

**REQUEST FOR QUALIFICATIONS: RE-WRITE OF THE WATERBURY
ZONING REGULATIONS
Town of Waterbury
28 N. Main St., Suite 1, Waterbury, VT 05676
DRAFT: January 16, 2017**

PROJECT DESCRIPTION:

The Town of Waterbury is requesting a submittal of Qualifications from consultants to assist with re-writing certain chapters in the Waterbury Zoning Regulations. The current Waterbury Zoning Regulations are available in .pdf format at: <https://www.waterburyvt.com/departments/zoning/permit/> . The key Articles that require various levels of re-writing are: IV, General Regulations; V, Zoning District Regulations, including the Use Regulation Table; VII, Planned Unit Development; VIII, Signs; X, Ridgelines, Hillsides, Steep Slopes; XIII, Definitions; and Appendix B, Official Zoning Maps. It is anticipated that there will be minor edits made to the other Articles in the Zoning Regulations to correct references to state statute, and other errors and omissions.

The final product to be prepared by the consultant will be a revised, re-formatted draft of the Zoning Regulations, including the Use Regulation Table and Zoning Maps, incorporating the agreed on changes. A final report of the results of the public opinion survey will also be provided. The text for the Zoning Regulations, including the associated charts and figures, will be in Microsoft Word format. The revised Zoning Maps will be provided in .pdf files for the drafts, and ArcGIS, or a compatible format, for the final maps.

DETAILED SCOPE OF WORK:

It is anticipated that the scope of the re-write will have a major public participation component including a statistically valid opinion survey. We plan on mailing the survey for this project to a statistical sample of 15-20% of either the Voter Checklist, the Grand List or a combination of the two, that will be a total of approximately 350-400 people. The Town will handle mailing the survey including the postage cost. The consultant will also create the survey in Survey Monkey or another on-line survey tool, and make it available to both the statistical survey sample of people, and any other community members that would like to participate. The results from the statistical sample and all others completing the survey will be tracked and recorded separately.

There will be a series of at least three public meetings with various stakeholders including residents, business owners, developers, community organizations, and our municipal elected and volunteer boards and commissions.

The project will focus on drafting amendments to the language and zoning maps, primarily in the following Chapters with consideration of the highlighted topics. Other Chapters and topics may be identified and considered for amendment through the course of the project:

Article IV, General Regulations:

Section 407, Home Occupations. Consider adding a Home Industry bylaw that would regulate a wider variety of home business and industry options, including agricultural related businesses.

Section 414, Parking Regulations. Consider changes to the parking requirements for the core downtown area where many existing buildings have very limited or no on-site parking available. Consider handicap parking requirements. Consider requirements for the placement of bike racks and other facilities for alternative transportation in conjunction with site plan review.

Article V, Zoning District Regulations:

Section 500, Official Zoning Map. Evaluate the mapping for the Zoning Districts, especially within and adjacent to our two locally designated growth centers to consider where higher density development should be allowed in non-floodplain areas.

Section 503, Permitted and Conditional Uses by District. Examine the Use Regulation Table and the definitions of use such as Light Industry and General Industry to evaluate how we regulate various uses and where they are allowed to occur.

Section 504, General Dimension, Location, and Height Requirements. Consider amendments to Table 5.2, Dimensional Requirements by district, and Table 5.3, Multi-Family Density by District.

Article VII, Planned Unit Development:

Evaluate this entire article to bring it up to date and consider incentive based bylaws to promote the creation of affordable house, public open space, and recreation facilities such as parks and trails.

Article VIII, Signs:

Re-evaluate this entire Article and update certain Sections to be relevant to current residential, commercial, and industrial development. The project will evaluate any conflicts with the decision in the Reed vs. Town of Gilbert federal court case and amendments will be developed to address any discrepancies. A law firm will be hired under a separate contract to assist with legal review of the existing and proposed sign bylaws, especially in light of the Reed vs. Town of Gilbert case.

Specific sections to be addressed include: Section 801.3, Placement (can signs be placed in an access right-of-way), Section 801.5, Exemptions (including temporary signs), Section 801.7, Permitted Signs In All Districts (including the size of permanent neighborhood identification signs), and Section 802, Signs by District (including allowed sign square footage for buildings with multiple businesses).

Article X, Ridgelines, Hillsides, Steep Slopes:

Consider possible updates to the chapter including the review criteria for both Minor (1,200' – 1,500' in elevation) and Major (over 1,500' in elevation) Development.

Article XI, Downtown Design Review Overlay District

Re-evaluate certain aspects of this article including Section 1107, Demolition of Historic Buildings, especially the review criteria for demolition and how many of the criteria must be met. Also evaluate the mapped extent and allowed uses in the Mixed-Use Sub-District, especially the parcels on the south-east side of the railroad tracks, in conjunction with Section 503(e) under Permitted and Conditional Uses by District.

Article XIII, Definitions:

Consider revisions to various key definitions.

SUBMISSION REQUIREMENTS:

Please provide one paper copy and an electronic file in Word or .pdf format of the following items:

1. A letter of interest (limit of one page).
2. A statement of your qualifications as a consultant to carry out the project. If a sub-consultant is involved, describe the qualifications of that person or firm.
3. Resumes of all the key individuals that will be involved in the project.
4. An example or examples of relevant projects that you and any sub-consultants have accomplished.
5. A minimum of three references with contact information.
6. A cost proposal with hourly rates and total hours for all individuals/consultants involved, and a not-to-exceed total for the entire project.
7. The proposal encompassing items 1-6 above, excluding item 4, shall not exceed 15 double-sided pages (30 total pages).

Submissions are due by U.S. Mail at the address above or delivered to the Waterbury Municipal Offices located at 28 North Main St., Suite 1, Waterbury, VT 05676, by 12:00 noon on Friday, February 3, 2017.

SELECTION PROCESS:

The consultant qualifications will be reviewed and ranked by the Waterbury Planning Commission based on the following Selection Criteria. A short list of consultants may be interviewed. A final selection will be made by the Planning Commission and a contract developed with the successful consultant.

SELECTION CRITERIA:

The following selection criteria will be used to evaluate the qualifications of the consultant:

1. Experience with writing and revising zoning regulations.

2. Experience with developing and processing the results for public opinion surveys including the use of on-line electronic tools such as Survey Monkey.
3. Experience with organizing and facilitating public meetings.
4. Proven ability to work with a Planning Commission and other local boards and committees.
5. Availability to begin work upon completion of a contract for the services.
6. Quality, completeness and clarity of submission.

SCHEDULE:

- The qualifications with all attachments due on February 3, 2017.
- Consultant selection by February 21, 2017.
- Work to begin by March 10, 2017.
- Complete project by December 15, 2017.

FUNDING:

A total of \$18,600 is available for consultant services for this statistical update project from the State of Vermont Municipal Planning Grant Program. The Town of Waterbury will pay separately for duplicating the draft Zoning Regulations and Maps and distributing it to the citizenry, businesses, and other interested parties in Waterbury for comment.

CONTRACT REQUIREMENTS:

The following requirements will be explicitly included in in the consultant contract:

1. The consultant will maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times to the Grantee and the State during the period of this contract and for three years thereafter for inspection by any authorized representatives of the State. The official records, however, will be maintained by the Grantee. If any litigation claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved, including any period for filing an appeal. The Grantee and the State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this contract.
2. The consultant certifies under the pains and penalties of perjury that he or she is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date the consultant signs this contract.
3. The consultant shall not assign or subcontract the performance of this agreement or any portion thereof to any other consultant without the prior written approval of the State. The consultant also agrees to include in all subcontract agreements a tax certification in form substantially identical to paragraph 2 above.

4. The consultant agrees to comply with the requirements of Title 21 of the Vermont Statutes, sections 495-496, relating to fair employment practices, to the extent applicable. Consultant shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the consultant. Consultant further agrees to include this provision in all subcontracts.
5. The consultant states that as of the date the contract is signed, he/she:
 - a. is not under any obligation to pay child support; or
 - b. is under such an obligation and is in good standing with respect to that obligation; or
 - c. as agreed to a payment plan with the Vermont Office of Child Support and is in full compliance with that plan. Consultant makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the consultant is a resident of Vermont, consultant makes this statement with regard to support owed to any and all, children residing in any other state, territory, or possession of the United States.

INFORMATION:

If you have questions or need additional information contact Steve Lotspeich, Community Planner, at (802) 244-1012 or by e-mail at slotspeich@waterburyvt.com .