



**LEGAL NOTICE  
CITY OF MEDFORD  
REQUEST FOR PROPOSAL  
RFP 24-0049**

**Consultant to Prepare a Comprehensive Update/Revision of the City's Zoning Ordinance**

The City of Medford, led by the Medford City Council and Office of Planning, Development, and Sustainability, is accepting proposals for consultant to Prepare a Comprehensive Update/Revision of the City's Zoning Ordinance, for the city of Medford. Bid Documents will be available online beginning at **1:00 PM on Wednesday, October 2, 2023**, at <https://www.bidnetdirect.com/massachusetts/cityofmedford>. All Questions are due by **Wednesday, November 1, 2023, by 1:00 PM**. The Contract shall commence immediately upon signature of the contract and will end on or about two (2) years from the contract start date. The City will have the option to renew the contract for one (1), year extension with negotiated pricing and at the discretion of the City.

This project is being Electronically Bid (E-Bid). All proposals shall be submitted online to [www.BidNetDirect.com](http://www.BidNetDirect.com) prior to **Thursday, November 16, 2023, by 1:00 PM**. Hard copy proposals will not be accepted by [BidNetDirect.com](http://www.BidNetDirect.com). You can register to become a bidder (for free) online at [www.BidNetDirect.com](http://www.BidNetDirect.com). For assistance, contact BidNetDirect.com at: 1-800-835-4603.

Proposers shall submit a technical, or non-price proposal which includes everything responsive to this RFP. This technical, or non-price should be clearly marked "**RFP 23-0001 Technical Proposal**." The price proposal shall be submitted in a separate electronic file and should be clearly marked "**RFP 23-0001 Price Proposal**." Seven (7) bound copies of the Technical Proposal is required to be delivered to the Office of Procurement, Room 105, Attention Fiona Maxwell on or before **Thursday, November 16, 2023, 1:00 PM**.

Each Proposal shall be submitted in accordance with the Submission Requirements within the RFP and M.G.L. c. 30B, §6 shall apply to this project. It is the responsibility of prospective proposers to check [www.BidNetDirect.com](http://www.BidNetDirect.com) for new information via any addenda to this solicitation. Any addenda issued will be emailed to all plan holders registered with BidNetDirect.

The City of Medford reserves the right to accept any proposal, in whole or in part, to reject any/or all proposals and to waive minor irregularities and/or informalities as it deems to be in the best interest of the City. The city is an Equal Opportunity Employer and encourages MBE/WBE/DBE participation in response to the bid process.

**Fiona Maxwell  
Chief Procurement Officer**