

REQUEST FOR PROPOSALS

Town of Bryson City Unified Development Ordinance

Proposals Due 5:00 PM September 1, 2023

Background

Bryson City is a small town in the beautiful mountains of western North Carolina. It has a year-round population of approximately 1,500 people, 350 estimated seasonal residents, and 500,000 annual visitors. It has become a popular tourist destination with multiple attractions including the Great Smoky Mountains National Park, the Tuckasegee River, Fontana Lake, and the Great Smoky Mountains Railroad. Bryson City consists of 2 square miles, located 35°25'37" N/83°26'52" W.

Town officials desire to develop Bryson City's first Unified Development Ordinance (UDO) in order to implement the vision identified in the 2022 Bryson City Land Use Plan, manage the pace of growth, maintain economic vitality, and enhance the quality of life of the Town's residents. The goal is to update and incorporate existing town ordinances, develop a zoning ordinance, a subdivision ordinance, and other standards, board process guidance, and policies that correspond to land use regulation allowed by NC State General Statutes. Therefore, the Town is seeking the services of a qualified firm to develop the Town's first Unified Development Ordinance.

Requested Services

The following proposed scope of services is provided as a guideline but is flexible. Firms are welcome to propose additional or alternative tasks based on their professional expertise. The final scope and fee will be negotiated with the selected consultant. In an effort to reduce costs, the Town proposes to conduct the majority of project meetings virtually. The Town also proposes to take the lead on public involvement activities and developing the zoning map with guidance from the selected consultant. The following consultant services to prepare a Unified Development Ordinance are anticipated:

1. Attend one in-person kick-off meeting with the Town Board and Planning Board.
2. Attend at least four Town Planning Board meetings (virtual).
3. Conduct background research and evaluate existing ordinances.
4. Create a Unified Development Ordinance (consistent with Chapter 160D):
 - a. Contents: zoning ordinance, subdivision ordinance and site design specifications.
 - b. Provide input on a zoning map drafted by the Town.
 - c. Prepare text identifying the specific land uses and development standards allowed in each zoning district.
 - d. Prepare processes and procedures that define roles and responsibilities for administrative, advisory, and quasi-judicial reviews and decisions.
5. Provide feedback on draft public input materials developed by the Town.
6. Attend one Town Board work session (virtual).
7. Attend one public hearing (virtual).
8. Provide monthly project updates.

9. Provide 5 bound hard copies of the final approved UDO.
10. Provide digital copies of the UDO in an editable format and a non- editable format.

Submittal Requirements

Firms that are interested in providing a response to this request should email one pdf proposal that includes the following information:

1. Letter of interest and ability to provide the requested services.
2. Qualification of the firm.
3. Qualifications of the personnel that will be assigned to the project.
4. Firm’s experience creating zoning ordinances from scratch, and experience working in small rural communities.
5. Description of proposed project methodology and approach.
6. Proposed timeline.
7. Proposed project budget, including a breakdown of the cost by proposed elements (1-10, above)
8. Provide three references from communities that the Town can contact regarding the stated qualifications. Please include a point of contact for the community, his or her title, and phone number and a brief description of your working relationship.
9. More than one proposal may be submitted by a single firm.

Proposals should not exceed 25 pages, inclusive of all requested items 1-8 above. All submissions will be reviewed by the Town Planning Board and Aldermen and scored based on criteria that includes, but is not limited to:

1. Quality of the proposal
2. Qualifications and experience of the personnel assigned to the project
3. Project management experience
4. Project approach
5. Proposed project timeline
6. Proposed budget & deliverables
7. References

The Selection Committee may select up to three finalists to participate in a virtual interview process.

RFP Questions

Questions regarding this RFP shall be submitted via email to Sam Patillo, Town Manager at sampatillo@brysoncitync.gov with the subject “UDO RFP Question”. All questions must be received by **5:00 PM August 14, 2023**. All responses will be posted by **5:00 PM August 17, 2023** on the Town’s website: <https://www.brysoncitync.gov/>

Submittal Deadline

All proposals are due by **5:00 PM on Friday, September 1, 2023**. Proposals shall be submitted in a single pdf file not to exceed 25 pages to Sam Patillo, Town Manager via email sampatillo@brysoncitync.gov.

Thank you for your interest and we look forward to reviewing your proposal.