



CITY OF GREENWOOD, IN

Addendum No. 1

Unified Development Ordinance - Request for Proposal

Issued February 10, 2025

This addendum forms a part of the City of Greenwood's Unified Development Ordinance – Request for Proposal. This addendum includes three (3) pages.

QUESTIONS AND ANSWERS

- 1. Are zoning map amendments anticipated as a part of the project?**
- 2. Is there an expectation that a new zoning map will be created as part of this project?**

A1 and A2. Yes, zoning map amendments are anticipated as part of the project. We aim to address nonconformities where appropriate, particularly in areas where land was rezoned in 2020, resulting in compliance issues. Our goal is to align zoning with the Comprehensive Plan vision in key focus areas. While most of the zoning map will remain similar to its current status, we recognize that the current zoning, which is based on lot size, may not always be ideal.

- 3. Is the City interested in a form-based code for the entire community or only portions of the community?**
- 4. Does the City anticipate that the Form Based Code will cover the entire area within the City limits, or only certain areas, with others regulated by more conventional zoning? Or will that be determined during the process?**
- 5. Is it anticipated that the entire code be updated or just the 6 focus areas be incorporated into the current code as form-based districts?**
- 6. Can the form-based districts be created as form-based overlay district with a base underlying zone?**

A3, A4, A5, and A6. Greenwood is interested in incorporating form-based code in the Comprehensive Plan focus areas such as East Town, Old Town, and the Greenwood Park Mall. The locations of form-based code can be determined during the UDO process, inclusive of evaluating and considering overlay districts as an option. It is anticipated that traditional zoning will remain in the majority of the city however the code related to traditional zoning is to be reviewed and updated as well. Ultimately, we anticipate our unified development ordinance to be a hybrid code.

- 7. What is the City's budget or preferred budget range for the project?**
- 8. Is there an anticipated budget for the project?**
- 9. Is there a budget range we should keep in mind for our proposal?**
- 10. What is the budget that you have allocated for this project?**

A7, A8, A9 and A10. We've decided not to disclose a specific budget because we are concerned that doing so might lead proposals to be tailored just to meet a maximum figure, rather than focusing on the best solutions for our needs. By



keeping the budget open, we hope to encourage more creative and diverse ideas, and it also allows us room for negotiation once we review the proposals. We will be budgeting over two fiscal years. We appreciate your understanding and look forward to seeing your ideas!

11. What type of zoning are the elected/appointed officials looking for? How well do they understand form-based zoning?

A11. The elected and appointed officials are open to a variety of zoning types; however, they often find themselves focusing more on the end product appearance rather than functionality and underlying zoning principles that guide those outcomes. Further education on how zoning influences the end product could help them better integrate these considerations into their decision-making process.

12. Where can we find the “Terms and Conditions” section referenced in the RFP (top of page 7) which notes the insurance requirements our firm must be in compliance with?

13. Does a certificate of insurance count in the 10-page maximum, or can this be included in the Appendix?

A12 and A13. Our terms and conditions are under review and will be finalized at time of contract. Please disregard the “Insurance” section at this time. Should you desire to include a certificate of insurance in the submittal, it can be included in the Appendix and would not count towards the 10-page maximum.

14. Does a cover page count in the 10-page maximum?

A14. No.

15. With similar projects elsewhere, we have set up a Steering Committee consisting of staff, elected/appointed officials, and sometimes key stakeholders. This group would meet frequently and be the core of the policy-making process. Would the City be open to using that approach?

A15. Yes.

16. How much collaboration can we expect with other departments like Legal, Streets, and Engineering throughout this project?

A16. We are expecting to have intentional collaboration with all stakeholders, including city departments.

17. Would it be possible for the City to consider extending the due date for submission?

A17. We do not anticipate extending the due date for submissions. However, if the search does not yield quality proposals, we may consider continuing the search or extending the submission deadline.



- 18. Are we expected to develop a regulating plan for each of the 6 focus areas during the UDO update process? Do you feel the regulating plan is necessary to develop the form base districts?**

A18. We will look to guidance of the selected consultant, with the collaboration of stakeholders, to determine the best way to implement the vision of the focus areas. A regulating plan may be a tool to successfully develop/redevelop a focus area.

- 19. For the web-based ordinance, are you referring to an interactive pdf that could be place on the web or a website ordinance?**

A19. We are looking for a user-friendly way for people to access and understand the unified development ordinance knowing either of these options (interactive pdf or website ordinance) may successfully accomplish this goal.

- 20. How detailed of information does your GIS have at a parcel level basis about each parcel (e.g. structure square footage, lot size, lot width, etc.)**

A20. We have or can obtain structure square footage and parcel size on a parcel level basis in GIS. We don't have lot width but could pull the effective frontage from the County Assessor's CAMA data for any platted parcels.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.