

# *Town of Middletown*

**7875 Church Street**

**Middletown, Virginia 22645**

**(540) 869-2226 ♦ Fax (540) 869-4306**

***Gateway to Cedar Creek and Belle Grove National Historical Park***

**REQUEST FOR PROPOSALS**

**TOWN & ZONING ORDINANCE UPDATE**

**STATEMENT OF NEEDS**

The Town of Middletown is requesting proposals for professional planning firms to review and draft a comprehensive update to the Town’s ordinance, zoning ordinance, and subdivision ordinance. The existing zoning and subdivision ordinance was adopted in the mid 1970’s with amendments in 1978 through 2019, including the most recent Flood Plain amendment in December of 2020.

**SUBMITTAL REQUIREMENTS**

For consideration for the project the following required information should be submitted substantially as well as any other information thought to be useful for review.

* Statement of Qualifications - this statement should include the name, address, and a brief history of the firm. The resumes of key personnel who would be assigned to the project, including a list of their responsibilities. The proposal should include the related experience of the firm from the last five years (include the name of the community, point of contact, email, and phone number.)
* This can be done but there will be budget and schedule implications
* Schedule - the schedule should outline projected target dates that include tasks completed or benchmarks achieved, beginning with the contract being awarded and ending with the adoption of the document. This schedule should include any public hearings, meetings, or work sessions, including but not limited to Town Council, Town Council Committees, or Planning Commission.
* Project Cost and Contract - the projection should include the following costs: lump sum cost of the project with a breakdown illustrating the cost of various deliverables; estimate of the amount of staff time required for the project’s completion, including the approximate time allocated to each staff member, the number of meetings and site visits; projected monthly billing amounts; and fee schedule for additional work.

**Proposals should be submitted no later than December 15th.**

Email submissions should be addressed to Eric Bittner at [ebittner@middletownva.gov](mailto:ebittner@middletownva.gov) “Zoning Ordinance Update RFP Response” should be included in the subject line and include the proposal as an attachment,.

Paper submissions or additional materials (four copies each) that are not feasible to email, should be addressed to:

Eric Bittner, Planning and Zoning Administrator

7875 Church Street

Middletown VA 22645

Any questions should be directed to Eric Bittner at [ebittner@middletownva.gov](mailto:ebittner@middletownva.gov), or by phone at 540-869-2226, ext.4

All submittals will become the property of the Town and the Town reserves the right to accept or reject any or all submittals. The Town will review all responsive submittals and select a firm to perform the work or reject all proposals, as the town sees fit.

**GENERAL INFORMATION**

The Town of Middletown, located in Frederick County, has an approximate population of 1450. The Town sits along Route 11 and Interstate 81 north of Route 66 and Front Royal and just south of Stephens City and Winchester. The Town’s primary current land use is residential and is experiencing exceptional growth with the multiple developments of single-family dwellings.

The Town is seeking input and involvement from the community for this project. The proposal should recommend best practices for community involvement and input during the review and amendment process. Such input should expand beyond the minimum requirements of applicable state laws and requirements.

**SCOPE OF WORK**

The qualified consultant shall be responsible for the following tasks:

* Review and recommend revisions to all articles of the Town of Middletown Ordinance, Zoning Ordinance and Subdivision Ordinance.
* Indicate the need for additional sections commonly found in modern Town Ordinances, Zoning Ordinances and Subdivision Ordinances that are not shown but needed.
* Indicate the need to eliminate or combine other sections of the Town Ordinance, Zoning Ordinance and Subdivision Ordinance to reduce redundancy and enhance clarity of the Ordinances.
* Identify any practical sections that could or should be amended and adopted ahead of the final entire Town Ordinance, Zoning Ordinance, and Subdivision Ordinance Adoption.
* Ensure that the new Zoning Ordinance will support and implement the recommendations of the Town’s Comprehensive Plan.
* Engage affected stakeholders for input in the amendment process.

**PROPOSAL REVIEW**

Once proposals are received, they will be reviewed by Middletown staff and the Middletown Planning Commission, who will make a recommendation to Town Council.

The proposals will be evaluated on the criteria as listed below. As such, firms are encouraged to structure the proposals as indicated below:

* Understanding of the Project - statement of the firm’s understanding of the project in regards to the scope of services and value of well-functioning ordinances: town, zoning, subdivision;
* Public Input and Engagement – the firm’s plan for public input as well as the firm’s experience in community engagement;
* Qualifications of Personnel – the qualifications of the personnel who would be assigned to the project.
* Firm Qualifications – the firm’s experience in similar projects in the last five (5) years, including the name of the community, point of contact, email, and phone number,
* Project Schedule - proposed schedule, as described above, for completing the assigned work; and,
* Project Cost - the total cost, as well as any reimbursables, to complete the proposed scope of work.