

Town of Southern Shores, North Carolina



Request for Proposals (RFP):

Updating the Town of Southern Shores CAMA Land Use Plan

Town of Southern Shores, North Carolina
5375 N. Virginia Dare Trl.
Southern Shores, North Carolina 27949
(252) 261-2394
whaskett@southernshores-nc.gov

July 1, 2022

Town of Southern Shores CAMA Land Use Plan Update Request for Proposals

Introduction

The Town of Southern Shores is seeking a qualified firm to update the Town's currently adopted CAMA Land Use Plan. The updated plan is to also serve as the Town's Comprehensive Plan. The Town's current Land Use Plan was locally adopted on July 18, 2012 and certified by the Coastal Resources Commission on August 30, 2012.

Overview

The Town of Southern Shores is located in northern Dare County on the Outer Banks of North Carolina bordered by the Atlantic Ocean to the east and the Currituck Sound to the west. With an area of approximately four square miles, the Town of Southern Shores is a quiet seaside residential community comprised primarily of small low density neighborhoods consisting of single-family homes primarily on large lots (i.e., at least 20,000 sq ft) interspersed with recreational facilities (e.g., marinas, tennis facilities, athletic fields, and parks), beach accesses, walkways and open spaces. A small commercial district, located on the southern edge of town, focuses on convenience shopping and services. U.S. Highway 158 runs along the southern end of town and N.C Highway 12 is located in the eastern portion of town.

The population of Southern Shores includes permanent residents (full time and part time) and non-residents (property owners and seasonal/holiday visitors). The Town is home to approximately 3,000 permanent residents, and is visited weekly by thousands during the summer months.

Scope of Services

This Scope of Services format is offered to simplify the proposing consultant's task and to provide a consistent format to help the Town of Southern Shores compare qualification submittals. The Town is receptive to modifications to this format if the proposing firm feels greater detail or clarification would be helpful. However, please address the minimum information requested herein.

The Scope of Services includes activities for updating the currently adopted CAMA Land Use Plan which will also serve as the Town's Comprehensive Plan. The Town's Land Use Plan is posted on the Town's website which can be viewed using the following link: <http://southernshores-nc.gov/town-government/planning-code-enforcement/>. The following is a breakdown of the services requested by the Town of Southern Shores:

- Develop a public involvement strategy to include:
 - ✓ an instrument (survey or interviews) to solicit public input,
 - ✓ a minimum of two public workshops with a printed agenda, power point presentation, handouts, displays and materials.
 - 1st Public Workshop. Progress Report – current status, identification of sections and/or sections to be updated.
 - 2nd Public Workshop. Progress Report – presentation of suggested updates.
 - ✓ three Planning Board meetings seeking recommendation for any/all proposed updates
 - ✓ a public hearing before the Town of Southern Shores Town Council for approval of the updated CAMA Land Use Plan which will also serve as the Town's Comprehensive Plan.

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- Identify sections of the CAMA Land Use Plan to be updated and develop recommended updates.
- Identify sections of the CAMA Land Use Plan to be updated to meet the requirements for Comprehensive Plan.
- Client Review - The proposing firm shall meet with the Town of Southern Shores Town Staff to review recommended updates to ensure that the project is consistent with the scope of services.
- Progress reporting:

The consultant shall:

 - ✓ communicate at least monthly with Town Staff to summarize activities, progress and obstacles,
 - ✓ meet with Town Staff prior to scheduled Public Workshops and public hearings or meetings,
 - ✓ facilitate all Public Workshops and provide support to Town Staff at Planning Board meetings and public hearings, and
 - ✓ provide briefings to Town Staff via e-mail with monthly summaries of activities, progress and obstacles.
- Deliverables shall include:
 - ✓ Acrobat 6.0 (or more recent) files,
 - ✓ MS Word text,
 - ✓ Original hardcopy materials, with documents sized for portrait letter or horizontal tabloid printing,
 - ✓ One set of draft handouts, electronic presentations and sample display materials shall be provided in print or Acrobat format for staff review two weeks prior to the scheduled deadline for submitting materials,
 - ✓ Needed handouts and electronic presentations and display boards shall be provided to Wes Haskett, Deputy Town Manager/Planning Director for distribution no later than 14 days preceding all public workshops, Planning Board meetings, or public hearings at which presentations will be made.
 - ✓ Ten hard copies of the updated CAMA Land Use Plan and one digital copy of all Microsoft Office documents and Acrobat files.
- Document accessibility and ownership:
 - ✓ All documents, printed or electronically produced as part of this project shall be the property of the Town of Southern Shores.
 - ✓ The Town of Southern Shores shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise.
 - ✓ Electronic documents shall not be locked or password protected and the Town of Southern Shores shall retain the ability to edit and update documents, including original word processing, spreadsheet, database and resulting Acrobat files.

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- Prepare Final Recommended Updates to the Town of Southern Shores CAMA Land Use Plan:
 - ✓ Following a minimum of two Public Workshops and a final review of recommended updates by Town Staff, the recommended updates shall be presented in public meetings for Planning Board recommendations and approval by the Town of Southern Shores Town Council.
 - ✓ The recommended amendments to the Town's Land Use Plan shall be a bound document and an Acrobat file with an executable table of contents suitable for digital distribution. All original electronic files used to generate the Acrobat file shall be provided to the Town of Southern Shores and shall be in editable condition with full access rights.

- Tentative Schedule
 - ✓ All proposals shall be submitted to the Town of Southern Shores Deputy Town Manager/Planning Director no later than 5:00 p.m. on Friday, July 22, 2022.
 - ✓ The first Public Workshop shall be held no later than three months following execution of contract.
 - ✓ The second Public Workshop shall be held no later than six months following execution of contract.
 - ✓ Deliver draft recommended amendments to the Town of Southern Shores Deputy Town Manager/Planning Director within twelve months following execution of contract.
 - ✓ Planning Board meetings seeking recommendation for any/all proposed updates to the CAMA Land Use Plan.
 - ✓ Public hearing on recommended CAMA Land Use Plan before the Town of Southern Shores Town Council.
 - ✓ Approval by Town of Southern Shores Town Council.
 - ✓ Final Town Code update delivered.

The Town of Southern Shores will provide information and assistance in this project where available. Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the Town of Southern Shores to consider in terms of any efficiencies, issues, processes, or products.

Administrative Information

A. Standard Terms and Conditions of Request for Proposals

1. The Town of Southern Shores reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposal submittals.
2. All proposals must be valid for a minimum period of ninety (90) days after the submittal deadline.
3. The Town of Southern Shores reserves the right to select the most responsible and responsive proposal which it finds to be within the best interests of the Town.
4. The Town of Southern Shores makes no guarantees to any proposing firm until such time the Town approves the negotiated contract.

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B. Project Contact

The Town of Southern Shores' contact for this project is Wes Haskett, Deputy Town Manager/Planning Director. Prospective applicants may make inquiries concerning the Request for Proposals to obtain clarification of the requirements. Direct all inquiries to:

Wes Haskett, Deputy Town Manager/Planning Director
5375 N. Virginia Dare Trl.
Southern Shores, N.C. 27949
(252) 261-2394
whaskett@southernshores-nc.gov

C. Purpose

This Request for Proposals (RFP) provides prospective firms with sufficient information to prepare and submit proposals for consideration by the Town of Southern Shores. To be considered, each submittal must provide completion of the tasks outlined in the RFP.

D. Scope

This RFP contains the instructions governing the information and materials that are required to be submitted as part of the proposal. These are mandatory requirements that must be met to be eligible for consideration.

E. Submittal Deadline

Proposals shall be submitted to the attention of Wes Haskett, Deputy Town Manager/Planning Director by 5:00 p.m. on Friday, July 22, 2022 at the address listed in section B or electronically to whaskett@southernshores-nc.gov. Late submittals will not be accepted.

F. Proprietary Information

Any restrictions on the use of the data contained within the proposal must be clearly stated in the proposal itself.

G. Response Material Ownership

All materials submitted regarding the RFP become the property of the Town of Southern Shores and will only be returned at the Town's option. Responses may be viewed by any person after the final selection has been made. The Town has the right to use any or all of the material outlined in the Proprietary Information above.

H. Incurring Costs

The Town of Southern Shores is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

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I. Acceptance of Proposed Content

The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.

J. Payment for Services

The Vendor agrees to bill the Town of Southern Shores as each task is completed and approved and allow 30 days for payment to be received.

Proposal Content

The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the proposing firm may have about meeting these requirements shall be specifically identified in the proposal document. The proposing firm must ensure that all proposed work meets all applicable Local, State, and Federal requirements.

Consultants interested in the project are invited to submit a proposal that addresses the criteria listed above and include the following:

1. Personnel

Provide the proposing firm's name, address, contact name(s), telephone number(s), and email addresses.

2. General Profile and Proposals

Provide a general profile of your firm. Also provide the proposals that the personnel of your firm possess in order to prepare the services outlined in this RFP. Provide names of principals, key persons, or associates who would be involved in the project and their proposals. Provide a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients.

3. Scope of Services

Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process. Provide the names of the staff that will be assigned to complete each task. The scope of services description should be a maximum of 800 words.

4. Summary Timeline

Include a timeline for completion of each task.

Consultant Evaluation and Selection

All proposals shall satisfy the requirements of the RFP. The firm's submittal shall address all aspects of the RFP and clearly express the firm's understanding of the Town of Southern Shores' specific requirements, indicating the firm's personnel proposals to conduct these services in a thorough and efficient manner.

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It is anticipated that up to three firms will be interviewed by the Town Manager, Deputy Town Manager/Planning Director, and other Town Staff prior to a selection by the Town Council. Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the Town and the selected firm.