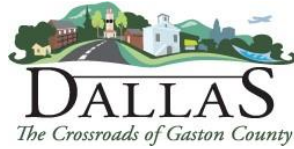


Town of Dallas, North Carolina

Request for Qualifications (RFQ)



Unified Development Ordinance (UDO)

Issued By: Development Services Department

Issued: September 12, 2022

Proposals Due: October 14, 2022, 5:00 PM EST

I. Introduction

The Town of Dallas, North Carolina (Town) is seeking qualification statements from consultants (individual firms or teams of consultants) with demonstrated experience to work with Town officials to complete a comprehensive update of the Town's Zoning and Subdivision Ordinances, by reformatting and creating the Town's first Unified Development Ordinance (UDO). Ordinances should conform with the Town's recently adopted 2030 Comprehensive Land Use Plan. The Town is interested in consultants capable of providing professional services including research, analysis, stakeholder engagement, drafting UDO text, graphics, and final document preparation.

Qualification Statements are due by 5:00 p.m. October 14, 2022

II. Background and Purpose

[The Town of Dallas, North Carolina](#) incorporated in 1863, served as the original County seat for Gaston County from 1846 until 1911, during which, it was a thriving hub of government and business activity. Known as "the Crossroads of Gaston County" Dallas is centrally located with convenient access to Interstate 85 and U.S. Route 321, which intersects the Town. The original Gaston County Courthouse is located in the center of downtown and remains a focal point of the community. Dallas' corporate limits measure approximately 2.93 square miles, with an additional 0.56 square miles of extraterritorial jurisdiction (ETJ). As of the 2020 Census, Dallas' population estimate was 5,927, which represents 32.1% growth from 2010. Predominantly a bedroom community, Dallas has continued to maintain its small-town charm as it continues to grow. Apple Creek Corporate Center is located just outside of Town limits and has received over \$130 million of commercial investment commitments and 300+ jobs since 2020. The Gaston Regional Aquatic Center recently announced that it will be located in the Town near U.S. 321. The 30,000+ square foot facility will feature spectator seating for 1,200+ and be utilized for competitive training and events, therapy and wellness, and aquatic safety instruction.

The Town Zoning Ordinance was originally adopted in the 1970's. The Subdivision code followed in 2001. Sections have been rewritten and modernized over time, but significant changes in land development patterns, economy, legislation, and land use have highlighted the need for a comprehensive recodification.

In 2022, to comply with North Carolina General Statute 160D, the Town Board of Aldermen adopted the 2030 Comprehensive Land Use Plan. This plan provides vision and framework for the future development of the Town through 2030. The primary objective of the UDO is to implement the Comprehensive Land Use Plan, through regulations that will guide land use development within the Town's corporate limits and ETJ.

III. Guiding Principles

The UDO will serve as the primary regulatory document guiding development and land use within the Town of Dallas and its ETJ. The following principles shall guide preparation of the UDO creation:

- Ensure consistency between the UDO and Town of Dallas 2030 Comprehensive Land Use Plan;
- Regulations shall incorporate and be consistent with North Carolina General Statutes as well as applicable federal statutes in regard to zoning, land use, signage, subdivision, permitting, administration, appeals/variances, special uses, conditional zoning, and enforcement;
- Create a user-friendly format with common verbiage instead of jargon, utilizing graphics where applicable;
- Minimize text redundancies and multiple reference points. Provide cross references where multiple sections of ordinance must be accessed;
- Ensure text, terms, and procedural consistency throughout UDO;
- Update and add definitions to reflect current trends in planning practice;
- Update use table to reflect existing and future uses in zoning districts;
- Maximize the use of diagrams and graphics to promote understanding and use of the UDO;
- Produce internet-ready ordinance utilizing hyperlinks and searchable functions;
- Ensure separate format of the document to allow for simplified, in-house editing over time;
- Include incentive or performance-based approaches to ensure higher quality standards and increase affordable housing options.

IV. Scope of Work

The following scope of work is intended to guide preparation of the UDO creation, serving as a general framework. The Town expects the final scope of work to reflect modification made based upon staff discussion with the consultant selected to prepare the UDO.

1. Conduct a detailed and diagnostic review and examination of current Ordinances to assess the following:
 - Compliance with Federal and State Statute requirements for zoning, subdivision, and land development, including, but not limited to sign regulations, definitions, and supplementary regulations.
 - Function and flow – ease of use and efficiency of layout
 - Internal consistency – Identify conflicts within Zoning and Subdivision codes
 - Accuracy – Identify graphical, technical, and/or typographical errors or omissions

Analysis should identify areas of deficiency, notably those related to changes in legislation (NCGS 160D) and current best planning practices. Benchmark of Dallas' ordinances with ordinances of communities of similar size, both in and outside of North Carolina, to identify areas of best practice. Codes are available online through American Legal Publishing:

[Subdivision Ordinance](#) [Zoning Ordinance](#)

2. Review the Town of Dallas 2030 Comprehensive Land Use Plan

The Board of Aldermen adopted the 2030 Comprehensive Land Use Plan on June 14, 2022. This plan serves as the guiding document for zoning, subdivision, and land development in the Town of Dallas for the remainder of the decade. Vision, outcomes, and policies and action items detailed in the plan shall serve as the foundation for the UDO. A PDF copy of the plan can be found on the Town's website: [2030 Comprehensive Land Use Plan](#)

3. Develop Framework for the UDO

Based on policies and action items contained in the 2030 Comprehensive Land Use Plan, develop framework for the UDO which combines existing ordinances with new elements. Framework shall be based upon input from Town Staff and Boards and focus on modernizing the existing code. Framework shall be user-friendly and make use of graphics and/or charts where possible to communicate elements of the UDO.

Work Product: Development framework for UDO, incorporating existing and new ordinance text.

4. Draft UDO Update

Consultant shall prepare UDO text update with all necessary charts, graphics, and appropriate references. UDO shall be in searchable format with appropriate cross-references to ensure ease of use.

Work Product: UDO document in digital and print format.

5. Administrative Forms and Work

Consultant will work with Town Staff to update all administrative forms, applications, and daily work products to ensure the UDO can be implemented and used at the time of adoption.

Work Product: Updated administrative forms and applications to be used by Staff.

V. **Public Engagement and Coordination**

It is expected that the UDO update process will engage key stakeholders and general public throughout the process. The overall oversight and guidance for preparation of the UDO shall be provided by Development Services Department staff, including a steering

committee that may be created to facilitate the process. Consultant submittal should identify key stages for steering committee input, public engagement, and feedback loop from Planning Board and Board of Aldermen.

VI. Time Frame

The Town anticipates the following timetable for completion of the UDO, with key dates noted below. A final schedule will be adopted as part of the contract between the Town and consultant chosen to prepare the plan.

Preliminary UDO Schedule

Action	Date
RFQ Issued	September 12, 2022
RFQ Responses Due	October 14, 2022
Firms Short-Listed	October 28, 2022
Firms Interviewed	November, 2022
Selection of Firm	November, 2022
Contract Approval by Board of Aldermen	December 13, 2022 <i>(if applicable)</i>
Project Start	January 2, 2023
Completion Date (Adoption of UDO)	June 30, 2023

VII. Submission Requirements

The following materials must be received by the response deadline for a submittal to be considered. However, during the selection process, the Town reserves the right to request additional information or to seek clarification from the consultant/firm, or to allow for correction of errors and/or omissions. The submitted statement of qualifications must address all elements in the scope of work as outlined in Section IV and should include, at a minimum, the following elements:

- **Cover Letter (no more than one page)**

The letter be signed in ink by an individual with authority to legally represent the proposer to the work proposed by the company or team.

- **Demonstrated Project Experience & Work Plan**

This section should include a detailed description of the proposer's understanding of the intent of the project and its objectives, the character of required deliverables, and overall approach to the project. Identify the level of assistance required from the Town and/or project partners to complete each task.

- **Project Schedule**

Showing all milestones, stakeholder meetings, public meetings, and deliverables to maintain progress by project end date.

- **Introduction to the Proposer(s)**

Firms shall provide the following information. The same information must be provided for each sub-consultant or member of a joint venture:

- Firm name, business address, telephone number, and email contact.
- History of the firm.
- Identify the state in which the firm was organized or incorporated.
 - Type of ownership and the name and location of parent company and subsidiaries, if any.
 - Number of full-time employees, part-time employees, or consultants routinely engaged by the proposer, if identified as such.

- **Qualifications and Experience of the firm**

Describe prime consultant's recent experience relevant to this project. Include brief project profiles with total project cost as well as key references with address, phone, and email contact for each profile. Particular emphasis should be placed on projects managed by the key personnel proposed for this project. If the use of sub-consultants is expected, identify:

- The role and extent of these parties participation in the project.
- The experience and credentials of these parties relevant to this project.
- The means by which the prime consultant will oversee the work of these parties.
- Submit names, addresses, phone numbers, and email addresses of at least two references familiar with the sub-consultant's ability, experience, and reliability in the performance and management of projects similar in nature.

- **Qualifications and Experience of Key Staff**

Identify key individuals to be assigned to this project and include the function and responsibility of each of the identified individuals. Experience summaries of the key individuals shall be provided, with emphasis on previous experience on similar projects. Resumes may be included if desired.

- **Project Cost Estimates**

Provide an estimated cost of the project with a not-to-exceed price for all services.

VIII. Consultant Evaluation and Selection

Responses will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). Heavily weighted and specific evaluation criteria include:

- Experience of firm(s) with projects of a similar scope and scale;
- Qualification and experience of the proposed team and location of team members;
- Current workload and firm capacity;
- Responsiveness to the RFQ and quality of submittal;
- Proposed approach to the project and schedule for completing;
- References on past work;
- Any other experience or criteria deemed applicable to the project.

IX. Submission Requirements

Consultants or Firms interested in being considered for this project should submit five (5) bound copies and one (1) electronic version via flash drive of their statement of qualifications **no later than 5:00 p.m. on October 14, 2022.**

Proposal should be delivered to the attention of:

Nolan Groce, MPA, CZO
Development Services Director
Town of Dallas
210 N Holland Street
Dallas, NC 28034

X. Request for Clarification & Additional Information

Questions and requests for information will **ONLY** be accepted via email. Any request for clarification or additional information in regard to this RFQ should be directed to:

Nolan Groce, Development Services Director
Email: ngroce@dallasnc.net

The Town reserves the right to award the contract to any qualified responder. This solicitation in no way obligates the Town to award a contract. All submittals become the property of the Town of Dallas upon submission. The cost of preparing, submitting, and presenting qualifications lies solely with the responder. All data, databases, reports, designs, and materials in digital and hard copy format created under this project shall be transferred to the Town upon completion of the project and become property of the Town.