



**REQUEST FOR PROPOSALS**

**CHAPTER 160D LAND USE ORDINANCE(S) AMENDMENTS FOR TOWN OF BUTNER**

**DATE ISSUED**

October 2, 2020

**DUE DATE**

October 26, 2020

4:00 P.M.

**SUBMISSION OF ONE (1) HARD COPY AND ONE (1) DIGITAL FILE SUBMITTED TO:**

Town of Butner  
ATTN: Mike Ciriello, AICP  
Planning and Recreation Director  
PO Box 270  
415 Central Ave  
Butner, NC 27509

**Questions on RFP should be sent in writing by email to:**

Mike Ciriello, AICP  
[mciriello@butnernc.org](mailto:mciriello@butnernc.org)

## I. PURPOSE

The Town of Butner, North Carolina is requesting proposals from interested consulting firms to update our existing Land Development Ordinance (“LDO”) to reflect the Chapter 160D reorganization mandated by the North Carolina General Assembly. There have been additions and modifications to the Town’s LDO throughout the years, but land use regulations have not gone through a full review or an update since their inception. The Town has multiple land use ordinances which have been adopted and included in the LDO including, zoning, flood damage prevention, stormwater quality and discharge management control, and subdivisions. Any and all of the aforementioned ordinances should reflect changes mandated by Chapter 160D. In addition, the Town is in the process of completing an update to its Comprehensive Plan (“2040 Plan”) and changes to the LDO stemming from the 2040 Plan will be a part of this project. Specifically, the integration of design standards for zoning districts and the creation of a new zoning district associated with a Small Area Plan.

## II. SUBMISSION REQUIREMENTS

The Town will review the responses and potentially interview selected firms if necessary. After the proposal issue date, all communications between the Town and prospective Bidders regarding this RFP shall be in writing. Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to **Michael Ciriello, AICP, Planning and Recreation Director** by emailing [mciriello@butnenc.org](mailto:mciriello@butnenc.org)

Information submitted in response to this Request for Proposals shall include the following:

- A. Contact Information: Name, address, email address, and phone number of the consulting firm;
- B. Type of Organization: Partnership, corporation, sole proprietorship; primary location of firm; names and experience of principles or directors;
- C. Firm Staffing: Names, titles, experience, and length of service of key personnel;
- D. Statement of Qualifications: Narrative or other statement by the firm of its qualifications to assist with the process to update the Town’s Land Development Ordinance regarding the Chapter 160D reorganization and incorporation of three new zoning districts;
- E. Availability: Statement of the availability of key personnel of the firm to undertake this project;
- F. Fees and Costs: Provide a listing of fees or hourly rates for members of the consulting team that will be involved in this project, including support personnel, to include an estimate of a final budget;
- G. Project List: List of similar projects completed or currently underway by the firm and/or key personnel referenced under Availability.

**Respondents shall submit one (1) hard copies and one (1) digital pdf copy of their qualifications on or before 4:00 PM Eastern time on October 26, 2020.**

### **III. SCOPE OF SERVICES**

The intent of the Scope of Services described herein is to serve as a framework of major tasks as currently envisioned by the Town for the consultant's information. The Town envisions the following:

- A. Ensure adherence to all NC G.S. 160D requirements.
- B. Amend the Land Development Ordinance so that:
  - i. The Town of Butner Land Development Ordinance is updated to the standards established by the North Carolina General Assembly in NC G.S. 160D.
  - ii. Any internal inconsistencies, omissions or errors, including grammatical and other issues are identified and corrected in the adopted Land Development Ordinance. Ensure the Land Development Ordinance conforms to generally accepted land use law and principles as well as state and federal statutes and case law. Revise vague, unclear or confusing language and ensure that language, terms and intent are consistent from one section to another.
  - iii. Ensure the essential words used in the text of the document are defined in the Definitions section and revise incorrect or inadequate definitions.
  - iv. Revise sections of the ordinances that are in conflict with other sections, have unintended impacts on other sections or are overly complex.
  - v. Produce improvements to the form and appearance of the Land Development Ordinance so that it is easier for the casual user to access information.
  - vi. Assist in the creation and integration of graphics to illustrate land use and design standards.
- C. Assist in the development of three new zoning districts with design standards to be incorporated with changes required by the 160D amendments into the revised Land Development Ordinance.
- D. Prepare drafts of the proposed Land Development Ordinance for review and comment.
- E. May be required to attend and participate in public hearings with the Butner Town Council, Planning Board, residents, and other stakeholders. Town staff will be available to assist the firm to facilitate the process. Town staff will assist in meeting arrangements, advertising public meetings, workshops and hearings and other logistics. Staff will also work closely with the firm by reviewing any work product before it is submitted to any reviewing body or presented to the public.

### **IV. METHOD OF EVALUATION**

Town staff will review the submitted qualifications using the following criteria:

- A. Firm experience/reputation/workload: Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm's ability to take on additional work, demonstrated understanding of the Town's goals and purposes of the project, specific management approach, how well the firm's organization structure shows sufficient depth of its present workload, and the firm's ability to offer the breadth and quality of services required for this project.

- B. Qualifications of the personnel assigned to this project team: The Town will give considerable weight to the individual qualifications of the project team members who will do most of the work on the project. Consideration will include qualifications of key personnel, project team member's individual experience and other qualifications, project manager's experience, sub-consultant's (if applicable) individual experience and qualifications.
- C. Schedule: Consideration will be given to the firm's availability to complete the plan updates within a reasonable time-frame.
- D. Work Performed Locally: The firm's ability to perform the work locally will be considered.

**V. SUBMITTAL REVIEW SCHEDULE**

Staff will determine if interviews are needed in order to finalize selection among top candidates. Upon selection, the Consultant will be contacted to finalize the contract, fee structure and project timeframe.

**VI. DISCLAIMERS**

**Town Obligation:** There is no expressed or implied obligation for the Town to reimburse firms for any expenses incurred in preparing proposals in response to this request.

**Late Submissions:** Any proposals received after the deadline will not be accepted or considered.

**Withdrawal of Proposal:** Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the Town and the designated firm.

**Withdrawal of Request for Proposal:** The Town retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any respondent and to modify or amend any portion of this RFP. Notification will be provided to all consultants involved in RFP process.

**Applicable laws shall apply:** The contract awarded shall be governed in all respects by the laws of North Carolina, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

**Equal Opportunity:** The Town of Butner seeks to ensure that all segments of the business community have access to supply the services needed. The Town provides equal opportunity for all businesses and does not discriminate against any provider regardless of race, color, religion, age sex national origin or disability. The Town encourages minority and women owned business participation in the contracting process.

**Confidentiality:** RFP responses will become public record and, therefore, are subject to public disclosure once a contract is awarded.

**Contract:** The Contract will be awarded to a single Firm. The Contract for services will begin upon issuance of a Notice to Proceed from the Town. The contract will be reviewed by the Town Attorney.

## OPEN HOUSE NOVEMBER 12, 2020

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- Review public surveys
- Review priorities (goals and objectives)
- Encourage participants to draw or describe specific improvements/future changes in Butner

	<b>2040 Timeline</b>	<b>LDO Update</b>
October 2020		TC LDO RFP to TC 10.1
	Develop Goals and Objectives; finalize final document layout.	LDO RFP Released 10.2
	Surveys Close 10.9	LDO RFPs Due 10.28
November 2020	Create visualizations for final document	LDO Contract to TC 11.5
	Goals and Objectives Open House in conjunction with Planning Board 11.12	1 <sup>st</sup> Consultant Meeting
	Prepare final presentations; work on final document	
December 2020	Planning Board Public Hearing for 2040 Goals/Objectives 12.10	2 <sup>nd</sup> Consultant Meeting
January 2021	Planning Board Votes for 2040 Goals/Objectives 1.14.21	3 <sup>rd</sup> Consultant Meeting
February 2021	Town Council Public Hearing on 2040 Goals/Objectives 2.4.21*	Consultant meet with Planning Board 2.11
		Conduct LDO Open House 2.18
March 2021	Town Council Votes on 2040 Goals/Objectives 3.4.21*	5 <sup>th</sup> Consultant Meeting; finalize 160D changes; start work on 2040 additions
April 2021		Planning Board on 160D Ordinance Changes
		Open House 2040 Ordinance Changes
May 2021		TC Public Hearing for 160D
		2 <sup>nd</sup> Open House for 2040 LDO Changes

June 2021		Town Council Adopt 160D LDO Changes
July 2021		PB Public Hearing / Vote on 2040 LDO Changes
August 2021		TC Public Hearing 2040 LDO Changes
September 2021		TC Votes Adopt 2040 LDO Changes

\*- Public Hearing or 48-hour delay possible, moves events forward by 1 month.