



# Town of Mint Hill

NORTH CAROLINA

4430 Mint Hill Village  
Lane Mint Hill, NC 28227

Telephone 704.545.9726

## Comprehensive Plan Update REQUEST FOR PROPOSALS

July 13, 2020

### PURPOSE

The purpose of this Request for Proposals is to obtain competitive proposals from qualified individuals or firms interested in performing a Comprehensive Plan Update for the Town of Mint Hill, North Carolina. The Comprehensive Plan Update will serve as a guide in considering changes in policy, infrastructure planning, transportation, zoning, and land use planning in the Town of Mint Hill.

State law requires that as a condition of adopting and applying zoning regulations a local government shall adopt and reasonably maintain a comprehensive plan that sets forth goals, policies, and programs intended to guide the present and future physical, social, and economic development of the jurisdiction. A comprehensive plan is intended to guide coordinated, efficient, and orderly development within the planning and development regulation jurisdiction based on an analysis of present and future needs. Planning analysis may address inventories of existing conditions and assess future trends regarding demographics, economic, environmental, and cultural factors. The planning process shall include opportunities for citizen engagement in plan preparation and adoption. In addition to a comprehensive plan, a local government may prepare and adopt such other plans as deemed appropriate. This may include, but is not limited to, land use plans, small area plans, neighborhood plans, hazard mitigation plans, transportation plans, housing plans, and recreation and open space plans. If adopted pursuant to the process set forth in this section, such plans shall be considered in review of proposed zoning amendments.

### IMPORTANT DATES

<b>Action</b>	
RFP Advertisement	July 13, 2020
Questions Deadline	July 27, 2020
Addenda Issued	July 30, 2020
<b>Submittals Due</b>	August 10, 2020
Shortlisted Firms Notified	August 31, 2020
Presentations	September 10, 2020
<b>Selection</b>	September 21, 2020

## **BACKGROUND**

The Town of Mint Hill has a population of 27,169 (2018 estimates). The Town's geographic area is approximately 24.29 square miles with an additional 11.62 square miles of Extra-Territorial Jurisdiction (ETJ). The most recent Comprehensive Plan update occurred in 2010. A copy of the future land use map derived from the update can be located at [https://www.minthill.com/uploads/2010-comprehensive-land-use-plan-map\\_001.pdf](https://www.minthill.com/uploads/2010-comprehensive-land-use-plan-map_001.pdf)

## **RESPONSIBILITIES**

The Town of Mint Hill is requesting proposals to lead the community in the preparation and adoption of a 10-year Comprehensive Plan. The Town seeks a consultant that will facilitate the creation of a plan that sets forth goals, policies, and programs intended to guide the present and future physical, social, and economic development of the jurisdiction. The consultant will have the following responsibilities with the assistance and cooperation of Town staff:

1. The overall management of the Comprehensive Plan process
2. The inclusion of public participation and a steering committee in the planning process. The Town of Mint Hill is open to creative and effective ways to solicit public input.
3. The analysis of existing conditions, documents, plans and policies
4. The assessment of future development, excluding rural areas with no plans for sewer expansion over the next 10-20 years
5. The preparation of all draft and final plan documents
6. The creation and maintenance of a project website
7. A project Steering Committee will be created. Appointments to the Committee will be made by the Board of Commissioners. Committee meetings should be coordinated with project milestones.
8. The Consultant will interview appropriate stakeholders involved with the current land use code; including, but not limited to: residents, Town staff and elected officials, board members, property owners, neighborhood representatives, local design and engineering professionals, developers, business organizations, nonprofit organizations and other interested parties.
9. Produce base-maps & exhibits that will be used during the preparation of the plan update. The Town, in cooperation with Mecklenburg County GIS, will assist the selected Consultant in collecting base map information and data.

## SCOPE OF WORK

Respondents are asked to develop a proposed scope of work for the Plan Update using the general guidance and the suggested plan contents. Enough information should be provided to understand the major components and sequence of events for the project, along with narrative that describes the general approach or strategy proposed to complete the project successfully.

In the interest of reducing project costs, Town staff will provide available geographic information systems (GIS) mapping resources. Respondents should identify any other data collection needs that the Town cannot provide.

General guidance:

- Preference for a "lean" Land Use Plan document 20-30 pages
- Possibly two public meetings and an additional public hearing at adoption
- Deliver an updated Land Use Map with desired development in predetermined focus areas (i.e. developable land and potential redevelopment areas that can be reasonably expected over the next 10 years).
- Consider dividing the jurisdiction into 7-8 Town areas with agreed upon objectives and implementation strategies for each area
- Identify rural and/or no-sewer areas that have limited growth potential in the next 10-20 years. These areas should be excluded from an in-depth analysis in the 10-year Comprehensive Plan due to the absence of public sewer service.
- Include a well-planned communications component that has clear guidance and talking points for staff and elected officials.
- Address the question of "What's left to develop?" After accounting for prior development, unbuildable areas, parks, institutional uses and no-sewer rural areas not likely to develop in 10-20 years, a map should be created indicating the number of parcels 5 or more acres that are left to develop
- Market studies should not be included

Suggested plan contents (adapted from NCGS 160D):

- Issues and opportunities facing the local government, including consideration of trends, the values expressed by citizens, community vision, and guiding principles for growth, and development;
- The pattern of desired growth and development and civic design, including the location, distribution, and characteristics of future land uses, urban form, utilities, and transportation networks;
- Employment opportunities, economic development, and community development;
- Acceptable levels of public services and infrastructure to support development, including water, waste disposal, utilities, emergency services, transportation, education, recreation, community facilities, and other public services, including plans and policies for provision of and financing for public infrastructure;
- Housing with a range of types and affordability to accommodate persons and households of all types and income levels;
- Recreation and open spaces;

- Mitigation of natural hazards such as flooding, winds, wildfires, and unstable lands;
- Protection of the environment and natural resources, including agricultural resources, mineral resources, and water and air quality;
- Protection of significant architectural, scenic, cultural, historical, or archaeological resources; Analysis and evaluation of implementation measures, including regulations, public investments, and educational programs

### **PROJECT DELIVERABLE**

The consultant shall provide four hard copies of the final Comprehensive Plan, including color maps, and digital copies in Microsoft Word and a PDF. All data and information collected through the process shall also be included. All relevant maps shall be provided in GIS and PDF format, including their associated data.

### **PROPOSAL SUBMITTAL REQUIREMENTS**

Proposals shall be submitted to the Town of Mint Hill Planning Department, noted below. The proposal package should consist of four hard copies with a PDF copy. Please limit the proposal package to no more than 20 pages. Proposals should include:

1. Cover letter including primary point of direct contact for the firm/team
2. Statement of project understanding
3. Qualifications of firm/project team
4. Strategy and implementation plan
5. Proposed scope of services to be provided
6. Organization, staffing plan and approximated distribution of work hours
7. Proposed timeline
8. References for at least three similar projects completed in the past ten years
9. Preliminary fee proposal including a list of costs per task, expected reimbursable expenses and fee for the proposal. Each component of the work program should be itemized

### **EVALUATION CRITERIA**

RFP submittals will be initially reviewed, scored, and ranked by a committee consisting of Town staff members. The top three (3) firms/teams will be shortlisted and will give a presentation to the Town's Board of Commissioners who will make the final selection. All firms who submit will be notified of the shortlist results (notification will be sent to primary firms only in the case of team submittals).

### **The following scoring outline will be used in ranking and shortlisting submittals:**

- Firm/team's experience with similar projects: 50%
- Understanding and approach to the project: 30%
- Submittal clarity, professionalism, and adherence to RFQ requirements: 10%
- Project manager's location and ability to provide timely service to the Town: 10%

**QUESTIONS AND SUBMITTAL**

All questions and correspondences related to this project and/or RFP must be directed through John Hoard. Mr. Hoard can be reached by email at [\*\*JHoard@admin.minthill.com\*\*](mailto:JHoard@admin.minthill.com) or by phone at **704-545-9726**. Correspondence with any other Town staff member or Town official regarding this project and/or RFP may result in a firm's submittal being disqualified.

Proposals are due by August 10, 2020

Only hardcopy submittals delivered by hand to Town Hall will be accepted. No digital submittals by email, fax, or other means will be accepted. Submittals shall be delivered in sealed packages with the following clearly marked on the outside:

**Town of Mint Hill  
RE: Land Use Plan RFP  
4430 Mint Hill Village Lane  
Mint Hill, NC 28227**