



**City of Cordele, Georgia  
Request for Proposals (RFP)**

**Zoning Ordinance Rewrite – Hybrid Consultant + Staff Model  
RFP No. 2026-01**

**2-2-2026**

**I. INTRODUCTION**

The City of Cordele, Georgia (Population: approx. 9,868), is seeking proposals from qualified professional planning and zoning consultants to assist with a comprehensive rewrite of the City’s Zoning Ordinance. This rewrite will modernize the City’s zoning framework to reflect contemporary development practices, encourage smart growth, and align with the City’s Comprehensive Plan.

This project will follow a hybrid model, combining consultant expertise with input and support from city planning staff. Priority focus areas include zoning related to infill development, commercial corridors, and residential form-based standards. The final ordinance must be user-friendly, legally defensible, consistent with Georgia Law and include clear graphics and an updated zoning map.

**II. PROJECT OBJECTIVES**

The purpose of this Zoning Ordinance rewrite is to:

- Modernize and simplify outdated language and code structure
- Align zoning districts with the City's Future Land Use Map (Character Areas) and planning goals
- Encourage infill development, small-scale mixed-use, and adaptive reuse
- Improve clarity, enforceability, and consistency of zoning regulations
- Integrate form-based standards for key areas (residential and commercial corridors)
- Enhance transparency and usability through diagrams, tables, and illustrations
- Engage the community through public meetings and workshops

**III. SCOPE OF WORK**

The selected consultant will collaborate with City staff to provide the following:

1. Project Management
  - Prepare a detailed project schedule and timeline (estimated 12–18 months)
  - Conduct kickoff meeting and regular check-ins with City staff
2. Code Audit + Needs Assessment

- Review existing zoning ordinance and identify deficiencies and inconsistencies

### 3. Public Engagement

- Conduct at least three (3) public meetings/workshops
- Present findings and draft code elements to Planning Commission and City Council
- Coordinate online feedback opportunities (via city website or surveys)

### 4. Mapping + GIS Services

- Provide a comprehensive zoning map update consistent with revised ordinance
- Offer parcel-level zoning overlays as appropriate

### 5. Drafting the Ordinance

- Develop annotated outline and draft code framework
- Prepare preliminary draft(s) with graphics, tables, and definitions
- Coordinate staff review and feedback incorporation
- Prepare final draft for adoption and implementation

### 6. Legal Review & Adoption

- Ensure compliance with Georgia Zoning Procedures Law and state statutory requirements
- Support final presentations and adoption proceedings
- Deliver digital and print-ready versions of the ordinance and map(s)

## **IV. DELIVERABLES**

- Project schedule and work plan
- Annotated zoning audit report
- Public engagement materials and meeting summaries
- GIS-based zoning map in editable format (shapefile and PDF)
- Draft ordinance (with all sections clearly referenced and illustrated)
- Final ordinance and supporting documents, ready for adoption
- Staff training session (optional but encouraged)

## **V. CITY SUPPORT**

City of Cordele will:

- Provide existing zoning codes, comprehensive plan, and GIS data
- Host public meetings and assist with outreach
- Provide staff support for internal reviews, coordination, and logistics
- Assist with mapping and property data as available

## **VI. PROPOSAL REQUIREMENTS**

Please submit the following information:

1. Cover Letter
2. Firm Overview and Qualifications
3. Project Understanding and Approach
4. Detailed Cost Proposal

- 5. Examples of Comparable Projects
- 6. Timeline and Availability

## **VII. SUBMITTAL INFORMATION**

Deadline for Proposals: March 20, 2026

Submission Format: Electronic PDF to marydarby@cityofcordele.com and mailed hard copy (3 copies) to:

Planning and Community Development Department  
City of Cordele  
Attn: Zoning Ordinance RFP  
501 N. 7th Street  
Cordele, GA 31015

Questions Due By: February 28, 2026

Contact: Mary Darby, Planning & Community Development Director  
marydarby@cityofcordele.com  
(229) 276-2915

## **VIII. SELECTION CRITERIA**

Proposals will be evaluated based on the following:

- Relevant experience and qualifications (25%)
- Project understanding and approach (25%)
- Cost proposal and value (20%)
- Public engagement and collaboration strategy (15%)
- References and past performance (15%)

Short-listed firms may be invited for virtual interviews prior to final selection.

## **IX. GENERAL TERMS**

- The City reserves the right to reject any or all proposals.
- The selected consultant will be required to enter into a contract with the City.
- All deliverables will become the property of the City of Cordele.