



Request for Proposals (RFP)
Unified Development Ordinance Establishment Project

RFP Issued: February 25, 2020

Proposals Due: 12:00 PM on Friday, March 27, 2020

Mayor Will Baker
Commissioner Steve Martin
Commissioner Mike King
Commissioner Jeff Waters



Mayor Pro Tem Don Miller
Commissioner Jim Nalitz
Town Manager Zachary Steffey
Attorney Brett DeSelms

102 Dolphin Street
Cape Carteret, NC 28584

Request for Proposals (RFP) for UDO Establishment Project

1. Proposals Due

All proposals are due by 12:00 PM on Friday, March 27, 2020. Interested bidders should submit written proposals to Zachary Steffey, Town Manager. Written sealed proposals may be submitted through the following methods:

By Mail: 102 Dolphin Street, Cape Carteret, NC 28584

In Person: 102 Dolphin Street, Cape Carteret, NC 28584

2. Rights

The Town of Cape Carteret reserves the right to waive any informalities, to reject any or all proposals, and to accept that proposal or proposals which appear to be in the Town's best interest. The Town reserves the right to award all or part of this Request for Proposals. In the event that multiple RFP solicitation processes become necessary then the Town may include originally submitted proposals for consideration in future RFP processes without requiring resubmittal.

3. Background

The Town of Cape Carteret is a municipality located at the crossroads of NC 58 and Highway 24 in Western Carteret County. The Town is bordered by Bogue Sound, Pettiford Creek, and the Croatan National Forest. The Town has a population of approximately 2,200 residents. Adjacent communities include the Towns of Emerald Isle, Bogue, Peletier, and Cedar Point. The Town is comprised primarily of full-time residents. During the summer months the Town receives a substantial amount of transient traffic on its roadways and in its commercial shopping areas.

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4. Scope

The Town of Cape Carteret is requesting proposals from qualified firms with the experience, staff, and equipment to develop a Unified Development Ordinance for the Town. The Town currently has a Code of Ordinances which contains several components of a Unified Development Ordinance; however, many ordinances are outdated, and they do not reflect the current growth and development interests of the Town. The Town has limited staff resources to assist in the preparation of the UDO so firms will be expected to perform independent analysis and evaluation of the Town's existing ordinances and to translate existing regulations into a new UDO. Town Staff and the Town's UDO Committee will provide guidance and feedback throughout the process. The Town will also expect the selected firm to provide opportunities for public feedback and consideration throughout the process. The firm will be expected to lead the UDO process through ordinance adoption.

The following items should also be included or considered in the UDO development process:

- Town's existing CAMA Land Use Plan and future updates to the plan.
- Unique growth potential of Cape Carteret with future I-42 project and other relevant economic development drivers.
- The UDO must be in compliance with all North Carolina General Statutes, including recent updates to Chapter 160D
- The UDO should include helpful graphics, references, illustrations, and explanations.
- Review and update of zoning districts and recommendations for changes.

5. Terms and Conditions

The terms of this Request for Proposals and your response thereto will be incorporated into the terms of the final agreement if your firm is the successful proposer.

- The Town of Cape Carteret reserves the right to reject any and all bids, waive informalities and minor irregularities in proposals received and to select proposals which appear to be in the best interest of the Town.

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- Invoices for work performed must be issued on a Net 30 (30 day) payment window and provided to the Town in a timely manner.
- The firm must comply with all local, state, and federal requirements in all stages and aspects of the project.
- Work must be completed within one year of the award of the contract to the selected firm.

6. Proposal Information & Requirements

The firm must provide one hard copy and one electronic copy in PDF format. Proposals may be hand delivered or mailed to 102 Dolphin Street, Cape Carteret, NC 28584 Attn: UDO RFP.

Electronic proposals must be emailed to zsteffey@capecarteret.org.

- Firm information: Provide firm contact information and business type (i.e. partnership, corporation, sole proprietorship, etc.).
- Firm staffing: Provide resumes of key personnel to be assigned to this project, including a project manager, and outside consultants.
- Project list: Provide a list of similar projects, either completed by or currently being undertaken by your firm, and include the client, negotiated fee, and final fee paid. Please include at least three (3) references.
- Project understanding and approach: Provide a description of your understanding of project needs and how your firm will approach these needs, including how you or your firm foresee the role of Town staff in your approach.
- Statement of qualifications: Provide a clear and concise response stating why your firm is qualified to perform this work, and any other information which may be helpful to the Town's UDO Committee in evaluating the proposal.
- Scope of work: Provide details of the proposed scope of work, including the specific methodologies, approaches, tasks, and schedule being proposed and indicate any work or resources that are to be subcontracted or assumed to be provided by local government staff or agencies. This shall include a basic schedule outlining preliminary deadlines and current understanding of time needed for the major phases of this update.

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- **Availability:** Provide a statement of the availability of key personnel of the firm to undertake this project. Preference will be given to firms that are able to accommodate face-to-face meetings as needed.
- **Contract personnel hours:** Provide estimated personnel hours by task.
- **Cost Proposal –** firms should provide a total cost not to exceed amount which is inclusive of all anticipated expenses including but not limited to travel, lodging, staffing, research, printing, and other pertinent expenditures. Proposals and pricing shall be valid for a period of one year from March 27, 2020 (proposal due date).

7. Contacts and Additional Information

For additional information please contact: Zach Steffey, Town Manager by email at zsteffey@capecarteret.org.