

Request for Proposals



Land Development Plan Update

RFP Issue Date:	October 7, 2019
Mailing address to submit proposals:	City of Statesville Planning Department Attn: Andrew Ventresca, Senior Planner 227 S Center Street Statesville, NC 28677
Deadline for Written Questions:	12:00pm October 23, 2019
Proposal Due Date:	12:00pm November 7, 2019

STATEMENT OF NEED

The City of Statesville is seeking proposals from qualified, professional consultants who will assist the City in updating the Land Development Plan (LDP). The consultant(s) awarded this contract will have the primary responsibility of developing this document and will work in coordination with the City of Statesville's Planning Department.

HISTORY

The City of Statesville, North Carolina (hereinafter referred to as the "City") is seeking a qualified firm to update the City's LDP that was adopted in 2005. Statesville is located in Iredell County approximately 38 miles north of Uptown Charlotte. The City of Statesville is currently approximately 24.76 square miles with an additional 11.61 square miles of Extraterritorial Planning Jurisdiction. The City is well positioned with easy access to both Charlotte and Winston-Salem, since it is located at the intersection of Interstates 40 and 77.

Statesville is one of the oldest communities in North Carolina, established in 1789 with 4 Historic Districts close to downtown which is also on the National Register.

Statesville's population is approximately 26,657 according to latest Census population estimate. Statesville has a general aviation airport, two hospitals, two rail lines and transit services. In 2011 City of Statesville invested over 7 million dollars in a new downtown streetscape which has become a real economic driver to the local economy.

Major road improvements are also underway along I-40 and I-77 including redesign of the interchange, widening improvements of US 21 North, improvements to East Broad Street, and improvements and expansion to the Statesville Regional Airport. Several annexations and rezoning's have occurred since the 2005 LDP was adopted. Since 2012 the City is a member of the Charlotte Regional Transportation Planning Organization.

PROPOSAL

Proposals should include a strong emphasis on creative, strategic approaches to issues faced by the City, and include clear goals and implementable action strategies. The goals and strategies should be incorporated into the City code, Unified Development Ordinance, policy directives and the budget process.

SCOPE OF SERVICES

The proposed planning horizon for Statesville's LDP shall be 15 years with implementation broken down into short- and long-term strategies. The primary objectives of this proposal are as follows:

Updating the City's LDP to combine the relative aspects contained in the current LDP with the changes that have occurred since its adoption in 2005. This document should incorporate planning documents such as (but not limited to) the Carolina Thread Trail Master Plan, Iredell County School Plan, Recreation and Parks Facilities Comprehensive Master Plan, Centralina Connect Our Region Plan, Downtown & NC 115 Streetscape/Land Use Master Plan, Mobility and Development Plan, several projects in the State Transportation Improvement Program and several Small Area Plans that were adopted independently including:

- Bristol Drive/Westminster Road Area
- Brookdale Drive, Oakdale Road, Hartness Road Small Area Plan
- East Broad Street Extension Small Area Plan
- Eastside Drive Small Area Plan
- Old Wilkesboro Road Small Area Plan

As part of this process, the consultant will be expected to compare the contents of each of these plans and evaluate new areas for future growth. This includes areas that are outside the City's zoning jurisdiction but will be able to be served by City utilities.

Special consideration in the update should include:

- Redevelopment strategies for former industrial areas and older corridors i.e. Front Street, Salisbury Road and Salisbury Highway, Garner Bagnal Boulevard, Monroe Road, and Phoenix Street.
- Review and update goals and implementation strategies of the 2005 LDP.
- Redevelopment strategies to improve aging residential housing stock.
- Strategies to improve the performance of schools in the City Limits and long-range planning areas.
- Strategies for development and improvement to gateways and corridors into the City.
- Determine the highest and best use of property based on current and future infrastructure.
- Determine the best areas for multi-family, workforce housing and higher density residential development.
- Determine areas for future Extra-Territorial Jurisdiction.
- Determine future uses for the Barium Springs property.
- Enhance the qualities that make Statesville great and increase the opportunities for businesses of all sizes to start, expand, and thrive.

An executive summary of the LDP which includes the Future Land Use map shall also be produced.

Although there will be community involvement in the LDP Update, the consultant will primarily be working with a Land Development Team in producing the document.

Once the LDP has been adopted, the consultant will be asked to examine the current City Code and Unified Development Code and make recommendations and prioritize changes that are needed to bring the City Code and Unified Development Plan in concert with the Land Development Plan. All recommendations shall include:

- The nature of the change and why it is needed;
- The priority of the change;
- The goals and strategies should be incorporated into the City code, Unified Development Ordinance, policy directives and the budget process.

The project is expected to be completed over the course of fifteen (15) months not including the time needed for Planning Board review and City Council adoption.

PARTICIPANT RESPONSIBILITY

- Land Development Team (LDT): A team will be created consisting of members of City Council, Planning Board members and citizens. The LDT will be the primary group working with the consultant on a regular basis.
- Consultant: The consultant will direct and coordinate the discussions of the LDT and use its experience and knowledge in preparing the plan and implementing policies based on discussions of the LDT. The consultant will host a minimum of two (2) public forums and up to three (3) meetings for the final plan adoption to the Planning Board and City Council.
- City Staff: City Staff will provide available information on land use, development trends, utilities, transportation, previous studies and reports for the consultant and LDT. Planning staff will serve as the liaison to the consultant and will include staff from other City Departments as necessary.
- General Public: The citizens of the planning jurisdiction will be involved in the preparation through the public forums and public meetings.
- City Council and Planning Board: The City Council and Planning Board will be involved in the final plan approval and will hold public meetings on its final adoption and implementation.

PROJECT DELIVERABLES

Maps and associated digital data and shape files shall be in ARCGIS format, and shall be provided to the City as work is being conducted. All such data as contained in the final adopted version of the Land Development Plan as adopted by the City Council shall also be furnished to the City upon adoption.

The consultant shall provide twenty-five (25) bound copies of the final document for distribution to City Council, Planning Board and City staff and an electronic copy formatted and indexed for easy download from the City's website. All documents shall be provided in both hard and digital copy. The consultant shall also provide flash drives of all digital products in the following forms as appropriate:

Text: MS Word and PDF

Spreadsheets: MS Excel

Mapping Products: PDF and ARCGIS

QUALIFICATIONS

The City of Statesville is interested in procuring services from a consultant or team of consultants that possess the following skills:

- Thorough knowledge of the principles and practices of urban planning, comprehensive planning and strategic planning in North Carolina, with the ability to evaluate plan alternatives for economic and environmental impact.
- Thorough knowledge of the use of GIS as a planning tool, specifically ESRI products.
- Thorough knowledge and experience in public interaction, conflict resolution, and consensus building.
- Ability to attend and effectively conduct meetings, public workshops and public hearings.
- Knowledge and ability to translate the goals and strategies to be incorporated into the City code, Unified Development Ordinance, policy directives and the budget process.

SUBMITTAL REQUIREMENTS

- A letter of interest.
- Professional resumes for key personnel and office location, that would be assigned to this project, including level of responsibility for projects similar in scope.
- Information about any sub-consultants that might be used to perform services. Identify consultant by name, address, telephone number, contact person, and names and job descriptions of key personnel.
- A work plan/schedule that will be used to complete the work elements described in the scope of services.
- Fee proposal, to include a detailed summary of costs and a schedule of fees indicating the hourly rates to be charged for the work on the principals engaged in the project as well as the clerical and support staff.
- Up to three (3) references for similar projects. Each reference must include current contact information. Please include links or examples to at least three (3) adopted plans completed for other local jurisdictions.
- A statement that the firm and personnel to be used for this project do not have a conflict of interest with the City of Statesville or active developments and active development applications.
- Proposals should be limited to no more than fifteen (15) pages.

SUBMITTAL FORMAT AND DEADLINE

Interested firms shall submit six (6) paper copies and one electronic copy of the complete proposal either in person to the Statesville Planning Department or mailed to the City of Statesville. Complete submittals must be received no later than 12:00 pm on November 7, 2019. Submissions received after this deadline will not be considered for further review. All paper copies shall clearly state “Land Development Plan RFP” on the outside of the content envelope.

The City will in no way be responsible for delays caused by any occurrence.

Mail Address:
City of Statesville Planning Department
Attention: Andrew Ventresca, Sr. Planner
Planning Department
227 S. Center Street
Statesville, NC 28677

SELECTION PROCESS/EVALUATIONS CRITERIA

All submitted proposals will be evaluated and considered according to the following criteria:

- Quality of Proposal;
- Experience (Qualifications and experience of those individuals performing service);
- Work plan/technical approach;
- Completion Schedule
- Example Projects
- Although cost is an important consideration in determining which consultant will be selected, the City shall not be obligated to accept the lowest cost proposal but shall base its decision on any information received and all of the criteria noted above.

CONSULTANT INTERVIEWS AND AWARDS

- Prior to making an award determination, the City of Statesville may conduct consultant interviews.
- The City of Statesville reserves the right to reject one or more of the proposals, to waive any deficiencies associated with the submittal, and to accept any qualifications package that it deems to be in the City's best interest. The City of Statesville also reserves the right to re-advertise and reject any and all proposals which are deemed to be non-responsive, do not contain all the required submittal information as herein contained, are late, or are deemed unsatisfactory in any way. The City of Statesville shall have no obligation to award a contract for services and work as a result of this Request for Proposal.
- The successful bidder shall be responsible for obtaining and maintaining adequate liability insurance to complete and full protect the City of Statesville. The consultant shall furnish proof of this liability insurance to be attached to the executed copies of the contract. The consultant will also complete the E-Verify Requirement.
- A negotiation of the final contract price will be between the City and the chosen firm. (NOTE: Consultants shall bear all costs associated with interviews and the RFP response preparation and shall not include such costs within the RFP response).

QUESTIONS

All questions pertaining to this Request for Proposal (RFP) shall be submitted in writing no later than (October 23, 2019 at 12:00pm). Questions may be emailed to: aventresca@statesvillenc.net

Only written questions will be considered formal. Any information given verbally or by telephone will be considered informal. Any questions that the City feels are pertinent to all proposers will be mailed as an addendum to the RFP.