

COUNTY OF MONTGOMERY

PURCHASING DEPARTMENT
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REQUEST FOR PROPOSAL, RFP # 27-06 issued September 23, 2026

ADDENDUM NUMBER 1

DATE: October 14, 2026

TITLE: Zoning Ordinance Rewrite Consulting Services

Amendments:

1. Section II.B., Specific Background is hereby replaced with the following:

Since the current zoning ordinance was initially adopted in 1999, Montgomery County has experienced substantial population growth and has recently adopted a new comprehensive plan “Montgomery Matters”. Included in Montgomery Matters are updates to four small area plans to address development within the County’s designated village areas and the identification of two (2) future growth areas.

In addition to an increase in population, the County has seen expanded forms of renewable resources, increased agritourism endeavors, utility/infrastructure enhancements/upgrades, and expanded public safety needs. These goals, issues, and more need to be reflected and addressed in an updated ordinance.

2. Section IV.B.5 is hereby replaced with the following:

5. Experience and Qualifications: The members of the contract team and any subcontractors possess the necessary skills and experience to successfully develop a Zoning Ordinance document that addresses all required elements of Chapter 22, Article 7 entitled Zoning of the Code of Virginia.

3. The County reserves the right to answer no further questions after the issuance of this addendum.

Clarification:

1. **Question:** On page 6, the Request for Proposals (RFP) document calls for the consultant team to “identify or create zoning districts that can be used to allow for development consistent with the different land use areas listed in *Montgomery Matters*.” Is it expected that the consultant team would prepare proposed zoning map amendments to reflect any new districts created?

Montgomery County Response: Amendments to the map will be needed for districts that are renamed, added, or removed. Montgomery County Planning & GIS will be responsible for identifying and notifying impacted property owners and updating GIS mapping.

2. **Question:** Also on page 6 of the RFP, Item 4 of the Project Scope requests the creation of a Village Overlay District to implement the goals of the *Montgomery Matters* Plan. Since the Plan includes four different village plans which would be the source of this implementation, is the County expecting a single overlay or separate unique overlays to reflect the vision and desired character of each of the four villages?

Montgomery County Response: There will be two (2) overlay districts, Village Transition and Village Core.

3. **Question:** Regarding Item 7 on page 10 of the RFP (samples of relevant work), may respondents provide links to relevant work samples in their submittals rather than full volumes or excerpts of documents?

Montgomery County Response: Links are acceptable and encouraged.

4. **Question:** Does the County have an anticipated project start date and a desired timeline in terms of months from project start to the final draft of an adoption-ready Zoning Ordinance?

Montgomery County Response: The County hopes to award a contract in late 2026 or early 2027, and the project start date will be immediately after award. Responses should include a proposed timeline. Producing a quality, user friendly product is our focus/goal; however, ideally, we would like to complete the project within 18 months or less.

5. **Question:** Can the County please share the total anticipated consultant budget or not-to-exceed amount for this project?

Montgomery County Response: The County intends to use this RFP process to determine a reasonable budget specific to this project.

6. **Question:** Section 5 refers to a staff-generated list of revisions as included with the RFP, but the list is not in the posted documents. Could the County share it?

Montgomery County Response: The list of revisions is included in the “Zoning Ordinance Rewrite Areas of Focus” attached to the RFP as ATTACHMENT C.

7. **Question:** What project duration does the County expect, from kickoff to Board of Supervisors adoption?

Montgomery County Response: Responses should include a proposed timeline. Producing a quality, user friendly product is our focus/goal; however, ideally, we would like to complete the project within 18 months or less.

8. **Question:** For the cloud-based drafting, commenting and archiving platform in Section 2.d: how many County staff and Planning Commission or Steering Committee members would need accounts, and should public commenting be open to anyone or require registration?

Montgomery County Response: The goal is to have a platform staff can share with the consultant for reviews, comments, document sharing, etc. Planning staff will consolidate any comments received from the Planning Commission and Steering Committee outside of scheduled meetings and incorporate that into the platform as needed. A platform for the public to review and submit comments electronically is desired. This can be open and should be user-friendly.

9. **Question:** Should the platform remain available to the County after adoption for future amendments, and if so, should ongoing subscription costs be priced separately from the rewrite?

Montgomery County Response: We do not anticipate this being available after adoption; however, we may consider it depending on the platform. That pricing would be discussed at a later date if the County is interested.

10. **Question:** Will the County provide the current Zoning Ordinance and zoning map in editable formats (Word and GIS shapefiles), and is the Municode version the official text?

Montgomery County Response: Municode is the official version of text. These files can be provided as needed.

11. **Question:** How many in-person meetings does the County expect (Steering Committee, Planning Commission, Board of Supervisors work sessions and public workshops), and may some staff working sessions be virtual?

Montgomery County Response: County staff estimate consultants would be expected to attend no more than six (6) in person meetings/public open houses. Most meetings, including steering committee meetings, can be held virtually with consultants.

12. **Question:** Is a form-based code for the Village Overlay District a preference, or should the consultant evaluate it against conventional standards?

Montgomery County Response: The County does not have a preference but would like to evaluate its options.

13. **Question:** For work samples, would the County accept ordinance diagnostics, conformity reviews or drafted code sections in place of a fully adopted ordinance?

Montgomery County Response: The County does not need the fully adopted ordinances. Links are also acceptable.

14. **Question:** Is there a page limit or preferred length for the proposal, and should cost be presented as a fixed fee by task or as hourly rates with estimated hours?

Montgomery County Response: There is not a page limit for the proposal; however, it should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. The County prefers a fixed fee pricing model; however, proposals may also include hourly rates if such rates could possibly be applied later for unforeseen parts of this project.

15. **Question:** Must references be Virginia localities, or may they be other state and local governments with comparable code and regulatory work?

Montgomery County Response: References can be from any locality; however, they should be comparable to the legal structure and Code of Virginia.

16. **Question:** May the electronic copy be submitted through eVA in addition to the required paper copies, or must all copies be delivered physically?

Montgomery County Response: The electronic copy of the proposal may be submitted on a USB drive along with the required paper copies OR it may be submitted via eVA. Both types of electronic submission are not required.

ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

COMPANY/FIRM NAME AND ADDRESS:

SUBMITTED BY:

NAME: _____
(print)

SIGNATURE: _____

TITLE: _____

Zip Code _____

DATE: _____

Telephone Number: (____) _____

Email: _____