



# IREDELL COUNTY

## NORTH CAROLINA

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**REQUEST FOR PROPOSALS**  
**LAND USE PLAN**  
**RFP #22-563-RFP-01**

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Iredell County is soliciting proposals from qualified, experienced vendors to provide professional consulting services for the development of a Land Use Plan in compliance with the requirements of N.C.G.S. 160D-501.

**[RFP Issue Date: January 24, 2022](#)**

**[Deadline for Submittal of Proposals:](#)**  
**February 24, 2022 at 3:00 p.m. EST**

**Submit Proposals To:**

**David Sifford**

**Land Use Plan RFP #22-563-RFP-01**

**Iredell County Purchasing Office**

**By standard US Mail:**

PO Box 788

Statesville, NC 28687-0788

**By FedEx/UPS/USPS Package/Courier:**

200 S. Center Street

Statesville, NC 28677

**[david.sifford@co.iredell.nc.us](mailto:david.sifford@co.iredell.nc.us)**

## Questions:

All questions pertaining to this Request for Proposals (RFP) shall be submitted in writing no later than February 4, 2022 at 4:00 PM ET. Questions shall be emailed to Matthew Todd at [mtodd@co.iredell.nc.us](mailto:mtodd@co.iredell.nc.us).

Only written questions will be considered formal. Any information given verbally or by telephone will be considered informal. Any questions that the County feels are pertinent to all proposals will be included as an addendum to the RFP.

## Purpose:

Iredell County is soliciting proposals from qualified, experienced vendors to provide professional consulting services for the creation of a comprehensive land use plan that updates, incorporates, and builds upon the current County 2030 Horizon Plan in compliance with the requirements of N.C.G.S. 160D-501.

The project area will be the unincorporated area of Iredell County, excluding the extraterritorial jurisdictions (ETJs) of the local municipalities.

The selected vendor will have the primary responsibility of developing the Land Use Plan and will work in coordination and consultation with the Iredell County Planning & Development Department. The County can provide GIS data including parcel data, permitting data, the current zoning layer, and the land use map layer from the previously adopted Land Use Plan (2030 Horizon Plan).

The Land Use Plan should provide a future land use map as well as goals and objectives for the management of future development to guide the County's land use decisions over the next 10 to 20 years.

The final document should reflect the desired vision for the community as determined by citizens, developers, landowners, appointed and elected officials, and other stakeholders.

## Background:

Iredell County is located north of Charlotte and directly abuts Mecklenburg County and 8 other counties. Iredell County has approximately 520 miles of shoreline along Lake Norman, the largest manmade lake in North Carolina. In the northern end of the County the Brushy Mountains intrude with Fox Mountain having the highest elevation in the County of 1,760 feet.

Iredell County is positioned at the intersection of Interstate 77 and 40. The County contains all or portions of six (6) municipalities, including the City of Statesville and the towns of Davidson, Harmony, Love Valley, Troutman, and Mooresville.

Iredell County has a total area of 574 square miles and a population of approximately 187,000. Iredell County has a wide array of industries from high-tech manufacturing to warehousing and distribution to agribusiness and more.

Iredell County is continuing to experience development pressure with its close proximity to Charlotte. This development often causes increased stress on road infrastructure, schools, other services and conflicts between existing and new development. The updated plan must consider these items along with the County's recently adopted Iredell County Transportation Master Plan (<http://www.co.iredell.nc.us/1440/County-Transportation-Master-Plan> ).

Iredell County seeks to balance the preservation of its traditional agricultural operations and rural lifestyles with the pressures and opportunities of new residential, economic, and industrial development.

Iredell County's previous Land Development Plan was adopted in 2009 and can be reviewed online at the following link: <http://www.co.iredell.nc.us/256/2030-Horizon-Plan>

### **Scope of Work:**

The consultant will be expected to conduct the following tasks. The County strongly encourages proposers to expand on these tasks, emphasize tasks, and to suggest additional tasks not identified in this RFP that may be necessary or beneficial.

- Hold monthly meetings with County planning staff and provide phone/email availability between meetings for consultation.
- Review existing plans, maps, documents and other material relevant to the project. The County will provide all available existing documentation.
- Plan and implement a public outreach process to gain input and other means of participation efforts that would facilitate the collection of public input
- Assist with a series of meetings held in different areas of the County as well as employing methods for online input.
- Organize and assist with facilitating meetings of a steering committee to consist of both elected and appointed officials, staff, and representatives of relevant outside agencies.
- Coordinate with other organizations such as all the local municipalities.
- Draft document for public review and comment.
- Attend two meetings of the Planning Board and two meetings of the Board of Commissioners, first to update progress approximately halfway through the estimated time of completion and second to present the final version of the Plan recommended for adoption.

**Plan Development:** The consultant will serve as the primary drafter of the plan and shall perform research and develop materials for the plan, including but not limited to:

- Assemble and analyze data regarding existing conditions within the project area as well as the previously adopted 2030 Horizon Plan and the current Land Development Code.
- Develop an inventory and assessment of issues and opportunities based on work with staff, stakeholders, and the public participation process.

**Plan Content:** The plan will include assembling and analyzing data regarding existing conditions within the planning area and utilizing that data to develop policies, actions and an implementation plan to guide future development and decision making.

Some topics to be considered during the project include, but will not be limited to:

- Economic Development- Including general analysis of existing industrial parks and future designated industrial areas with emphasis on reserving areas for future industrial growth;
- Recommendation for new commercial nodes;
- The preservation of areas for primarily agricultural use;
- Strategies to address concerns from municipalities on development along gateways corridors;
- Determine highest and best use of property based on current and future infrastructure;
- A review of the Table of Permitted Uses in relationship to the Plan goals;
- Preservation of natural resources and environmentally sensitive areas;
- Restricting the number of lots subdivided along heavily traveled state roads; and
- Changes in subdivision practices.

**Deliverables:**

- Final version of the Land Use Plan for consideration and adoption by the Board of Commissioners.
- Specific recommendations that can be used as a policy guide for amending the Land Development Code and Zoning Map in order to implement short and long-term land development goals over the next 10 to 20 years.
- A future land use map depicting a strategic plan for where and how development should occur over the next 10 to 20 years.
- Final product to be delivered in both written and digital form and shall be editable in order to accommodate future amendments.
- 20 printed bound copies of the final document

**Submittal Requirements:**

Proposals must include the following materials and must be received by the submittal deadline in order to be considered. It is the responsibility of the consultant to read this document in its entirety

and to address all its relevant points in the submitted proposal.

- (1) A cover letter indicating the firm's interest in the project, the firm's qualifications, the firm's ability to provide the services requested, and the date upon which the firm is available to begin the project after the award.
- (2) A summary of the consultants understanding of the project as described in this RFP.
- (3) A description of the proposed general approach to the project and the scope of work including the methods and assumptions that will be utilized.
- (4) A description of any unique concepts or approaches that the firm plans to implement as part of its services to the County.
- (5) A description of the proposed public engagement strategy for collecting input on the plan that also accounts for the unique circumstances of the current COVID-19 pandemic.
- (6) A chart of individuals within the firm that will be directly involved in overseeing and/or providing services for the project including their titles and specialized experience including identification of lead project manager.
- (7) A proposed timeline for the project, including major milestones and anticipated completion.
- (8) A brief description of the services and tasks expected to be provided by the County.
- (9) An overall project cost estimate including any subcontracted work. (All costs will be subject to the negotiation of a final scope of work.)
- (10) References: Include a list of at least three local government clients for which you have conducted comprehensive planning, visioning, community engagement and/or land use analysis, experience in working with government in North Carolina is preferred.

**Late submittals, regardless of delivery means, will not be accepted. Faxed or emailed submittals will not be accepted. Proposals must include three (3) hard copies and one (1) electronic copy.**

**Iredell County is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, sexual orientation, gender identity, age, or disability.**

### **Selection Process:**

A selection committee comprised of Iredell County staff will review and evaluate the submitted proposals. The committee reserves the right to request additional information from firms submitting proposals during the evaluation process.

The committee will select a proposal based on the proposed approach to the project, scope of work, projected timeline, cost, previous experience with similar projects, references, etc.. The selection process may include an invitation to make a presentation to the selection committee. Upon selection, the County will negotiate a contract with the firm.

## Miscellaneous Provisions:

Iredell County and the selection committee reserve the unqualified right to reject any and all proposals, to waive technicalities, and to judge the suitability of the proposed services for its intended use, and further specifically reserve the right to make the award in the best interests of the County and to negotiate the total fee amount.

Iredell County and the selection committee may conduct any reasonable inquiry to determine the responsibility of the proposer. The submission of the proposal constitutes permission by the proposer for the selection committee to verify all information contained therein. If the selection committee deems it necessary, additional information may be requested from any proposer. Failure to comply with such request may disqualify a proposer from consideration.

Please note that proposals may be considered public record. If there are any sections of the proposal that may be considered confidential under the law (i.e. trade secrets and proprietary information), those sections should be marked accordingly. Any costs incurred by respondents in preparing or submitting a proposal shall be the respondent's sole responsibility.

E-VERIFY: E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security used to verify the work authorization of newly hired employees pursuant to federal law. Article 2, Chapter 64 of the North Carolina General Statutes requires that all employers doing business in the state of North Carolina, who employ 25 or more employees in this State, use E-verify to verify the work status of newly hired employees. Additionally, North Carolina General Statute 153A-449 states that "Contractors Must Use E-Verify. - No county may enter into a contract unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes."

IRAN Divestment Act (N.C.G.S. 147 Article 6E): During the 2015 legislative session, the North Carolina General Assembly enacted the Iran Divestment Act ([S.L. 2015-118; SB455](#)) ("the Act") which prohibits state agencies and local governments from entering into contracts with entities that the North Carolina State Treasurer has determined are engaged in certain investment activities in the Iranian energy sector.

The Act requires the State Treasurer's Office to publish a list of entities it has identified as investing in the Iranian energy sector and update the list every 180 days. This list can be found at <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>. An entity identified on the Treasurer's list (called the "Final Divestment List") is prohibited from contracting with state agencies and local governments. In addition, all entities contracting with the State and local governments are prohibited from subcontracting with any entity included on the Final Divestment List. Contracts entered into with an entity included on the Final Divestment List are rendered void by operation of the statute.

Divestment From Companies Boycotting Israel Act (NC G.S. 147, Article 6G) prohibits state agencies and local governments from entering into contracts costing over \$1,000.00 with any entity that the North Carolina State Treasurer has determined boycotts or is involved in a boycott of Israel.

The Article requires the State Treasurer's Office to publish a list of entities it has determined boycotts or is involved in a boycott of Israel and update the list at least annually. An entity identified on the Treasurer's list (called the "Final Divestment List") is prohibited from contracting with state agencies and local governments. Contracts entered into with an entity included on the Final Divestment List are rendered void by operation of the statute.

### **General Conditions:**

- (1) Any and all costs incurred by respondents in preparing or submitting a RFP the project shall be the respondents' sole responsibility and shall not pass, in anyway, to Iredell County.
- (2) All submissions, responses, inquiries or correspondence relating to this RFP shall become the property of Iredell County when received.
- (3) Written questions sent by email regarding this RFP will be accepted until 4:00 PM ET on February 4, 2022 and must be submitted to Matthew Todd, Iredell County Planning and Development Director at [mtodd@co.iredell.nc.us](mailto:mtodd@co.iredell.nc.us). Questions received by the deadline date and time will be answered by addendum and sent to all known recipients and posted to Iredell County's online bid page at <http://www.co.iredell.nc.us/481/Current-Bids-RFPs>.
- (4) Telephonic or in-person contact, or contact with other County Staff during this RFP is prohibited, may be grounds for disqualification
- (5) Iredell County reserves the right to: accept or reject any and all submissions received in response to this Request for Proposal; to cancel the RFP process at any time; to request additional information or clarification of information provided in a response without changing the terms of the RFP; to elect not to proceed with any of the respondents; to modify the scope of the work; to cancel and re-solicit any RFLOI; or choose not to award for any reason regardless of status of the process or reason.
- (6) Iredell County additionally reserves the right to award the contract to any qualified responder. Iredell County is in no way obligated to award a contract to any firm regardless of status of the process.

### **Confidentially of documents**

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Proposals are subject to public disclosure unless specifically excepted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a "trade secret", provided it meets the specific conditions as outlined in §132-1.2(1)a-d. Iredell County will attempt to withhold from public disclosure, or redact documents or information, designated "confidential trade secret" that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Iredell County shall not be held responsible for any information that is released nor shall Iredell County be held responsible for nor pay any penalty or expense in relation to information so released. Any submission marked "confidential" or "trade secret" in its entirety may be rejected at the sole discretion of Iredell County