



REQUEST FOR QUALIFICATIONS (RFQ):

PLANNING CONSULTANT FOR THE CITY OF FLORISSANT

26-PW001

The City of Florissant, Missouri is accepting qualifications for a Planning Consultant to review and amend the City's existing zoning code in Section 400 and signs and billboard in Section 520. RFQ's will be submitted via email to Debra Irvin dirvin@florissantmo.com by **February 27, 2026 at 1:00pm**.

Project Overview:

A. Introduction:

The City of Florissant is a community of approximately 52, 500 people located in St. Louis County, Missouri. The City is looking for a comprehensive update to the Zoning Code, Section 400 and Signs and Billboards, Section 520.

B. Project Description:

Seeking a firm to serve as consulting professional to City of Florissant regarding zoning code and sign code changes. A comprehensive amendment of the Florissant Zoning Code to modernize and clarify current zoning district definitions, fence regulations, and subdivision (platting) requirements. The following areas should be focused on:

- **Zoning District Rationalization**
 - **Consolidate / streamline districts:** Review and potentially reduce number of zoning districts (especially overlapping residential and commercial zones) to simplify the code.
 - **Introduce form-based zoning** (or hybrid) in appropriate areas: For neighborhoods where character is as important as land use, consider form-based zoning to regulate building form, scale, frontage, and public realm.
 - **Clarify permissible uses:** Especially in mixed-use zones, clearly define permitted, conditional, and accessory uses to reduce ambiguity and streamline development review.
 - **Incentivize infill and redevelopment:** Include allowances for moderate density, accessory dwelling units (ADUs), and green infrastructure to align with growth goals.
- **Fence Regulation Revisions**
 - **Modernize permitted materials:** Allow contemporary, durable, low-maintenance materials (e.g., composite materials) subject to design review, while continuing to prohibit hazards (e.g., barbed wire).
 - **Front yard flexibility:** Re-evaluate the strict prohibition on front yard fences in residential zones; allow low decorative fences (e.g., 3-4 ft) without full P&Z approval but with design guidelines.
 - **Stormwater and drainage compliance:** Explicitly require public review (e.g., via permit) to ensure fences do not negatively affect runoff or flood risk.
 - **Maintenance standards:** Define "good repair" more precisely (e.g., no more than 10% of panels rotten or warped, painting every 7 years, etc.) to improve enforceability.
 - **Design review process:** For novel or tall fence designs, ensure transparent criteria and objective standards are used by the Planning & Zoning Commission (not just taste).
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- **Subdivision / Platting Updates**
 - **Stormwater & environmental design:** Update platting requirements to include **low-impact development (LID)** standards, stormwater mitigation, and open space design in subdivisions.



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- **Infrastructure standards:** Update public improvement requirements (roads, sidewalks, utilities) to reflect current engineering standards, ADA compliance, and green infrastructure.
- **Lot design flexibility:** Allow alternatives in lot width, setbacks, or configuration (where safe and context-appropriate), especially in infill redevelopment, provided character and infrastructure impacts are assessed.
- **Open space use flexibility:** Adjust deed restriction language to allow more than “agricultural, forestry or recreational use” for common open spaces, to accommodate community gardens, greenways, or stormwater ponds.
- **Administrative streamlining:** Introduce concept plan reviews, pre-application conferences, and clearer timelines for subdivision applicants to reduce uncertainty.

• Process & Governance Improvements

- **Periodic code audit:** Establish a regular (e.g., every 5 years) zoning code review to keep language, standards, and processes up to date.
- **Stakeholder engagement:** Form a Zoning Code Advisory Committee (staff + P&Z + residents + developers) to guide amendments and ensure community-aligned outcomes.
- **Training & resources:** Provide staff and planning commissioners with training on modern zoning practices, form-based code, design review, stormwater LID, etc.
- **Transparency:** Publish fence permit application requirements, subdivision review criteria, and recent amendments in user-friendly online formats.

• Sign Code

- Review sections to be added, revised, or repealed
- Provide new definitions or standards (e.g., digital sign display rules)
- Supporting justification (planning rationale, legal compliance, aesthetics, safety) in all commercial “Districts

C. Project Intent:

To review and amend the zoning and Sign Code to enhance consistency, improve enforcement, support development aligned with the City’s strategic goals, 2050 Comprehensive Plan, and better protect neighborhood character and public safety.

D. Submission Requirements

1. Cover Letter: The cover letter must indicate the composition of the entire team including the Principal in Charge, Project Manager, and support team.
2. Profile of the planned project manager along with relevant experience
3. Provide a list of current active municipal assignments, especially where they provide similar services, including the name, type of project, location, firm’s role in the project, and status of the project.
4. Summary of firm’s background and focus.
5. A list of current or open litigation associated with the firm.
6. Professional References: List a minimum of five (5) references for active municipal services like those requested from City of Florissant are preferred. For each reference list the contact’s name, address, email, phone number, and relationship with the firm.



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7. Cost Proposal: Provide a comprehensive cost proposal with a complete breakdown and a grand total. The City reserves the right to choose all, or a portion of the items proposed.
8. Consultant submission is to include an estimated number of hours that will be required for this project.
9. Submit a detailed proposed schedule for the time after notice of award is given.

Email proposals to Debra Irvin dirvin@florissantmo.com by **1:00pm on February 27, 2026**. In the Subject line: **Planning Consultant 26-PW001** with date and time.

Note: Qualifications packages shall not exceed 20 pages. Resumes of professionals and draft agreements are excluded from the page count.

E. Proposal Evaluation:

1. Proposals will be evaluated on the basis of the City of Florissant's staff preferences, timeline, and ability demonstrated by the team to execute the project. The proposals will be evaluated by the Mayor or his designee, the Building Commissioner and the Public Works Director.
2. Approval by the City council will be required prior to the award of a contract for proposed work. Subsequent to this approval the City and the selected team will negotiate a contract. If both parties cannot agree to contract terms, the city reserves the right to negotiate with the next most qualified proposal.
3. When considering the team award, the City may take into consideration the firm's skills, capacity, experience, and previous work history.
4. The City of Florissant Standard Contract terms and conditions will apply to the project award.
5. Pricing of professional services

F. Conditions and Limitations

The City expects to select a consulting firm from the qualifications submitted but reserves the right to request substitutions of firms. The City also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the City. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

Upon selection, a contract shall be prepared and fully executed before work is initiated. The City reserves the right to dismiss any part or all of the contracted team when, in the City's opinion, the services are not provided in accordance with performance expectations.

G. Staff Contact

All questions must be in writing and emailed to Debra Irvin dirvin@florissantmo.com in subject line **RFQ Questions – Request for Clarification - Planning Consultant** no later than 1:00pm on February 23, 2026. If an addendum is needed it will be posted to the website <https://www.florissantmo.com/> No phone calls will be accepted on this RFQ.