

REQUEST FOR PROPOSALS:

To develop a

UNIFIED DEVELOPMENT

ORDINANCE

AND

RECOMMEND SIGNIFICANT

CHANGES TO THE TOWN CODE OF

ORDINANCES

For the Town of Maiden, North Carolina



Proposal Deadline: August 5, 2009, 12:00 Noon EST

1. INTRODUCTION

The Town of Maiden, North Carolina, is requesting proposals for planning services to develop and prepare a Unified Development Ordinance (UDO) as well as update the Town Code of Ordinances. The Town of Maiden is located approximately 15 miles south of Hickory, NC in the southeast corner of Catawba County. While we are primarily a residential community, we have an established commercial and industrial corridor(s) along NC Highway 321 and along with other local governments, have developed a Master Plan for the corridor. The Town of Maiden is diverse in age, income and has never had a UDO.

2. EXISTING ORDINANCES

The current Town Code of Ordinances, Zoning Ordinance and Subdivision Regulations for the town have had numerous amendments made over the years. The original zoning ordinances were based upon basic Zoning Ordinance and Subdivision Regulations format and content. Amendments to the ordinance(s) have attempted to provide for traditional development criteria as well as allow for additional design review of non-residential development. The Town Council, Planning Board members, citizens, staff, and the development community continually express concerns with the current ordinances and the ability to interpret and enforce them fairly. Many of the processes outlined in the ordinances are not followed or are not clearly defined and will need to be analyzed and rewritten. Other major issues, content problems, or weaknesses include the following:

- Awkward and confusing ordinance format and structure;
- Unclear, contradictory language, including standards or requirements which simply cannot be met;
- Unclear review procedures and required permits;
- Lack of staff-level approval procedures;
- Lack of graphics and illustrations and illustrations with different dimensional information than district standards;
- Lack of sufficient and clear definitions;
- Lack or limits on modern interpretation for new and existing business/industrial growth;
- Lack of detailed aesthetic review criteria to address the Town 's gateways;
- Lack of cross-references within sections, section headings, and a comprehensive index;
- Inability to easily insert amendments;
- Lack of proper conditions on zonings requiring Conditional Use Permits.
- The current Book of Ordinances was compiled in 1976 (the same boiler plate that a lot of small towns in North Carolina use) and has not been properly maintain over the years following its adoption.

Copies of our 'Best Copy' of Maiden's Code of Ordinances may be obtained from Sam Schultz, Town Planning Director, at Town Hall or via Email sschultz@mail.ci.maiden.nc.us

3. DESCRIPTION OF THE UPDATED CODE OF ORDINANCES AND UNIFIED DEVELOPMENT ORDINANCE TO BE DEVELOPED

It is anticipated that this new Town Code of Ordinances and UDO will be:

- “User-Friendly”, easy to read, understand, and interpret for all users, including staff, citizens, developers, and elected and appointed officials;
- Simpler, flexible, and more easily administered by staff;
- Heavily illustrated, with considerable graphics depicting the requirements, recommendations, and concepts detailed in the code;
- Innovative and creative in approach to land-use regulations;
- Able to create unique and distinctive gateways and major thoroughfares through Town;
- Built upon the best small-town design principles and practices throughout the state and/or country.

4. SCOPE OF SERVICES REQUIRED OF THE CONSULTANT

The services being sought of the consultant selected for this project will include:

- Review and assess the complete existing Code of Ordinances; Subdivision Regulations, Zoning Ordinance, and all other town ordinances with Staff, the local development community, elected and appointed officials, citizens, and other interested parties to determine deficiencies;
- To review, identify, recommend and facilitate significant changes to the Town code of ordinances.
- Prepare an updated Town Code of Ordinance Book to ensure the elected officials, staff and general public understand the use of the Towns codes.
- Evaluate different approaches and determine the most effective type of zoning ordinance product for the Town of Maiden;
- Prepare a UDO that will clearly define the expectations of the Town in regards to appearance, quality, density of development, and address identified weaknesses.
- Work with a staff review team or advisory committee;
- Provide neutral opinions and resolutions in cases of conflict;
- Act as facilitators with representatives of the Town’s business community, residents, and Staff in the formulation of regulations that are acceptable to both the Town and the development/business community.
- Possibly use charrette methods or workshops to cooperatively develop regulations with Staff and the development community;
- Coordinate the development of this UDO with concurrent projects;
- Provide guidance regarding any zoning map changes which are a result of text changes to the UDO;
- Present the ordinance at meetings and public hearings;

- Ensure compliance with all applicable State statutes; and
- Recommend the best approach for managing and maintaining codification of the new UDO for adoption.

5. PUBLIC PARTICIPATION

Public involvement is paramount to the development of the updated Town Code of Ordinances and Unified Development Ordinance. This is especially true given the development issues and concerns within the town - from single-family residential to commercial and industrial areas while maintaining the small town atmosphere that is desired for the community.

Consequently, the planning process shall incorporate an intensive public participation program that will encourage and facilitate input from developers, engineers, planners, residents of the town, and special interest groups.

6. END PRODUCT

The updated Town Code of Ordinances and UDO is to be presented in a format and language that is “user friendly” and accessible to the general public. Technical jargon should be kept to a minimum. The extensive use of graphics and other devices that will enhance the readability and ease-of-use of the ordinance is required.

Immediately following adoption of the Unified Development Ordinance, the Town of Maiden Planning Department shall receive 30 hard copies, two digital copies, and an Internet-ready copy of the final document. In addition, all sections of the ordinance, including any graphic files, are to be provided in the appropriate digital format.

The Town of Maiden shall retain ownership of all data generated.

7. PROJECT BUDGET

The work will be performed on a fixed price basis with a specific amount and payment program being determined through contract negotiations with the successful firm and will be based upon major milestones and or identified tasks and subtasks.

8. TIME FRAME

The targeted effective date of the Unified Development Ordinance is early to mid-spring 2010.

9. SUBMITTAL REQUIREMENTS

In order to be considered, five (5) copies of the proposal must be received by the Town of Maiden Planning Department **on or before Wednesday, August 5, 2009 by 12:00 Noon, EST.**

All proposals must be in a sealed envelope marked: **REQUEST FOR PROPOSAL- UNIFIED DEVELOPMENT ORDINANCE.**

Each proposal is limited to 25 pages and shall contain the following information in the order listed:

1. A proposed work program detailing the phases, tasks, and sub-tasks of the project based upon the Scope of Services in this request.
2. A detailed time line for the completion of the project, showing timing for each phase, task, and subtask identified in one (1), above.
3. A detailed organizational chart and management approach, including descriptions of the use of any subcontractors.
4. A brief description of the proposed planning team, identifying each key member, their respective responsibilities, and the anticipated percentage of their time to be allocated to this project.
5. A description of the proposed final format for the Unified Development Ordinance.
6. A statement of qualifications and relevant experience.
7. A list of at least five (5) references for previously developed UDO's, including names, titles, addresses and telephone numbers.

A budget proposal based upon the Scope of Services in a separately sealed envelope shall also be provided. The budget proposal is to list the cost for each phase of the project (including person-hours by specific consultant), individual costs for hard copies, internet-ready copy, and any additional supplemental charges.

A separate sample work product prepared by the consultant/consultant team for a comparable community shall also be included with the submittal. This will not count toward the page limit identified above.

12. COPYRIGHT RELEASE

Those firms responding to this RFP shall supply a copyright release in order for the Town of Maiden to make copies of any copyrighted materials submitted.

13. SELECTION PROCESS

The Planner Director for the Town of Maiden will serve as the project manager. A selection committee consisting of Town Manager, Town Clerk, Planning Board Chair, and the Board of Adjustment Chair will review all submitted proposals to determine those firms that will be granted an interview. Several criteria will be closely evaluated including, but not limited to the following: technical approach to the project, qualifications of key personnel previous performance with similar projects, project management capabilities, public participation methods, and cost.

Each proposal will be ranked by the Selection Committee and ranked based on total cost and experience. Interviews may or may not be required and can be conducted by telephone if necessary. The Selection Committee will attempt to negotiate an agreement with the top ranked

firm. If no agreement can be reached with the top ranked firm, that firm shall be dismissed and staff shall proceed with discussions with the second ranked firm. This process may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory to both parties.

The town reserves the rights to be the sole judge of the suitability of the proposed services for its intended use, and further specifically reserves the right to make the award in the best interests of the Town of Maiden.

14. MAILING ADDRESS AND CONTACT INFORMATION

Individuals responding to this solicitation should mail or deliver proposals to:

Town of Maiden
Attn: Sam Schultz
Planning Department
113 West Main Street
Maiden, NC 28650

All inquiries regarding this specific project should be directed in writing or by e-mail to:

Sam Schultz
Planning Director
113 West Main Street
Maiden, NC 28650
Phone: (828) 428-5034
Fax: (828) 428-5017
Email: sschultz@mail.ci.maiden.nc.us