

**TOWN OF KNIGHTDALE UNIFIED DEVELOPMENT ORDINANCE (UDO) UPDATE
REQUEST FOR QUALIFICATIONS**

Request for Qualifications:	Planning and Design
Project:	UDO Update
Project Manager:	Jason S. Brown, CZO, AICP
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Date of Advertisement:	3/12/2019
Qualification Due Date:	4/12/2019

The Town of Knightdale invites qualified consultant(s) to complete a comprehensive update of the Town's Unified Development Ordinance (UDO). The Town is interested in firms capable of providing professional services including, research, analysis, stakeholder engagement, drafting of UDO text, graphics and final document preparation.

The Town of Knightdale recently adopted the *KnightdaleNext 2035 Comprehensive Plan*. The Comprehensive Plan outlines a strategy for growth and development and has several guiding principles to ensure that the goals of the plan are implemented. Knightdale has experienced significant growth in the last decade. The Town's current population is approximately 16,753 and is expected to grow to over 30,000 by 2035. Knightdale is located directly east of Raleigh and serves as a regional hub for Eastern Wake County. The town consists of 7.44 square miles with an extra-territorial jurisdiction of 17.75 square miles.

The current UDO was adopted in 2005 and has served the Town well in creating quality development. The Town regularly updates the UDO to respond to legislation, judicial rulings, and development patterns. The primary objective of the UDO update is to review the current UDO in comparison to the recently adopted Comprehensive Plan to ensure consistency.

Project Scope

The RFQ should include a preliminary scope and project schedule that would address the following requirements. The Town and the selected consultant will determine the final scope of work following the review of qualifications. This is a high-priority project, and as such, an aggressive schedule towards completion is anticipated. The selected consultant will, at a minimum:

1. Develop a timeline for the completion of the UDO Update, with clear deadlines and specific action items identified for each task or phase identified in the scope.
2. Assist the Town in preparing and implementing a community outreach strategy to ensure public participation is maximized throughout the process.
3. Evaluate, review, and diagnostic examination of current UDO. This evaluation should ensure regulations are consistent with North Carolina General Statutes as well as any federal statutes or judicial rulings. Further the diagnostics should ensure there is consistency in the language, continuity throughout the documents, and identify areas for improvements. A complete diagnostic report with recommendations is envisioned as the first deliverable in this process.
4. Review the *KnightdaleNext 2035 Comprehensive Plan* to identify obstacles, barriers, or opportunities for implementation based on the diagnostic report of the UDO. This should become the framework for the recommended text updates. The second deliverable should be a framework for the UDO update, incorporating existing with new ordinance text
5. Prepare for and present at workshops for citizens, property owners, and stakeholders. The number of meetings will be determined in the final scope and will depend upon the public engagement strategy and implementation steps.
6. Provide for periodic meetings and calls with Town Staff and project steering committee to provide updates on progress and solicit inputs. Monthly meetings are anticipated during the project.

7. Prepare a UDO text update with all necessary charts, graphs, and appropriate references. UDO shall be in a searchable format with appropriate cross-reference to insure ease of use. It is envisioned that the final product will be delivered in print and digital format.

Deliverables

1. Current Unified Development Ordinance (UDO) Diagnostic Report
2. UDO Update Framework
3. Draft UDO Update
4. Final UDO document in print and digital formats

Submittal Requirements

Interested firms shall limit their proposal to a maximum of 15 pages and are required to submit the following information:

1. A letter of interest.
2. An organizational chart of the project team including identification of project manager, professional support staff, principal in charge, and known sub-consultant/contractor relationships.
3. Statements of qualifications and resumes for project team members with specific mention of related projects including specific knowledge and experience.
4. A proposed scope of services and timeline.
5. A demonstrated record of completing similar projects on schedule and within budget, including references and contacts.
6. A design and project approach that highlights project specific approach and creativity. This should include some knowledge of the local area and demands of rapid growth.

Submittal Timeline

Interested firms shall deliver six hard copies and one electronic version of the submittal. Submittals may be hand delivered, mailed or delivered via courier to the Town of Knightdale, 950 Steeple Square Ct. Knightdale, NC 27545. **Submittals must be received no later than 5:00 PM on Friday, April 12, 2019.**

Point of Contact:

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Criteria for Selection

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order) (Based on 100 point scale):

- A. 20% - Experience in providing professional planning services.
- B. 20% - Education and experience of professional personnel including sub-consultants, if applicable
- C. 20% - Specialized experience of firm and related experience on projects of similar scope within the last five years.
- D. 20% - The capacity and commitment of the firm, its key project members and proposed sub-consultants to provide requested services in accordance with the Town's schedule.
- E. 20% - Creativity, unique propositions, and demonstration of superior or innovative techniques in preparing UDOs.

The Town may choose to short list firms for interview, if determined necessary. The presentations and interviews, if applicable, will be held in May. Only the firms selected for interviews will be notified regarding the process.

It is the goal of the Town to identify the most qualified firm and pursue the development of an agreement covering the scope of services, fees, and schedule by July 1, 2019. If an agreement cannot be reached, staff will consider the next most qualified firm.

Miscellaneous Provisions

1. Ownership of Proposals: Upon delivery, all RFQ's will become the property of the Town of Knightdale.
2. Ownership of UDO Materials: The Town will have access and ownership of all materials created as part of the UDO Update process. Any proprietary exclusion will need to be approved by the Project Manager prior to utilization in the process.
3. Right to Reject/Modify: The Town may, at its sole discretion, reject any or all RFQ's or waive any irregularities without disqualifying the proposal. The issuance of this RFQ does not bind the Town to award a service agreement for services described herein.
4. Public Disclosure of All Proposals: All proposals received in response to this RFQ shall become the property of the Town. All proposals shall become a matter of public record, and shall be regarded as public records except those parts of each proposal which are defined by the proposer as business or trade secrets, provided that said parts are clearly defined as "trade secret", "confidential" or "proprietary".
5. No Response or No Reasonable Response: Should the Town receive no responses to this RFQ or receive no responses considered to be reasonable, to complete the necessary scope of services, the Town will contact no less than 3 firms in which it believes has the competency and capabilities to perform the scope of services. The contacted firms will be given the opportunity to submit a response in which the Town will select the most qualified.
6. Insurance and Indemnification Requirements: Upon selection of the most qualified firm the Town will require the firm to enter into an Independent Contractors Agreement, in which the firm will be required to present certain Insurance and Indemnification requirements. If any firm would like to preview these requirements prior to submitting please contact Brent Quick, Purchasing Agent at (919) 217-2214 or via e-mail at brent.quick@knightdalenc.gov.