Town of Harrisburg, NC
Planning and Economic Development Department
4100 Main Street
Suite 101
Harrisburg, NC 28075

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Update of Town’s Unified Development Ordinance (UDO)

Request for Proposals (RFP)

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Issued By: Harrisburg Planning & Economic Development Department

Issued: December 9, 2019

Proposals Due: January 09, 2020, 5:00 PM EST
1. Introduction
The Town of Harrisburg, North Carolina (“Town”) is seeking proposals from qualified consultants (individual firms or teams of consultants) to assist the Town with a comprehensive update of the Town’s Unified Development Ordinance (“UDO”). The Town is interested in firms capable of providing professional services including, research, analysis, stakeholder engagement, drafting of UDO text, graphics and final document preparation.

Proposals are due by 5:00 p.m. January 09, 2020

2. Project Background and Purpose
The Town of Harrisburg NC, incorporated in 1973, is within the Charlotte Metropolitan Region, specifically located in Cabarrus County adjacent to Mecklenburg County. The Town is a growing suburban community that sits directly in the path of future metropolitan growth. It is known regionally as a great place to live and raise a family. It is in close proximity to the University of North Carolina at Charlotte and the Charlotte Motor Speedway (CMS). Also, it is a 30-minute drive from Uptown Charlotte and is within five miles of I-485, which connects to I-85 and I-77. The quality of life the area offers and its position in the region are only a few of the many attributes that make this area an ideal location for people of all ages and a wide variety of businesses. In recent years, the area has been attracting mostly residential development. With the completion of I-485 beltway around Charlotte, it is becoming increasingly more appealing to businesses.

The Town adopted its first zoning ordinance in 1985, followed by adoption of the current Unified Development Ordinance (UDO) in 2008. Significant changes in the Town’s population, land development pattern and economy, along with State legislative and land use changes since that time have highlighted the need for a comprehensive rewrite of the current UDO.

In 2018, the Harrisburg Town Council adopted the Harrisburg Area Land Use Plan (HALUP), developed in partnership with Cabarrus County. This plan provides the vision and framework for future development of the Town through 2040. The primary objective of the UDO update is to align it with the recently adopted HALUP to implement the vision established, through regulations that will guide land development within the Town’s corporate limits and Extra Terrestrial Jurisdiction (ETJ).

3. Guiding Principles
The Harrisburg UDO is the primary regulatory document guiding all development and land use within the Town of Harrisburg and its ETJ. The following principles shall guide preparation of the UDO update:

- Ensure consistency between UDO and Harrisburg Area Land Use Plan (HALUP) stated outcomes and policies;
- Regulations shall incorporate and be consistent with state (NCGS), as well as applicable federal statutes pertaining to zoning, land use, subdivision, environmental protection, permitting, administration, appeals/variances, conditional uses and enforcement;
- Create user-friendly format with “plain language” text with “graphics”, where applicable;
- Where possible, ensure continuity between existing and new UDO text;
- Minimize text redundancies and need to reference multiple sections of UDO. Provide cross-references where multiple sections of ordinance must be accessed;
- Ensure text, terms and procedural consistency within UDO;
- Update and add definitions to reflect current planning practice and usage;
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- Update use table to reflect both existing and future uses;
- Maximize use of diagrams and graphics to promote intuitive understating and use of UDO;
- Produce “static” as well as “interactive” (web-based) ordinance formats – with latter utilizing hyperlinks and searchable functions.

4. Scope of Work
The following Scope of Work is intended to guide preparation of the update to the Town of Harrisburg UDO. This Scope of Work is intended to provide a general framework for the UDO update. The Town expects that the Final Scope of Work will reflect modifications made based upon staff discussions with the consultant selected to prepare the UDO update.

I. Analysis of Existing UDO
Conduct detailed review and diagnostic examination of current UDO to assess the following:

- **Function and flow** – Ease of use and efficiency of layout
- **Internal consistency** – Identify conflicts within UDO and other town’s adopted policies (Engineering, Public Works, Park and Recreation etc)
- **Accuracy** – Identify typographical, technical or graphical errors or omissions
- **Compliance with NC General Statutes for zoning, subdivision, and land development**

Analysis should be thorough and identify areas of deficiency, especially those related to changes in legislation and planning practices since adoption of the current UDO in 2008. Analysis should benchmark the Harrisburg UDO with ordinances of similarly sized communities both within and outside North Carolina in order to identify “best practices” regulations.

Link to the Town’s current UDO: [Town of Harrisburg UDO](#)

**Work Product:** Detailed report assessing current UDO, including matrix with itemized list of areas of deficiency and preliminary recommendations to address such deficiencies.

II. Review the Harrisburg Area Land Use Plan (HALUP)
The Town Council adopted the HALUP in June 2018. This plan serves as the policy document for zoning, subdivision and land development in the Town of Harrisburg through the year 2040. The vision, outcomes, policies and action items detailed in the HALUP shall serve as foundation for update of the UDO.

Link to the current HALUP: [Harrisburg Area Land Use Plan (HALUP)](#)

**Work Product:** Synthesize recommendations of the HALUP into functional categories and highlight relevancy to the update of the UDO.

III. Review other Town adopted Plans and Policies
The Town has several other plans and policies in place other than the HALUP that would relate to the implementation of the UDO. The Harrisburg Bicycle and Pedestrian Plan, Greenway Plan, Transportation Plan, Highway 49 Corridor Plan and internal Engineering/Public Works policies should be reviewed to draw upon relevant sections to reflect on the updated UDO.
Work Product: Synthesize recommendations of other adopted documents and highlight relevancy to the update of the UDO.

IV. Develop Framework for UDO Update
Based on policies and action items contained in HALUP, develop framework for the UDO which synthesizes existing UDO with new elements. Framework shall be based upon Town staff input and include (at a minimum) the Articles in the current UDO. The UDO framework shall be “user-friendly” and make use of graphics and charts wherever possible to communicate regulatory elements of ordinance.

Work Product: Develop framework for UDO update, incorporating existing with new ordinance text and graphics.

V. Draft UDO Update
Consultant shall prepare UDO text update with all necessary charts, graphics and appropriate references. UDO shall be in searchable format with appropriate cross-references to insure ease of use.


5. Public Engagement and Plan Coordination
It is expected that the UDO update process will engage key stakeholders and general public throughout the process. The overall oversight and guidance for preparation of the UDO update will be provided by Planning Department staff, including a steering committee that may be created to facilitate the process. Consultants proposal should identify key stages for steering committee input, public engagement/input and feedback loop from relevant Advisory Boards and Town Council.

6. Time Frame
The Town anticipates the following timetable for completion of the UDO update, with key dates noted below. A final schedule will be adopted as part of the contract between the Town and consultant chosen to prepare the plan.

Preliminary UDO Update Plan Schedule:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>December 9, 2019</td>
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<tr>
<td>RFP Responses Due</td>
<td>January 9, 2020</td>
</tr>
<tr>
<td>Firms Short-listed</td>
<td>By January 24, 2020</td>
</tr>
<tr>
<td>Firm Interviews</td>
<td>Week of January 27th 2020</td>
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<tr>
<td>Selection of Firm</td>
<td>Week of February 3rd 2020</td>
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<tr>
<td>Contract Approval by Town Council</td>
<td>February 10, 2020</td>
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<tr>
<td>Project Start</td>
<td>February 17, 2020</td>
</tr>
<tr>
<td>Project Completion (Adoption of UDO)</td>
<td>May 21, 2021</td>
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</tbody>
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7. Proposal Submittal Format and Content
The submitted proposal must address all elements of scope of work as outline int the RFP and should include (at a minimum) the following elements:
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• **Cover Letter** (no more than one (1) page and counts within 20-page limit)
The letter must be signed in ink by an individual with authority to legally represent the proposer to the work proposed by the company or team.

• **Project Approach/Work Plan/Demonstrate Project Experience**
This section should include a detailed description of the proposer’s understanding of the intent of the project and its objectives, the character of the required deliverables, and overall approach to the project. The proposer should identify the level of assistance required from the town and/or Project Partners to complete each task.

• **A schedule (in Gantt chart form) showing all milestones, critical stakeholder/public meetings and deliverables to maintain project progress by the project enddate.**

• **Introduction to the Proposer(s)**
Firms shall provide the following information. (The same information must be provided for each sub-consultant or each member of a joint venture):
- Firm name and business address, including telephone number and email contact.
- History of the firm.
- Identify the state in which the firm was organized or incorporated.
  a. Type of ownership, and name and location of parent company and subsidiaries, if any.
  b. Number of full-time employees. Part-time employees or consultants routinely engaged by the Consultant may be included, if clearly identified as such.

• **Qualifications and Experience of the Consultant Firm(s)**
Please describe prime consultant’s recent experience relevant to this project. Include brief project profiles with total project cost as well as a key project reference with address, phone and email contact information for each profile. Particular emphasis should be placed on projects managed by the key personnel proposed for this project. If the respondent anticipates the use of sub-consultants, the respondent shall identify:
  • The role and extent to which these parties will participate in the project.
  • The means by which the prime consultant will oversee the work of these parties.
  • The experience and credentials of these parties relevant to this project.
  • References: Please submit names, addresses, and phone numbers of at least two references familiar with the sub-consultant’s ability, experience, and reliability in the performance and management of projects of a similar nature.

• **Qualifications and Experience of Key Staff**
Identify key individuals to be assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals may be included within the 20-page limit if desired.

• **Project Cost Estimates**
Provide an estimated cost of the projects with a not-to-exceed price for all services. Cost estimates must be submitted as a separate packet (not to be included in the proposal packet).

• **Reference to previous work similar to this proposed work along with key contacts**
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If any of the above requirements are not met, the responder’s proposal may not be considered.

8. Consultant Evaluation and Selection
The proposals will be evaluated on the firms’ ability to meet the requirements of this Request for Proposals (RFP). Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Demonstrated experience in creating similar work product to the UDO, working with a diverse groups of stakeholders and ability to prepare user-friendly documents.
- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project demonstrating the Consultant’s capacity to complete requested services, their experience completing similar projects, including experience with research and analysis related to the scope of work elements.
- Demonstration of overall project understanding and clarity of the proposal and creativity/thoroughness in addressing the project objectives and deliverables outlined in the RFP.
- Completeness of submitted Proposal and separate Cost Estimate documents along with all elements required by the RFP and Demonstrated effort to solicit/include Disadvantaged Business Enterprise (DBEs), Minority Business.
- References to previous similar work, including work performed by all subconsultants.

The Town reserves the right to seek clarification of any submitted proposal, reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFP if it is in the best interests of the Town. A short list of qualified consultants will be selected from the submitted proposals for follow-up interviews, as deemed necessary.

9. Submission Requirements
Firm(s) interested in being considered for this project should submit five (5) bound copies and one (1) electronic version via email or flash drive of their Proposals no later than 5:00 p.m. on January 09, 2020.

Proposals should be delivered to the attention of:
Sushil Nepal, AICP
Town of Harrisburg
Planning and Economic Development Director
4100 Main St, Suite 100
PO Box 100
Harrisburg, NC 28075
snepal@harrisburgnc.org

PROPOSALS ARE DUE NO LATER THAN 5:00 P.M. EST January 09, 2020.

10. ADDITIONAL INFORMATION
The Town reserves the right to award the contract to any qualified responder. This solicitation in no way obligates the Town to award a contract. All submittals become the property of the Town upon submission. The cost of preparing, submitting and presenting qualifications lies solely with the responder. All data,
databases, reports, designs and materials in digital and hard copy format created under this project shall be transferred to the town upon completion of the project and become the property of the town. Ten percent (10%) of total contract cost will be withheld as retainage pending successful project completion to town’s satisfaction.

Questions regarding this RFP should be directed to Sushil Nepal, Town Of Harrisburg at snepal@harrisburgnc.org. The Town will maintain a list of questions and answers on its website (http://www.harrisburgnc.org). Questions will be accepted until 4:30 pm EST on December 23, 2019 and answers will be posted by 4:30 pm EST on December 27, 2019. Proposals are due January 9, 2020.