

## **Town of Nags Head**

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Department of Planning & Development

Post Office Box 99

Nags Head, North Carolina 27959

252.449.6041

### **REQUEST FOR QUALIFICATIONS**

## **Comprehensive Land Use Plan and Code Rewrite**



**Town of Nags Head, North Carolina**

*Issued: Thursday, March 5, 2015*

*Submission Deadline: Thursday, March 19, 2015*

## **Purpose**

The Town of Nags Head Planning & Development Department is requesting qualifications from interested consulting firms to update and modernize the Town's Land Use Plan (LUP) and Town codes.

The focus of revising the land use plan is to update the plan, policies, and vision to reflect other studies undertaken by the Town since its adoption in 2010 making it more comprehensive in nature. This land use update will focus the direction and set the foundation for correcting inconsistencies, updating dated chapters, and modernizing language making the Town codes more user friendly.

## **Scope**

The professional consulting firm or team selected for this project will work closely with town staff, local officials, and stakeholders in the community. The Planning Department will serve as the point of contact for this project and provide considerable staff support to keep the project within a manageable budget.

The project should be undertaken in a two phased approach with update of the LUP occurring first. However, overlap of phases will be necessary with assessment of the code occurring concurrently with LUP adoption. Both processes are envisioned to be community driven through community meetings and involvement with a stakeholder committee.

### LUP Update

The LUP update will incorporate several separate studies and plans adopted and undertaken since its update in 2010. In addition, the Town desires to undertake a more comprehensive, action oriented approach to this long range plan. This could include policies and actions that address not only land use but economic development, recreation, utilities, community services, transportation, and the environment.

### Town Code Update

Currently, the Town has a traditional code of ordinances with separate chapters. The Town desires to comprehensively update all Town ordinances and move the development ordinances into a unified development ordinance (UDO) format with a consistent set of definitions. To undertake this project, a full assessment of all Town codes with a phased approach to implementation will be necessary. The current Town ordinances are awkward and confusing both in format and structure. There is often unclear, contradictory language that is out of date. There is also lack of graphics and illustrations to assist the user in understanding the context. The new UDO is expected to implement the updated Comprehensive Land Use Plan and be user friendly for staff, citizens, and the development community. In addition, the new UDO should utilize creative approaches to development and be easily administered by staff reflecting best practices that are proven in similar sized Towns. As part of the rewrite, there will be an overall goal to streamline the development review process making it more efficient.

## **Community Background**

The Town of Nags Head was formally incorporated in 1961. However, Nags Head's roots as a resort community stem back to the mid 1800's. In 1838, the first 200 room hotel was constructed to serve visitors to the Banks. Historically, Nags Head has been known as a family beach destination with a relaxed pace of life. This is in part due to the strong cultural ties to the abundant natural resources and longstanding commitment to environmental conservation.

Nags Head boasts the longest municipal stretch of oceanfront shoreline in Dare County at 11.29 miles. It also serves as the gateway to the Cape Hatteras National Seashore. The 6.5 square mile Town jurisdiction is comprised mostly of single family residential development with an equal amount of conservation/open space (Jockey's Ridge State Park and Nags Head Woods). The 2010 year round population is 2,757, with an approximate 37,000 seasonal population from May to September.

The Town of Nags Head adopted its first Zoning Ordinance in 1962 followed in 1964 by adoption of its first Land Development Plan. The first subdivision ordinance was adopted in 1971. In 1976, the first Land Use Plan (as required by Coastal Area Management Legislation) was adopted. The Town ordinances and LUP have been periodically updated since that time. However, the main components of the original code have essentially remained intact. Since there has not been a major, comprehensive overhaul of the Town code and there have been many amendments, the current codes are dated, awkward, and difficult to administer.

## **Submission Requirements**

Information submitted must conform to the requirements of this RFQ and include the following:

1. **Project Understanding and Approach:** no more than one page describing your understanding of needs and how the firm might approach.
2. **Contact information:** name, address, and phone number of the consulting firm;
3. **Type of organization:** partnership, corporation, sole proprietorship; primary location of firm; names and experience of principles or directors;
4. **Firm Staffing:** names, titles, experience, and length of service of key personnel;
5. **Statement of qualifications:** narrative or other statement by the firm of its qualifications to assist with the update to the Town's Land Use Plan and development codes;
6. **Availability:** statement of the availability of key personnel of the firm to undertake this project;
7. **Fees and Costs:** provide a listing of fees for members of the consulting team that may be involved in this project, including support personnel;

8. **Project List:** list of similar projects completed by the firm and/or key personnel referenced under *Availability*; and,
9. **References:** names and telephone numbers of persons whom the Town can call regarding past performance, preferably on similar projects.

The total RFQ must not be more than 15 pages. Please feel free to submit a summary sheet with links to important documents, projects, or relevant experience that can be viewed via the internet. Any firms planning to submit qualifications are invited to submit written questions via email to Holly White (holly.white@nagsheadnc.gov) by **Wednesday, March 11, 2015**.

Interested consulting firms are required to submit a PDF copy of their qualifications on or before the end of business day 5:00 pm EST on **March 19, 2015**. All documentation submitted shall become the property of The Town of Nags Head upon receipt and shall be emailed to:

*Holly B. White, AICP, CFM*  
*Principal Planner*  
*holly.white@nagsheadnc.gov*

Town of Nags Head staff will evaluate the responses based on qualifications, background, experience, past performance, and rate structure for staffing. The firm(s) selected to submit formal proposals will have a proven track record for meeting deadlines with high quality results and direct experience in land use planning and code rewrites. Please ensure your firm has the resources, commitment, and experience to meet the typical scope of work associated with a comprehensive Land Use Plan update and code rewrite.

The Town plans to use the RFQ process to identify a shortlist of consultants to be invited to submit full project proposals. The full project proposal will be based on a scope of services provided by the Town at that time in the process. Consultants considered for the shortlist will be contacted and provided with additional information March 24, 2015.

### **Project Contract and Budget**

The work will be performed on a fixed price basis. The specific payment program will be determined during the final contract negotiations and will be based upon completion of identified tasks following staff review and consultant revisions.