



## Legislation Details (With Text)

**File #:** 20-1673      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Agenda Ready  
**File created:** 4/22/2020      **In control:** Town Council Meeting  
**On agenda:** 7/6/2020      **Final action:**  
**Title:** Award RFP 20-05 - Clarify, Simplify, Reorganize, and Update the Subdivision and Zoning Ordinances - to Calfee Zoning

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Summary for Award RFP 20-05, 2. Evaluation Results 2 RFP 20-05, 3. Memo to Vienna, VA - Scope and Budget v 4 (4832-1308-5114), 4. Vienna, VA Proposal, 5. YARD - Engagement Toolkit For Spatial Distance, 6. Venable - Biographies, 7. RFP20-05FINAL, 8. Addendum1RFP20-05, 9. Regulatory Requirements for Agenda Items - Zoning Contract Award, 10. CLA Questions Regarding Calfee Proposal - Staff Response wSDB Review 07 02 2020

Date	Ver.	Action By	Action	Result
7/6/2020	1	Town Council Meeting		
7/6/2020	1	Town Council Meeting	approved	Pass

**Subject:**

Award RFP 20-05 - Clarify, Simplify, Reorganize, and Update the Subdivision and Zoning Ordinances - to Calfee Zoning

**EXPLANATION AND SUMMARY :**

The Department of Planning and Zoning (DPZ) requests award of RFP 20-05 - Clarify, Simplify, Reorganize, and Update the Subdivision and Zoning Ordinances - to Calfee Zoning. Calfee Zoning is a zoning code consulting firm that works almost exclusively with communities with populations between 10,000 and 50,000 and situated within larger metropolitan areas. Calfee is the lead consultant for a team that includes YARD & Company, specialists in public engagement and urban design, Nelson Nygaard, an internationally recognized transportation firm, and Venable LLP land use attorneys located in Tysons.

The purpose of RFP 20-05 is to clarify, simplify, reorganize, and update the Town's subdivision and zoning ordinances, chapters 17 and 18 of the Town Code. The Town's last significant zoning code changes occurred more than 50 years ago in 1969; a significant portion of the current zoning code includes regulations that date back to the 1956 zoning ordinance. This update to the zoning ordinance is expected to be focused primarily on the commercial zoning districts.

Proposals were received from four firms/teams. The evaluation committee included five individuals: three Town of Vienna staff members and two other local government subject matter experts. As a result of the evaluation committee's initial assessment of received proposals, three vendors were interviewed: Clarion Associates, Kendig Keast, and Calfee Zoning. Following the interview phase

and follow-up questions and discussions, the committee came to the unanimous decision that Calfee Zoning was the top-ranked vendor.

The committee concluded that the team led by Calfee Zoning was the best team for Vienna due in part to Calfee's experience working almost exclusively with smaller communities of similar size as Vienna along with the breadth of knowledge and experience of their team, which includes internationally recognized transportation planning consultants, Nelson Nygaard, urban design and public engagement specialists, Yard and Company, and local (Tysons) land use attorneys, Venable LLC. It should be noted that the Calfee-led team was the only team to include a firm specializing in transportation planning and parking standards. The Town's request for proposals stated that we were seeking a consultant with national knowledge of best practices in land use planning, urban design, land use law, community engagement, transportation planning and parking standards.

**Strategic Plan Initiative:**

*Vienna as an influential and well-governed community.*

*Vienna as an economically prosperous community.*

*Vienna as an engaged community.*

*Vienna as an environmentally sustainable community.*

**Departmental Recommendation** : Recommend approval.

**Finance Recommendation** : Recommend award of contract.

**Purchasing Recommendation** : Recommend approval.

**Town Attorney Recommendation** : The Town has solicited requests for proposals for the proposed professional contract for the Town's zoning update and reorganization project, and Town Council may award the contract to the highest-ranked firm in its discretion.

**Town Manager's Recommendation** : I recommend the Town Council award a contract for \$223,900 to Clarify, Simplify, Reorganize and Update the Subdivision and Zoning Ordinances, Chapter 17 and 18 of the Town Code, to Calfee Zoning, as presented.

Cost and Financing: \$223,900

Account Number: 100-108-1081-18110-43101

Decision Needed by This date: 07/06/20

**PROPOSED/SUGGESTED MOTION**

"I move to award a contract for \$223,900, not to exceed \$240,000, to Clarify, Simplify, Reorganize, and Update the Subdivision and Zoning Ordinances, Chapters 17 and 18 of the Town Code, to Calfee Zoning."

Or

Other action deemed necessary by Council.