

REQUEST FOR PROPOSALS (RFP)
DELAWARE COUNTY, IN UNIFIED DEVELOPMENT ORDINANCE (UDO)
AND
THE CITY OF MUNCIE, IN UNIFIED DEVELOPMENT ORDINANCE (UDO)



Issue Date: September 29th, 2025

Response Submission Deadline: 12 pm noon November 7, 2025

Electronic Submissions to: Kylene Swackhamer at kswackhamer@co.delaware.in.us

**Mail submissions to: DMMPC ATTN: Kylene Swackhamer
100 W Main St, Room 206
Muncie, IN 47305**

INTRODUCTION

The Delaware-Muncie Metropolitan Plan Commission (DMMPC) is seeking proposals for professional services to perform a comprehensive update to the current Delaware County Comprehensive Zoning Ordinance and the City of Muncie Comprehensive Zoning Ordinance. Delaware County and the City of Muncie are both seeking the development and adoption of Unified Development Ordinances (UDOs) for each jurisdiction. The current versions of both Ordinances were adopted in November of 1973 with additions and revisions since. Both jurisdictions currently have separate Subdivision Ordinances that were created in November of 1979 with additions and revisions since. The outcome sought from consulting services is two separate UDOs, one for the jurisdiction of the City of Muncie and one for the jurisdiction of the unincorporated territory of Delaware County. It is the intent that the development of the UDOs will happen simultaneously to insure consistency, coordination, and compatibility where appropriate between the two documents.

EXISTING ORDINANCES

The current ordinances are in need of modernization due to community growth and development, changing land use needs, emerging community needs and in order to reflect current planning practices.

Delaware County Comprehensive Zoning Ordinance

- https://www.co.delaware.in.us/egov/documents/1715180345_1202.pdf

Delaware County Subdivision Ordinance

- https://www.co.delaware.in.us/egov/documents/1607959853_78833.pdf

The City of Muncie Comprehensive Zoning Ordinance

- https://www.co.delaware.in.us/egov/documents/1670512437_29728.pdf

The City of Muncie Subdivision Regulations

- https://www.co.delaware.in.us/egov/documents/1551899624_96514.pdf

RELATED DOCUMENTS

The TogetherDM Our Choices for a Stronger Delaware-Muncie: Comprehensive Plan for the Delaware-Muncie Region

- https://www.co.delaware.in.us/egov/documents/1642002566_4174.pdf

BACKGROUND

The DMMPC is the Planning Department for both the unincorporated area of Delaware County and the City of Muncie. The DMMPC is also the office for permitting and zoning code enforcement in the unincorporated area of Delaware County. The DMMPC is also the designated Metropolitan Planning Organization (MPO) for the Muncie urbanized area.

Delaware County has a population of around 112,000 covering an area of 395.91 square miles. There are plenty of opportunities for entertainment and memorable experiences.

There are many parks and recreational opportunities within the area. The White River flows through the area along with the longest rail trail, the Cardinal Greenway and White River Trail, in Indiana. The Prairie Creek Reservoir is a destination for a variety of outdoor activities.

The City of Muncie has a population of around 65,000 covering an area of 27.39 square miles. Muncie prides itself as being a central hub for commerce, recreation, technology, education, and development. Muncie is home to Ball State University, one of Indiana's premier universities and an economic driver for the state.

The updated UDOs will serve to unify and simplify the development process and standards to further the overall goals of the area to attract new development, increase available housing, and offer opportunities for continued growth.

SUMMARY OF REQUEST

The purpose of this project is to develop, draft, and adopt new Unified Development Ordinances (UDOs) combining zoning ordinances with subdivision ordinances for 2(two) separate documents, one for each of the jurisdictions of Delaware County and the City of Muncie.

The following objectives should be considered in developing the UDOs. The ultimate goal is to have harmonization and integration between jurisdictions to ensure a cohesive area planning process:

- Develop UDOs that are easy to understand and navigate for all
- Develop UDOs that are enforceable
- Produce final products that eliminates inconsistencies
- Ensure alignment between the County and City UDOs where feasible to reduce administrative burden and foster regional development consistency.
- Recommend updates to all existing zoning districts, defined and permitted uses, special uses, comprehensive development standards, etc.
- Modernize the ordinance to be consistent with planning and zoning best practices while minimizing challenges in the development process.
- Include innovative and user-friendly graphics that illustrate design and other requirements that make the ordinance easy to understand and use.
- Improve the technical review process (site review, subdivision review, plat review).
- Update, clarify, and add definitions as needed
- Provide recommendations on administrative procedures, organizational structure, permitting efficiencies, etc.

SCOPE OF WORK OVERVIEW

1. Initial Coordination:

- Conduct an initial kick-off meeting with the Steering Committee to discuss goals, objectives, and process
- work with county and city staff and representatives to assess the existing ordinance to identify strengths and weaknesses
- work with county and city staff and representatives to assess the needs of the communities

2. Diagnostic Review:

- conduct a comprehensive review of the current ordinances and prepare an executive summary of deficiencies
- use existing datasets from GIS, the Census Bureau/American Community Survey, and other appropriate sources to analyze local and regional trends

3. Public and stakeholders engagement plan

- describe public and stakeholder engagement throughout development of documents
- conduct novel and creative public outreach to gather input, maximize public participation, and insure an inclusive process
- include efforts to reach underserved or disadvantaged populations
- connect with key stakeholders to gather input and maximize support

3. Develop Draft UDOs:

- Develop draft UDOs that are user-friendly, easy to understand, administer, enforce, and interpret by both the public and staff
- Include diagrams, tables, graphics, and illustrations to clarify and enhance understanding

4. Additional Documents:

- provide checklists for project reviews
- provide maps and graphic representations as needed in digital form
- Identify any changes needed to the current zoning maps
- Digital deliverables: GIS compatible files, zoning maps modernization
- Evaluation, recommendations, and inclusion of non-conformity and grandfathering situations

5. Legal Consultation:

- provide legal opinions as well as a full legal review of the final drafts
- ensure compliance with state and federal standards

6. Presentation and Adoption:

- Facilitate presentations and incorporate amendments as needed until approval

SUBMISSION AND DEADLINE

Consultant selection for this project will be based on an evaluation of the submissions along with interviews. The DMMPC reserves the right to request additional information or to reject all responses. It is anticipated that the scope of services, fees, and contract details will not be finalized until a consultant is selected, at which time the DMMPC will work with the selected consultant to finalize those matters. Submissions will be accepted digitally in PDF form and physically in paper form.

Submission Criteria

Proposals should include all of the information listed below:

1. Letter of Interest

- Name of individual(s) or firm(s)
- Contact information for person authorized to act on behalf of the firm and to serve as point of contact.
- General statement of interest and availability for the project described in this RFP

2. Qualifications of firm/project team

- Identification, qualifications, expertise, and availability of the project manager and key staff proposed to be assigned to the project.
- Relevant information regarding team organization to ensure efficiency and accountability throughout the duration of the project.
- Any applicable licensure and certifications of project team members. Knowledge and experience with pertinent federal, state, and local laws, regulations, and policies.

3. Strategy and implementation plan with timelines

- Description of project approach
- Timeline with milestones
- Any proposed sub-consultants anticipated for any tasks.

4. Services provided with estimated fee proposal including list of costs by phase and deliverables

- A complete estimate of costs associated with the project including itemization by phase including a total project not-to-exceed amount
- Recommendations for software or digital tools to support implementation

5. Public and stakeholders engagement plan

- Describe the public involvement aspect of the development process
- Describe stakeholder engagement during the development process
- Identify any tasks that County or City staff or representatives would be responsible for completing during this process

6. Relevant project experience and/or examples of work

- Examples of projects completed similar to this project.
- Experience with ordinance development, comprehensive and land use planning

Email digital submissions to Kylene Swackhamer at kswackhamer@co.delaware.in.us
Please request Read Receipt to ensure email was delivered.

Physical Submissions may be dropped off or mailed to: **DMMPC**
ATTN: Kylene Swackhamer
Delaware County Building
100 W Main St, Room 206
Muncie, IN 47305

Submissions received after 12 pm noon Eastern Standard Time on November 7, 2025 will not be considered.

TERMS AND CONDITIONS

DMMPC reserves the right to amend or cancel this RFP at any time, to reject any submissions in whole or in part, and otherwise proceed in the best interests of the DMMPC. This RFP in no way obligates DMMPC to the eventual purchase of any product or service until confirmed by a signed written contract. All costs of preparing a response to this RFP belong to the respondent. Respondents are advised that all materials submitted become the sole property of the DMMPC. Consultants will be required to honor confidentiality of proprietary information. Consultants will be required to provide proof of applicable insurance and may be required to agree to an additional indemnification clause.

EVALUATION AND SELECTION

A Consultant Selection Committee assembled by the DMMPC shall be responsible for the evaluation, interviewing, and scoring of all complete responses. Following the selection of a Consultant, a final scope of work and fee negotiations will be prepared and agreed upon by the DMMPC and the Consultant.

All properly submitted responses will be scored on the following criteria:

1. Qualifications and Experience (25 points)

- Specialized Experience in the type of work to be performed

2. Proposed Approach to Work (35 points)

- A demonstrated understanding of the project scope, approach, and methodology

3. Quality of Work (25 points)

- Examples of previous work are professional in appearance, clear, easily understood, and exhibit an effective use of graphics and visual techniques

4. Cost Appropriateness (15 points)

- Estimate of costs are itemized by phase including a total project not-to-exceed amount

Total points = 100

TIMELINE

1. Questions deadline: October 13, 2025
2. Answers to Questions posted on www.DMMPC.org: October 17, 2025
3. Deadline for Submissions: 12 pm noon November 7, 2025
4. Scoring and Interviews: November 10, 2025 through November 28,
5. Anticipated Award: December 1, 2025
6. Anticipated Project Start: December 2025/January 2026
7. Anticipated Completion: July 2027

ADDITIONAL INFORMATION

Any questions should be directed to Kylene Swackhamer at kswackhamer@co.delaware.in.us