



W482 Clifton Road
P. O. Box 279
Sherwood, WI 54169-0279
920-989-1589
www.villageofsherwood.org

Zoning Code Rewrite RFQ

The Village of Sherwood, Wisconsin, is seeking qualifications from experienced and qualified consultants to provide professional services for a comprehensive rewrite of the Village's Zoning Code. The existing code is outdated and requires updating to align with current Wisconsin standards, best practices, and the Village's future development goals.

Project Overview

The Village's zoning code has not undergone a comprehensive update for several years, leading to inconsistencies, outdated standards, and challenges in application and enforcement. This project aims to modernize the code to ensure clarity, consistency, and compliance with state statutes while supporting the Village's strategic vision for sustainable development.

Scope of Work

The selected consultant will be responsible for:

1. Review and Analysis:

- Conduct a thorough review of the existing zoning code.
- Analyze the code's alignment with Wisconsin state statutes and standards.
- Identify inconsistencies, gaps, and areas for improvement.

2. Code Development:

- Draft a modernized zoning code incorporating best practices and supporting the Village's growth objectives.
- Ensure compatibility with other Village plans, policies, and ordinances.
- Provide clear and concise language for ease of use by staff, developers, and the public.

3. Adoption Support:

- Assist with the formal adoption process, including public hearings and presentations.
- Provide necessary revisions based on feedback from the Village Board and other stakeholders.

Qualifications

Qualified firms or individuals must demonstrate expertise in the following areas:

- Zoning code development and updates.
- Knowledge of Wisconsin zoning laws and regulations.
- Public engagement and facilitation.
- Experience working with municipalities of similar size and scope.

Submission Requirements

Interested parties should submit a proposal including:

1. **Cover Letter:**
 - Brief introduction and expression of interest.
2. **Qualifications:**
 - Overview of firm or individual's relevant experience.
 - Resumes of key personnel assigned to the project.
3. **Approach and Methodology:**
 - Description of your approach to the zoning code rewrite.
 - Proposed timeline and milestones.
4. **References:**
 - Contact information for three municipal clients with similar projects.
5. **Cost Estimate:**
 - Provide a general fee structure or range. A detailed cost proposal may be requested during contract negotiations.

Evaluation Criteria

Submissions will be evaluated based on:

- Demonstrated experience and expertise.
- Understanding of the project and proposed approach.
- Qualifications of assigned personnel.
- References and previous work samples.
- Cost competitiveness.

Submission Deadline

Proposals must be submitted by (January 31, 2025 - 5:00pm) to:

Padrick Dunn

Village Administrator

Village of Sherwood

PO Box 279

Sherwood, WI 54169

administrator@sherwoodwi.gov

920-989-1589

Submissions received after the deadline will not be considered.

Additional Information

The Village of Sherwood reserves the right to reject any and all proposals, waive informalities, and negotiate with the selected consultant. This RFQ does not obligate the Village to award a contract or pay any costs incurred in the preparation of a response.

Timeline

- RFQ Issued: January 10, 2025 9:00am
- Submission Deadline: January 31, 2025 5:00pm

Padrick Dunn

Village Administrator

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