI); see www.formbasedcodes.org for more details.

1. INITIAL REVIEW AND ANALYSIS

- a. **Interviews.** The Consultant will interview appropriate stakeholders involved with the project. These interviews will include groups and individuals including elected officials, nonprofit organization leaders, property owners, neighborhood representatives, local design professionals, developers, business organizations, and municipal staff.
- b. **Site Analysis.** The Consultant will become familiar with the physical details of Munster, Indiana and the historic patterns of urbanism and architecture in the surrounding region.
- c. **Media coverage.** If budget allows, the Consultant will participate in a press conference with local officials and draft a press release to inform the local citizenry about the planning efforts to be undertaken.
- d. **Website.** The Consultant will provide information for the Town of Munster's website. As officials deem appropriate, the Consultant will provide materials including text, photographs, maps, renderings, and other images for the web site. This material will describe the Consultant's credentials and help explain the project's process.

2. PUBLIC DESIGN PROCESS

- a. **Generate necessary background maps.** The Town of Munster will provide all necessary base map information as needed by the Consultant. These documents will be used to produce the maps that will be used during the preparation of the form-based code.
- b. **Public Workshop and/or Design Charrette.** The Consultant will organize and lead design workshops or a full planning charrette to engage the community, gather ideas and goals, and formulate implementation strategies. The Consultant will tailor the workshop or charrette to obtain maximum community input so as to produce the best possible master plan on which to base the new code. The charrette format will also take into consideration the findings of the initial site analysis, input from staff, and information obtained at previous meetings, workshops, and interviews. While the end result will be new land development regulations, the public process will include discussions of alternatives for street design, street connectivity, and town planning strategies that create vital town centers, corridors, and livable neighborhoods. At the conclusion of the workshops, the Consultant will present the work generated to-date. Plans, renderings, and initial coding ideas that reflect ideas articulated in the workshops will be publicly presented and further feedback solicited from the community. It is essential that local government officials attend this presentation along with citizens, stakeholders and technicians.

3. DRAFTING THE FORM-BASED CODE

- a. **Design Parameters for the Form-Based Code.** The new code will regulate development to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, and office space. The new code will incorporate a regulating plan, building form standards, street standards (plan and section), use regulations as needed, descriptive building or lot types, and other elements needed to implement the principles of functional and vital urbanism and practical management of growth. Sections of this document would typically include the following:

- Overview, including definitions, principles, and intent; and explanation of the regulations and process in clear user-friendly language.
- Regulating Plan (a schematic representation of the master plan) illustrating the location of streets, blocks, public spaces (such as greens, squares, and parks), and other special features. Regulating plans may also include aspects of Building Form Standards such as “build-to-lines” or “required building lines” and building type or form designations.
- Building Form Standards governing basic building form, placement, and fundamental urban elements to ensure that all buildings complement neighboring structures and the street. These standards should be based upon study of building types appropriate for the region, climate, and neighborhood vitality.
- Public Space/Street Standards defining design attributes and geometries that balance the needs of motorists, pedestrians, bicyclists, and transit riders while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting.
- Architectural Standards identifying the type and quality of exterior building materials and acceptable architectural elements to ensure high quality of design.
- Landscaping Standards defining the appropriate types, species, and arrangement of landscaping elements appropriate for the region and climate to beautify the town and reduce storm water runoff.
- Parking Management Standards within TOD districts to balance the needs of residents, commuters, and businesses.

- b. ***Integration of the Form-Based Code.*** The form-based code must be integrated into the Town of Munster’s existing regulatory framework (zoning and land development regulations) in a manner that ensures procedural consistency, conforms to State of Indiana and local legal requirements, provides clarity as to applicability of existing regulations, and maximizes the effectiveness of the code.

4. **REFINING THE FORM-BASED CODE.**

- a. ***Presentation of First Draft.*** The Consultant will present the first draft of the form-based code for the purpose of gathering comments. Copies of the first draft will need to be in hardcopy and digital form and posted on the website. The presentation may be made to a special audience of neighborhood residents or stakeholders or may be presented before a joint gathering of municipal boards and committees, as determined by the Town of Munster.
- b. ***Presentation of the Second Draft.*** After making revisions in response to comments on the first draft, the Consultant will present the second draft of the form based code at another meeting convened by the Town of Munster.
- c. ***Meetings with Stakeholders.*** As budget allows, the Consultant will attend and participate in up to two additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments.

5. **APPROVAL PROCESS**

- a. ***Public Hearing Presentations.*** The consultant will make formal presentations to the Town of Munster Plan Commission and the Town Council.

- b. **Additional Revisions.** The Consultant will be responsible for two rounds of revisions that may become necessary between presentations. Town of Munster staff will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or responses.

SUBMITTAL PROCEDURES:

Submittals must be received by the Town of Munster by no later than 4:00 p.m. (CST) on October 20, 2017.

Consultants must submit six (6) identical paper copies and one (1) electronic copy on USB flash drive of their submittal package. Submissions must be in a sealed package or envelope marked “Form Based Code for the Town of Munster, Indiana.” The respondent’s organization name and address shall appear in the upper left corner of the package.

Submissions may be delivered to Town Hall at the following address:

**Town of Munster
Community Development Department
ATTN: Thomas Vander Woude AICP
1005 Ridge Road
Munster, IN 46321**

There will be no public opening for this RFQ. Late submissions will be rejected and returned unopened. Respondents are responsible for ensuring that their submittals are received by the Town before the deadline. The Town reserves the right to reject any and all proposals.

Questions

Questions may be via email to Thomas Vander Woude at tvanderwoude@munster.org.

SELECTION PROCESS AND ANTICIPATED SCHEDULE

Release RFQ.....	September 19, 2017
Responses Due.....	October 20, 2017, 4:00 p.m.
Interview Finalists.....	Week of November 6, 2017
Decision.....	By end of 2017

CONTENTS OF SUBMITTAL

Consultants must include the following items in their submittal, along with other material to demonstrate Consultant’s expertise and capability:

1. A brief written description of the Consultant’s approach to the project.
2. The expertise of the team assembled by Consultant to carry out the work.
3. A list of comparable projects undertaken by Consultant and/or team member with total cost of project.
4. A copy of at least one municipal form-based code previously created by the Consultant and adopted into law.

RECOMMENDED FORMAT FOR SUBMITTALS:

1. **DESCRIPTION OF APPROACH:** Up to two pages describing the Consultant's typical approach to projects similar to this one, including the nature of the public process and intended extent of public involvement.
2. **TEAM EXPERTISE:** Brief description of general qualifications, the multi-disciplinary nature of the team assembled for this project, specific evidence of relevant experience creating form-based codes, and the résumés of key personnel that would be available to work on this project.
3. **COMPARABLE PROJECTS:** Summary of form-based code projects in progress or completed, with the following information for each code:
 - a. Reference name, with current contact information
 - b. Current status of code (drafting in progress; drafting completed; adopted?)
 - c. Nature of public involvement in formulation of code
 - d. Client type (clarifying role of private sector client, if any)
 - e. Was the vision plan created as part of this process or done separately?
 - f. Size and scale of geographic area
 - g. Type of development (greenfield? infill/redevelopment? city-wide code?)
 - h. Type of code
 - i. Mandatory (integrated into existing code, or freestanding?)
 - ii. Optional "parallel" code?
 - iii. Floating-zone code?
 - i. Total cost of contract
4. **SAMPLE CODE DOCUMENT:** Please include one or more sample code documents selected from the list of comparable projects. If this document is the code as originally proposed by Consultant, please also include the code as formally adopted by the municipality and a brief explanation of differences between the two. Photos of designed or built results of the code are encouraged but must be accompanied by a description of their specific relationship to the form-based coding process.

EVALUATION OF SUBMITTALS:

Consultants responding to this RFQ must demonstrate the following:

- Experience in preparing municipal form-based codes that regulate development and redevelopment in other communities.
- Experience in building community consensus to support innovative regulatory structures.
- Strong graphic skills.
- Strong skills in written and oral communication.
- Experience in identifying, evaluating, codifying, and explaining the essential qualities of community design and character.
- Experience in writing or implementing municipal land development regulations.

The Town of Munster will evaluate all submittals to determine which Consultants have the experience and qualifications that are most suited for this project. The Town of Munster may request personal interviews with the highest-ranked Consultants or may request one or more prospective Consultants to submit detailed proposals, which may include the following:

1. Detailed description of the methodology being proposed.

2. Work program detailing:
 - Tasks to be performed.
 - When each will be completed (timeline).
 - Tentative allocation of person days by task.
 - Schedule of work products.
3. Methods the Consultant proposes to use to manage the project and communicate with the Town of Munster and the public as to project progress, reviews, and conduct of public meetings.
4. Identification of key personnel to be assigned to the project and their roles, with resumes of all key personnel.
5. Hourly rates (inclusive of overhead and profit) for personnel or personnel categories.
6. Data expected to be provided by the Town of Munster.

TERMS & CONDITIONS

1. The Town of Munster reserves the right to reject any and all responses and to waive minor irregularities in any Response to the Request for Qualifications.
2. The Town of Munster reserves the right to request clarification of information submitted and to request additional information from any firm submitting a Response to the Request for Qualifications.
3. The Town of Munster shall not be responsible for any costs incurred by any firm in preparing, submitted or presenting its response to the Request for Qualifications.