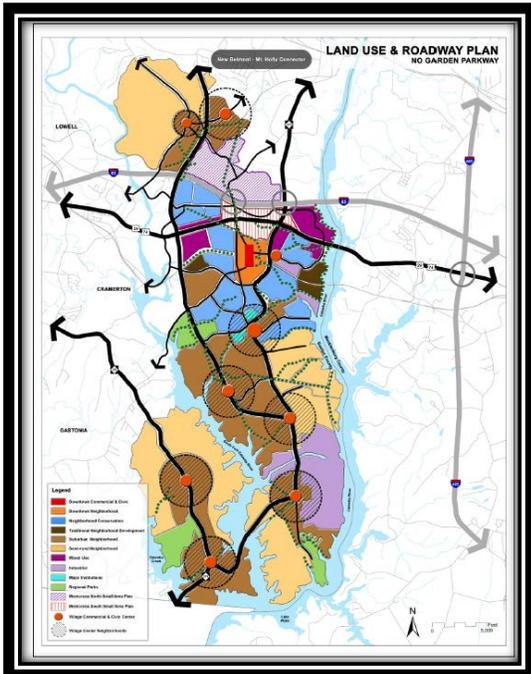




CITY OF BELMONT REQUEST FOR PROPOSAL COMPREHESIVE LAND USE PLAN UPDATE



RELEASE DATE: JULY 1, 2016
PROPOSAL SUBMITTAL DEADLINE: JULY 29, 2016 4:00 PM

Section 1: Introductions

The City of Belmont requests proposals from qualified firms with considerable experience in community design, land use, as well as environmental planning, economic analysis, historic preservation, and citizen participation, to prepare an update to the City's Comprehensive Land Use Plan. The Comprehensive Land Use Plan was adopted in 2007, followed by an update focused on the Center City area in 2014. The City intends to build upon its existing plan (and not initiate development of a new plan) as part of the proposed update process. The Plan update will assist City staff, City Council, Planning Board, and other advisory committees to gauge the direction that citizens and various other stakeholders within the community would like to see. Consultant guidance is expected and strongly desired as to how a new plan document may capture changes in the market, be better formatted, utilized, and maintained by City officials and staff. The City's goal is to complete the update by June 30, 2017.

Section 2: Background

The City of Belmont was originally settled in the 1750s and incorporated as a town in 1895. Belmont is a small, independent city uniquely located on a peninsula, with a history as a textile mill town and a college town. The City is located eastern Gaston County, within the Charlotte Metropolitan Region, just five miles west of the Charlotte-Douglas International Airport, and less than 15 miles from Uptown Charlotte. While it is a part of a larger metropolitan area, we strongly desire to retain a clear sense of identity and community which has historically characterized Belmont. Through progressive city planning and strong leadership the City, with a population of 10,799 (OBM 2014) and a geographic area of approximately 10 square miles, has retained the historic character of its vibrant downtown, while promoting a healthy, active lifestyle and a high quality of life for its residents.

Section 3: Scope of the Project

The Plan update will guide decisions affecting the physical development and redevelopment within the City's planning area. The process for the Plan update will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by citizens, developers, land owners, appointed and elected officials, and other stakeholders through community participation. The Plan update should provide a guiding document that reflects our unique character and provides a clear process showing the way the City can build upon its strengths.

SERVICES -The services provided by the chosen consultant will include, but not necessarily be limited to:

1. A thorough evaluation of and recommendations for modifications to the existing Plan, including its vision statement, guiding principles, goals, policies, and elements.
2. An analysis and incorporation of relevant data and trends related to population, employment and housing forecasts.
3. An effective stakeholder and public participation process to ensure community involvement in the Plan update process. A proposed schedule of open houses, public meetings, and other outreach methods shall be proposed by the consultant at key points in the Plan update process.
4. Effective coordination with staff, Planning Board, and City Council. The consultant should also assist with the creation of a plan update advisory committee.
5. Recommendations and a plan for integration with other relevant plans and initiatives adopted by the City. A list of existing functional plans are included in this section.
6. Development of feasible, fiscally responsible and prioritized implementation recommendations as determined by the Plan update process.
7. Reevaluation of the land use map and land use types and how they function with the existing zoning districts adopted by the City, as well as potential future zoning districts.
8. The development of a final plan update shall include new and updated sections:
 - a. Land Use Section – including fiscal impact of various land use types.
 - b. Transportation Section
 - c. Parks and Greenways Section
 - d. Center City Section
 - e. Public Health Section (active living, food & nutrition, health & human services)
 - f. Historic Preservation

These are general requirements for the Plan Update and are not intended to be a comprehensive list of tasks and deliverables. We expect the chosen consultant to provide the City with more specific recommendations for approaches, tasks, and deliverables based on its experience and expertise from past work on comprehensive plan projects.

Community Engagement

The City of Belmont puts strong emphasis on ensuring participation of citizens in every stage of decision-making. Participation of citizens, developers, land owners, appointed, and elected officials, and other stakeholders throughout the community, is paramount to success of the Plan update .The City will place a strong emphasis in the selection process in choosing a consultant which has strong and unique facilitation skills with respect to community engagement. The selected consultant will be responsible for organizing and either leading or co-leading public meetings with city staff.

Existing Plans

The Plan update shall be coordinated with other functional plans of the City of Belmont, so that all the plans in the City are mutually supportive and consistent with one another. These plans continue to provide detailed guidelines for future land use, infrastructure, and growth management. These plans include:

- City of Belmont Comprehensive Land Use Plan (2007) & Center City Plan Amendment (2008)
- City of Belmont Bicycle Master Plan (2013)
- City of Belmont Pedestrian Plan (2009)
- Build A Better Boulevard Plan (2015)

The above plans can be found at <http://nc-belmont.civicplus.com/332/2016-Comprehensive-Land-Use-Plan-Update>. In addition to the above existing plans, the City coordinates planning activities with its neighboring communities and agencies that will need to be taken into consideration while developing this Plan update.

Products and Deliverables

The main deliverables to be included with the Plan update are as follows:

Comprehensive Plan Document

A completed Plan update document shall incorporate the required information outlined under the Services subparagraph found in Section 3 of this document. The consultant shall provide one (1) unbound copy and multiple bound copies of the final Plan update document to the City, including graphics. The number of copies to be submitted will be in an amount mutually agreed upon between the consultant and City staff. The consultant shall also provide (1) electronic submission of the Plan update document, including attachments and other graphics, in native formats to the City of Belmont Planning and Zoning Department. A Microsoft Word version of the Plan update shall also be provided.

The City will also require that drafts of the Plan Update be provided for review at the completion of various key phases of the project. The timing and number of copies to be submitted will be mutually agreed upon between the consultant and City staff as the project moves forward.

Section 4: Proposal Requirements

The consultant shall submit one (1) unbound original, six (6) bound copies and one (1) digital copy of the proposal submittal. The City encourages the use of recycled paper products and double sided print. The City discourages the use of plastic products including three-ring binders, plastic folders, etc. for all submissions.

The deadline to submit proposals is no later than **July 29, 2016 at 4:00 PM.**

The proposal should be submitted in a sealed envelope labeled “2016 Comprehensive Land Use Plan Proposal” and delivered to:

City of Belmont
Attn: Shelley DeHart
115 N. Main Street
PO Box 431
Belmont, NC 28012

Proposal Format

Proposals should contain the following information:

1. Title Page. Provide the name of your firm, address, telephone and name of contact person on a title page.
2. Letter of Transmittal. Provide a complete statement regarding the understanding of the project and your interest in working with Belmont on the Plan Update. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
3. Firm Background. Provide information on the size, location, available resources and brief discussion on past experiences related to updating comprehensive plans, design guidelines and transportation plans.
4. Project Team. Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as: education, professional registrations, area of expertise and years of service in their respective field.
5. Work Samples. List and provide in electronic format only (either a webpage link to the document or other electronic format) three (3) examples of comprehensive plans or other applicable writing samples recently completed by your firm.
6. Methodology and Approach. Provide a description of the method and approach your firm intends to utilize in order to complete the Plan Update.
7. Understanding of Belmont. Provide information that demonstrates your understanding of the City of Belmont generally and the unique issues facing the City specifically. Identify how the City’s background and issues will impact the methodology and approach to the Plan Update.
8. Timeframe. Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date of the Plan Update, based on an estimated consultant selection date of August 19, 2016.
9. References. Submit names, e-mails and telephone numbers of other municipal officials that we may contact to verify performance on projects recently completed by your firm as identified under the Firm Background section of the proposal submittal.
10. Verify Firm Capacity. Provide a statement verifying your ability to begin work on the Plan Update and complete the tasks within the timeframes identified in the Methodology and

Approach section of the submitted proposal based on your firm's current work load and capacity.

11. Cost Breakdown. Submit a not-to-exceed cost breakdown of the Plan Update process, including travel and material expenses, for the work identified by the consultant in the Methodology and Approach and Timeframe sections of the proposal submittal. The costs should be broken out with separate amounts provided for completion of each section.
12. Proposer Information Sheet. A completed Authorization Form, in the form attached to this RFP must be enclosed with all proposals.
13. Supporting Information (Optional). Provide other supporting information you feel may help us further evaluate your qualifications and fit for completing the Plan Update.

Tentative Schedule

The tentative schedule for this Request for Proposals is as follows:

- Release of RFP: July 1, 2016
- Deadline for Questions: July 15, 2016
- Question Responses and/or Addenda to RFP: July 22 by 5:00 PM
- Proposal Submission Deadline: July 29, 2016 at 4:00 PM
- Selection Committee Reviews Complete: Early August, 2016
- Schedule Consultant Interviews: Early/Mid-August, 2016
- Selection of Consultant: August 19, 2016

Questions

The deadline for questions regarding the proposal is July 15, 2016. Questions can be directed to Shelley DeHart by e-mail only at sdehart@cityofbelmont.org. Responses to questions and/or addenda determined to be required by City staff to further clarify this RFP will be posted to the Plan update webpage.

Request for Proposals Authorization Form

The undersigned certifies that they have fully read this Request for Proposals (RFP) for an update to the City of Belmont Comprehensive Land Use Plan. The undersigned further states that they have carefully examined the criteria for updating the Comprehensive Land Use Plan, and all other information furnished in the RFP, and make this proposal accordingly. The undersigned declares that they are making this proposal solely based upon their own knowledge and that they are duly authorized to submit this proposal. Undersigned affirms that in the event they are awarded the Comprehensive Land Use Plan update project, that they will enter into a Consulting Agreement with the City to perform the work in accordance with the terms for updating the Comprehensive Plan as specified in the Request for Proposals.

Signature of Duly Authorized Representative

Date

Printed Name

Business Name

Business Address

Telephone Number

E-Mail Address