



PARC Agenda Item

Meeting Date: September 14, 2026

Agenda Item: Zoning Rewrite Firm Selection

Staff Contact (name, email, phone): Llana Dostie, Zoning Specialist

BACKGROUND

(Enter the who, what when, where, why)

City Staff released a Request for Proposals (RFP) on June 1, 2026, for professional services related to the City's Zoning Code Rewrite. The City's current Zoning Code was last comprehensively updated in 2016. Since that time, changes to state statutes, regulations, and development practices have occurred. As a result, portions of the current Zoning Code are outdated and can create barriers to development and redevelopment within the City.

The City received four proposals in response to the RFP. Staff reviewed all four proposals and determined that each firm met the minimum qualifications and requirements outlined in the RFP. Following the initial review, the RFP evaluation team narrowed the selection to two finalist firms:

- **Graef / Civi Tek / Municipal Law**
- **von Briesen & Roper, S.C. / Rinka**

Both finalist proposals meet the needs and requirements identified in the RFP and demonstrate the qualifications necessary to complete the Zoning Code Rewrite.

As part of the finalist evaluation process, staff conducted reference calls for both firms. The references for von Briesen & Roper, S.C./Rinka indicated that the City would likely need to devote a significant amount of staff time to reviewing and proofreading the draft code and ensuring that the final document accurately reflects the City's desired regulations and policy direction.

The scope of the project involves more than simply updating the existing Zoning Code. The selected consultant will be responsible for developing a comprehensive replacement code and ensuring that related and referenced provisions within the Municipal Code are consistent with the new Zoning Code. This includes reviewing and coordinating the provisions that are directly or indirectly connected to zoning regulations.

Given the scope and complexity of the project, staff believes it is important to select a consultant that can provide substantial assistance throughout the drafting, review, and coordination process while minimizing the amount of staff time required for detailed proofreading and cross-referencing.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

Graef is \$118,812

von Briesen & Roper, S.C./Rinka is \$100,000

STAFF RECOMMENDATION

Based on the proposal review, finalist interviews, and reference checks, staff recommends selecting **Graef / Civi Tek / Municipal Law** to complete the City's Zoning Code Rewrite. Staff believes this team is best positioned to provide the level of coordination, technical expertise, and support necessary to successfully complete the project while minimizing the administrative burden on City staff.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

- Zoning Rewrite Request for Proposals (RFP)
- Graef RFP Response Proposal
- von Briesen & Roper, S.C./Rinka