



Town of Blacksburg Comprehensive Plan

Request for Proposal RFP #2022-002

May 17, 2022

May 17, 2022
REQUEST FOR PROPOSAL
RFP # 2022-002

The Town of Blacksburg, SC solicits firms to submit proposals for updating the Town of Blacksburg's Comprehensive Plan. The original and 2 copies (2) **FOR A TOTAL OF THREE (3) PROPOSALS**, and one (1) digital copy on a flash drive marked "RFP Comp Plan for Town of Blacksburg" will be received in a sealed envelope not later than 4:00 PM on Wednesday, June 8, 2022, at:

The Town of Blacksburg
Attn: Dalton Pierce, MPA
Blacksburg Town Hall
P.O. Box 487 (Postal Service)
105 S. Shelby St. (UPS or FedEx)
Blacksburg, SC 29702

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms, local, faith-based, minority-owned, and female-owned are encouraged to submit a proposal.

The Town of Blacksburg reserves the right to reject any or all of the proposals and/or to waive informalities for any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

INTRODUCTION

Proposal Requested

The Town of Blacksburg is in search of a consultant to take lead on the development of a Comprehensive Plan along with assistance from town staff. The consultant will work with the Town Administrator, Assistant Town Administrator, Zoning Administrator, Town Council, and the Community to facilitate public engagement and establish goals, objectives, and recommendations within the required plan elements. This plan will incorporate recent planning efforts pertaining to transportation, population, housing, resources, and economic development as expected. Primary efforts will be spent on Land use and Projected Future Growth. See the Project Scope included within this RFP for complete details.

Project Background

The Town of Blacksburg, South Carolina (population 1848 – 1.9 sq. miles) is located within the upstate region of South Carolina just six miles from the North Carolina state line off of Interstate 85. Blacksburg is a small town being only 1.9 square miles, but the surrounding area is a mixture of Rural and Suburban areas. The Town is receiving many land development inquiries due to large tracts of land for sale, ongoing state transportation improvement projects, and large state thoroughfares that intersect in Blacksburg is causing the growth rate to increase with more and more development in Cherokee County and surrounding counties each year. The surrounding area is booming with residential, commercial, industrial, and mixed-use growth.

The Town has completed various efforts of comprehensive planning activities but has not adopted one document titled a comprehensive plan. Per the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, municipalities must update their Comprehensive Plan every 10 years. In recognition of that requirement, the Town of Blacksburg is looking to adopt its Comprehensive Plan in 2022 with anticipated adoption at the end of 2022.

The purpose of the Comprehensive Plan is to identify issues, opportunities, needs and organize public policy to address them in a manner that makes the best and most appropriate use of Blacksburg's resources. With Blacksburg anticipated to grow due to large transportation improvement projects finishing and continued growth in Cherokee County, the plan will also describe a desired future for the community over the next 10 years and establish goals to move toward that future growth. The Comprehensive Plan will be used by both elected officials and town staff to assist and provide a rational basis for local land-use decisions within the community.

The project will be led by the Town Administrator under the oversight of the Town Council and Planning Commission. Final approval will be required through the Town Council. Additional engagement with other Town committees and staff will be expected throughout the process. Communication with and to those groups will be coordinated through the project leader.

SCOPE OF WORK

Task 1 Public Participation

- A. Develop and obtain approval from the Town Council for a Public Participation Plan in compliance with the South Carolina Local Government Comprehensive Planning Enabling Act of 1994
- B. Organize, advertise, plan and present community engagement efforts and public hearings as approved in the public participation plan. These efforts shall include:
 - 1. An overview of the Comprehensive Plan Update process
 - 2. Opportunities for citizens, elected and appointed/volunteer officials, businesses, community stakeholders, and staff input and review
 - 3. Draft and final presentations

Task 2 Review Existing Conditions and Previous Planning Efforts

- A. Familiarize yourself with the Town through elected officials, stakeholders, citizens, and staff engagement
- B. Review previous planning efforts, to include, but not be limited to, the following:
 - 1. Town of Blacksburg's Comprehensive Planning Efforts & Activities
 - 2. Blacksburg Zoning Ordinance 2019
 - 3. Blacksburg Zoning Map 2020
 - 4. Blacksburg Downtown Revitalization Master Plan Concept 2018
 - 5. Overmountain Victory Trail

Task 3 Develop Required Plan Elements

- A. Development of Comprehensive Plan (Lead)
 - 1. Take the lead on the format of the plan and inclusion of required plan elements
 - 2. Develop required maps or exhibits, as necessary.
 - 3. Confirm goals, objectives, and recommendations through public engagement
- B. Population (Assist)
 - 1. Take the lead on the population of required plan elements
 - 2. Develop required maps or exhibits, as necessary.
 - 3. Confirm goals, objectives, and recommendations through public engagement
- C. Housing (Assist)
 - 1. Work with staff to update and revise as necessary through the incorporation of recent planning efforts
 - 2. Develop required maps or exhibits, as necessary.
 - 3. Confirm goals, objectives, and recommendations through public engagement
- D. Transportation (Assist)
 - 1. Work with staff to update and revise as necessary through the incorporation of recent planning efforts (future SCDOT road projects)
 - 2. Develop required maps or exhibits, as necessary.
 - 3. Confirm goals, objectives, and recommendations through public engagement

E. Utilities and Community Facilities (Assist)

1. Work with staff to update and revise as necessary through the incorporation of existing planning efforts
2. Develop required maps or exhibits, as necessary.
3. Confirm goals, objectives, and recommendations through public engagement

F. Natural and Cultural Resources and Sustainability (Assist)

1. Work with staff to update and revise as necessary through the incorporation of existing planning efforts
2. Develop required maps or exhibits, as necessary.
3. Confirm goals, objectives, and recommendations through public engagement

G. Economic Development (Assist)

1. Work with staff to update and revise as necessary through the incorporation of recent planning efforts
2. Develop required maps or exhibits, as necessary.
3. Confirm goals, objectives, and recommendations through public engagement

H. Land Use (Lead)

1. Take the lead on the facilitation and development of required plan elements with particular attention to:
 - a. Land Use trends and projections
 - b. 2030 Future Land Use Map
 - c. Zoning Map and Code recommendations
2. Develop required maps or exhibits, as necessary.
3. Confirm goals, objectives, and recommendations through public engagement

I. Priority Investment (Assist)

1. Work with staff to analyze likely funds available for public infrastructure and facilities and recommend projects for the expenditure of funds
2. Coordinate with relevant jurisdictions and agencies
3. Confirm goals, objectives, and recommendations through public engagement

J. Natural Conditions (Assist)

1. Work with staff to analyze impacts of flooding, high water, and natural hazards
2. Coordinate with relevant jurisdictions and agencies
3. Confirm goals, objectives, and recommendations through public engagement

K. Implementation (Assist)

1. Work with staff to confirm and compile
2. Develop an implementation table with actions, responsible parties, priorities, and budget considerations

Task 4 Compile, Present, and Deliver Town of Blacksburg Comprehensive Plan 2030

- A. Compile Comprehensive Plan Update in accordance with SC Code 6-29
- B. Deliver concise, user-friendly final document incorporating graphics, narrative, goals, objectives, recommendations, maps, and exhibits in formats transferable to Town staff and software.
- C. Present draft and final plan elements to Planning Commission for recommendations
- D. Present final plan to Town of Chapin for adoption, via public hearing
- E. Deliver One digital and 10 color-printed copies of the final plan document

GENERAL INFORMATION AND INSTRUCTIONS

Procurement Process

This RFP is not a bid. In the event the Town elects to negotiate a contract with the successful responsive proposer, any contract shall contain, at a minimum, requirements. The Town reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rest solely with the Town. No direct or indirect contact with the Mayor of the Town of Blacksburg or Town of Blacksburg Council members will be allowed. If such contact is made, the Town reserves the right to reject the proposal.

Questions

Questions are allowed and encouraged in order to clarify the contents of this RFP or to offer any proposed changes. The Town will not accept telephone calls or visits regarding this RFP. No interpretation shall be binding unless in writing from the Town of Blacksburg.

Requests for additional information and questions must be submitted in writing via letter or email to: Dalton Pierce, MPA, Town Administrator, Town of Blacksburg, PO Box 487, Blacksburg, SC 29702, or email: dalton@townofblacksburg.com. The deadline for additional information and questions is Tuesday, May 31, 2022, at 12:00 pm.

The Town may accept the scope and fee from one of the consultants from the list or negotiate with the consultants, as appropriate. The Town reserves the right to negotiate all final terms and conditions of any agreements entered into.

PROPOSAL FORMAT

Scope of Work Describe the consultant's approach to accomplishing the objectives stated in the RFP and identify the methodology proposed. The consultant is encouraged to include suggestions and supplemental tasks which may enhance the project or streamline the scope of work and improve cost-effectiveness. State your assumptions clearly. Include the decisions, products, data, and corollary information that the consultant expects to be provided by Town staff.

Work Program Timeline Include a timeline showing the estimated length of time for completion of the Comprehensive Plan. Time estimates should be expressed in a number of days/weeks without reference to a specific starting date. The timeline should identify when draft and final work products will be submitted to Town staff.

Statement of Qualifications and Relevant Experience Include any related supplemental information concerning key personnel or team experience which may be relevant. Please identify the project manager and principal contact to be assigned to the project (it is strongly preferred that they are one and the same person.)

Contract Information Contract agreements will be finalized between the Town and the consultant following the completion of the selection procedure. A payment schedule will be negotiated at that time.

Signature The proposal shall be signed by an official who is authorized to bind the consulting firm and shall contain a statement that guarantees that the proposal/cost estimate is valid for sixty (60) days.

References List no less than three (3) reference clients for whom similar or comparable services have been performed. Include the name, mailing address, and telephone number of the primary contact person.

Cost Summary The cost summary shall be submitted in a separate sealed envelope. All costs should reflect “not to exceed” figures. Fee schedules, including hourly rates for the prime consultant and all sub-consultants, meetings, and reproduction costs, should accompany the cost summary.

Insurance Requirements The successful respondent will be required to maintain current insurance for the duration of the project. Insurance policies shall be maintained for Errors and Omissions, General Liability, Automobile, and Worker’s Compensation.

PROPOSAL SUBMITTAL

Three (3) labeled copies of the proposal (one original copy and two (2) hard copies plus one (1) digital copy) with separate sealed and labeled envelopes containing the cost estimate and fee schedules must be received by the Town Hall office, Attn: Town Administrator (105 S. Shelby St., Blacksburg SC 297002) no later than 4:00 pm on Wednesday, June 8, 2022. Late postmarks will not be accepted. The Town of Blacksburg will not pay for any costs incurred by any consultant resulting from the preparation or submittal of a proposal in response to the RFP. The Town reserves the right to modify or cancel in part, or in its entirety, the RFP. The Town reserves the right to reject any or all proposals and to waive any defects and/or informalities.