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St. Louis, Michigan 48880
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CITY OF ST. LOUIS REQUEST FOR PROPOSALS FOR ZONING ORDINANCE UPDATE

The City of St. Louis, Michigan is seeking proposals from qualified firms, organizations, or consultants to conduct professional services to revise and update the City Zoning Ordinance. The current Zoning Ordinance was adopted in 2011. The City is currently in the process of working to become Redevelopment Ready Community Certified and recently adopted a new County-Wide Master Plan. A thorough review and revision of the ordinance is sought to ensure consistency with the Master Plan.

Proposals will be accepted at St. Louis City Hall, 300 N. Mill St., St. Louis, Michigan, 48880 until 1:00 p.m., May 29, 2026. Mailed proposals shall be submitted in a sealed envelope plainly marked "Zoning Ordinance RFP". Alternatively, electronic submissions may be directed to the City Clerk at jlong@stlouismi.com and indicate "Zoning Ordinance RFP" in the subject line.

The City of St. Louis reserves the right to reject any or all proposals, to waive any irregularities and select the proposal most advantageous to the City of St. Louis.

Kurt Giles,
City Manager

Dated: April 27, 2026

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Project Objectives

1. Review the current City Zoning Ordinance and do the following:
 - a. Revise sections, if any, which are not compliant with the Michigan Zoning Enabling Act (Act 110 of 2006) or Court rulings.
 - b. Create zoning districts and regulations which are compatible with the future land use districts and goals found in the new Master Plan.
2. The ordinance shall be drafted to facilitate streamlined development reviews when practicable.
 - a. Consider development preferences prescribed through the Redevelopment Ready Communities program including standards required for RRC certification.
3. Formatting:
 - a. Use a design format which facilitates ease of use both physically and digitally. Use graphics where necessary to help clarify regulations. Design the digital version to be compliant with Web Content Accessibility Guidelines (WCAG 2.1 Level AA).
4. Outline the process by which you plan to review the new ordinance with the Planning Commission.
5. Propose a public input process to include required public hearings.
6. Evaluate fee schedule, existing procedures and forms utilized in zoning review, recommend changes as deemed necessary.

Tentative Timeline (subject to change)

- | | |
|------------------|----------------------------|
| 1. May 29, 2026 | Proposals due |
| 2. June 16, 2026 | Anticipated contract award |
| 3. July 1, 2026 | Proposed start date |
| 4. June 2027 | Project completed |

Scope of Work

With assistance from city staff, the selected consultant will conduct a review and revision of the City Zoning Ordinance. The consultant will develop a final deliverable that should include the following:

1. Draft the Document:
 - a. Prepare the draft Zoning Ordinance, including diagrams or graphics for review by staff and the Planning Commission, resulting in a final version to be acted upon by the Planning Commission and City Council. The final version shall be provided in both Word and PDF format.
2. Summary Sheet:
 - a. The consultant shall provide a summary sheet detailing all changes and additions to the draft Zoning Ordinance.
3. Format:
 - a. The consultant will work with city staff to make the new Zoning Ordinance accessible to the public, and in compliance with WCAG 2.1 Level AA.
4. Map:
 - a. The consultant shall provide an updated Zoning Map.
5. Schedule:

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- a. The consultant shall provide the City with an anticipated schedule and timeline for the above work.

Evaluation Criteria

It is the intent of the City to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposal that is most advantageous to the City. All proposals will be evaluated based on the following criteria:

1. Demonstrated ability to satisfy Scope of Work
2. Professional qualifications of individuals assigned to the project.
3. References and prior examples
4. Proposed timeline and availability
5. Cost of services

Selection Process

All eligible proposals will be reviewed and rated for their qualifications based on the above criteria. The City, at its discretion, may request additional clarifying information from any or all Bidders.

The St. Louis City Council is the final decision maker regarding the selection, and it reserves the right to make an award without further discussion of the proposals submitted, reject any or all proposals, or to terminate negotiations for a consultant agreement at any time.

Inquiries

All requests for clarification, general questions, exceptions, or deviations to the terms of this RFP shall be emailed to jleppien@stlouismi.com. To ensure fairness and avoid misunderstandings, all communication must be in writing to the above email address.

Proposals Due

The City of St. Louis shall not be liable for any cost or expenses incurred by any bidder in relation to the preparation or submission of proposals. Additionally, the City shall not be liable for expenses incurred as a result of the rejection of any proposals made in response to this RFP.

Proposals are due before 1:00 p.m. local time, on Friday May 29, 2026. The time and date are fixed, and the City will not recognize a postmark for purposes of dating a proposal. All proposals received after the deadline will be rejected and not considered. Proposals may be emailed to jlong@stlouismi.com, or mailed to:

City of St. Louis – Zoning Ordinance RFP
300 N. Mill St.
St. Louis, MI 48880