



Town of Franklin

Post Office Box 1479
Franklin, North Carolina 28744
(828) 524-2516

Subject: Request for Proposal

Comprehensive Land Use Plan Development and Implementation for the Town of Franklin, North Carolina

Introduction

The Town of Franklin is soliciting proposals from land use planning consultants (“vendor”) with demonstrated qualifications and experience to work with Town officials, review existing land use regulations, gather public input, evaluate current infrastructure, service levels and capacity for growth, and develop a final recommended Comprehensive Land Use Plan (the “Plan”) for the Town.

Community Background

About the Town of Franklin: Franklin serves as the political seat of Macon County. With corporate limits bounding an area of approximately 4 square miles, the Town’s population is estimated at nearly 4,000. Located approximately 70 miles southwest of Asheville, 130 miles north of Atlanta, and having been designated an official Appalachian Trail Community, tourism-related services and retail are the Town’s largest economic focus. In terms of regulation, the Town’s zoning ordinance dates back many decades, and was restated in 2007 in the form of a Unified Development Ordinance, underpinned by community-derived Principles of Growth (which together have served as the Town’s comprehensive plan). The Town has chosen to exercise its planning authority in the statutory one-mile extraterritorial jurisdiction. Features of land use within the Town include:

- Single-family detached dwellings are the predominant form of residential housing, with several multi-family developments completed or in the planning stages.
- Commercial uses include “big box” developments along the US 441/64 C-3 Highway Commercial zones, and a variety of smaller retail, dining, and entertainment uses located along NC 28/Highlands Road and US 441 South/Georgia Road. Main Street, moving from east to west, has a diverse retail and service area in the vicinity of the Little Tennessee River, a fully-occupied central downtown hub devoted to retail and restaurant uses, and a west end that is partially occupied and in need of some revival.
- Just north of the downtown area is a sizeable MICR Medical, Institutional, Cultural and Recreational zone, the bulk of which is occupied by Angel Medical Center; with Mission Hospitals’ recent announcement that a new hospital facility will be located on a site on

US 441, the future use of both the current and intended locations of the hospital will need to be addressed.

- Among the more significant cultural resources of the Town is the Nikwasi Indian Mound, which is to be redeveloped by the Eastern Band of Cherokee in partnership with the Town, fee owner of the site. Nikwasi is in the vicinity of the Little Tennessee River, and the entire area is linked by the County-owned and operated Little Tennessee Greenway.
- The Depot Street area features several parcels zoned for industrial use, where the current Shaw Flooring plant continues a decades-old lumber manufacturing trade; the Town's only other I-1 Industrial zone is the County-operated landfill.

Services and Deliverables

The Town is interested in proposals that will include, but not be limited to the following services and deliverables:

- Services:
 - Monthly planning meetings with Town staff, and phone/email availability between meetings for occasional consultation.
 - Semi-monthly update and discussion meetings with the Town's Planning Board.
 - Organize and assist with collection of public input through a series of approximately five charrettes organized by area and/or use (e.g., Highway Commercial/Entry Corridor, Downtown Commercial, River District).
 - Attendance at one meeting of the Town Council to update progress, approximately halfway through the estimated time for completion.
 - Attendance at one Town Council meeting to present the final version of the Plan recommended for adoption.
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- Deliverables:
 - Written recommendations for Plan implementation by area/use, factoring in likely growth and existing services and infrastructure. These written recommendations should be marked up after each charrette and considered separately for inclusion in the Plan.
 - Written recommendations for future infrastructure needs to serve likely areas of growth and development.
 - Final version of the Plan for consideration and adoption by the Town Council.

For each service above, please specify whether the vendor will be available in person. Attendance by internet or telephone will be considered, but in-person attendance is preferred. In-person attendance is required for all Planning Board and Town Council meetings. Proposals should specify the total number of meetings estimated to be needed, separated by type of meeting (e.g., Planning Board, charrette, etc). Additional meetings beyond the number specified in the winning proposal may be on a case-by-case basis with approval by the Town Manager.

Timeline

The tentative timetable for the proposal ("RFP") is as follows:

- RFPs are sent to selected vendors, advertised – March 23, 2018

- Vendor clarifications due to Town – April 23, 2018
- Proposals due to Town Land Use Administrator – April 27, 2018
- Presentations to Town Council – May 7, 2018
- Final Selection Notification – June 4, 2018 unless presentations are postponed due to weather. Notification will then take place on June 5, 2018.

Oversight of the proposal acceptance and review process is the Town’s responsibility.

If a vendor seeks clarifications to any of the questions contained in the RFP, the vendor must submit the clarification electronically to Justin Setser before 3:30 P.M. (EST) on April 23, 2018, at jsetser@franklinnc.com. Responses to all clarifications will be posted by 9:00 a.m. (EST) on April 25, 2018, at www.franklinnc.com. It is the vendor’s responsibility to check the website for the responses.

The vendor’s response to the questions contained in this RFP must be submitted electronically and in printed copy. The electronic version of the materials may be sent to Justin Setser before 3:30 p.m. (EST) on April 27, 2018, at jsetser@franklinnc.com. The vendor should submit ten (10) printed copies of all material no later than 3:00 p.m. (EST) on April 27, 2018 to the Town Hall, 95 East Main Street, Franklin, NC 28734. The package should be clearly labeled “Response to Request for Proposal: Franklin Comprehensive Land Use Plan.” Material that is difficult to convert to electronic format may be submitted in printed copy only.

Ethics

Vendors are prohibited from directly communicating or in any way trying to influence members of Town Council or Town employees regarding this RFP. Vendors should refrain from offering or providing gifts to individual council members, administrators or employees. Any sponsorships or services beyond those contemplated herein should be addressed in the proposal and/or the presentation. A copy of N.C. General Statue § 133-32 is included and incorporated herein by reference.

There will not be a public proposal opening. Justin Setser may be reached for questions by calling (828) 524-2516, extension 311; however, clarifications to any questions contained in this RFP will not be addressed via telephone and will only be addressed as outlined on Page 1.

The Town reserves the right to make an award to the most responsive and responsible vendor, one that is in Town’s best interest. Likewise, the Town reserves the right to make no award and reject all proposals.

Interested parties should contact Justin Setser for the form of agreement that will be used when the contract is awarded. Any proposed changes should be submitted with your proposal. The Town reserves the right to reject any proposed changes.

Requirements

Please address the following questions as part of your proposal:

- A. Organization and Background

1. Briefly describe your organization, the year it was founded, location of its headquarters and other offices, its ownership structure, key individuals, and affiliation with other companies.
2. Provide the name, address, phone number, and email for individual(s) directly responsible for responding to this RFP.
3. Are any changes in ownership or management of your organization planned or anticipated during the next thirty-six (36) months? Have there been any changes in ownership/management in the last eighteen (18) months?
4. Are there any current or pending legal issues that could significantly impact your organization? If so, provide the following information:
 - a. The name of the adverse parties;
 - b. If a lawsuit has been filed, the state, county and court where filed and the filing year; and
 - c. A brief description of the substance of the pending legal issue or lawsuit
5. Is your organization or a partnering firm under your supervision presently being, or has it, within the past ten (10) years, been sued in a court of law for malpractice, negligence, or breach of contract? If so, please provide the following information:
 - a. The name of the adverse parties;
 - b. The state, county and court where filed and the filing year; and
 - c. A brief description of the lawsuit including the judgment or settlement.

B. Staffing

1. Provide an organizational chart that includes all individuals in your organization that will be directly involved with rendering services for the Town.
2. Please provide a biographical sketch of the individual(s) that will be overseeing the Town's account, including title and experience.
3. What has been the professional staff turnover for your organization over the past three (3) years?
4. Will you be able to provide adequate coverage should a vacancy occur in a position to which services to the Town are assigned?
4. What are your plans for future expansion?

C. Clients/References

1. Provide a comprehensive list of entities or individuals with whom you currently work in a consulting or advisory capacity. (Please note: Your clients will not be contacted without your permission.)

2. Attach a list of at least two (2) references of clients directly served by the individual or team who would be assigned to the Town and who would be willing to be contacted.
3. Provide a list of all client accounts lost in the last three (3) years, with a brief explanation as to why the relationship was terminated. (Please note: Clients will not be contacted without your permission.)

D. Services

1. Describe any unique concepts or approaches your firm plans to implement as part of its services to the Town.
2. In addition to consulting and guidance as described above, what other relevant services can your company offer the Town?

Please note that proposals may be considered public record. If there are any sections of your proposal that may be considered confidential under the law (i.e. trade secrets and proprietary information), please mark these sections of your proposal.