



Request for Qualifications
Comprehensive Plan Update

Town of Boone, NC

Town of Boone
Attn: Becky Love, Finance Supervisor
PO Drawer 192
Boone, NC 28607

Release Date: August 22, 2022
RFQ Due: September 5, 2022 @ 1 pm EST

Overview

The Town is seeking the services of a professional land planning consultant/firm with experience, resources and skill in the development of comprehensive planning, community visioning, and similar processes. The selected consultant will work with the Town's Planning and Inspections Department to jointly facilitate an update to the Town's current Comprehensive Plan.

The existing Comprehensive Plan was adopted in 2006, with a minor update in 2018, and is the long-range planning document for the Town of Boone. The Town seeks an update to reflect the changing dynamics in the town and that is focused on housing availability, sustainability and preservation of sense of place as a High Country small town. The Consultant/Firm will be asked to assist the Town in clearly defining project scope; obtaining community engagement; defining a vision for the update; and coordinating with Town Council, Town departments, and appointed boards and commissions.

Submittals must be received by September 5, 2022, before 1:00 pm EST by the Finance Supervisor. No submittal will be accepted after that date and time.

Qualifications should be submitted in accordance with the attached specifications attached hereto. The Town reserves the right to reject any or all submittals or to proceed otherwise when in the best interest of the Town.

Background

The Town of Boone is the county seat of Watauga County and is located in western North Carolina. Boone is home to Appalachian State University, a healthy tourism economy, plentiful natural resources, and a thriving downtown, making it a desirable place to work and live with a growing population of more than 19,000 people. Official corporate limits include approximately 6 square miles. The Town does not have an extra-territorial jurisdiction. The corporate limits expand only as a result of voluntary petitions for annexation, usually driven by requests for the Town's public water and sewer services.

Boone has a Council-Manager form of government. The Council is made up of five members and a Mayor. The Council appoints a Town Manager, who is charged with the implementation of policies and plans of the Council as well as overseeing the day-to-day operations of the Town.

Town operations include the following departments: Administration, Cultural Resources, Finance, Fire, Planning and Inspections, Police, and Public Works (Services & Utilities).

Town committees that advise the Town with respect to planning-related documents include the Community Appearance Commission, the Historic Preservation Commission and the Planning Commission.

Scope of Work

The Town of Boone Town Council is committed to addressing growth by developing plans that reflect the community's vision for the area. The Consultant/Firm shall work with the Town, and primarily the town's Planning and Inspections Department, to develop an updated Comprehensive Plan that follows best practices for comprehensive planning, community visioning and similar processes. The Consultant/Firm will assist the Town in clearly defining project scope and plan elements; participate in community engagement; help define a vision for the update; and coordinate with Town Council, Town departments, and appointed boards and commissions as needed.

The Consultant/Firm will be responsible for the following items:

1. Jointly with the Planning and Inspections Department, develop a timeline for project completion with clear deadlines and specific action items.
2. Jointly with the Planning and Inspections Department, identify to the greatest extent possible, the work the Consultant/Firm will undertake and the work that will be the Town's responsibility.
3. Jointly with the Planning and Inspections Department, create a community engagement strategy that ensures authentic community participation that engages all stakeholders.
4. Evaluate existing plans, studies and reports. Please use the following link to access examples found on the Town's website: [Ordinances, Plans & Studies | Boone, NC \(townofboone.net\)](https://www.townofboone.net/ordinances-plans-studies)
5. Prepare and present at workshops engaging with stakeholders, Council, appointed boards and commissions, and Town Staff.
6. Hold meetings/calls with Town Staff to provide updates on progress and solicit input.
7. Research and analyze existing land use patterns, development patterns and projects, environmental constraints, and regulatory codes to establish existing conditions as well as identify major issues and opportunities. Analysis should include identification of future growth areas.
8. Formulate and recommend objectives and policies using direction in other adopted plans, information gathered through community engagement and data analysis.
9. Assist the Planning and Inspections Department in the creation of a Comprehensive Plan that incorporates or references all existing plans and include implementation strategies with time frames. Overall, the Plan is to be highly graphic, illustrative, jargon-free, and implementable.
10. The final Comprehensive Plan shall be presented to Town Council and Planning Commission for adoption.
11. The Town expects several deliverables during the course of the project. Deliverables will be both digital and hard-copy. The content of these deliverables will be determined during contract negotiation.

Submittal Requirements

Responses to this RFQ shall include the following:

1. Cover letter
Cover letter should be limited to one page and shall identify the consultant team and contact person with titles. Please include email address, mailing address and phone number for the contact person and any project manager.
2. Introduction and Qualifications
Provide a brief description the experience and qualifications of the consultant team members and the reporting relationship of the team.
3. Summary of Experience
Provide a list of past and active projects including the name, project type, location, status and the consultant/firms role in the project.
4. Community Engagement Approach
List at least three community engagement strategies used by the consultant/firm during past projects.
5. References
Provide at least three references form past or current client relationships.
6. Optional Items
Other support material that demonstrates the firms' success in comprehensive planning and/or creative approaches to community engagement.