



# City of Kingman, AZ



## Request for Proposals Zoning Ordinance Update & Expansion of Downtown Historic Overlay District

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## **A. REQUEST FOR PROPOSALS (RFPs) – Statement of Intent**

The City of Kingman intends to update its Zoning Ordinance and expand the Downtown Historic Overlay District. Therefore, the City is requesting proposals from qualified land use planning consulting firms with the expertise to perform this task. The updated Zoning Ordinance and the expansion of the Downtown Historic Overlay District shall be in compliance with Federal laws, State Statutes, City Ordinances, and consistent with General Plan. This proposal is for a consultant to handle two projects, the update of the City of Kingman Zoning Ordinance and the expansion of the Downtown Historic Overlay District.

## **B. PROJECT PURPOSE**

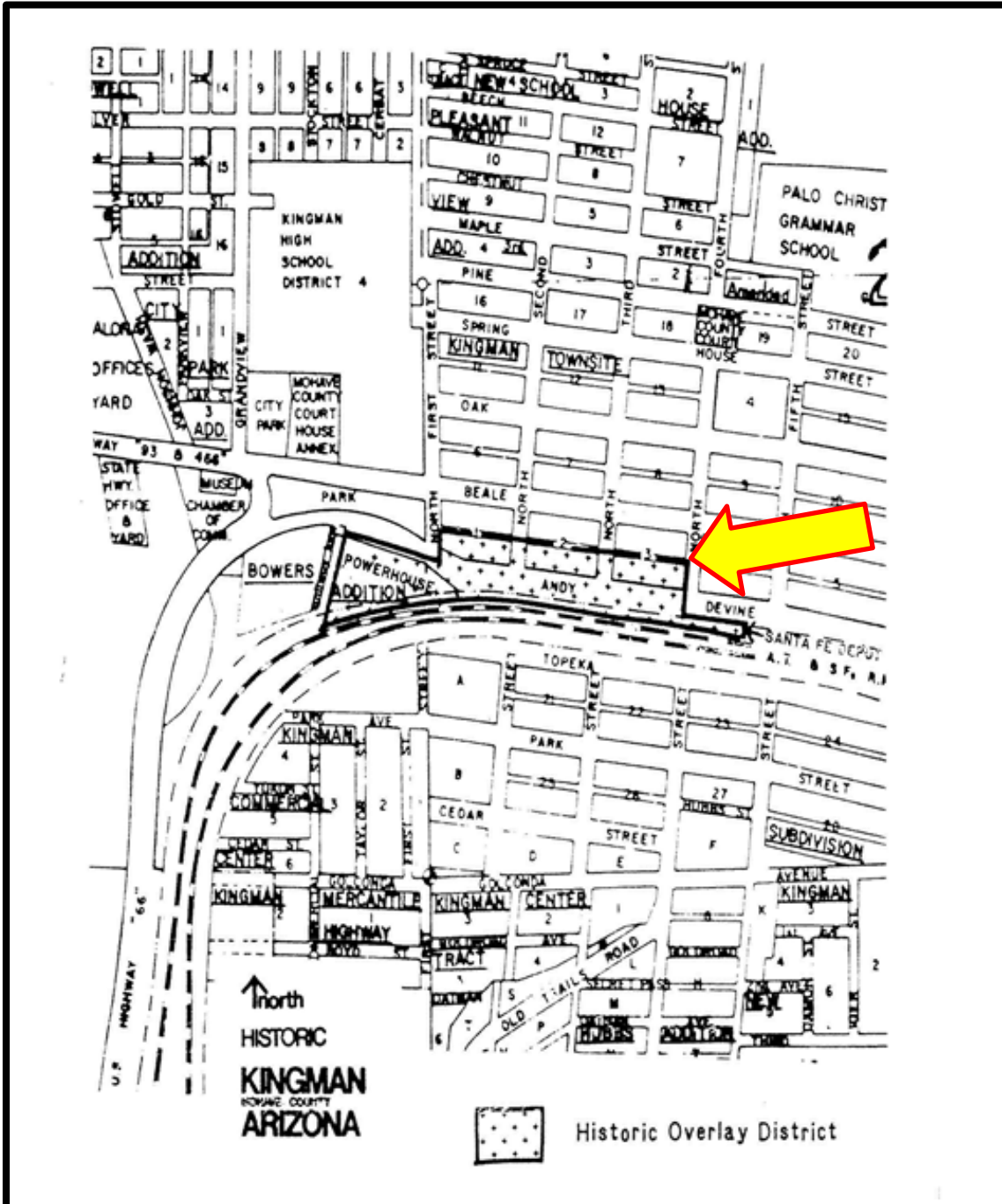
The purpose of this project is to update the City of Kingman's Zoning Ordinance which was originally adopted on August 14, 1971 with no major updates since then. The purpose of the new ordinance is that it will be comprehensive, user friendly, in-line with current zoning trends, streamline review processes, anticipate future trends, meet current Federal laws, State Statutes, goals of the City of Kingman General Plan and other adopted plans. The update of the Zoning Ordinance will be a separate project from the expansion of the Downtown Historic Overlay District. However, the two projects will have to compliment another and may have separate completion deadlines.

## **C. BACKGROUND**

The City of Kingman Zoning Ordinance was initially adopted on August 14, 1971. Since then, there has been 292 text amendments to the Zoning Ordinance processed and there has not been a comprehensive review or update. Due to the lack of Zoning Ordinance updates on a regular basis, it is outdated, lacks clarity, and sometimes inconsistent between the various sections. Staff is finding it more and more difficult to process newer types of developments that have been occurring in larger metropolitan areas for years or applying the Zoning Ordinance requirements consistently due to lack of clarity. The goal of this Zoning Ordinance update is to encourage modern and smart growth development of the community.

The City of Kingman is in need of expanding the Downtown Historic Overlay District. The Downtown Historic Overlay District was added as Section 33 to the Zoning Ordinance on July 21, 1986, per Ordinance No. 618. Although, the City has a Downtown Historic Overlay District, it covers a very small area about 3 blocks in length (map below). The City of Kingman would like to expand this overlay district to include a broader area to ensure that the existing historic buildings and properties from the early 1900's can be protected, renovated and preserved. The preservation of Kingman's history is the purpose for the expansion of the Downtown Historic Overlay District.

# Current Historic Overlay District



## D. CONSULTANT SELECTION

The selected consultant will be responsible for a comprehensive review of the Zoning Ordinance and recommend revisions related to format, definitions, zoning trends, sign codes, parking requirements, etc., to be current with national standards, trends throughout Arizona, and consider that the City of Kingman is a rapidly growing rural city with historic characteristics such as Route 66, yet in close proximity to metropolitan areas such as Las Vegas, Nevada, and Phoenix, Arizona, as well as being located along the future Interstate 11.

The consultant will need to review past text amendments, conditional use permits, rezones and other related Planning and Zoning cases to reflect on what items seem to be processed the most in order to prepare recommendations to updates in the Zoning Ordinance that may reduce common monthly Planning and Zoning Commission items. The consultant will also need to be familiar with the International Building Code to ensure that the Zoning Ordinance updates do not conflict with the City of Kingman's adopted Building Code.

The selected consultant will also be responsible for the expansion of the Downtown Historic Overlay District. The consultant must have experience with historic downtown areas, State registration of historic buildings, innovative historic regulatory concepts, renovation and preservation concepts for historic buildings, familiar with Arizona history, architecture and landscaping, and preservation incentives. The consultant should also have knowledge of possible State funding, grants or other resources that may assist with this project. The consultant will need to be familiar with the International Building Code to ensure that any proposed requirements do not conflict with the City of Kingman's adopted Building Code.



## **E. RELEVANT CITY DOCUMENTS**

1. City of Kingman Prospectus

<https://www.cityofkingman.gov/home/showdocument?id=274>

2. City of Kingman General Plan

<https://www.cityofkingman.gov/home/showdocument?id=292>

2. City of Kingman Projected Land Use Map

<https://www.cityofkingman.gov/home/showdocument?id=294>

3. City of Kingman Zoning Ordinance

<https://www.cityofkingman.gov/Home/ShowDocument?id=302>

4. City of Kingman Interactive Zoning Map

<https://cityofkingman.maps.arcgis.com/apps/webappviewer/index.html?id=9ffc7b03045f441b91dddd060bdd062f>

5. City of Kingman Subdivision Ordinance

<https://www.cityofkingman.gov/Home/ShowDocument?id=298>

6. City of Kingman Streets and Sidewalks Development Rules and Regulations

<https://www.cityofkingman.gov/Home/ShowDocument?id=296>

7. City of Kingman Utilities Regulations

<https://www.cityofkingman.gov/Home/ShowDocument?id=300>

## **F. SUBMITTAL INSTRUCTIONS**

U.S. Mail and Physical Location

Sylvia Shaffer, Planner  
City of Kingman  
310 N. 4<sup>th</sup> Street  
Kingman, AZ 86401

Documents may be emailed to: [sshaffer@cityofkingman.gov](mailto:sshaffer@cityofkingman.gov)

All submittals will be time and date stamped once received in the mail room, submitted at the counter or submitted by email. Documents must be received by the stated deadline.

## **G. INQUIRIES**

Questions pertaining to the RFP and the selection process should be directed to by **December 7, 2018:**

Sylvia Shaffer @ [sshaffer@cityofkingman.gov](mailto:sshaffer@cityofkingman.gov)

Questions and answer will be published on the City's website after **December 7, 2018.**

<https://www.cityofkingman.gov/government/departments/economic-development-planning>

## **H. SUBMITTAL DEADLINE**

Proposals are due no later than **5:00 p.m. (AZ Time), Friday, December 28, 2018** and must be received by that time and date. Proposal postmark dates and times will not be considered as meeting that deadline. Proposers must submit 1 electronic copy (pdf, CD or Flash Drive). If the applicant desires to submit paper copies, please submit a maximum of five (5) bound copies of their proposal and one (1) separately sealed fee proposal envelope to the address shown under "Mailing Instructions" above. The proposal should consist of **a maximum of 20 pages (including supplemental material).**

The City is not responsible for proposals that are delinquent, lost, mismarked, and sent to an address other than that given above or sent by mail or courier service. The City reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of the City.

## **I. PROPOSAL EVALUATION**

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of contents. Responsiveness to the RFP will be a principal basis for evaluation.

## **J. PROPOSAL SELECTION**

The City of Kingman reserves the right, without qualification, to:

1. Select any proposal as a basis for written or oral communication with any or all of the companies or individuals when such action is considered to be in the best interest of the City of Riverbank.
2. Select proposals, based on initial proposals received, without discussion or after detailed discussions or contract negotiations.
3. Reject all proposals.

## **K. SELECTION PROCESS**

The following is an outline of the procedures the City will use in the selection process:

1. A Selection Committee will review the proposals submitted by the prospective consultants to evaluate the proposal based on the following factors:
  - A. Experience of the firm and project manager and assigned team in preparing an updated Zoning Ordinance, including the sign code, and expansion of the Downtown Historic Overlay Districts.
  - B. Record of the firm, and project manager and assigned team in completing these types of projects within required time frames and within budget allowance.
  - C. Record of the firm and project manager in being responsive to the clients' requests.
  - D. Quality of work previously performed by the firm for the City and other agencies.
  - E. Community relations, including evidence of sensitivity to citizen concerns.
  - F. Ability to communicate effectively with citizens, elected officials, and staff professionals.
  - G. Ability to conduct surveys, neighborhood meetings, present at Planning and Zoning Commissions and to the City Council, about the processing and regular updates related to this project.
  - H. Ability to update the City of Kingman Zoning Ordinance and expansion of the Downtown Historic Overlay District in an organized and timely manner.
  - I. Geographic location of the principal offices of the firm and proximity of staff working on the study to the City.
  - J. Knowledge of Federal Requirements, Arizona State Statutes, Construction and Architecture of Historic Buildings, Arizona History, Environment and Culture that would apply to the project.
4. Based upon the proposals submitted, the Committee may select a short-list of qualified firms for this project. The City of Kingman reserves the right to make final consultant selection based



solely upon evaluation of the written proposals, without short-listing firms or conducting oral interviews, should it find it to be in its best interest to do so.

5. The Committee may interview the short-listed firms. Based upon the proposal and interview, the Committee will rank the finalists as to qualifications. The Committee will enter into negotiations with the selected firm. (The City Council has final authority for selection.)

6. The negotiations will cover: scope of work, contract schedule, contract terms and conditions, technical specifications, and price. If the negotiating team is unable to reach an acceptable agreement with the selected firm, the negotiating team will recommend that negotiations be terminated and that negotiations with the second ranked firm be initiated. The Economic Development Director has final authority to terminate negotiations and move to the next ranked firm.

7. After negotiating a proposed agreement that is fair and reasonable, the negotiating team will recommend to the City Council that the City of Kingman enter into the proposed agreement. Final authority to approve the agreement rests with the City Council.

## **L. PROPOSAL CONTENT**

The City of Kingman requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. Proposal must be a maximum of 20 pages (including supplemental material) and include, at a minimum, the following sections in the order indicated:

### **1. Information Page**

Include project name, name of firm submitting the proposal, contact information for the person who will act as project leader including name, title, address, telephone, fax numbers, email address and company website.

### **2. Description of Study Understanding**

Outline of the proposer's understanding of the project and summarizing the basic approach to the project.

### **3. Methodology and Approach**

Describe the proposed methodology and approach which will enable the City of Kingman to assess the proposer's capability to conduct this project in a structured and efficient fashion.

**4. Scope of Work – (Note as Exhibit A in your proposal.)**

Please provide details with specific task descriptions to demonstrate that the proposer has considered all aspects of the study and that the proposer will cover them thoroughly. Representatives of the firm may be required to attend a minimum of 4 public meetings a month. These meetings can include Planning and Zoning Commission, Historic Preservation, City Council, public workshops. The firm should also provide any needed informational material deemed necessary to educate the community, Commissions and Council regarding the project such as PowerPoint Presentations.

**5. Timetable**

A timetable which identifies the milestones of the project, according to the Scope of Work, and projected completion dates throughout the project period.

**6. Personnel**

Resumes of the individual(s) assigned to the study and other staff personnel available to support the study. Particular attention should be given to the proposer's organization which provides internal service for supporting the study team, and facilitates quality assurance auditing of the study work.

**7. Qualifications**

Description of the organization, covering background experience connected with comprehensive zoning code updates, as well as other similar projects.

**8. Representative Study Descriptions and Client References**

Submit descriptions of similar assignments which were conducted by the proposer, including other agency's contact name and telephone number.

**9. Cost Estimates of Consulting Fee – (Note as Exhibit B in your proposal.)**

Each proposal shall include a cost estimate for providing services. Cost estimates shall be placed in a separate sealed envelope on which is written:

**RFP Cost Estimate**

**City of Kingman Zoning Ordinance Update Project**

**(Name of your firm)**

**(Date)**

## **M. EVALUATION CRITERIA**

The City of Kingman intends to engage the most qualified consultant available for this assignment. It is imperative the consultant's proposal fully address all aspects of the RFP. It must provide the City's staff with clearly expressed information concerning the consultant's understanding of the City of Kingman's specific requirements which would result in the conduct of this project in a thorough and efficient manner.

The following criteria shall be used in evaluation of the proposer's offer of services:

1. Proposal clarity in expressing the understanding of the City needs and in defining a work plan for satisfying these needs; understanding the scope of work.
2. Consultant experience in providing consulting services on comprehensive zoning code updates, creation of redevelopment plans, and creation or expansion of Downtown Historic Overlay Districts.
3. Professional qualification of Project Manager and his/her team's experience in conducting assignments of similar scope.
4. Proposer's support organization and in-house quality control and quality assurance methods.
5. Methodology and approach to be employed in conducting the study.
6. Client satisfaction and recommendations.
7. Cost of services.

## **N. SCOPE OF SERVICES**

The selected consulting firm will work with key staff and the City Commissions to work the update the Zoning Ordinance, including the sign code, and expansion of the Downtown Historic Overlay District.

The intent is to work on these projects in phases. The first phase would include organizing and updating the Zoning Ordinance (except for the Sign Code and Historic Overlay District). The second phase would include expansion of the Downtown Historic Overlay District. The 3<sup>rd</sup> phase would include review of the sign code. The intent is to not delay the updating of the basic sections of the Zoning Ordinance while completing a review of the Sign Code. Also, the updated Zoning Ordinance should be in place prior to expanding the Downtown Historic Overlay District.

The Planning and Zoning Commission will be the governmental body responsible for overseeing development and review of the Zoning Ordinance Update and the Sign Code. The Planning and Zoning Commission will then recommend the adoption of the final Zoning Ordinance update to the City Council. The adoption of the updated Zoning Ordinance will move forward to Council prior to the completion of the Expansion of the Historic Overlay District and Sign Code update.

The Historic Preservation Commission will be the governmental body responsible for overseeing development and review of the expansion of the Downtown Historic Overlay District. The Historic Preservation Commission will then recommend the adoption of the final Zoning Ordinance update to the City Council.

Both commissions will have appointed subcommittees to participate in each of the projects monthly meetings, workshops and public hearings. Certain City Staff members will be assigned to each project and available for the firms to work with. However, it is not the intent for City Staff to do a majority of the work with oversight by the firm; the firm should plan on doing most of the work with oversight from City Staff and the Commissions.

Education of both Commissions and City Council will be a part of the scope of this project. The selected consultant will be responsible for educating both commissions on the basics of planning, zoning principles, concepts associated with Smart Growth, historic preservation, Downtown Historic Overlay Districts, sign code legislation, and any other information related to each commissions project.

Responsibilities of the consultant include but not exclusive to the following:

The consultant will be responsible for ensuring that all the basic code elements included in the Zoning Ordinance are brought into conformance with current Federal and State laws, modernized to complement current Planning and Zoning trends, organized so that both staff and applicants can clearly define and understand the updated Zoning Ordinance Sections, and remove sections, outdated language, and definitions that no longer apply.

The consultant will be responsible for ensuring that all the basic elements included in the expansion of the Downtown Historic Overlay District meet the Zoning Ordinance. The consultant will need to ensure that the plan includes maps, listings of historic properties, guidelines to register historic property, processes to ensure historic buildings are able to be renovated, remodeled, and preserved, yet meet the City of Kingman's adopted Building Codes.

The consultant will be responsible for working with various departments and commissions to receive input related to aspects such as road improvements, water and sewer locations, future park locations, tourism ideas, economic development plans and more. Ideally, staff from

various departments will be included in the public meetings and be able to provide input in a public forum as stakeholders.

The consultant will be responsible for organizing meetings, conducting surveys, compiling input, conducting presentations, preparing conceptual maps, preparing architectural drawings of redevelopment plan models, notifying the public of meetings, attending Commission meetings, attending City Council meetings, and at updating City staff members as needed and in a timely manner.

The consultant will have primary responsibility for drafting and redrafting the text of the zoning ordinance after receiving appropriate input from the community's citizens, stakeholders, Planning and Zoning Commissioners, the Historic Preservation Committee and City staff.

Prior to the drafting of any of these documents, the consultant is responsible for establishing a comprehensive participation, communication and information strategy to ensure appropriate volunteer, community, business, planning and staff involvement during these projects.

The consultant is responsible for analyzing types of past cases presented to the Planning and Zoning Commission in the past ten (10) years to determine if a pattern has developed that would give insight into some of the planning issues that should be addressed in the new ordinance and recommend specific language for those.

Drafting of the ordinance should begin after the aforementioned research/tasks are performed and any other research/tasks are performed as recommended by the consultant and agreed to by the City as outlined in a contract. Staff and the consultant must agree to a scope, outline, and organization of the ordinance before the first draft has begun.

## **O. DELIVERABLES**

All items delivered as part of this project shall be the sole property of the City of Kingman.

The consultant shall be responsible for the submittal and execution of the following:

1. **Progress Reports and Research**. The consultant shall be responsible for submitting monthly progress reports and research information relative to the project. The consultant shall clearly communicate how the regulatory effects of the proposed ordinance may differ from the effects of the current ordinance. Background information regarding subjects addressed in the new ordinance, which are not addressed in the current ordinance, shall also be submitted by matrix.
2. **Draft Ordinances**. It would be preferred that copies of draft documents are submitted electronically with the ability to comment on during the development stages of the project for

review and use by the Commissions and staff. If paper copies are needed for meetings or other reviewers, it will be the responsibility of the consultant to provide the paper copies.

3. **Meetings**. The consultant will be responsible for meeting with the Commissions and City staff on a regular basis. The number and frequency of the meetings will be determined in consultation with all parties before the project begins. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction and review progress. In addition, the consultant will be expected to attend periodic meetings of the Planning Commission and City Council.

The Planning and Zoning Commission meets the second Tuesday of each month at 5:30 pm in the Council Chambers at City of Kingman City Complex located at 310 N. 4<sup>th</sup> Street, Kingman, AZ 86401.

The Historic Preservation Committee meets on the fourth Tuesday of each odd month at City of Kingman City Complex located at 310 N. 4<sup>th</sup> Street, Kingman, AZ 86401.

The City Council meets the first and third Tuesdays of each month at 7 pm in the Board of Supervisors Meeting Room located at the Mohave County Administration Building located at 700 W. Beale Street, Kingman, AZ 86401. Please note, the City Council typically holds workshops on the first and third Tuesdays of each month at 5:30 pm and it may be necessary for a consultant to attend a workshop.

4. **Final Work Products**. The updated City of Kingman Zoning Ordinance, expansion of the Downtown Historic Overlay District, and sign code update must be provided in electronic format that are compatible with the City's software. Easy-to-use charts and checklists within the document are highly desirable, especially for signage. The consultant shall provide the following specific products once each project is complete:

- Five (5) bound hardcopies developed with Microsoft Word in an 8 ½" x 11" format.
- The electronic Word version of the ordinances shall be provided to the City on a flash drive, drop-box or other forms acceptable by both parties.

**P. INFORMATION PROVIDED BY THE CITY OF KINGMAN**

The City will be responsible for providing the selected consulting firm with electronic copies of the following information immediately following the signing of the contract:

- Current zoning ordinance, as amended
- Current zoning map, as amended
- Current General Plan

## **Q. SCHEDULE**

The plan is to have a consultant hired to begin the process of updating the Zoning Ordinance, expansion of the Downtown Historic Overlay District and sign code revision by **July 1, 2019**. The project will be phased with the intent of completing the first phase by **July 1, 2020**, the second and third phase by **July 1, 2021**. If the first phase is completed sooner, it will be completely fine to begin the second and third phase sooner. It is also understood that there may be some overlap of beginning a later phase while finalizing the first or second phase.

The City recognizes that performance by consultant is dependent upon performance by City. While reviewing recommended revisions to any of the proposed projects, staff and the firm shall have 15 working days to respond to comments from either party.

## **R. GENERAL CONDITIONS**

### 1. General Information

The City of Kingman, Arizona, will receive at its office located at City Hall, 310 N. 4<sup>th</sup> Street Kingman, Arizona, 86401, all proposals for this City of Kingman project. Proposals shall be submitted as previously outlined in "proposal content". Bids shall be written in ink or computer generated. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the proposal. Proposals are to be verified before submission as they cannot be corrected or altered or signed after proposals are opened.

### 2. Interpretation of Proposals

Should a consultant find discrepancies in, or omissions from the specifications, or should consultant be in doubt as to their true meaning, consultant may submit to the Planning and Economic Development Department a written or emailed request for an interpretation thereof prior to the proposal review. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of, or change in the proposed documents will be made only by an addendum issued to each person to whom specifications have been issued, and shall become part of any contract awarded. The City will not be responsible for any other explanation or interpretations.

### 3. Addenda

Any addenda issued by the City during the time of proposal review shall be covered in the proposal and shall be made a part of the contract.

#### 4. Proposal review

Proposals shall be delivered to the City of Kingman on or before the day and hour set for the review of proposals in Section F, Submittal Date above. A consultant may withdraw their bid, either personally or by written request, at any time prior to the scheduled time of proposal review.

#### 5. Late Proposals

Any proposals received after the scheduled time of review will be noted as received, but they will not be opened or considered.

#### 6. Payment Terms

Partial payments will be made as the work progresses at the end of each calendar month, or as soon thereafter as practicable on estimates made by the consultant and as approved by the City, provided that the consultant is performing the overall job in a diligent manner. In making partial payments, there shall be retained ten percent on the amount of each estimate until final completion and acceptance of all the work.

Upon completion and acceptance of the work the City shall certify that the work has been substantially completed and accepted under the conditions of this Contract. The entire balance found to be due the consultant, including the retained percentage, except such sums that may be lawfully retained by the City, shall be paid to the consultant within 30 days after formal acceptance of work by the City Council.

#### 7. Assignment

No assignment by the consultant or any contract to be entered into hereunder or of any part thereof, except of funds to be received there under by the consultant, will be recognized by the City unless such assignment has had the prior written approval of the City.