

TOWN OF

BOILING SPRINGS | NC

Downtown Master Plan

Request for Proposal

Town of Boiling Springs
114 East College Avenue
Boiling Springs, NC 28017



**Re: Request for Proposals
Town of Boiling Springs
Downtown Master Plan**

To Prospective Firms:

The Town of Boiling Springs is seeking a qualified consulting firm to provide professional planning, urban design, and public meeting facilitation services in preparation of the Downtown Master Plan.

The successful candidate(s) will be expected to respond to both the Town's current and future planning and development needs. The candidate must provide evidence of a proven track record with identifying public and private investment opportunities, demonstrating quality urban design practices, creating streetscape master plan, facilitating effective forums for public participation, and developing land use plans. It is estimated that this effort will take eight (8) to ten (10) months for completion and adoption by Town Council.

Please review this RFP document and the supporting materials that are enclosed. Once responses have been submitted and reviewed, the Town will schedule interviews with selected firms that provide the strongest proposals. A final selection will be made once the interviews are complete. The Town reserves the right to select a consultant without an interview process.

We invite your serious consideration.

Sincerely,

Lucas A. Shires, MUD, PLA
Town Manager
Town of Boiling Springs | NC



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I. Overview / History

Water bubbling from two underground springs that measured approximately five feet across and bubbling six to eight inches above the surface would certainly draw your attention. Water areas have always been places to gather for various reasons. These strange bubbling springs were no exceptions. They were a community gathering place, the location for many events, including family picnics, campaign speeches and even paying taxes. Because the springs were a landmark and a good water supply, people began settling the area around 1843. The first families to settle were the Hamricks, the Greenes and the McSwains. It was only appropriate that the settlement be named Boiling Springs. One of the first buildings was Boiling Springs Baptist Church, built in 1847 about 100 yards from the springs.

The little village of Boiling Springs was not well-developed. It was known as a sleepy community, with no railroads, no industries, few stores and no paved streets. It appeared that the little village of Boiling Springs would remain small and quiet for the foreseeable future. With the beginning of the 20th century, things began to change. Kings Mountain Baptist and Sandy Run Baptist Associations began looking around for a place to build their denominational high school. Boiling Springs was very interested in Christian education, so the citizens were determined to do all that they could to secure the site.

Boiling Springs became the site for the school because it was located near the border of the two associations and there was the promise to give more money and building materials than any other community. The school became the Boiling Springs High School, and the boarding institution opened for business in 1905. One of the first items of business was whether or not to incorporate. School authorities felt that neither intoxicating drinks nor cigarettes should be sold near the school; therefore, it was decided to ask the legislature to pass a bill to incorporate for a mile and a half in every direction. A bell tower located on the original school building was the center from which the mile and a half radius was drawn.

O. Max Gardner introduced the bill to incorporate the Town. The bill passed and the town was incorporated in 1911.



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I. Overview / History Continued

The population at the time of incorporation was 250. D.J. Hamrick was the first mayor and D.S. Lovelace, E.B. Hamrick, C.M. Hamrick, J.L. Pruett and J.F. Moore were aldermen. Incorporation of the town proved to be a major step forward because it provided a government that could function and enable the town not only to grow but to furnish water, police and fire protection, paved streets and garbage collection for the town and the school.

Boiling Springs has remained a small town all of these years, with its character and charm as its greatest assets. It is no longer the sleepy town it once was; instead, it is full of restaurants, stores, beautiful homes, and a growing university. The Baptist boarding school is now Gardner-Webb University, just recently celebrating its centennial year. The location of the springs is on Gardner-Webb University's campus and the area around them has recently been renovated to provide a place for people to meet or sit and reflect.

Completed in 2015, the new Town Hall serves as a symbol for the Town's dedication to improvement. Additionally, the Town is pursuing renovations to its Community Park, adoption of a Water/Sewer Capital Improvement Plan, updating Town Ordinances, extending sidewalks, boosting relations with the University and other key stakeholders, making stronger connections with the Broad River Greenway, identifying redevelopment opportunities, and implementing new Town signage.

Current Town population is around 4,700 and the Town incorporates approximately 4.5 square miles.



II. Project Summary

The Town is experiencing moderate growth and is in need of a unified vision for physical improvement and planning efforts. The Downtown Master Plan will coincide with a Bike, Pedestrian, and Parking Study to be conducted concurrent with this effort and should utilize and incorporate the findings derived from the study. The Bike, Pedestrian, and Parking Study will evaluate pedestrian and bicycle circulation improvements in the North Main Street Corridor. It will also study current trends to bike and pedestrian infrastructure while accommodating vehicle traffic and parking needs and will analyze parking, wayfinding signage, road diets, traffic calming, and bike/ped access and use.

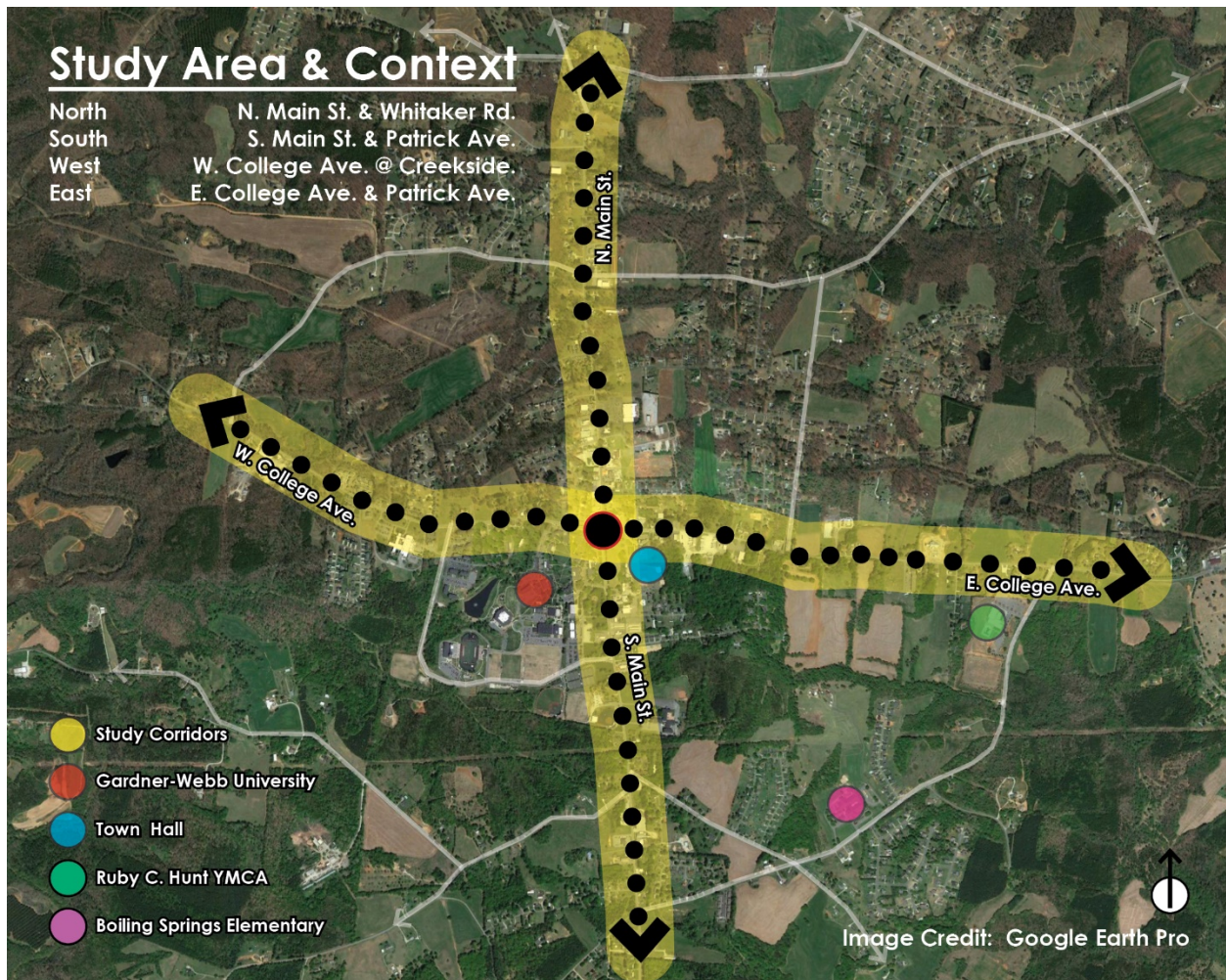
The Downtown Master Plan will provide the framework for land use, development, and Town driven physical improvements and shall consist of a future land use map, small area plans (if needed), public and private investment opportunities, streetscape master plan, policy recommendations, develop standards recommendations, specific goals, and next steps for implementation.

The Plan will be an official statement by the Town of its vision, intentions, goals, objectives, and strategies for future Downtown interventions and should be complimentary to other Town efforts and reflect the goals of Town residents, developers, property owners, the University, Town Council, and Town personnel.



III. Study Area

The map below illustrates the general boundaries of the study area. The final area of study will be determined following the Research and Analysis phase of the project and with input from Town Staff, the Steering Committee, and Town Council.





IV. Scope of Work

This list indicates the minimum level of content for the plan. The Town and the consultant will work together to develop a Final Scope upon consultant selection.

Research and Analysis

Undertake data collection and analysis of key socioeconomic and geographic data, including population, housing, commercial and retail development, land use, transportation, utilities, public facilities and historic assets. Review and assess the Pedestrian Plan (adopted 2006) and the Comprehensive Land Use Plan (adopted 2009) and prepare a summary document detailing relevance and applicability of the previous plan. Review the Ordinances, associated development standards, and zoning map.

Community Outreach

Develop a public engagement strategy in coordination with Town staff to effectively solicit input from residents, stakeholders, developers, Town Planning and Adjustment Board, and Town Council. This effort should identify areas of improvement, develop goals and objectives, and prioritize public and private intervention opportunities.

Land Use Map

Create a land use plan for the project area clarifying and detailing future land use patterns within the Downtown core. This map should utilize vehicular and pedestrian circulation data, existing infrastructure data, and responsible growth principles to create a framework for future development.



IV. Scope of Work Continued

Investment Opportunities

Utilizing the public input data, identify potential investment opportunities for both private and public investment. These opportunities shall be tangible and scaled appropriately for the Town.

Streetscape Master Plan and Area Plans

Create a master plan for physical improvements to the project area to include overall street design(s), lane widths and configurations, sidewalk locations, planting area locations, signage locations, crosswalk locations, paving recommendations, public art locations, civic space locations, infill development location, furniture locations and recommendations, and any other streetscape elements deemed applicable by the consultant. This plan should also correlate with the Bike, Pedestrian, and Parking study to identify and enhance pedestrian connectivity, develop wayfinding strategies and signage locations, and identify alternate truck routes. This effort shall include plan, elevation, and perspective view renderings. Area plans may be created for key areas of interests and public investment as needed. This particular scope is subject to variation based upon the final scope of the Bike, Parking, and Pedestrian Study.

Branding and Wayfinding Signage

Develop a working concept for branding and wayfinding signage.

Policy / Design Standard Recommendations

Make recommendations to existing policy and design standards relating to the Downtown core.

Goals and Objectives for Implementation

Create goals and objectives that Town Council and Town staff can accomplish within the next five (5) to ten (10) years and an overall framework for urban growth over the next twenty (20) to thirty (30) years.



V. Project Timeline

The Town anticipates the following dates for completion of the Downtown Master Plan. A final schedule will be adopted as part of the contract between the Town and the selected consultant.

RFP Release	August 8, 2018
RFP Responses Due	August 24, 2018
Selection	September 7, 2018
Scope of Work / Contract Finalization	September 26, 2018
Contract Approval by Town Council	October 2, 2018
Project Start	October 3, 2018
Plan Adoption by Town Council	May 7, 2019



VI. Evaluation Criteria and Selection Process

A Selection Committee of Town Staff, Town Officials, and/or other designated participants will review the proposals. The rating system below will be used in the evaluation process:

- A. 60% - Experience / Technical Competence: This includes the personnel directly involved with the preparation of the study, experience with similar communities, past performance, and references.
- B. 20% - Innovativeness: The use of unique analytical tools, community decision making processes and/or cutting-edge approaches to creative problem solving.
- C. 20% - Presentation/Packing: This includes the effectiveness of the document in communicating the response, cohesiveness of presentation, and packaging of ideas.



VII. Response Requirements and Instructions

Consultants interested in the project are invited to submit a proposal that validates experience in the key areas aforementioned in the format below:

- I. Cover Letter printed on the respondent's letterhead and signed by a principal of the respondent's company.
- II. Identify through a narrative discussion your experience and approach in preparing land use plan and streetscape plans. Provide specific examples of studies that highlight experience in key areas. Provide work examples as needed. Include a proposed schedule for the work and list of products to be produced.
- III. Provide resumes of personnel intended to serve on the project team. Indicate the project manager for the project and describe the role and responsibilities of each professional.
- IV. Provide client references for similar studies including contact persons, addresses, email addresses, and telephone numbers.
- V. Indicate availability for the project including an available start date and any other conditions that restrict availability of work on this project. Describe current workload in relation to company resources.
- VI. The Town estimates a budget of approximately \$40,000 for this project. Submittals should include a detailed description of the proposed cost for the services requested. This should include the hourly rates (inclusive of overhead and profit) for personnel or personnel categories. It should identify the total cost for completing each defined work task separately, including direct and indirect costs. The proposal should be signed by the person responsible for the decisions as to costs and services being offered.



VII. Response Requirements and Instructions Continued

Questions and Inquiries

Questions and inquiries should be sent in writing or via email to Lucas Shires. Answer to any questions presented will be distributed to all persons and firms who have received the RFP. Please submit any questions no later than August 17, 2018. Contact with anyone within the Town organization other than those listed may result in the respondent being disqualified from consideration.

Materials Needed

Four (4) printed copies and one (1) digital copy.

Submittal Deadline

All responses shall be submitted by Friday, August 24th at 3:00 pm Eastern Standard Time. Submittals are to be delivered to the Town Hall located at 114 East College Avenue, Boiling Springs, NC 28017 made to the attention of Lucas Shires, Town Manager.

Revisions to the RFP

The Town of Boiling Springs reserves the right to modify this request. All additional information, changes, or omissions shall be mailed to all respondents.

Rejection of Submittals

The Town of Boiling Springs reserves the right at its sole discretion to reject any or all submittals, without penalty, and to not issue a contract as a result of this request. The Town also reserves the right at its sole discretion, to waive any irregularity contained in any submittal, to re-advertise for a new RFP, and to extend the deadline for submission.



VII. Response Requirements and Instructions Continued

Responsible Firm Evaluation

The Town of Boiling Springs shall only consider responsible firms whom, in the sole judgement of the Town, have the experience, resources, skills, capacity, reliability, and business integrity necessary to perform the requirement of the contract. The Town will consider references and other information available to the Town whether specifically provided by the respondent or otherwise. During the evaluation process, the Town may elect to entertain questions confidentially to preserve the trade or business practices of respondents.

Costs to Submit

The Town of Boiling Springs will not be liable for any costs incurred by any respondent in preparation of a submittal in response to this request, in conduct of a presentation, or any other activities related to responses to this RFP.

Availability

The RFP can be downloaded from the Town of Boiling Springs website at <https://www.boilingspringsnc.net/> or can be obtained by request from Lucas Shires.

Insurance Coverage

The selected consultant will be required to furnish the Town with evidence of insurance coverage.



VII. Response Requirements and Instructions Continued

Disclosure and Disclaimer

The RFP is for informational purposes only. Any action taken by the Town of Boiling Springs in response to RFP submittals made pursuant to the RFP, or in making any award or failing or refusing to make any award, shall be without any liability or obligation on the part of the Town or any of its officers, employees, or advisors.

The RFP is being provided by the Town of Boiling Springs without any warranty or representation, expressed or implied, as to its content, accuracy, or completeness. Any reliance on the information contained in the RFP, or on any communications with the Town or Town employees, shall be at the respondent's own risk. Firms should rely exclusively on their own investigations, interpretations, and analysis in connection with this matter. The RFP is made subject to correction of errors, omissions, or withdrawal without notice. The RFP does not constitute an offer by the Town. The Town's determination as to the qualifications and acceptability of any party or parties submitting in response for the RFP shall be made at the sole discretion of the Town.

Contact Information

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