



THE TOWN OF  
**BOILING SPRINGS**  
NORTH CAROLINA

**Subject: Request for Proposal**

Consultant for Land Use Plan Update for The Town of Boiling Springs, North Carolina

**Introduction**

The Town of Boiling Springs, NC is seeking proposals from land use planning consultants with demonstrated qualifications and experience to work with Town officials to evaluate existing land uses, review land use regulations, gather public input, evaluate our capacity for growth, determine community needs and desires for the future, and develop recommended updates to our existing Land Use Plan. The updates should include a future land use map as well as goals and objectives for the management of future development within the Town. The Town desires a Plan that will guide us through the next 10 years.

The process for the Plan update will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by citizens, developers, landowners, the University, appointed and elected officials, and other stakeholders through community participation.

**Background**

The Town currently has a population of approximately 4,569 and the Town's current land use plan was adopted in 2009. Boiling Springs is the home of Gardner-Webb University, a thriving liberal arts Christian university that has a diverse array of academic programs and is proud of its division one athletic status.

Boiling Springs is part of Cleveland County, NC. Located in the western piedmont between Charlotte and Asheville with Interstate 85 traveling through the southeastern part of the county while NC Highway 74 travels east to west through the center. Interstate 85, Highway 74, and Highway 18 provide access to Charlotte, Asheville, Spartanburg, and Hickory. The County has seen an increase in economic development over the last ten years with the addition of new industries and the expansion of several existing industries. There is a mixture of rural, residential, urban, and industrial areas in the County. Several parks and greenways are in the County including the Broad River Greenway which is co-owned by Cleveland County and Boiling Springs.

There have been several changes that have impacted the County since the 2009 Plan including the great recession, a pandemic, progressive economic development, and current construction projects. The new 74 by-pass along with I-85 widening will create a more efficient freeway route from Cleveland County to the Charlotte region.

The Town adopted a Downtown Master Plan in 2020 that is a crucial part of its future goals for development. This plan included a corridor study, recommendations for economic development initiatives, and is the guiding document for current streetscape plans. The Town also adopted a new Unified Development Ordinance in 2021 that will need to be reviewed and considered as part of this process.

### **Expectations and Deliverables**

Objectives of the plan are typical of these processes and generally include the following services and deliverables:

#### *Expectations:*

- Regular planning meetings with Town staff, and phone/email availability between meetings for occasional consultation.
- Review all existing plans, maps, documents, data, and other materials relevant to the project. The Town will provide these and the consultant will study and consolidate applicable materials into the Plan.
- Conduct meetings with key elected and appointed officials, stakeholder groups, and the public. The selected consultant will lead stakeholder outreach and participation efforts.
- Plan and implement an extensive stakeholder and public outreach process using a range of methods to inform and involve stakeholders, citizen organizations, and the public.
- Organize and facilitate any steering committee meetings.
- Analyze consistency of current Town ordinances, policies, and plans in relation to the Land Use Plan goals and objectives.
- Coordinate with other organizations such as other Towns, Gaston Cleveland Lincoln Metropolitan Planning Organization, Economic Development, Foothills Regional Commission, and Cleveland County Water to consider any plans they may have.
- Attendance at least one meeting of the Planning Board to present the final version for recommendation to the Town Council.
- Attendance at two Town Council meetings, first to update progress approximately halfway through the estimated time for completion, and the second to present the final version of the Plan recommended for adoption.

#### *Deliverables:*

- Final version of the Plan for consideration and adoption by the Town Council.
- It is anticipated the Plan will include:
  - Community Assessment – Population, housing, demographic, and economic trends, and projections
  - Historic, Cultural, and Heritage Preservation and Enhancement
  - Land Use and Community Design – Existing land use and framework for future growth
  - Housing – Review of housing needs and trends and recommendations that will create strong neighborhoods that support lifelong housing needs
  - Transportation – Bicycle and pedestrian facility recommendations, collector street network, street infill recommendations, and recommendations for applications of street types

- Public Services and Infrastructure – Identify areas of growth and associated service needs
- Recreation and Open Spaces – Review Existing inventory and recommendations for future growth
- Specific recommendations that can be used as a policy guide to amend the development code and maps to implement short and long-term goals.
- Specific recommendations of how and where development should occur over the next 10 to 20 years.
- Final product to be delivered in written and digital form.

### **Proposal Content**

Please include a minimum of the following information:

- Letter of interest: A cover letter indicating interest in the project and identifying the firm's ability to provide the services needed.
- Description of your organization, the year it was founded, location of its headquarters, and other offices, its ownership structure, key individuals with contact information, and affiliation with other companies
- List and changes in ownership or management of your organization planned or anticipated in the next thirty-six (36) months. List any changes in ownership or management in the last eighteen (18) months.
- Provide a chart that includes all individuals in your organization that will be directly involved with rendering services for the Town.
- Provide a biographical sketch of the individual(s) that will be the direct contact(s) for the project, including title and experience.
- 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.)
- Attach a list of at least two (2) references of clients directly served by the individual or team who would be assigned to the project and who would be willing to be contacted.
- Describe the general approach to the project and the scope of work.
- Describe any unique concepts or approaches your firm plans to implement as part of its services to the Town.
- Describe your citizen participation experience and projected timeline.
- Cost of the project.

### **Timeline**

The tentative timetable for the process is as follows:

- October 5, 2022 - Advertised
- November 11, 2022, 5:00 pm - Proposals due
- A committee will evaluate the proposals
- Planning Board will make a recommendation at their December meeting
- Council will select a firm at their January 2023 meeting

### **Selection Process**

Proposals will be reviewed by the Town staff and a committee. Staff reserves the right to request additional information from consultants submitting proposals. Town Council will select the final firm. A proposal will be selected based on the approach to the project, scope of work, experience with land use plans, references, previous work with the Town, cost, proposed timeline, etc.

### **Miscellaneous Provisions**

The Town reserve the right to reject any and all proposals, waive technicalities, and 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 Town and negotiate the total fee amount after selection.

The Town 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 your proposals that may be considered confidential under the law (i.e. trade secrets and proprietary information), please mark these sections of your proposal.

You may provide an emailed or mailed copy of your proposal.

### **Mailing Address and Contact Information**

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