



COMPREHENSIVE PLAN

REQUEST FOR PROPOSALS

TOL-2020-003

Town of Louisburg

110 W. Nash Street

Louisburg, North Carolina 27549

July 6, 2020

The Town of Louisburg is seeking proposals from qualified consulting firms to prepare a Comprehensive Plan for the Town in a two-phase approach that will address and determine the community's priorities and develop a detailed work plan to guide and complete the Plan.

Phase One will determine the expectations of the Town's stakeholders, develop a project approach, evaluate existing policy documents, validate the proposed project scope and develop an outline of the desired overall form and format of the new Comprehensive Plan.

Phase Two will consist of the actual preparation of the new Comprehensive Plan, based on the framework established in Phase One. The extent of consulting services and scope of the Comprehensive Plan for Phase Two will be established as part of Phase One, along with specific elements outlined in Section B - Phase Two Development of a Comprehensive Plan.

The Comprehensive Plan is to be forward thinking and address future growth patterns in a way that preserves the community character, fosters economic development and recognizes the Town's natural and physical assets.

The planning effort will be led by a Comprehensive Plan Steering Committee which may include input from topic specific groups and assistance from Town staff. It will involve coordination with town departments, other governmental organizations, the private sector, citizen groups, and the general public. Broad and extensive public input is essential but should be obtained using effective strategies in a COVID-19 environment.

1. COMMUNITY BACKGROUND

With a population of 3,359 (2010 US Census), the Town of Louisburg's growth rate has largely remained stable, experiencing modest increases over the last ten years. Located along the banks of the Tar River, the Town is located in the center of Franklin County and serves as the County seat. The Town's boundary is elongated and generally forms a rectangular in shape, comprising some 2.8 square miles. Louisburg is within commuting distance of Raleigh, averaging about 25 minutes driving time while Durham is about 40 minute drive distant. It is also home to Louisburg College, the oldest two-year private college in the United States. The majority of land in the Town and its surrounding area (*extra-territorial jurisdiction for land use purposes*) is made of single-family homes. Downtown Louisburg consists of a defined town center district with historic neighborhoods around the perimeter. Extending beyond the Downtown commercial

area is general highway commercial development that has been built up along Bickett Boulevard (US401) over the years.

2. PROPOSAL SUMMARY

Phase One – Path for Preparing the Plan (Time Estimate 4 months)

This phase is designed to work with the Town’s stakeholders to focus on determining the community’s priorities, develop innovative methods and means for community outreach and participation, initial project branding, and identify the desired scope of plan development. This phase will evaluate policy documents and identify overlap and draw out community priorities. The intention of this phase is to evaluate the scope and outline of Phase 2 and identify alternatives. Phase I will conclude with a preferred vision narrowed from alternative development concepts taken from community input. This will be presented to the Town Planning Board.

Phase Two - Development of the Comprehensive Plan (Time estimate 8 to 9 months)

This phase focuses on the actual preparation of the Comprehensive Plan, based on a framework established in Phase One. The Comprehensive Plan will serve as an integrated document for decision-making and policy guidance. The Plan will unify all related plan and policy documents to guide the Town over the next 20 years.

Planning and Project Context

The Town of Louisburg has operated under the its existing Comprehensive Plan which was adopted in 1998. This planning effort will update and replace that 1998 document. The new Comprehensive Plan will also incorporate related land use and infrastructure concepts from existing plans and policy documents with the goal of creating a unifying vision for the Town. An examination and evaluation of the related documents will include, but not be limited to, the following policy plans:

2014 Franklin County & Louisburg Comprehensive Transportation Plan

2015 Imagine Bickett Boulevard

2040 NC Statewide Transportation Plan

2020 “Franklin Next” – Franklin County Draft Comprehensive Plan

1998 Town of Louisburg Comprehensive Plan

2019 Franklin County Parks and Recreation Master Plan

2020/2021 Louisburg Strategic Economic Development Plan

Franklin County Hazard Mitigation Plan (Latest Edition)

3. SCOPE OF SERVICES

A. Phase I – Issue Identification and Needs Assessment

The goal of Phase I is to focus on developing the framework of a Comprehensive Plan that will engage stakeholders and coordinate existing plans within a unified framework that will emphasize the connection between issues and the Plan’s development concepts.

Whereas, the purpose of Phase I of the project is to explore a set of possible visions for the Town at a conceptual level which would act as a set of preference markers to be used in the development of the Plan. Phase I would include three components which would function as a platform for the alternate plan concepts.

1. Community Assessment

- a. A compilation of all local, state and regional plans and policy which would have a possible impact on the Town future development; and
- b. An evaluation of findings from these documents that outlines key issues and needs that should be addressed in the Plan.

2. Stakeholder Sessions

- a. Methods for soliciting input from Town elected and appointed officials;
- b. Meeting with technical stakeholders with direct content knowledge regarding the Town’s physical and natural environments; and
- c. Meeting with and input from the Plan Steering Committee.

3. Public Engagement

- a. Identification of means and methods for soliciting input from the public on plan issues in a COVID-19 environment.
- b. The public engagement plan should be a community approach to the development of the plan and include a website for outreach, social media, surveys or any other alternative that can effectively solicit public opinion.

- c. The Town envisions a series of facilitated Town meetings as part of the Plan's community participation for determining community desires and preferences. The number proposed for these meetings would be determined in coordination with Steering Committee but not likely be less than three. This would not include any additional meetings needed for plan adoption which is anticipated to be not less than two.
4. Development of the Plan Summary
 - a. Preparation of a summary of key issues and concept development scenarios that reflect input from the public, technical stakeholders and the community assessment.
 - b. Presentation of the summary and concept alternatives to the Steering Committee and Town Planning Board where a selection will be made of the preferred scenario.

B. Phase 2 - Development of the Comprehensive Plan

The proposed planning horizon for the Town's Comprehensive Plan is 20 years with discrete implementation strategies and recommendations to be outlined for the short, intermediate and long-term timeframes. It is desirable that the Plan include the following elements while providing support and justification for the preferred concept scenario through same. The elements that should be addressed: Community Profile (demographics), Land Use, Economic Development, Transportation, Community Services, Natural and Cultural Resources, Housing and Neighborhoods and Civic Design for Public Spaces (i.e., opportunities for Open Space, Roadway Image, Pedestrian Amenities, Gateways, and Branding).

4. COMPREHENSIVE PLAN DELIVERABLES

The Consultant shall provide 25 bound copies of the final document for distribution to the Town Council, Planning Board and staff, as well as an electronic copy formatted and indexed for easy download from a website. All documents shall be provided in both hard and digital copy. The consultant shall also provide flash drives of all digital products in the forms as appropriate: TEXT: MS WORD and PDF; SPREADSHEETS: MS EXCEL; DATABASES: MS ACCESS and Mapping: ESRI Arcview.

5. LEAD AGENCY

Town of Louisburg Planning Staff will serve as the project lead from a contractual standpoint, but the Steering Committee will act as the core leadership team that guides the development of the effort along with the Town's Planning Board.

6. PROJECT TIMELINE

This project is intended to run into consecutive phases. Phase I is anticipated to run four months and Phase II will immediately follow, and is projected to run eight to nine months.

7. SUBMITTAL REQUIREMENTS

7.1 Written Proposal

Respondents should submit a written proposal that includes:

A. Firm Profile. A brief history of the firm and relevant details.

B. Team. Identification of the individual or individuals in the firm/firms who will work on the project. This information should include a list of each person's relevant experience and/or qualifications.

C. Experience/Examples: Examples of previous work and relevancy to this project. This should include official references for the town's consideration.

D. Work Scope: Scope of work to complete the project based on the RFP.

E. Budget and Costs: Costs for project and identification of line-items where the Town may seek to undertake the work itself or through a local third party.

F. Schedule: A schedule for the project, month long increments including deadlines for completion for each component with suggested dates for public meetings.

G. Number of Copies: The proposal shall include 3 hard copies. Send proposals to: Philip Slayter, Town of Louisburg, 110 W. Nash Street, Louisburg, NC 27549.

Late proposals will not be accepted under any circumstance and will not be opened or reviewed. The Town of Louisburg will not accept proposals by fax or digital methods. The sender must allow for ample delivery time for the selected shipment or transmission method.

7.2 Vendor Submittal schedule

RFP Advertisement Date	July 9, 2020
Vendor Proposals Due	August 19, 2020 by 5:00 PM
Possible Vendor Interviews	September 2020
Award of Contract	October 2020
Start Date	October 2020

7.3 Questions

Questions should be directed to Philip Slayter, Town of Louisburg via email at: pslayter@townoflouisburg.org or by phone: 919-497-1003. Responses to all questions will be posted.

7.4 Selection Criteria

Below is a list of criteria the Town of Louisburg will consider for consultant selection:

- a. Firm's qualifications and experience in preparing comprehensive plans and related implementation tools or regulations.
- b. Individual qualifications of persons assigned to the project.
- c. Cost of the proposed scope of services by task.
- d. Ability of consultant to meet expected project completion date.
- e. Description of ability to solicit public input in COVID-19 environment.

7.5 Vendor Certification

The submission of proposal shall be deemed a representation and certification that the proposing vendor:

- a. Carefully read and fully understands the information provided in this RFP;
- b. Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the proposed submittal;
- c. Represents that all of the information contained in the submitted proposal is true and correct;
- d. Acknowledges that the Town of Louisburg has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by

proposing vendors and hereby grants the Town of Louisburg permission to make these inquiries;

- e. Acknowledges that any proposal cannot be modified after its submission for any reason.

8. TOWN CONDITIONS

All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, the Town of Louisburg reserves the right to change the conditions, requirements and specifications as it deems necessary. Specifically,

- a. The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal;
- b. No proposals will be accepted from any person or organization that is in arrears for any obligation to the Town of Louisburg, or that otherwise may be deemed irresponsible or unresponsive by Town staff or the Town Council.
- c. The Town of Louisburg is not obligated to enter into any contract as a result of the RFP
- d. All prices quoted must be firm for a period of 90 (ninety) days following the Proposal deadline.
- e. The Town of Louisburg reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of the Town of Louisburg.
- f. Only one proposal can be awarded as the result of the RFP.
- g. The Town of Louisburg may approve or disapprove the use of specific proposed subcontractors in any proposals.
- h. The Town of Louisburg reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the Town of Louisburg or defaults on their contract.
- i. The Town of Louisburg reserves the right to negotiate with any, none or all of the proposing vendors.
- j. All costs including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- k. The Town of Louisburg will not return proposal materials to those submitting proposals.
- l. Submit Exhibit A, the completed Vendor Form
- m. No agreements with any selected vendor shall be binding until a contract is signed and executed by the Town Administrator and an authorized representative of the vendor.

- n. Insurance Requirements – the Town of Louisburg requires selected contractors and any subcontractors to obtain and maintain at their expense all insurance required by the state and federal law. If requested, the selected organization agrees to provide the Town of Louisburg with evidence of required policies, certificates, and/or endorsements upon award of the contract. As a minimum, contractors and subcontractors are required to have the following coverage related to any contract work for the Town of Louisburg: 1) Workers Compensation as required by the State of North Carolina and 2) Professional Liability, including errors and omissions, malpractice (if applicable) and negligent performance in the amount of at least one (1) Million dollars for all damages.

EXHIBIT A

Vendor Information & Signature Form

Name of Vendor	
Contact Person(s)	
Street Address City, State and Zip	
Mailing if Different from Above	
Phone #	
Fax#	
Email	
Proposed Work will be performed: (Circle)	Individual Joint Venture Partnership Corporation
Date & State of Incorporation	
Name of Partnership or joint venture	

By signing below, the submission of qualifications shall be deemed a representation and certification by the Proposing Consultant that it has investigated all aspects of the RFP, and has read and understand the RFP.

Authorized Signature:
Date:
Title of Signatory: