

**ORANGE COUNTY PLANNING & INSPECTIONS DEPARTMENT**  
**Craig N. Benedict, AICP, Director**

**Current Planning**  
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**Hillsborough,**  
**North Carolina, 27278**



**Request for Proposals to provide professional services related to the development of a Unified Development Ordinance for Orange County, North Carolina**

**I. Overview:**

Orange County, North Carolina is releasing this Request for Proposals (hereafter ‘RFP’) seeking responses from qualified consultants to assist County Planning Staff with the development of a conventional Unified Development Ordinance (UDO) consisting of:

- i. Zoning Ordinance,
- ii. Subdivision Regulations,
- iii. Erosion Control Ordinance,
- iv. Stormwater regulations,
- v. Flood Damage Prevention Ordinance, and
- vi. Land use development standards.

The purpose and intent of the project is to allow Orange County Planning staff to produce development regulations that address contemporary development and zoning practices that are easily understood by administrators, the public, and the development community and support the goals and policies of the 2030 Comprehensive Plan, adopted in November of 2008.

The primary responsibilities for the consultant shall be:

1. Develop new and revised graphic representations/illustrations that will serve as practical examples of the development standards contained within the UDO,
2. Assisting with the re-packaging of the revised regulations,
3. Assisting staff with the documentation and cataloguing of all public comments and/or suggestions related to the development of the UDO throughout the process, and
4. Assisting staff to complete an annotated outline, which explains the organization of the UDO, as well as providing the following:
  - a. A detailed synopsis of all public comments received during the process,

- b. Identifying potential future amendments to the UDO that may be necessary in order to address public concerns/comments or various objective of the Comprehensive Plan, and
- c. Providing a rough work plan/schedule for the Board of County Commissioner's review on possible future UDO amendments.

The annotated outline will provide a tentative schedule for the possible presentation and review of future amendments seeking to modify various land use regulations in an effort to further implement the Orange County Comprehensive Plan. This document is intended for presentation at the August 2010 Quarterly Public Hearing after the presentation of the draft UDO.

## **II. Background:**

Orange County is centrally located in the Piedmont region of North Carolina. Development within the County ranges from highly urbanized (i.e. the municipalities of Chapel Hill, Carrboro, Hillsborough, and Mebane) to rural areas where farming activities still serve as the predominant land use.

The County is approximately four hundred (400) square miles in area with a population of approximately 128,000 with approximately sixty percent (60%) of local residents living within the aforementioned municipalities.

Over the past several years, the County has undergone an extensive revision to its Comprehensive Plan, which was adopted in November of 2008. One of the many goals of the plan was the consolidation of existing land use regulations into a more user friendly format to avoid unnecessary confusion amongst individuals attempting to develop property. In order to accomplish this task, staff proposed and received authorization from the Orange County Board of Commissioners to develop a UDO for the County.

## **III. Scope of Services:**

The UDO shall impact development activities outside of the incorporated areas, extraterritorial jurisdictional (ETJ) boundaries, and established Joint Planning areas of the Town's of: Chapel Hill, Carrboro, Hillsborough, and the City of Mebane.

A staff person within the Department of Planning and Inspections shall serve as the County's primary contact for the selected firm and shall be responsible for coordinating, implementing, and administering the project's timeline and deliverables.

The consultant team is expected to attend select public meetings and workshops, along with pre-determined Planning Board advisory meetings, as part of the work program associated with the project.

This project will involve four (4) distinct phases:

1. Working with staff, the consultant will evaluate the existing development regulations and existing graphics contained within the various Ordinances. This process will involve reviewing various graphics and diagrams for:
  - a. Compliance with all applicable Local, State, and Federal regulations (i.e. NC DOT standards, DENR stormwater standards, etc), and
  - b. Success at conveying the intended standard,
2. Review, with staff, all proposed revised regulatory standards and identify ways to represent proposed regulations in a visual/graphic manner,
3. Re-package all graphics/diagrams into the draft UDO by March 2010 for public review and presentation at the August 2010 Quarterly Public Hearing, and
4. Assist staff with the completion of a final UDO synopsis outlining all public comments relating to the development of the document as well as identifying possible future amendments to address citizen concerns. This document shall also be presented at the August 2010 Quarterly Public Hearing.

#### **IV. Procedures – Submitting Response:**

Completed proposals shall be submitted to the County Planning Department no later than **noon on Wednesday November 25, 2009**.

All interested firms shall send an e-mail indicating their interest and/or intent of filing a response to Michael D. Harvey by **November 6, 2009** at [mharvey@co.orange.nc.us](mailto:mharvey@co.orange.nc.us).

All e-mail notifications, as well as any other correspondence sent to the County relating to this RFP, must contain within the subject line of the e-mail the words “**Orange County UDO RFP**”. The purpose of this e-mail notification requirement is to allow staff to send to all interested firms any modifications, updates, or answers to general project questions that would benefit all parties.

Interested bidders are invited to submit written questions they may have relating to this project. All questions must be submitted via email, with the aforementioned subject line heading, to Michael D. Harvey, by **November 11, 2009**. All questions will be compiled, and a complete list of written questions and answers will be forwarded to all firms that have sent an email indicating intent to respond to the RFP.

The proposals must conform to the requirements set forth in this RFP, and shall include the following:

1. A cover letter identifying the firm, or firms proposed for a team approach for the project.
2. An explanation on how the consultant will adhere to the scope of work including a proposed work timeline/schedule that corresponds with the timeline outlined herein. This narrative should include an explanation of the following:
  - a. An indication of your understanding of the project,
  - b. The proposed approach to the project consistent with the timeline outlined herein,

- c. The proposed scope of work for the project, including a detailed description of the proposed deliverables. The scope should be responsive to the draft scope items presented within this RFP.
3. Identification of the roles and responsibilities of all team members with the firm including:
  - a. Team organization including an identification of the lead consultant and project manager, key personnel that will be working on the project, the role of any proposed sub-contractor, etc,
  - b. A statement of qualifications for all team members including references and educational background, and
  - c. A description of the current workload for identified individuals.
4. Examples, if any, of similar work product or involvement with the development of a UDO and/or the development of graphics/drawings intended to provide a visual explanation of a regulatory standard.
5. A minimum of three (3) references for similar projects including:
  - a. The name and date of the project,
  - b. The location of the client, and
  - c. A contact name including relevant contact information.
6. A cost estimate/proposed budget including anticipated payment schedule coordinated with the completion of identified milestones.

All proposals, exhibits, responses, attachments, reports, charts, schedules, maps and illustrations shall become the property of Orange County upon receipt.

All proposals received will be reviewed by a selection committee composed of County staff against the selection criteria set forth in this RFP. A short list will be developed. Short-listed firms will be invited to interview with the County on or about the second week of December 2009. Based on the interviews, a final selection will be made on or about **December 11, 2009**.

#### **V. Selection Criteria:**

All proposals will be ranked based on qualifications. Orange County will establish a short list of candidates and schedule interviews accordingly. The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

- Specialized or appropriate expertise in the type of project,
- Past performance of the lead consulting firm, subcontractors, and their employees on similar projects,
- Adequate and experienced staff and proposed team for the project,
- Recent experience with successfully maintaining project schedules and budgets,
- Current workload and firm capacity,
- Proposed design approach for the project(s) and schedule for completion,

- Understanding of the area where the project is located,
- Rate structure for proposed staff including all sub-contractors, and
- Other factors that may be relevant to the project.

**VI. Project Timeline:**

The timeline for this project is as follows:

Process <u>Task</u>	2009					2010											
	a	s	o	n	d	j	f	m	a	m	j	j	a	s	o	n	d
<b>Task 1</b>																	
1. <u>BOCC</u> Adoption of Process	X																
2. Draft UDO Outline		X															
3. Outreach - Countywide Mtgs. (2)			X														
4. Joint Board Mtg.				X													
5. Consultant RFP Process			X	X	X												
6. <u>BOCC</u> Update - Approve UDO Outline					X												
<b>Task 2</b>																	
7. Draft Sections of UDO - New Regulations					X	X											
8. Courtesy Review					-	X	X	X									
9. Staff/Consultant Coordination - Graphics					-	X	X	X									
10. Outreach - Countywide Mtgs. (2)							X										
11. Planning Board (PB) Review					X	X	X										
12. <u>BOCC</u> - Staff Report								X									
<b>Task 3</b>																	
13. Complete First Draft UDO							X	X									
14. Outreach - Countywide Mtgs. (2)									X								
15. Courtesy Review								X	X	X	X						
16. Planning Board Review								X	X	X	X						
17. Consultant Final Deliverables							X										
18. Complete Public Hearing Draft UDO											X						
19. <u>BOCC</u> - Staff Report											X						
20. Joint <u>BOCC</u> /PB Public Hearing																X	

The various critical dates for the consultant are as follows:

- A. Review existing land use development regulations with staff and discuss existing limitations on graphics and other similar depictions of regulatory standards: **December 2009 through January 2010.**
- B. Begin developing revised graphics. First draft package due for review by County staff on or about **January 29, 2010.**
- C. Consultant shall attend the two (2) outreach meetings scheduled for **February** or **March 2010** (actual dates, times, and meeting locations are pending). At this meeting the consultant shall be prepared to explain any proposed graphic change and will provide a few examples of possible amendments for public review/comment.
- D. Consultant shall attend the **February** and/or **March 2010** Planning Board meeting to review revised graphics package.
- E. Final graphics package for inclusion within draft UDO due to County staff by the end of **March 2010.**
- F. Consultant shall attend the **April** and/or **May 2010** Planning Board meetings to participate in the review of the draft UDO.
- G. Beginning in **May 2010** (actual dates, times, and meeting locations are pending) consultant shall begin meeting with staff to begin developing the final report documenting possible future amendments and a rough timeline for possible implementation.
- H. Completion of final document end of **June 2010.**
- I. Consultant shall attend **August 2010** Quarterly Public Hearing and shall be prepared to participate in the presentation of the UDO.
- J. Consultant shall make revisions, as necessary, to the graphics to address comments/concerns received during the public hearing, and subsequent advisory board review, beginning in **September** through **November 2010,**
- K. Final exit interview with consultant, and closing out of project, occurring sometime in **December 2010.**

## **VII. Deliverables – Work Product:**

All completed work product shall be delivered electronically in a format mutually agreed upon by the consultant and the County that will allow County staff to modify, reproduce, and amend any and all information generated as part of this project.

### **VIII. Submission Requirements:**

As previously indicated, interested firms are required to submit ten (10) copies of their proposal by noon on **November 25, 2010** and include all information as detailed herein. The proposals may be mailed to:

Orange County Planning Department  
Attention: Michael D. Harvey AICP, CZO – Planner III  
PO Box 8181  
Hillsborough, NC 27278

The County will not accept proposals for review that are received after the 12:00 p.m. deadline, even with a November 25, 2009 postmark. It is the responsibility of the consultant to ensure that the proposal is received by the deadline date and time as detailed herein.

If you plan to hand deliver copies, please contact the Planning office first at (919) 245-2575 to verify the drop off point.

Questions relating to the RFP can be directed to Mr. Michael D. Harvey in writing at the aforementioned address, emailed to [mhavey@co.orange.nc.us](mailto:mhavey@co.orange.nc.us), or you may contact Mr. Harvey at (919) 245-2575.