

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	March 21, 2016
	Agenda Item No.	30
	Roll Call No.	<u>16-478</u>
	Communication No.	<u>16-142</u>
	Submitted by:	Phillip Delafield, Community Development Director

AGENDA HEADING:

Accepting proposal of Duncan Associates/CodaMetrics/The Lakota Group to prepare a comprehensive rewrite of the zoning ordinance and authorizing the City Manager to negotiate and execute contracts for the provision of same.

SYNOPSIS:

- On December 2, 2015 the Procurement Division issued Request for Proposals (RFP) V16-040 to prepare a comprehensive rewrite of the zoning ordinance for the City of Des Moines.
- 32 requests were mailed and the RFP was posted on the websites of the American Planning Association and Iowa Chapter of the American Planning Association.
- Six (6) proposals were received. One (1) of the six (6) proposals was deemed to be “non-responsive”.
- An evaluation and selection committee reviewed all six (6) proposals, interviewed three (3) of the vendors, and recommends selection of Duncan Associates/CodaMetrics/Lakota Group as the highest scorer based on the weighting criteria established in the RFP.
- Staff recommends that the proposal of submitted by Duncan Associates/CodaMetrics/Lakota Group for total amount not to exceed \$224,500 be approved.
- Staff also recommends that the City Manager or his designee be authorized and directed to negotiate and execute agreements with Duncan Associates/Codametrics/The Lakota Group in compliance with the RFP and proposal, subject to approval as to form by the Legal Department.

FISCAL IMPACT:

Amount: Not to exceed \$224,500 total.

Funding Source: C051CD99 MS013; 2017-2022CIP, Miscellaneous Improvements, page 6.

ADDITIONAL INFORMATION:

- The City of Des Moines is nearing completion of a new Comprehensive Plan titled “PlanDSM-Creating Our Tomorrow (PlanDSM)”. It is expected that PlanDSM will be adopted in April 2016.
- The last comprehensive update to the Zoning Ordinance was completed in 1965. It has been amended over 300 times to address unique development proposals and evolving land use philosophies. A process to develop a new Zoning Ordinance was begun in the early to mid-

2000's, but was abandoned due to changing priorities of the City Council and scarcity of financial and staff resources. The Zoning Ordinance is in need of a complete rewrite to address the strategies of PlanDSM.

- The preliminary scope for the Zoning Code and Zoning Map component is to address items including but not limited to a Transit Oriented Development zoning district; traditional small lot /urban residential zoning district; a revised sign code; sustainability and green infrastructure principles; design guidelines and new goals identified during the Comprehensive Plan update.
- At this time, it is expected that the new Code will take the form of a hybrid or form-based code. In considering what form the new Code should take, benefits of all forms of zoning were recognized but the staff preference is for a hybrid form-based code. The new code will also need to be "right-sized" to existing and future staff resources for planning, site plan review and enforcement and be formatted for an on-line presence.
- The City has received a grant from the Des Moines Area MPO to prepare a Transit Oriented Development (TOD) zone district or overlay district to be applied to development nodes identified by the City's new Comprehensive Plan entitled PlanDSM. These regulations are also to serve as a template for other future TOD districts throughout the Des Moines' metropolitan area.
- While the City's zoning ordinance RFP identified that the City would contract with the Des Moines Area Regional Transit Authority (DART) and the consultant who prepared the DART 2035 Transit Services Plan to develop the TOD regulations / provisions, the City now desires to contract the services of Duncan Associates / Coda Metrics / the Lakota Group to provide the TOD related services.
- The Duncan Associates/CodaMetrics/The Lakota Group team provides significant experience in developing TOD regulations and specific experience in developing regulations that can serve as templates for multiple jurisdictions. Leslie Oberholtzer, Principal for CodaMetrics is a former Principal of Farr Associates and led that firm's efforts to develop the Salt Lake Region TOD Template Code for Salt Lake County, Utah which was funded by a HUD Sustainable Communities Grant. Duncan Associates and The Lakota Group were also team members in preparing the Ashland Avenue BRT Land Use Development Guide for the City of Chicago, Illinois.
- The City of Des Moines believes it will be easier to manage/coordinate one (1) consulting team versus two (2) consulting teams to ensure that the TOD regulations are seamlessly integrated into the new Des Moines Zoning Code.
- City staff has been advised by the MPO staff that IDOT will require the City to enter into a separate contract with Duncan Associates/CodaMetrics/The Lakota Group for the TOD related services that will be funded by the MPO grant.
- The City's Zoning Map will need to be revised to reflect the goals of PlanDSM and regulations of the new Zoning Code. The existing zoning map reflects an abundance of highway oriented commercial zoning along most transportation corridors that are also state highways. Use of overlay districts and transitional zoning districts may be necessary to support a change from highway oriented development patterns to mixed-use nodes and corridors that are friendly to bicyclists and pedestrians.
- The scope of work and timeline from the Duncan Associates/CodaMetrics/Lakota Group proposal is attached. The scope and order of work will be finalized under the direction of the Community Development Director (Phil Delafield), Planning Administrator (Michael Ludwig), PlanDSM Project Management Consultant (Robert Blanchard) and Duncan Associates/CodaMetrics/Lakota Group.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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