



## **Town of Nags Head Planning & Development**

**Request for Qualifications  
Consultant Questions  
March 15, 2015**

**1. Scope of code update: Is this more of a housekeeping and statutory conformance, or is it more substantial, potentially spurring conversations on policy issues?**

Yes, this code rewrite will be more involved than just housekeeping and statutory conformance. The Town desires to move from stand-alone ordinances into a Unified Development Ordinance (UDO) format. There has not been a major, comprehensive overhaul of the Town code, but many amendments. Therefore, the current codes are dated, awkward, and difficult to administer. Staff anticipates that there will be many minor housekeeping issues related to inconsistencies in terminology and cross references. In addition, modernization of the codes, best management practices, and the process for application, review, and issuance of permits will also need to be addressed. The updated UDO should also work to incorporate graphics, pictures, and tables to help convey the intent of ordinance requirements. Staff anticipates that there will be community and board involvement with in-depth discussion about how best to address the needs of the community.

Prior to the code rewrite, update of the Town's LUP into a more comprehensive plan format will be necessary. This will include addressing topics beyond just land use including but not limited to quality of life, environmental issues, economic development, and transportation. The update will also incorporate other adopted plans and policies.

**2. Budget range – What is the budget range?**

The budget range is approximately \$80,000-\$100,000.

**3. Schedule/duration – When does the Town desire to be completed with the project?**

There is a desire to move the project forward in a timely manner but doing so in a way to thoroughly address all the needs and concerns. The Town would be comfortable with an 18-24 month process. However, if the project is able to be completed more quickly that would be desired.

**4. Committee - Is an advisory committee already formed, or is that something that would be addressed after project initiation?**

There currently is not a committee in place to assist the consultant and staff with this process. Staff anticipates forming this committee after a consultant is retained and a public involvement process can be vetted with staff, the consultant, and the board.

**5. Fees and Costs: Is the Town only requesting hourly rates for proposed staff?**

The project will be executed on a lump sum price. Staff would like to better understand the fee schedule of each firm moving into the RFP process.

**6. Who prepared the 2010 LUP update?**

Both the 2000 and 2010 LUP updates were conducted in house.

**7. Is the LUP update expected to be CAMA compliant?**

The LUP rewrite into a Comprehensive Plan is expected to be CAMA compliant. However, the plan is expected to be community driven and include greater community concerns and aspirations.

**8. Is extensive citizen participation expected?**

Both the LUP and Code update processes should be community driven processes engaging staff, the board of commissioners, other boards/committees, the business community, the building community, real estate companies/property management companies, and other interested stakeholders. For the Comprehensive Plan, staff anticipates partially relying on other plans and studies that have been conducted since the last update as the foundation for citizen participation. Staff will be engaged in all community involvement processes and will work with the consultant to determine a division of labor during the project scoping process in order to keep costs down.