

CITY OF CRYSTAL RIVER
REQUEST FOR QUALIFICATIONS (RFQ) # 22-RFQ-04



for a
CITY-WIDE “FORM-BASED” LAND DEVELOPMENT CODE

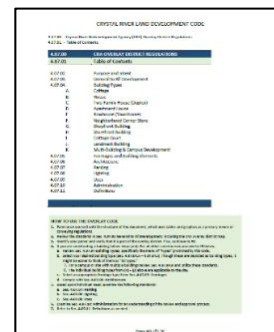
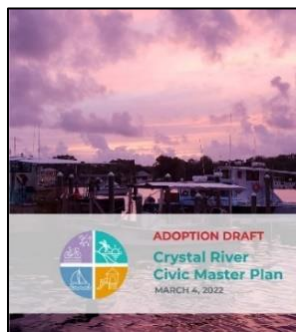
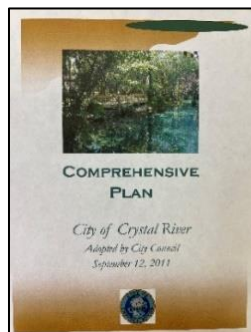
I. THE PROJECT

Crystal River’s downtown area and waterfront are experiencing an urban renaissance with new shops and restaurants opening daily. Kings Bay, the body of water that anchors the city is fed by over seventy springs, providing 600 million gallons of freshwater a day for the “first magnitude” spring system. The waterway is also recognized as the largest winter refuge for the Florida Manatee. In recent years these manmade and natural wonders have been discovered, creating a surge in tourism and recreational activity.

This proposal seeks to establish a **new, city-wide, transect-oriented, form-based code** for the City of Crystal River. The new code is much needed, and will promote the tenants of the **New Urbanism**, a planning and development approach that uses many of the same components as conventional development but assembles them in a more integrated fashion to ensure walkable blocks and streets, housing and shopping in close proximity, and accessible public spaces – the way that communities have been built for centuries around the world. This contrasts with the sprawling, single-use, low-density patterns that are typical of most development in America, and which has been shown to inflict negative economic, health, and environmental impacts on cities.

A form-based code can be applied to new construction, urban infill, and revitalization, and preservation. It can address all scales of development across a full range of places, including main street, suburban areas, urban neighborhoods, and even the entire city. Crystal River’s new ordinance will replace the current **Land Development Code** that was adopted on May 17, 2005. The City’s allocated budget for this project is between \$100,000 and \$150,000. It will draw heavily from information that is found in three (3) city documents, specifically:

- A. **The 2011 City of Crystal River Comprehensive Plan** (currently being updated)
<https://www.crystalriverfl.org/planning/page/city-crystal-river-comprehensive-plan>
- B. **The 2022 City of Crystal River Civic Master Plan**
https://doverkohl.info/reports/Crystal-river-civic-master-plan/CrystalRiverMasterPlan_AdoptionDraft_2022-03-31_RS.pdf
- C. **The 2020 Community Redevelopment Area (CRA) Form Based Code**
https://www.crystalriverfl.org/sites/default/files/fileattachments/planning_amp_community_development_services/page/6654/crystal_river_cra_final_for_public.pdf



The scope of services for the new code will require a highly organized process. Therefore, the consulting team that is selected for this effort will adhere to the following procedures:

II. STAKEHOLDER REVIEW AND ANALYSIS

A. INTERVIEWS

The consulting team will engage and interview various stakeholders throughout the city, including those that are impacted or specifically involved with the project:

a. STEERING COMMITTEE

The **Steering Committee** shall be comprised of 8–12 City residents, including one City Council Member, one Planning Commissioner, one member of a local nonprofit, one or more residential or commercial property owners, one or more developers, a private sector design professional, an engineer, and members of local business organizations.

The Steering Committee will work with the consulting team and various staff to ensure that the process is thoroughly vetted and in keeping with the City’s goals. This is a time-consuming process that requires 2–3 months of one’s time and commitment. Volunteer members shall be selected by the City’s Planning Staff.

b. MUNICIPAL STAFF

This group includes the City Manager, Assistant City Manager, City Planners, Building Official, Code Enforcement Officer, Public Works employees, the Events and Marketing Director, the Director of Visitor Services, etc. Upon request, these staff members will attend Steering Committee meetings and assist with the project.

c. CRYSTAL RIVER CITY COUNCIL / PLANNING COMMISSION UPDATES

Midway through the drafting of the document, and again following completion of a draft, the consulting team will provide both the City Council and the Planning Commission with an “in-person” progress update. Members may offer input, provide feedback, and ask questions regarding the process and document.

d. CRYSTAL RIVER AREA COUNCIL

Early in the process, at the midpoint, and following completion of a draft the consulting team and / or City Staff will meet with the Crystal River Area Council to provide an update of the proceedings and garner feedback from the group.

III. PREVIOUS PLANS & CODES TO REVIEW

A. CIVIC MASTER PLAN – CH. 1, 2, & 3 – POLICIES & PHYSICAL VISIONING

It is imperative that potential consultants review all three of the aforementioned documents, as they provide a comprehensive understanding of the City’s history regarding planning and zoning, from its past to its present and future.

In 2020 Crystal River hosted a three-day “virtual” charrette that centered on ways in which the **Florida Department of Transportation** (FDOT) could improve upon their proposal for State Road 44 as well as the Knight’s Edition neighborhood. This was

followed by a five-day “in-person” charrette that convened in the Spring of 2021. The event targeted four focus areas of the city. Over 500 residents participated. Given the phenomenal level of input, as well as the details captured in the Civic Master Plan, this document shall be used as the primary means of support for the new Land Development Code. When necessary, updates will also be made to the City’s Comprehensive Plan.

a. CIVIC MASTER PLAN CHAPTER 1 AND CHAPTER 2: BACKGROUND INFORMATION

Consultant will review the document in its entirety; specifically:

- | | |
|---|--|
| 1. A Brief History of Crystal River – pg. 1.3 | 2. Previous Plans and Studies – pg. 1.4 |
| 3. Socio-economic data – pg. 1.8 | 4. Natural and Cultural Resources – pg. 1.18 |
| 5. FEMA Flood Information – pg. 1.20 | 6. Sea Level Rise and Storm Surge – pg. 1.22 |
| 7. Future Land Use – pg. 1.30 | 8. Current Zoning – pg. 1.32 |
| 9. Highway 44 Virtual Charette – pg. 2.5 | 10. Civic Master Plan Charrette – pg. 2.16 |

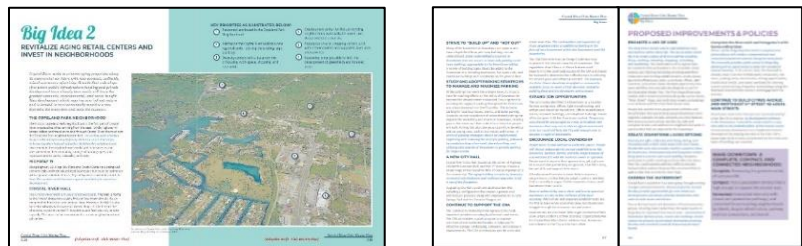
b. CIVIC MASTER PLAN CHAPTER 3: FIVE BIG IDEAS

Big Idea 1: Continue to Make Downtown a Vibrant Destination



- | | |
|--|--|
| 1. Promote a Mix of Uses – pg. 3.4 | 2. Create Downtown Living – pg. 3.6 |
| 3. Build Citrus Ave. & NE 5 th Street as Local Main Streets – pg. 3.6 | 4. “Build Up” and Not “Out” – pg. 3.7 |
| 5. Study and Adopt Parking Strategies – pg. 3.7 | 6. Expand Job Opportunities – pg. 3.7 |
| | 7. Encourage Local Ownership – pg. 3.7 |

Big Idea 2: Revitalize Aging Retail Centers & Invest in Neighborhoods



- | | |
|---|--|
| 1. Build Upon Existing Framework of City – pg. 3.16 | 2. Create New Centers for Crystal River’s Neighborhoods – pg. 3.16 |
| 3. Reimagine Crystal River Mall as New Reg. Center – pg. 3.17 | 4. Reconnect & Invest in Copeland Park Neighborhood – pg. 3.17 |
| 5. Improve Gateways & Main Corridors – pg. 3.17 | 6. Control Size & Scale Along Highway 19 & Highway 44 – pg. 3.17 |

Big Idea 3: Build Safe, Comfortable and Interesting Streets



1. Improve the Hw. 19 Corridor – pg. 3.22
2. Transform Hw. 44 into Complete St. & Reconnect Neighborhood – pg. 3.22
3. Create Safer Crossings on Hw 44 & Hw 19 – pg. 3.22
4. Adopt & Implement a Complete Streets Policy – pg. 3.22
5. Sidewalk Inventory and Master Plan – pg. 3.23
6. Complete the Regional and Local Trail Networks – pg. 3.23
7. Expand and Enhance the Bike Network – pg. 3.23
8. Implement Context Sensitive Street Design – pg. 3.23
9. Make Turkey Oak Dr. into Truck Route – pg. 3.23
10. Reimagining Hw. 19 – pg. 3.32
11. Reimagining Hw. 44 – pg. 3.36

Big Idea 4: Protect and Restore Historic Places



1. Create Local and National Historic Districts – pg. 3.50
2. Adopt a Property Maintenance Code – pg. 3.50

Big Idea 5: Increase Access to Nature and Build Resilience



1. Increase Access to the Bay – pg. 3.62
2. Protect Wetlands – pg. 3.62
3. Plant and Maintain Proper Urban Street Trees – pg. 3.62
4. Adapt to Climate Change – pg. 3.62
5. Create New Parks & Invest in / Expand Existing Ones – pg. 3.63
6. Utilize Low Impact Dev. (LID) Techniques – pg. 3.63
7. Create District-Wide Stormwater Systems – pg. 3.63
8. Expand the Sanitary Sewer System – pg. 3.63
9. Continue to Invest in Kings Bay’s Health & Restoration – pg. 3.63
10. Adopt Design Standards for Elevated Bldgs – pg. 3.63
11. Coordinate Parking, FEMA, & Stormwater Regulations – pg. 3.63

B. CIVIC MASTER PLAN – (CH 4 CHARACTER AREA MAP, PLACE TYPES, ILLUSTRATIVE PLAN, FBC)

a. SITE PLAN ANALYSIS

The consultant should become familiar with the physical details of the entire City, including the historic patterns of urbanism and architecture that are found within the region and are critical to a form-based code. Aside from an in-person visit, this can be done by familiarizing oneself with Chapter 4 of the Civic Master Plan.

Whereas Chapter 3 of the Civic Master Plan promotes a mix of both physical visioning and policy planning, Chapter 4 showcases the maps and place types that truly distinguish a traditional form-based code from conventional zoning. This includes a **“Future Character Area Map”**. This map depicts “character areas” such as:

1. Downtown
2. Traditional Neighborhood
3. Suburban Neighborhood
4. Special Purpose
5. Natural

1. T4, T5 – Downtown – pg. 4.10

2. T3, T4, T5 – Traditional Neighborhood – pg. 4.12

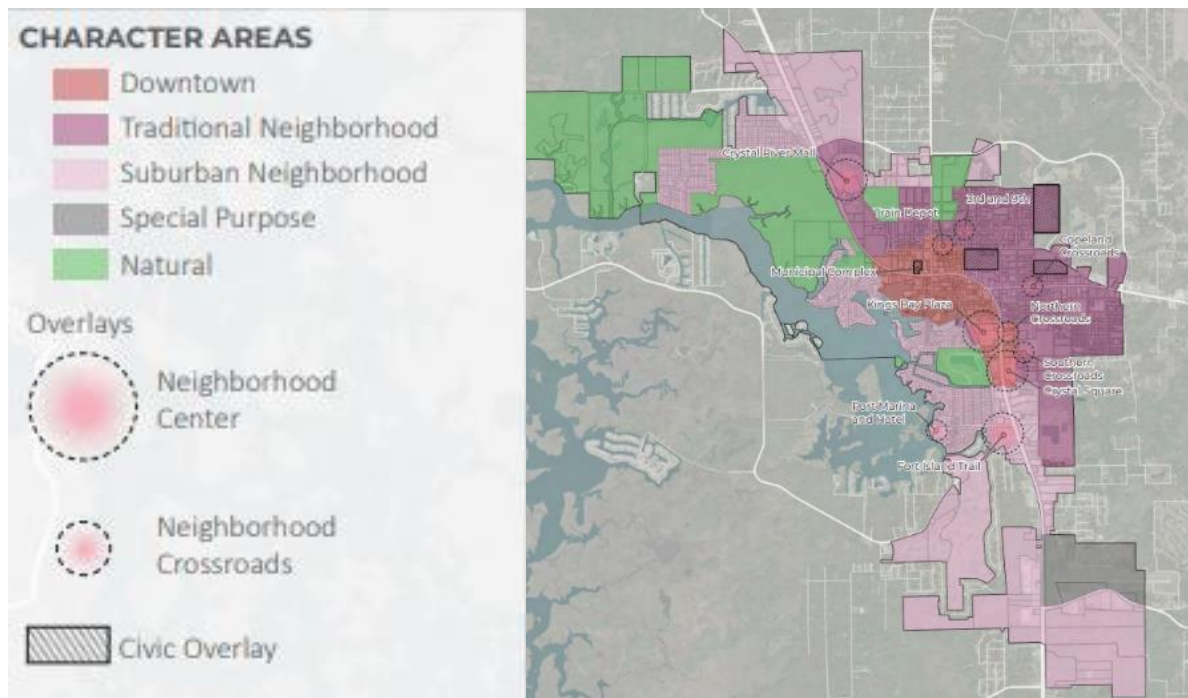
3. T2, T3, T4 – Suburban Neighborhood – pg. 4.14

4. Transect T1 – Natural – pg. 4.16

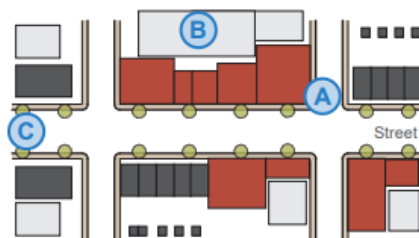
5. Transect SD – Special Purpose – pg. 4.17

The key intersections within each of the **“character areas”** depicted on the **“Future Character Area Map”** are highlighted as a potential:

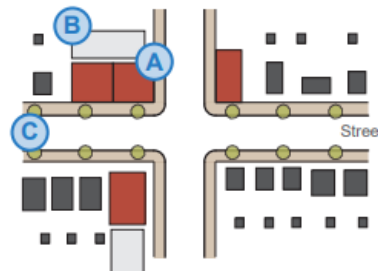
1. **“Neighborhood Center”**
2. **“Neighborhood Crossroads”**



Neighborhood Center



Neighborhood Crossroads



Mixed-Use or Commercial Buildings
 Residential Buildings

Parking
 Sidewalk

At the planning level, Character Areas as well as the Neighborhood Centers and Neighborhood Crossroads help to promote a new urbanist approach to future growth. These areas reflect changes that occur in the form and intensity of development, and as a result they impact the underlying zoning.

**Real
World
Transect**



**New
Urban
Transect**



Such areas are defined by specific zoning districts – or Transect Zones. For example, T2, T3, T4, and T5 above depict basic Transect Zones that reflect variation amongst an area’s form and level of intensity. The following regulatory standards are typical of such a zone.

1. Lot Width
2. Building Footprint / Lot Coverage
3. Building Placement
4. Building Height
5. Building Frontage
6. Parking, and
7. Building Type and Use

Lot Width	Generally 20 to 150 Feet
Building Footprint / Lot Coverage	Small-to-Medium
Building Placement	Front Setback: 0 to 30 Feet Side Setback: 0 to 15 Feet
Building Height	1-3 stories
Building Frontage	Dooryard, Stoop, Porch, Shopfront, Gallery, Arcade
Parking	Parking is located on street or to the rear and side of buildings
Building Types & Uses	Primarily single-family detached, townhouses, duplexes, fourplexes, small apartments, and some shared office and mixed-use.

However, within an actual zoning code each of the aforementioned zones may also contain two or three sub-districts. By this we mean Transect Zones that are similar in terms of their intensity and form, but different in terms of the building types or land uses that are permitted.

This material lays the groundwork for the creation of a **city-wide form-based code**. In addition, the illustrative plans that follow provide a strong backdrop for “what could occur” if a new regulatory framework were to be established here.

and character as opposed to its land use. Second, it was intended to showcase the benefits of such a code to a City and County that has never had such a regulatory document in place to use. A couple of issues have been raised in conjunction with this code that should help the City as it seeks to significantly expand the form-based approach to zoning.

IV. ADVERTISING AND EVENT COVERAGE

A. SIGNS, FLYERS, EMAILS, WEBSITE

City staff will work with the consultant to format a design for advertising that promotes activities related to the new Land Development Code.

a. SIGNS AND FLYERS

A unique layout will be used for both **temporary signage** as well as **flyers** that promote upcoming events. Two or three different designs shall be used.

b. EMAILS

Unlike signs and flyers, which aim to draw attention to an event, an **email** is primarily focused on the contents of the message. The email shall have a “logo” but little else other than the message conveying the upcoming event.

c. WEBSITE

The most important type of advertising related to this project is the **website**. The website will be used to:

1. promote upcoming events and activity – including the charrette, etc.
 2. convey text, photographs, maps, renderings, and other images that add support for the new document and help to explain the project’s process
 3. convey information from the Comprehensive Plan and Civic Master Plan that add support for the new document
 4. convey the consultant’s background, projects, and credentials
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V. PUBLIC DESIGN PROCESS

A. MAPPING, PUBLIC ENGAGEMENT

a. GENERATE NECESSARY BACKGROUND MAPS

As a small City with limited GIS capabilities, we will work with the consulting team, Citrus County GIS, and our Property Appraiser’s GIS team to ensure that the proper base map information is provided and readily available. These documents will be used to produce the maps that will be utilized during the preparation of the form-based code.

b. PUBLIC WORKSHOP AND / OR DESIGN CHARRETTE

This vitally important event allows the consultant and staff to convey the intent, structure, and format of the document while garnering feedback on key issues from the community. The process used to engage the public during the Civic Master Plan, which included both a three-day and five-day charrette was held with the intent to establish an updated document that could be adopted as part of the City’s Comprehensive Plan.

As important, the Civic Master Plan was written to provide support for a new “city-wide” form-based zoning code. This “city-wide” approach has been utilized before, for example in Port Royal SC. While public input is necessary and should certainly be included as part of this process, so too should the concepts and ideas conveyed as part of the Civic Master Plan.

The staff and the consultant shall work together to determine the appropriate type of public engagement and length. Once this is determined, the consultant will:

1. organize and lead the workshop / charrette to obtain citizen input
2. engage the community and gather ideas
3. reaffirm goals
4. formulate implementation strategies that are ideal for the new code

Plans, renderings, and initial coding ideas that reflect concepts articulated at the event will be further vetted and compiled, ultimately resulting in a draft version of the new land development code. Therefore, it is essential that local public officials attend the workshop / charrette along with citizens, stakeholders, and the steering committee.

VI. DRAFTING THE FORM-BASED CODE

A. DESIGN PARAMETERS FOR THE CODE

a. THE MAIN ELEMENTS TO BE INCLUDED IN THE CITY’S FORM–BASED CODE

The new code’s regulations will ensure high-quality public spaces that are defined by a variety of building types and uses. These include housing, retail, and office space.

The new code will incorporate a regulating plan, building form standards, street standards (plan and section), use regulations, descriptive building or lot types, and other elements needed to implement the principles of new urbanism as well as the practical management of growth. The sections of this document will typically include the following:

1. **ADMINISTRATION.** Such standards include the Introduction (Background, explanation of a FBC, Transect, Pedestrian Sheds, How to Use the Code), Purpose & Intent, Applicability and Jurisdiction, Relationship to the Comp Plan, Official Regulating Plan and/or Zoning Map, Transitional Provisions, and Severability. All explanations of the regulations and the process should be in “clear,” “user-friendly” language. The Crystal River Form–Based Code should include many of these sections.
2. **REGULATING PLAN.** This map of the “regulated area” designates the locations where different building form standards apply. It is very similar to a zoning map, only with more detail. Depending on how it is implemented, such a plan may depict the underlying Transect Zones along with the location of streets, blocks, public spaces (such as greens, squares, and parks), and other special features.

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- 3. BUILDING FORM STANDARDS.** Such standards govern basic building form, placement, and fundamental urban elements, ensuring that all buildings complement neighboring structures and the street. These standards should be based upon study of building types appropriate for the region, climate, and neighborhood vitality.

In Crystal River nearly all property is impacted by the **FEMA Flood Insurance Rate Maps (FIRMS)**. When these were re-adopted in 2021 the land classified as being in the AE Flood Zone was expanded. As a result, the **Base Flood Elevation (BFE)** in these areas increased from 8 feet to 11 feet or 12 feet above sea level. New residential construction or substantially improved residential structures (>50%) are required to be elevated to one foot above the Base Flood Elevation, making street oriented walkable architecture more difficult. Commercial and most mixed-use development can be raised or **flood-proofed**. The latter provides a means of addressing design and architecture.

- 4. CIVIC SPACES.** As opposed to requiring a specific amount of open space, proper civic space standards prescribe the type and character of the site. This results in well designed and well-located parks, greens, squares, and plazas. These are critical components of a vibrant community, providing public gathering places for residents and visitors, opportunities to address stormwater, ways in which to reduce the heat island effect, and a means for addressing public health benefits.

- 5. STREET STANDARDS.** Pre-approved thoroughfare components and assemblies that can be combined to form both new and reconfigured streets within each transect zone are included. These address the needs of motorists, pedestrians, bicyclists, and transit riders. In addition, to ROW and travel lane width, design specifications for the type of frontage, drainage, planter, landscaping, lighting, sidewalk, curbing, trees, and parking are included.

- 6. BUILDING OR LOT TYPES.** These can be useful in form-based codes where the goal is to enable a fine-grained mix of buildings of varied density and type in walkable neighborhoods. For example, an area that desires a mix of different building typologies (i.e., detached houses, cottage courts, two-family, courtyard apartments, live-work units, residential over commercial etc.) will benefit by including building types or lot types into the code.

- 7. ARCHITECTURAL STANDARDS.** While many form-based codes do not regulate architecture strictly, some codes do contain specific regulations in the more intense and urban districts. This is done to promote a consistently high level of design for an area's most intense and most visible development. In addition, it ensures that new and renovated buildings in these locations must reflect the historic traditions and unique characteristics of the community.

The form-based code in Crystal River’s Community Redevelopment Area (CRA) contains architectural standards. These should be maintained in the CRA District and added to any area that is zoned T4, T5, and possibly SD.

8. LANDSCAPE STANDARDS. Landscaping and trees provide aesthetic, ecological, and health and safety benefits to a city. These affect local neighborhoods, streets, and thoroughfares, as well as public spaces. They impact the city’s aesthetics and walkability, its health and safety, and its overall environment and energy use. Such standards are vital to the city.

9. STORMWATER STANDARDS. Best practices for stormwater treatment include **Low Impact Development (LID)** or green infrastructure techniques, such as vegetation, soils, and natural processes to manage stormwater and create healthier built environments with fewer negative impacts on surrounding green space and wildlife. Such infrastructure can be installed along streets, in public spaces, and on private properties and can be small scale and cost effective.

The alternative to this is a district-wide system that crosses property lines and creates a centralized location to capture, treat, and hold runoff. These consist of biofiltration basins, regional stormwater retention basins, or constructed stormwater wetlands that often function as a new public space as well.

10. PARKING STANDARDS. Such standards ensure that the parking needs of new land uses and development are met, and parking areas are designed and located in a manner that promotes walkability. The community hopes to add a significant number of on-street parking spaces. This should dramatically reduce the need for off-street surface parking and stimulate new development opportunities.

11. DEFINITIONS is a glossary that ensures the precise use of technical terms. It should be located at the back of the document as opposed to the front.

b. INTEGRATION OF THE FORM–BASED CODE

The new Land Development Code shall be a form-based code. As such, it shall be integrated into the City of Crystal River’s existing regulatory framework (zoning and land development regulations). This is done by ensuring procedural consistency, adherence with both state and local legal requirements, providing clarity regarding the applicability of existing regulations, and maximizing the effectiveness of the code.

c. ADHEARENCE TO FLORIDA LAW

It is imperative that one or more members of the consulting team be intimately familiar with Florida laws and regulations regarding the creation of a form-based unified development code, including **AUTHORIZATION**: the manner in which these new types of regulations are enabled; **DISCRETION**: the manner in the regulations are written, and **DELEGATION**: the manner in which the regulations are administered.

VII. PRESENTING AND REVIEWING THE FORM-BASED CODE DOCUMENT

A. PREPARING THE DOCUMENT FOR SUBMITTAL

a. PRESENTATION OF THE 1st DRAFT OF THE NEW CODE

The consultant will present the 1st draft of the form-based code for the purpose of gathering comments. Copies of the document will be made available in both hardcopy as well as digital form.

1. Citizens who wish to read the hardcopy version of the document and provide their comments to staff may do so.
2. A digital copy shall also be available for citizens who prefer to download the document from the city's website and leave comments online.
3. Finally, a "chapter-by-chapter" presentation of the document shall be made to the **Steering Committee**, as well as the Planning Commission (and possibly the City Council). These groups shall provide their comments to staff.

b. PRESENTATION OF THE 2nd DRAFT OF THE NEW CODE

Approximately one month after revising the 1st draft of the document the consultant and municipal staff will present a 2nd draft of the new code to the community. As was the case with the 1st draft, citizens will have an opportunity to comment in person as well as on-line. Once again, the Steering Committee, Planning Commission (and possibly the City Council) shall receive a "chapter-by-chapter" presentation of the FINAL changes. These groups shall provide their comments to staff.

c. MEETINGS WITH STAKEHOLDERS

These meetings shall occur during the workshop / charrette process and if necessary, following the release of the 1st and 2nd draft of the Code. Groups that may request a special meeting with the staff include developers, builders, preservationists, architects, attorneys, etc. No additional meetings shall be scheduled at this time, however the right to do so shall remain.

B. APPROVAL PROCESS

a. PUBLIC HEARING PRESENTATIONS

The consultant will make formal presentations to the City's **Planning Commission** as well as the **City Council**.

b. FINAL REVISIONS

The consultant shall be responsible for all revisions following the two presentations of the document. City staff will assist with collecting comments, questions, and suggestions for potential refinements from both boards as well as the audience. If necessary, suggestions shall be consolidated into a series of action items and forwarded to the consultant. An online teleconference meeting shall take place to determine which of the suggestions to address. Following this meeting, all involved should have a good idea of which concepts shall remain in

the document and which shall be removed. As a result, a final draft of the document shall be established.

VIII. CONSULTANT'S SUBMITTAL MATERIAL

A. SUMMARY OF ITEMS TO BE SUBMITTED BY THE CONSULTANT

a. NEW URBANISTS WANT TO SEE HUMAN-SCALED DEVELOPMENT

They create tools to reform zoning and street design and establish underutilized building types—like shopfront houses and courtyard units—that contribute to diverse neighborhoods. They advocate for neighborhoods that are designed around a 5 min. walk (center to edge) or comprise a 15 min. city (center to edge). Ideas such as this are fundamental to the new urbanism and the form-based code.

The City's new Land Development Code should address many –if not all– of the following concepts, as each of these ideas is not only essential to good urban planning and design, but also has its roots firmly planted in the new urbanism.

1. FORM-BASED CODES
2. THE RURAL TO URBAN TRANSECT
3. MIXED-USE "URBAN CENTERS" & "CROSSROADS"
4. TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND)
5. THE PEDESTRIAN SHED & THE 5 MINUTE WALK & THE 15 MINUTE CITY
6. LIGHT IMPRINT INFRASTRUCTURE, INCLUDING FEMA FLOODPROOFING
7. MISSING MIDDLE HOUSING
8. CONTEXT-BASED AND INTERCONNECTED STREET DESIGN
9. PARKING REFORM
10. TACTICAL URBANISM
11. THE CHARTER FOR NEW URBANISM

b. SUBMIT ONE ORIGINAL DOCUMENT, SEVEN COPIES, AND ONE DIGITAL VERSION:

One (1) original document, seven (7) copies, and (1) digital version of the proposal shall be submitted to the City of Crystal River. The original version as well as the seven (7) copies shall be identical. Each of these copies shall contain all of the items listed below, as the items effectively demonstrate the consultant's expertise and capability in drafting a form-based code:

1. COVER PAGE

2. COVER LETTER

A Completed Cover Letter, no longer than two (2) pages in length and signed manually by an authorized representative of the consulting team shall follow the cover page.

3. TABLE OF CONTENTS

4. TEAM EXPERTISE

This is a brief description of the team's general qualifications, including:

- the multi-disciplinary nature of the team assembled for this project

- a listing of key personnel that would be available to work on this project, including their area of expertise (or specialty) that they are bringing to the process
- specific evidence of relevant experience creating form-based codes

5. COMPARABLE PROJECTS

Summary of form-based code projects in progress or completed in the past, with the following information for each code:

- Reference name, with current contact information
- Type of form-based code:
 - city-wide Unified Development Ordinance
 - corridor-based
 - downtown code, etc.
- Current status of code:
 - drafting in progress
 - drafting completed
 - adopted, etc.
- Nature of public involvement in formulation of code
- Client type:
 - public sector (municipal vs. county)
 - private sector
- Was the “vision plan” created as part of this process, or done separately? if possible, please provide a link to the “vision plan,” that was used to promote the code – be it a Comprehensive Plan, Master Plan, etc.
- Size and scale of the geographic area
- Type of development:
 - greenfield development
 - infill/redevelopment area
 - city-wide code
 - county-wide code, etc.
- Is the code:
 - mandatory and integrated into the existing land development code or freestanding?
 - optional such as a “parallel” code?
 - a floating-zone code?
 - an overlay code?
- Is the code:
 - Transect based?
 - based on building types / lot types?
 - Based on streets, etc.
- Did the code address
 - Light Imprint Stormwater / Low Impact Stormwater
 - FEMA floodproofing

6. SAMPLE CODE DOCUMENT

Please include one or more sample code documents selected from the list of comparable projects (above).

If this document is not what was originally proposed by the consultant, please include the code that was formally adopted by the municipality and a brief explanation of the differences between the two. Please convey if the code has been adopted into law.

Photos of designed or built results of the code are encouraged. These shall be accompanied by a description of their specific relationship to the form-based coding process.

Emphasis should be given to codes that have a new urbanist basis or include some of the tools listed above. For example, a form-based code that has a transect-based approach and promotes both light imprint infrastructure and parking reforms would be an ideal submittal.

7. TENTATIVE SCHEDULE

While this is an **RFQ** or **Request for Qualifications**, it would still be a tremendous help if the city can see an approximate schedule and/or timeline for this project. No dates have yet to be set. Therefore, we are not seeking specific details, but rather the most likely amount of time that the city can expect this project to take given that it must incorporate preliminary research, a charrette / workshop, code writing, a draft review, and final adoption.

8. HOURLY RATES

If possible, hourly rates will be quite beneficial. However, if not possible then the consultant should consider providing the rates charged for recent projects or those projects conveyed within (item is not required).

c. SUBMITTALS (INCLUDING ALL OF THE AFOREMENTIONED ITEMS) SHOULD BE MAILED TO:

City Clerk's Office
c/o Mia Fink, City Clerk
City of Crystal River
123 NW Highway 19
Crystal River, Florida, 34428

B. PROCESS FOR SELECTING THE WINNING TEAM TO DRAFT THE CODE

a. A SEVEN (7) PERSON SELECTION COMMITTEE SHALL BE ESTABLISHED BY THE CITY

1. THE SELECTION COMMITTEE SHALL BE COMPRISED OF FOUR (4) CITY STAFF MEMBERS AND THREE (3) COMMUNITY RESIDENTS.

2. DURING THE PERIOD FROM **FRIDAY, SEPTEMBER 23rd 2022 – MONDAY, OCTOBER 3rd 2022** SELECTION COMMITTEE MEMBERS SHALL EVALUATE ALL SUBMITTALS TO DETERMINE WHICH CONSULTANTS HAVE THE EXPERIENCE AND QUALIFICATIONS THAT ARE MOST SUITED FOR THIS PROJECT.
3. ON **MONDAY, OCTOBER 3rd 2022** THE SEVEN (7) MEMBER SELECTION COMMITTEE SHALL MEET AT 1:00 PM IN THE CITY OF CRYSTAL RIVER'S COUNCIL CHAMBERS IN ORDER TALLY THEIR FINAL SCORES AND SUBMIT THEM. THIS PROCESS SHALL INCLUDE THE FOLLOWING:
 - THE SEVEN (7) MEMBER SELECTION COMMITTEE SHALL ELECT A **COMMITTEE CHAIRMAN**. THE CHAIRMAN SHALL BE RESPONSIBLE FOR ENSURING THAT EACH MEMBER HAS ADDED THE FINAL SCORE FOR EACH TEAM APPROPRIATELY, AS WELL AS ANY OTHER PROCESS THAT MAY BE NEEDED.
 - WHILE EACH SELECTION COMMITTEE MEMBER SHOULD HAVE ALREADY READ THE **EVALUATION COMMITTEE CRITERIA** (located to the right), THEY WILL LIKELY DO SO AGAIN IN ORDER TO REFRESH THEIR MEMORY.
 - HAVING READ EACH TEAMS COMPLETE AND FULL PROPOSAL, EACH SELECTION COMMITTEE MEMBER SHALL ASSIGN EVERY SUBMITTING TEAM A FINAL SCORE FOR EACH OF THE EVALUATION COMMITTEE CRITERIA (located to the right). THE TOTAL SCORE FOR EACH INDIVIDUAL ITEM SHALL NOT EXCEED THE MAXIMUM SCORE THAT IS PERMITTED FOR SUCH AN ITEM.
 - EACH COMMITTEE MEMBER SHALL THEN TALLY UP THEIR FINAL SCORES FOR EACH AND EVERY TEAM AND PROVIDE THEM TO THE COMMITTEE CHAIRMAN.
 - THE COMMITTEE CHAIRMAN SHALL COMBINE THE INDIVIDUAL SCORES OF EACH TEAM. UPON COMPLETION, THE SCORES OF THE **TOP THREE TEAMS** SHALL BE ESTABLISHED.
 - **FIRST PLACE** SHALL BE AWARDED TO THE TEAM WITH THE HIGHEST COMBINED SCORE. SECOND PLACE SHALL BE AWARDED TO THE TEAM WITH THE SECOND HIGHEST SCORE. THIRD PLACE SHALL BE AWARDED TO THE TEAM WITH THE THIRD HIGHEST SCORE.
4. THE CITY'S PLANNING AND DEVELOPMENT SERVICES DIRECTOR SHALL ANNOUNCE THE TEAM TO RECEIVE THE HIGHEST SCORE, AND AS A RESULT TO BE SELECTED AS **THE MOST QUALIFIED TO WORK WITH THE CITY ON THIS PROJECT**.
5. THE CITY AND THE WINNING TEAM SHALL IMMEDIATELY BEGIN THE PROCESS OF NEGOTIATING A **CONTRACT FOR SERVICES**.

6. IF FOR SOME REASON THE CITY AND THE WINNING TEAM ARE UNABLE TO REACH AN AGREEMENT FOR A CONTRACT, THE SAME NEGOTIATION PROCESS SHALL TAKE PLACE WITH THE SECOND PLACE TEAM, ETC.

Evaluation Committee Criteria	Maximum Score
1. Experience, qualifications, availability, and references of the Project Director.	10 points
2. Experience, qualifications, availability, and references of the Project Manager as well as his or her knowledge of: <ul style="list-style-type: none"> • form-based codes • the rural to urban transect • mixed-use “urban centers” and “crossroads” • traditional neighborhood development (TND) • the pedestrian shed • the 5-minute walk radius and the 15-minute city • light imprint stormwater infrastructure, including FEMA floodproofing • missing middle housing • context-based and interconnected street design and other new urban tools that may be included in such a document. 	15 points
3. Team’s experience with Form-Based Zoning Codes, including city-wide Unified Development Codes that are form-based.	15 points
4. Team’s experience with Form-Based Codes, including: <ul style="list-style-type: none"> • Thoroughfares as well as State Highways / Thoroughfares • Light Imprint / Low Impact Stormwater standards • FEMA floodproofing requirements • State laws and regulations, including the manner in which such standards are enabled, written, and implemented. 	15 points
5. Success of the team in drafting and adopting Form Based Codes in other communities, including similar sized cities.	15 points
6. Team’s illustrative and graphic skills.	15 points
7. The quality of the example Codes provided to staff, specifically the format, ease of use, renderings and graphics, infusion of new urban elements that are commonplace as well as those that are more unique.	15 points
TOTAL POSSIBLE SCORE	100 Points

IX. PROPOSED TIMELINE – CRITICAL DATES AND ACTIONS

A. SUBMITTAL SCHEDULE AND REGULATIONS

a. REQUIREMENTS AND PROCEDURES

The schedule as listed below is the City’s intended course of action for this project. The City will follow the schedule to the extent possible; however, the City reserves the right to change both the sequence and timing if deemed necessary.

<u>DATE</u>	<u>PROPOSED ACTION</u>
AUGUST 15, 2022	RELEASE OF REQUEST FOR QUALIFICATIONS (RFQ)
August 29, 2022	Pre-submittal questions due. Email these to: bherrmann@crystalriverfl.org
September 5, 2022	Pre-submittal questions and answers provided to all teams and posted on the City's website
THURSDAY, SEPTEMBER 22, 2022	DEADLINE FOR SUBMISSION OF QUALIFICATIONS
September 23 – October 3, 2022	Submittals evaluated and ranked by Host Committee
October 3, 2022	Host Committee selects and announces winning team
October 4, 2022 – October 18, 2022	Contract negotiations with winning team
MONDAY, OCTOBER 24, 2022	PRESENTATION OF CONTRACT TO CITY COUNCIL

b. STATE OF FLORIDA, CITY OF CRYSTAL RIVER SUBMITTAL REGULATIONS

1. Submittals shall be received by **THURSDAY, SEPT. 22, 2022, at 1:00 P.M. (EST)**.
2. Pursuant to Florida Statutes, Chapter 119, entitled Public Records, Paragraph 119.07, all submittals shall be confidential.
3. Delivery of the submittal to the City Clerk's Office on or before the above date is solely and strictly the responsibility of the consultant.
4. Late submittals will be returned unopened to the consultant. The Planning Director or designee will be the official authority for determining late bids.
5. The City reserves the right to waive any irregularity or informality in a submittal that has been received; determine, in its sole discretion, whether an informality is minor or not; reject or accept any or all submittals; and select the top submittal based upon criteria that serves the City's best interest.
6. It is the consultant's responsibility to read and understand the requirements of this Request for Qualifications (RFQ).
7. In addition to stated Qualifications, consultants may choose to expand upon their abilities and address any issue or issues related to the project.
8. The consultant shall submit one (1) ORIGINAL DOCUMENT, seven (7) copies, and one (1) digital version of the proposal.
9. The ORIGINAL submittal must be manually and duly signed in ink by a Corporate Officer, Principal, or Partner with the authority to bind the submitting company or firm by his or her signature.

c. ADDITIONAL REQUIREMENTS RELATED TO THE APPEARANCE OF THE SUBMITTAL

1. All submittals must be typed and presented in an organized fashion. Emphasis should be placed on completeness and clarity.
2. All corrections to the submittals must be initialed.
3. The primary consultant's name shall appear on each page of the submittal.
4. All submittals shall contain contact information for the primary consultant.
5. Please submit all information as outlined. This includes each item listed previously in **CONSULTANT'S SUBMITTAL MATERIAL**. Failure to submit all information may result in a lower evaluation score.
6. The City at its discretion may reject submittals that are substantially incomplete or lack key information.
7. Submittals shall be limited to forty (40) pages. The page count excludes the cover, introduction (cover letter), table of contents and section dividers.
8. The Submittals shall be concise and straightforward in describing the consultant's experience and capabilities.

x. OTHER FORM BASED CODES THAT THE CITY'S STAFF WORKED ON

A. Daufuskie Island Code – Daufuskie Island, South Carolina

<https://www.beaufortcountysc.gov/planning/Daufuskie-Island-Code.html>

This island-wide form-based code, while structured somewhat similar to a Smart Code is quite unique in terms of its regulatory approach and graphics.

B. The Beaufort Code – Beaufort County, South Carolina

https://library.municode.com/sc/beaufort_county/codes/community_development_code

This award-winning “county-wide” code contains both “form-based” and “conventional” zoning districts.

C. The Port Royal Code – Port Royal, South Carolina

<https://www.portroyal.org/194/Zoning-Development-Code>

This form-based code is unique in that it addresses the entire Town of Port Royal SC.

D. Victoria Place Overlay District – Thomasville, Georgia

<https://thomasville.org/uploads/groups/3/Documents/Planning/Victoria-Park-Overlay-District.pdf>

This form-based code was written to address a downtown redevelopment area.

E. Community Redevelopment Area (CRA) FBC – Crystal River, Florida

https://www.crystalriverfl.org/sites/default/files/fileattachments/planning_amp_community_development_services/page/6654/crystal_river_cra_final_for_public.pdf

This form-based code is applicable to a downtown Comm. Redevelopment Area (CRA).