

City of

CONCORD

2030 LAND USE PLAN

North Carolina

Request for Qualifications

Planning and Neighborhood Development

35 Cabarrus Avenue West

Concord, NC 28025



Request for Qualifications

The City of Concord will receive responses for an update to the existing 2015 Land Use Plan to be considered as the 2030 Land Use Plan.

Submission Requirements: Four (4) printed copies of the submittal must be submitted in addition to a digital copy.

Availability: The RFQ can be obtained online at <http://www.concordnc.gov/Departments/Finance/Purchasing/RFPs-and-Bids> and by request from Lucas Shires or Steve Osborne.

Due Date: Friday November 11th at 3:00pm Eastern Standard Time. Submittals to be delivered to the Planning & Neighborhood Development Department located at 35 Cabarrus Avenue West, 2nd Floor, Concord, NC 28025.

Contact Information:

Lucas Shires
Senior Planner
704-920-5124
shiresl@concordnc.gov

Steve Osborne
Deputy Director
704-920-5132
osbornes@concordnc.gov



**Re: Request for Qualifications
City of Concord
2025 Land Use Plan**

To Prospective Firms:

The City of Concord is seeking a Statement of Qualifications from firms that are interested and experienced in preparing land use plans for cities with both urban and rural contexts. It is the intent of the City to hire a qualified consultant (the firm may act as a prime consultant for sub-consultants) to complete a study that will guide public and private investment decisions in the City of Concord for the next ten (10) to fifteen (15) years.

The successful candidate(s) will be expected to respond to the current Land Use Plan, Downtown Plan, and other various adopted plans and documents to create recommendations for the built environment based on short-term and long-term implementation. The candidate must also provide evidence of a proven track record with identifying public and private investment opportunities and creating effective forums for public participation. It is estimated that it will take twelve (12) to eighteen (18) months to complete the plan.

Please review this Request for Qualifications (RFQ) document and the supporting materials that are enclosed. The submittal deadline is November 11, 2016. Once responses have been submitted and evaluated, the City will schedule interviews with selected firms that possess the strongest qualifications. A final selection will be made once the interviews are completed.

We invite your serious consideration.



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I. Overview

Incorporated in 1806, the City of Concord is located approximately 20 miles from downtown Charlotte and has convenient access to the region's cultural, recreational, educational, and business opportunities. The region, comprised of a 40-mile radius containing 14 counties, has grown at a record pace over the past fifteen years and has emerged as a single large economic unit that interacts with the global economy. Concord is one of the fastest growing cities in the region, with a population of 85,560 encompassing 60 square miles of land area.

Concord serves as the County seat of Cabarrus County, NC and has a City Council/Manager form of government. The City is strategically positioned along the I-85 corridor and the only metro ring city with two centers; the traditional downtown at the metro's eastern perimeter and Concord Mills area at the I-485 Beltway west of downtown Concord. As such, the city has become a highly desirable location for business relocation, new commercial development and rapid residential growth. Concord is home to Charlotte Motor Speedway, Concord Mills Shopping Mall, Oiles America Corporation, S&D Coffee, and top NASCAR race teams. Recent additions to the economic landscape include distribution centers for FedEx and Amazon, plus Alevo, a manufacturer of large-scale battery systems for electricity storage. Alevo's technology, Gridbank, will be manufactured at the Victory Industrial Park on U.S. 29, a 3.5 million square foot former Phillip Morris cigarette manufacturing facility.

From July 2014 to July 2015, 20 unique projects have invested \$23,222,373 in public and private investment in downtown Concord. Private projects include Church Street Lofts, a \$2.7 million project which redeveloped a former furniture store into 29 apartments, and opened in October 2015. Public projects include a new 76,000 square foot, \$20 million Concord City Hall which opened in December 2015. These follow on the 2012 completion of Carolina Courts, a 47,000 square foot indoor sports complex, and the 2014 completion of Rotary Square, a new public square and farmer's market.

Using this Request for Qualifications, the City is seeking firms with extensive experience in helping local business leaders, entrepreneurs, and economic development professionals document details about Concord's current conditions and creating a physical development plan to support public and private investment.



II. Project Summary

The 2030 Land Use Plan should in essence, be an update of the current 2015 Land Use Plan, be complimentary to all applicable adopted plans, remain consistent with the City's Mission Statement, and reflect the goals of City residents, developers, property owners, and the professional staff of the City.

The Land Use Plan will provide the framework for land use and development within the City over approximately the next ten (10) to fifteen (15) years and shall consist of a land use map with a supportive text document that contains data and specific goals, policy recommendations, development standard recommendations, and additional recommendations for land use and development in the City and surrounding growth areas. The Plan will also be a document providing guidance to City officials as they develop future budgets, plan for the expansion of infrastructure and other services, make important land use decisions, and revise current policies within the Concord Development Ordinance.

The Land Use Plan will be an official statement by the City of its vision, intentions, goals, objectives and strategies for future land use development.

There are currently a number of long range plans adopted by either the City, or other agencies, that affect development in and around the City of Concord. A thorough review of these plans should occur, with relevant policies and goals from these plans incorporated into the Land Use Plan, wherever possible. These plans include, but are not limited to: Concord Downtown Master Plan, Concord Parkway/Roberta Church Road Small Area Plan, US 29/US 601 Small Area Plan, NC 73 Transportation/Land Use Corridor Plan, Concord Center City Plan, 2010-2015 Consolidated Strategic Housing and Community Development Plan, Concord Transportation Plan, , Water and Wastewater System Master Plan, Transit Implementation Plan, Centralina Council of Governments (CCOG) Connect our Future, Carolina Thread Trail Master Plan, Parks and Recreation Master Plan, Cabarrus County Central Area Plan.



III. Study Area

The area to be studied includes land within the City's current boundaries, as well as some areas outside the City limits, which may be annexed at some time in the future. Work on the plan should be coordinated with the planning staff of the neighboring governments of Cabarrus County, Kannapolis and Charlotte-Mecklenburg.



IV. Qualifications and Experience / Scope of Work

The City of Concord desires to engage a consultant who can demonstrate qualifications and experience in key areas of land use planning listed in the tentative plan outline listed below. This list indicates the *minimum* level of content for the plan. The City and consultant will work together to develop a Final Scope of Work upon consultant selection.

The following elements are not necessarily sequential or comprehensive, but should be part of a Scope of Work for an effective plan.

A. Research and Analysis

Undertake data collection and analysis of keep socioeconomic and geographic data, including population, housing, commercial and industrial development, land use, natural resources, transportation, utilities, public (including recreation) facilities and historic assets. Review and assess all previous long range plans and prepare a summary document detailing relevance and applicability of the previous plans. Review the Concord Development Ordinance (CDO), associated development regulations, and zoning map.

Deliverable: Summary report and mapping of data.

B. Community Outreach

Develop a public engagement strategy in coordination with City staff to effectively solicit input from residents, stakeholders, developers, City Council, and other city citizen boards and commissions to inform the process and identify Focus Areas. As a starting point, the City asks that the plan address preferred development patterns, transportation corridor revitalization, downtown revitalization (building upon recently approved Downtown Master Plan), neighborhood revitalization, prioritization of development areas, and projected development patterns. Conduct public input sessions. City staff will provide input in advance to public participation.

Deliverable: Summary report of public input sessions identifying final Focus Areas to be addressed by the Plan.



C. Plan Vision and Goals

Utilizing the public input, oversee and manage a visioning process to develop an overall vision statement for the City of Concord, including vision statements for each of the plan elements, along with goals to guide implementation of this vision.

Deliverable: Vision statement for the Land Use Plan, along with specific plan elements and goals for each element.

D. Draft Plan

At a minimum, the Plan shall include the following: Executive Summary; Introduction and Overview; Issues and Trends; Goals, Objectives, and Implementation Strategies; Future Development Plan; Planning Elements; Policy Recommendations.

Deliverable: Draft Land Use Plan to include all aforementioned research, analysis, and recommendations through charts, tables, illustrative drawings, graphics, maps, and narratives.

E. Final Plan

Preparation of Final Plan document, including appendices and maps in hard-copy and digital formats.

Deliverable: Final Plan in both hard-copy and digital formats, along with all electronic files.

Notes:

1. The scope of work will be finalized with the selected consultant and then submitted to the City Manager, Planning and Zoning Commission and City Council for approval. The City of Concord intends that the contract be for no more than eighteen (18) months, to complete the original tasks under an agreed-upon schedule. The City also reserves the right to request additional related tasks as needed.
2. Oversight and guidance for preparation of the 2030 Land Use Plan will be provided by Planning and Neighborhood Development Staff, under the direction of the City Manager, Planning and Zoning Commission, and City Council.



V. Project Timeline

The City anticipates the following dates for completion of the Land Use Plan. A final schedule will be adopted as part of the contract between the City and the selected consultant.

RFQ Issued	October 21, 2016
RFQ Responses Due	November 11, 2016
Finalists Notified	November 25, 2016
Finalists Interviews	December 5 - December 9, 2016
Selection of Consultant	December 16, 2016
Scope of Work / Contract Negotiations	December 19, 2016 - January 11, 2017
Contract Approval by City Council	January 12, 2017
Project Start	January 16, 2017
Project Completion / Adoption	Spring 2018



VI. Evaluation Criteria / Selection Process

A Selection Committee of City staff and/or other designated participants will review the proposals. The Selection Committee will invite the top firms for an interview on December 5 - December 9, 2016. The Selection Committee will be looking for the most qualified firm based on their track record in growing cities with similar characteristics. Providing examples in the submittal of similar work is strongly recommended. The rating system below will be used in evaluating proposals.

- A. 70% - Experience/Technical Competence: This includes the personnel directly involved with the preparation of the study, experience with communities that have similar characteristics, past performance, and references.
- B. 20% - Innovativeness: The use of unique analytical tools, community decision making processes, and / or cutting-edge approaches to creative problem solving.
- C. 10% - Presentation/Packaging

Note:

The City will negotiate the final contract with the selected firm; however negotiations are intended to agree upon cost, fees, scope of work, and schedule. Firms must be able to provide the appropriate levels of insurance and list the City of Concord as an additional insured party.



VII. Response Requirements and Instructions

Consultants interested in the project are invited to submit four (4) original copies of the RFQ that validates experience in the key areas mentioned previously in the format listed below:

1. Cover letter printed on the respondent's letterhead and signed by a principle of the respondent's company. This should be the first page.
2. Non-Collusion Disclosure Statement Form
3. Identify through a narrative discussion your experience preparing land use plans. Provide specific examples of studies that highlight experience in key areas.
4. Provide resumes of personnel intended to serve on the project team. Indicate the Project Manager for the project and describe in detail the role and responsibilities of each professional.
5. Provide client references for similar activities including contact persons, addresses, email addresses, and telephone numbers and a brief project narrative.
6. Indicate availability for the project including available start date and any other conditions that restrict availability of work on this project. Describe current workload in relation to company resources.

This RFQ is being issued by the City of Concord to solicit proposals from qualified land planning consulting firms for the 2030 Land Use Plan. This RFQ contains the required information needed by qualified consulting firms for submission of proposals. The RFQ will be issued and administered in accordance with the Purchasing Rules and Regulations of the City of Concord. The selected consultant will be required to furnish the City of Concord evidence of insurance coverage.



The persons responsible for administering the RFQ are Lucas Shires, Senior Planner, Planning & Neighborhood Development, 704-920-5124, shiresl@concordnc.gov and Steve Osborne, Deputy Director, Planning & Neighborhood Development, 704-920-5132, osbornes@concordnc.gov.

All submissions must be received by 3:00 PM Eastern Standard Time, November 11, 2016. Submittals to be delivered or mailed to the Planning & Neighborhood Development Department located at 35 Cabarrus Avenue West, 2nd Floor, Concord, NC 28025.

Questions and inquiries should be sent in writing or via email to Lucas Shires, shiresl@concordnc.gov or Steve Osborne, osbornes@concordnc.gov. Answers to any questions presented will be distributed to all persons and firms who have received the RFQ. Please submit any questions no later than October 27, 2016. No inquiries, if received within ten (10) days of the date set for receipt of qualification submittals, will be given any consideration.

Contact with anyone within the City organization other than those listed above may result in the company being eliminated from consideration. Contact with these individuals will be exclusively for clarification regarding procedures and objectives. The City also prohibits communication to or with any department, bureau or employee during the submission process. In addition, no communications may be initiated by a proposer to any City Official or persons involved in evaluating or considering the proposals prior to the time an award decision has been made.

Revisions to the RFQ

The City of Concord retains the right to modify this request. All additional information, changes or revisions shall be mailed to all respondents.

Submittal Validation Period

Submittals shall be valid until the City of Concord has completed an award action. Firms that take exception to this will be considered non-responsive and will be rejected.



Rejection of Submittals

The City of Concord also reserves the right at its sole discretion to reject any or all submittals, without penalty, and to not issue a contract as a result of this request. Concord reserves the right at its sole discretion, to waive any irregularity contained in any submittal, to re-advertise for a new RFQ, and to extend the deadline for submission.

Responsible Firm Evaluation

The City of Concord shall only consider responsible firms whom, in the sole judgment of the City, have the experience, resources, skills, capacity, reliability, and business integrity necessary to perform the requirements of the contract. The City will consider references and other information available to the City whether specifically provided by the respondent or otherwise. During the evaluation process the City may elect to entertain questions confidentially to preserve the trade or business practices of respondents.

Costs to Submit

The City of Concord will not be liable for any costs incurred by any respondent in preparation of a submittal in response to this request, in conduct of a presentation, or any other activities related to response to this RFQ.

Disclosure and Disclaimer

The RFQ is for informational purposes only. Any action taken by the City of Concord in response to RFQ submittals made pursuant to the RFQ, or in making any award or failing or refusing to make any award, shall be without any liability or obligation on the part of the City or any of its officers, employee or advisors.

The RFQ is being provided by the City without any warranty or representation, expressed or implied, as to its content, accuracy, or completeness. Any reliance on the information contained in the RFQ, or on any communications with the City or City officials or employees, shall be at the developer's own risk. Firms should rely exclusively on their own investigations, interpretations and analysis in connection with this matter. The RFQ is made subject to correction of errors, omissions, or withdrawal without notice. The RFQ does not constitute an offer by the City. The City's determination as to the qualifications and acceptability of any party or parties submitting in response to the RFQ shall be made at the sole discretion of the City.



Non-Collusion Disclosure Statement

Firms shall disclose below, to the best of his or her knowledge, any City of Concord official or employee, or any relative of any such official or employee, who is an officer, partner, director, or proprietor of, or has a material interest in the Firm's business or its parent company, any subsidiary, or affiliated company, whether such City official or employee is in a position to influence this procurement or not.

Failure of a Firm to disclose any relationship describe herein shall be reason for disqualification.

Name

Relationship

Name

Relationship

Name

Relationship

In the event the Firm does not indicate any name, the City shall interpret this to mean that no such relationship exists.



City Insurance Requirements

Contractor shall maintain insurance policies at all times with minimum limits as follows:

Coverage	Minimum Limits
Workers' Compensation	\$100,000 each accident, \$100,000 bodily injury by disease each employee, \$500,000 bodily injury by disease policy limit
General Liability	\$1,000,000 per occurrence regardless of the contract size
Automobile Liability	\$1,000,000 per occurrence regardless of the contract size
Umbrella	\$1,000,000 per occurrence if contract does not exceed 180 days and does not exceed \$500,000; otherwise, \$2,000,000

Contractor shall provide the City with a Certificate of Insurance for review prior to the issuance of any contract or Purchase Order. All Certificates of Insurance will require written notice by the insurer or contractor's agent in the event of cancellation, reduction or other modifications of coverage by the insurer. Such notice shall be not less than 30 days for nonrenewal by the insurer, not less than 10 days for cancellation due to nonpayment of the premium and as soon as possible for all other types of modifications. In addition to the notice requirement above, Contractor shall provide the City with written notice of cancellation, reduction, or other modification of coverage of insurance whether instigated by the insurer or by the Contractor immediately upon Contractor's receipt of knowledge of such modifications. Upon failure of the Contractor to provide such notice, Contractor assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the insured period in which the initial Contract period begins and shall be renewed by the contractor for each subsequent renewal period of the insurance for so long as the Contract remains in effect.

The City shall be named as an additional insured and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read, "City of Concord is to be added as an additional insured as evidenced by an endorsement attached to this certificate." Failure to maintain the required insurance in force shall constitute a material breach of this Contract and may, at the City's option, be cause for Contract termination. In the event that the Contractor fails to maintain and keep in force the insurance herein required, the City has the right to cancel and terminate the Contract without notice.