



Legal Notice Request for  
**Zoning Code Update –  
Hybrid Code**

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**March 12, 2026**

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**City of Spartanburg**  
**P.O. Box 1749**  
295 E. Main Street  
Spartanburg, SC. 29304  
Email:  
cwright@cityofspartanburg.org

**NOTICE IS HEREBY GIVEN** that the City of Spartanburg is seeking to update its Zoning code – **Hybrid Code**. The City of Spartanburg, South Carolina is experiencing significant growth and reinvestment across many areas of the community. As the city continues to evolve, it seeks to ensure that its land use regulations effectively support the vision and goals outlined in the recently adopted Comprehensive Plan and strategic priorities, while promoting balanced, broad-based development that benefits all areas within the City.

**Proposal No. 2526-04-14-01**

The City of Spartanburg will act affirmatively to ensure that all disadvantaged and women’s business enterprises will be afforded full opportunity to participate in this request and that it will not discriminate on the basis of gender, race, color, or national origin in consideration of a contract award.

The City of Spartanburg reserves the right to reject any or all proposals and waive any informality in the qualifications process. All proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of the proposals so that the City may fully investigate the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is selected will be required to obtain a City of Spartanburg Business License.

**SUBMITTAL:** Proposals for this solicitation will be accepted via BidNet upload only. All submitters must be registered (free) with BidNet in order to upload their solicitation. All requested documentation must be received no later than 3:00 p.m. ET on April 14, 2026.

**PRE-PROPOSAL CONFERENCE – VIRTUAL :** March 23, 2026 – 11:00 am.

**Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/27399854369917?p=ITXerw2h5HcPPIo1G6>

Meeting ID: 273 998 543 699 17

Passcode: zv2nW7SG

**DEADLINE FOR QUESTIONS OR CLARIFICATIONS:** 2:00 p.m. ET, March 27, 2026

Any revisions to this Request for Proposals will be issued and distributed as an addendum. All

addenda, additional communications, responses to questions, etc. pertaining to the RFP will be posted on the City of Spartanburg website at: **2526-04-14-01**

**All offerors should consult this website for updates before submitting proposals.**

<http://www.bidnetdirect.com//cityofspartanburg>

**DEADLINE ENFORCED**

Proposals received after the time and date set for receipt of proposals **WILL NOT** be accepted. It is the offeror's responsibility to ensure timely delivery of their proposal.

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**ELECTRONIC PROPOSALS** will be received until **3:00 p.m. ET, April 14, 2026.**

## City of Spartanburg, SC – Zoning Code Update – Hybrid Approach RFP

### Project Background

The City of Spartanburg, South Carolina is experiencing significant growth and reinvestment across many areas of the community. As the city continues to evolve, it seeks to ensure that its land use regulations effectively support the vision and goals outlined in the recently adopted Comprehensive Plan and strategic priorities, while promoting balanced, broad-based development that benefits all areas within the City.

The City's current zoning ordinance was originally adopted more than 35 years ago. While the ordinance has been amended periodically over time, many of these revisions have occurred incrementally in response to specific needs rather than through a comprehensive update. As a result, the current code contains provisions that are outdated or difficult to administer.

In 2014, the City adopted a form-based code for the downtown core—the first of its kind in the State of South Carolina—reflecting the community's long-standing identity as “firsts” and forward-thinking ideas. The downtown code is intended to guide development and reinforce the character of the city center. Building on that experience, the City is interested in developing a hybrid zoning ordinance that retains elements of traditional zoning while incorporating more flexible and form-based approaches within identified nodes, corridors, and priority growth areas.

The City's Comprehensive Plan establishes a forward-looking vision that emphasizes thoughtful growth, housing diversity, walkability, and economic vitality. To effectively implement this vision, the City seeks to develop a modern zoning ordinance that provides clear, practical, and user-friendly tools for managing development and supporting reinvestment.

This project will also place strong emphasis on public education and community engagement, helping residents and stakeholders better understand zoning and providing meaningful opportunities to shape the future regulatory framework. The process will include collaboration with City staff, a staff working group, and the community to ensure the final ordinance reflects Spartanburg's unique identity while supporting continued growth and development.

The City also intends to pursue a phased implementation strategy, allowing for targeted “quick fixes” or interim improvements to address immediate challenges within the current ordinance while the full hybrid zoning update is developed.

## 1.0 Project Goals and Guiding Principles

This effort is guided by the following core principles:

### 1. Authenticity to Spartanburg

The ordinance should preserve and enhance what makes Spartanburg distinct—its historic neighborhoods, downtown character, and vibrant community identity—while supporting new development that complements the existing fabric of the city.

### 2. Community Engagement and Transparency

Public input is central to the process. Engagement should provide opportunities for residents, property owners, developers, and stakeholders to provide input to zoning framework, ensuring that the ordinance reflects shared values and community priorities.

### 3. Thoughtful Growth and Development

Spartanburg is experiencing unprecedented growth and investment. The zoning update should provide the regulatory tools to manage this growth effectively, encouraging quality development that strengthens neighborhoods, promotes walkability, resiliency, and supports economic vitality.

### 4. Alignment with the Comprehensive Plan

The updated ordinance will directly support the policies and objectives outlined in Spartanburg's Comprehensive Plan, translating high-level goals into actionable regulatory tools for land use, urban design, and development management. The consultant(s) will work with the City staff and technical and citizen work groups to develop a zoning ordinance draft that implements the Comprehensive Plan with particular focus on translating the guidelines in the Land Use Element and Future Land Use Maps into applied tools.

### 5. Flexibility and Housing Diversity

The ordinance should enable a broader range of housing types and options to meet the evolving needs of residents, including workforce housing, mixed-use development, and context-sensitive infill. Flexibility should be balanced with clear standards to ensure compatibility and predictability.

### 6. Targeted Form-Based Application

Form-based standards should be applied strategically within priority corridors, nodes, and downtown areas to guide design, enhance public spaces, and encourage vibrant, pedestrian-friendly environments. Traditional zoning tools will remain where appropriate to maintain clarity and administrative efficiency.

### 7. Practical, Implementable Tools

The ordinance should be clear, understandable, and easy to administer. Staff experience with the current code will inform the development of practical provisions that address common challenges and streamline approval processes.

## 8. Practical and Phased Implementation

The project will include an approach that allows for “quick fixes” or interim improvements to address urgent challenges and known limitations in the current code. This ensures critical issues can be resolved promptly, rather than waiting until the adoption of the full zoning ordinance. These phased improvements will be coordinated with staff to maintain consistency with long-term goals.

## 2.0 Scope of Work

### Task 1: Public Education and Community Engagement

The project will begin with a public education and include an on-going community engagement phase designed to build awareness of zoning concepts, communicate the purpose and goals of the ordinance update, and gather meaningful input from the community. The consultant team will design and implement a strategy that includes public education materials, stakeholder outreach, and a series of listening sessions.

These activities should be intentionally designed to promote inclusive participation from a broad range of residents, property owners, developers, neighborhood groups, business owners, and other key stakeholders.

Engagement activities may include:

1. Community listening sessions and public workshops
2. Stakeholder meetings with neighborhood representatives, business leaders, and development professionals
3. Online engagement tools and surveys, social media content support
4. Educational materials explaining zoning concepts, the Comprehensive Plan framework, and the purpose of the ordinance update

The City maintains an active social media presence, and the consultant will collaborate with Planning staff and the Marketing & Communications team to develop engaging content that effectively communicates the ordinance update and encourages public participation.

A staff working group or technical advisory committee will participate in this phase to provide guidance, help identify critical issues, and ensure engagement outcomes are integrated into the ordinance framework. The consultant will summarize public input and identify key themes, opportunities, and concerns to inform the development of the new zoning framework.

### Task 2: Existing Conditions, Zoning Code Assessment and Quick Fixes

The consultant will conduct a comprehensive review of the existing zoning ordinance and related development regulations to identify strengths, limitations, inconsistencies, and barriers to implementation of the Comprehensive Plan.

As part of this assessment, the consultant will work closely with City staff to review a documented list of challenges and limitations that are regularly encountered in administering the current code, including regulatory conflicts, outdated provisions, procedural inefficiencies, and barriers to desired development outcomes.

The assessment should include:

1. Evaluation of current zoning districts and development standards
2. Identification of outdated or conflicting provisions
3. Review of administrative procedures and approval processes
4. Analysis of common implementation challenges identified by staff
5. Identification of barriers to desired development patterns, including housing diversity and mixed-use development
6. Identification of opportunities for immediate or near-term improvements (“quick fixes”) to address pressing limitations in the current code

The consultant will collaborate with the staff working group/technical advisory committee to ensure the assessment reflects real-world operational experience and staff expertise. Recommendations will focus on improving clarity, usability, and alignment with the City’s policy goals while addressing practical challenges experienced during day-to-day administration.

### Task 3: Zoning Framework and District Structure

Based on public engagement feedback and the code assessment, the consultant will develop a proposed zoning framework that incorporates a hybrid approach combining conventional zoning tools with form-based elements.

The framework should:

1. Retain traditional zoning where appropriate
2. Introduce form-based standards within identified nodes, corridors, and priority growth areas
3. Support walkable, mixed-use environments in targeted locations
4. Identify resiliency development measures, including strategies that enhance environmental sustainability and long-term community stability
5. Provide flexibility for a broader range of housing types

The consultant will work with City staff, including the staff working group/technical advisory committee, to refine the proposed district structure, development standards, and regulatory approach, ensuring practical applicability and alignment with the City’s growth and development goals. Quick fixes identified in Task 2 may be advanced concurrently with the framework development to deliver early results.

#### Task 4: Draft Ordinance Development

The consultant will prepare a complete draft hybrid zoning ordinance that reflects the approved framework and incorporates best practices in zoning and development regulation.

The draft ordinance to include:

1. Zoning districts and regulating standards
2. Use tables and development standards
3. Form-based standards for designated areas
4. Clear and user-friendly administrative procedures
5. Graphics, diagrams, and illustrations to support usability

The consultant will collaborate with City staff to refine the draft and prepare materials suitable for public review. Staff input through the working group will ensure the draft is practical, enforceable, and aligned with day-to-day operations. Approved quick fixes may be implemented during this phase to address critical issues immediately.

#### Task 5a. Public Review, Adoption, and Implementation Support

The consultant will assist the City through the public review and adoption process. This phase will include presentations to advisory boards, the Planning Commission, and City Council.

Responsibilities will include:

1. Preparation of presentation materials and summaries of the proposed ordinance
2. Support preparation of Social Media content
3. Facilitation of public meetings and workshops during the review process
4. Quick Fixes Updates to Planning Commission and City Council
5. Revisions to the ordinance based on feedback from staff, stakeholders, and decision-makers
6. Support during the formal adoption process

#### Task 5b. Implementation – Training and Support

The consultant will provide guidance for implementation, including staff training and operational guidance, to ensure the new ordinance is clear, effective, and easily administered. The staff working group will continue to serve as a key resource for reviewing materials, testing usability, and supporting adoption.

### 3.0 Project Submittals

RESPONSE TO THIS REQUEST FOR PROPOSALS MUST INCLUDE THE FOLLOWING:

Those firms interested in providing professional services for this project must submit their response via email per the instructions on the Invitation and must include the items specifically enumerated in Section 3.1.

### 3.1 Submission Details

- 1) Statement of Interest & Firm(s) Profile
  - a. The RFP subject and number
  - b. Name of the firm or team responding, including mailing address, e-mail address, telephone number, and names of contact persons.
  - c. A brief profile of the firm, outlining its history, philosophy, and target market of the firm or team.
  - d. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm or lead firm to a contract.
- 2) Team Organization Chart
  - a. Resumes for all team members w/ leads identified and % of time commitment
- 3) Project Examples & References

Provide references for similar, successful planning projects including a brief description of each project duration/team members involved.

  - a. Provide four (4) references.
  - b. Demonstrate prior success on similar projects completed within the past five years. Preference will be given towards projects completed within the past five years.
  - c. Provide the reference's name, address, email, and phone number.
- 4) Project Approach
  - a. Present technical capabilities and specialized knowledge tailored to the City of Spartanburg that will support the Scope of Services and demonstrate the ability to deliver the work required in a timely and proficient manner.
- 5) Project Schedule

Provide a general project timeline with milestones. The City anticipates the project will take approximately **12–16 months** to complete from the date of contract execution. The selected consultant will work with City staff to refine the project schedule during the kickoff phase.

The timeline should include the following general phases:

Phase 1: Public Education and Community Engagement

Phase 2: Existing Conditions and Zoning Code Assessment & Quick Fixes

Phase 3: Zoning Framework and District Structure

Phase 4: Draft Ordinance Development

Phase 5: Public Review, Adoption, and Implementation Support

The City encourages a phased approach that allows for the identification and advancement of targeted “quick fixes” or interim improvements to the existing

ordinance during the project timeline, rather than waiting until final adoption of the full update.

6) Fee Proposal (Total and per Phases outline in project timeline)

**The fee proposal shall be submitted as a separate file (separate from the proposal), clearly marked “FEE PROPOSAL.”**

Provide a clear and reasonable project budget that offers sufficient detail on the costs for required and optional services.

- a. The firm’s standard hourly rate fee schedule. Also, include the standard hourly rate fee schedule for each team member.
- b. A composite schedule, by task, of direct labor hours.
- c. An itemized schedule of all labor and direct expenses. If the use of sub-consultants is proposed, provide a separate schedule of all labor and expenses for each sub-consultant.

#### 4.0 Evaluation of Consultant Capabilities

The City’s evaluation team will assess each proposal based on the firm’s demonstrated ability to provide the requested services in a professional, collaborative, and timely manner. Proposals should clearly demonstrate the consultant team’s capability in the following areas:

- a. Understanding of the Project Scope & Approach  
Demonstrate a clear understanding of the project objectives and scope of work, including a thoughtful and tailored approach to successfully completing the tasks outlined in this RFP.
- b. Technical Capabilities and Expertise  
Demonstrate the firm’s technical capabilities and specialized expertise relevant to the City of Spartanburg and the Scope of Services, including the ability to deliver high-quality work products in a timely and efficient manner.
- c. Innovative and Practical Solutions  
Provide creative and innovative ideas, strategies, and solutions that will help the City develop an updated effective ordinance.
- d. Public Engagement and Stakeholder Facilitation  
Demonstrate expertise in community outreach and stakeholder engagement, including experience facilitating discussions with diverse stakeholder groups and communicating complex planning concepts to the public.
- e. Collaborative Project Delivery  
Demonstrate the team’s ability to work collaboratively with City staff, partner firms, and other stakeholders in a complex and dynamic municipal environment.
- f. Quality and Professional Work Products

Demonstrate a commitment to producing clear, accurate, and high-quality work products and professional services throughout the project.

- g. Relevant Ordinance Development Experience  
Provide evidence of experience drafting zoning ordinances or development regulations of comparable scope and complexity.
- h. Knowledge of Planning Tools and Policy Frameworks  
Demonstrate knowledge of planning principles, regulatory tools, policies, and implementation mechanisms that may support the successful implementation of the project.
- i. Project Methodology and Strategies  
Describe the methodologies and strategies the team proposes to use in developing the hybrid zoning ordinance, including best practices for ordinance organization, clarity, and usability.

#### 4.1 Proposal Evaluation Criteria

The City will evaluate proposals based on the criteria outlined within this section, which shall be applied to all eligible, responsive proposals in selecting the successful Proposer.

The City reserves the right to disqualify any proposal for, but not limited to; proposals deemed as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the proposer as required.

Award of any contract may be made without discussion with Proposers after responses are received. The City reserves the right to cease contract negotiations if it is determined that the proposer cannot perform services specified in their response.

City of Spartanburg, Zoning Code Update RFP		
	Phase	Points
1	Technical Experience with Traditional and Form-Based Codes	25
2	Project Understanding and Clarity of Approach	25
3	Project Experience - Demonstrated Project Success	20
4	Innovation	15
5	Fee	15
	Total	100

#### 5.0 Resource Documents

1. [Downtown District Code](#)
2. [Zoning Ordinance](#)
3. [Zoning Map](#)

- 4. [Comprehensive Plan 2023](#)
- 5. [Land Development Ordinance](#)

6.0 Anticipated Proposal Timeline

The City of Spartanburg anticipates selecting a consultant team according to the following schedule. The City reserves the right to modify this schedule as necessary.

<b>Milestone</b>	<b>Anticipated Date</b>
RFP Issued	March 11 <sup>th</sup>
Pre-Proposal Q & A Conference – Virtual	March 23 <sup>rd</sup> - 11:00 AM
Deadline for Questions	March 27 <sup>th</sup>
Q&A Response/Addenda Posted	March 30 <sup>th</sup>
Proposals Due	April 13 <sup>th</sup>
Proposal Review/Evaluation/Short-list for Interviews	Week of April 13
<b>Consultant Interviews</b>	<b>April 27<sup>th</sup></b>
Consultant Selection	Week of April 27 <sup>th</sup>
Contract Negotiation and Approval	Week of May 4 <sup>th</sup>
Project Kickoff	May 18 <sup>th</sup>

\*\*\*\*\*End of RFP\*\*\*\*\*