
REQUEST FOR PROPOSALS (RFP)

Professional Planning Services

Update of Unified Development Ordinance (UDO) and Zoning Code

Town of Sellersburg, Indiana

1. Introduction and Background

The Town of Sellersburg (“Town”) is soliciting proposals from qualified planning and zoning consulting firms to provide professional services for updates to the Town’s Unified Development Ordinance (UDO) and Zoning Code for the Town of Sellersburg’s mix-use districts that include the Town Center (TC), Downtown (DT), Downtown Neighborhood (DTN), and Gateway Overlay (DO) districts.

The intent of this project is to modernize development regulations to reflect current planning best practices, support the Town’s long-term vision, improve clarity and usability, and ensure consistency with adopted plans, policies, and applicable state laws.

2. Project Objectives

The primary objectives of this project include, but are not limited to:

- Align the Town’s UDO and zoning regulations with growth directives of the Town Council
 - Improving clarity, organization, and user-friendliness
 - Ensuring consistency within all zoning districts
 - Supporting appropriate economic development while protecting community character
 - Addressing current and emerging land use, housing, and development issues
 - Ensuring compliance with applicable and updated state and federal regulations
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3. Scope of Services

The selected consultant will be expected to provide professional services that may include the following tasks. Proposers may recommend modifications or additions to this scope based on their expertise.

Task 1: Project Initiation and Review

- Kick-off meeting with Town staff and/or project steering committee
- Review of existing UDO, zoning code related to outlined districts, subdivision regulations, related ordinances, and history of approved appeals
- Review of the Comprehensive Plan and relevant planning documents to ensure cohesiveness between the documents

Task 2: Community and Stakeholder Engagement

- Meetings or workshops with Town Council, Plan Commission, Board of Zoning Appeals, staff, and key stakeholders
- Public engagement opportunities (e.g., workshops, open houses, surveys)
- Incorporation of community input into draft regulations

Task 3: UDO and Zoning Code Update

- Evaluation of development standards of the Town Center (TC), Downtown (DT), Downtown Neighborhood (DTN), and Gateway Overlay (GO) districts.
- Recommendations for zoning district revisions or consolidation
- Update of use regulations, development standards, architectural finishes, procedures, and definitions related to the relevant zones.
- Integration of zoning, subdivision, and development standards into a cohesive UDO format (if applicable)
- Graphics, tables, and illustrations to improve clarity and usability

Task 4: Drafting and Review

- Preparation of draft UDO and zoning code documents
- Coordination with Town staff and legal counsel as needed
- Revisions based on feedback from Town officials and the public

Task 5: Adoption Support

- Assistance with public hearings and adoption process
- Presentation of final documents to Plan Commission and Town Council
- Delivery of final adopted ordinance in editable digital format

4. Deliverables

At a minimum, deliverables shall include:

- Draft and final versions of the updated UDO and zoning code for TC, DT, DTN, and GO districts
- Summary of changes and key policy recommendations

- Public engagement materials and summaries
 - Editable digital files and final PDF documents
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5. Project Schedule

Proposers shall include a proposed project schedule identifying major milestones. The Town anticipates selecting a consultant no later than July 13, 2026, with project completion on or prior to November 16, 2026, for Sellersburg Plan Commission final review for recommended changes to the Town Council on or prior to November 23, 2026.

6. Proposal Submission Requirements

Proposals shall include the following:

1. **Cover Letter**
 2. **Firm Qualifications and Experience**
 - Relevant experience with UDO and zoning code updates
 - Experience with communities of similar size and character
 3. **Project Team**
 - Key personnel and roles
 4. **Proposed Approach and Methodology**
 - Understanding of the project and proposed work plan
 5. **Public Engagement Strategy**
 6. **Project Schedule**
 7. **Cost Proposal**
 - Detailed fee breakdown and reimbursable expenses
 8. **References**
 - At least three references for similar projects
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7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications
- Understanding of the project and quality of proposed approach
- Experience with public engagement and ordinance drafting
- Project team expertise
- Cost and overall value to the Town

The Town reserves the right to interview shortlisted firms prior to selection.

8. Submission Instructions

Proposals must be received no later than 3:00pm EST, **June 12, 2026**

Submit proposals via mail or in person to:

Town of Sellersburg
Attn: Planning and Zoning Office
316 E. Utica Street, Sellersburg, IN, 47172

9. Additional Information

- The Town reserves the right to reject any or all proposals.
- The Town may negotiate the scope and fee with the selected firm.
- All costs incurred in preparing a proposal are the responsibility of the proposer.

