

Commissioners

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Stan Kiser, County Manager

Comprehensive Plan

Request for Proposals

Caldwell County Government
905 W Ave NW
Lenoir, NC 28645

1. Background/Introduction

Caldwell County will create a Comprehensive Plan in the coming months. With support from Caldwell County's Board of Commissioners, the Comprehensive Plan will ultimately convey Caldwell County citizens' vision for land use and community in the unincorporated area.

The County has approximately 81,981 citizens, about half of which live in the unincorporated area. Caldwell County's unincorporated area has been zoned since 1990, and is currently composed of primarily residential and agricultural uses.

This document represents Caldwell County's official Request for Proposals (RFP) for consultant services to develop a comprehensive plan, beginning fall of 2018.

2. Project Goals and Scope of Services

WORK PROGRAM

The Consultant will work in conjunction with the Caldwell County Board of Commissioners, the Planning Board and other bodies that may participate in the development of the Comprehensive Plan for Caldwell County. This undertaking will have a community-based focus, initiating a grassroots effort of the citizens to work with County staff and the Western Piedmont Council of Governments in planning for their community. Envisioned is a final document that will consist of analysis and action strategies for the following civic issues:

- demographics
- physical environment and current land use
- future land use and development
- growth management techniques
- housing
- public services and utilities
- transportation
- environment, open space and recreation
- economic development
- cultural and historic resources
- regionalism and intergovernmental relations.

These civic issues will be organized as a long-range comprehensive plan, identifying citizen-based strategies for managing the future growth and development of Caldwell County.

The following parameters are proposed:

A. The Process

The consultant will work with County planning staff to modify the work schedule and timeline. The consultant will assist in the organizing of the Steering Committee; will facilitate all meetings, provide data, mapping and analysis on all topics; and will assist the Steering Committee in developing strategic recommendations; the selected consultant will develop a draft Comprehensive Plan for review and revision by the Steering Committee. The consultant and the Steering Committee will finalize the Comprehensive Plan and submit it to the Planning Board and Caldwell County Board of Commissioners for adoption. The implementation process will then begin by County staff.

B. Community Forums and Meetings

The consultant will be facilitators for a series of community forums and Steering Committee meetings. These forums will introduce the community to the comprehensive planning process as well as establish expectations for the committee and facilitators. Residents will be invited by various methods -- individual mailings, notices in the local paper, postings at local stores and meeting places, announcements made on Caldwell

County's website, and by other means. At least one community forum will be held at the end of the process to review the Comprehensive Plan with the community as a whole.

C. The Final Document

As previously noted, the Comprehensive Plan will be a compilation of analyses and action strategies concerning a variety of issues related to the future growth and development of the County. The consultant will develop appropriate text and maps for each issue discussed in the Comprehensive Plan.

3. Anticipated Selection Schedule

A selection committee will meet as needed and select a proposal by September 14th, 2018.

4. Time and Place of Submission of Proposals

Please submit your proposal to sstevens@caldwellcountync.org by 5 pm, August 15th, 2018.

Please provide twelve hard copies, one digital copy, and, if your proposal is selected, a copy on a flash drive.

Mailing Address:

Attn: SS

Caldwell County Planning Department

2345 Morganton Blvd SW,

Lenoir, NC 28645

5. Timeline and Budget

Please inform the County of your proposed timeline and budget.

6. Existing Plans and Documents

Caldwell County currently has a comprehensive plan

<http://ccgov.s3.amazonaws.com/documents/55dc79c3ab371.pdf> (last updated May, 7th, 2007) and small area plans for the communities within Yadkin Valley, Collettsville, Kings Creek, Baton, and Dudley Shoals.

Other helpful information (outside of widely-available economic and demographic data) may be found on the WPCOG website, and in the “Caldwell County Growth Estimation Model: Study of the Caldwell County School System” by the WPCOG; in the US Forest Service’s “Wilson Creek National Wild and Scenic River Comprehensive River Management Plan;” in the “Lower Creek Watershed Management Plan” by MACTEC, NC Ecosystem Enhancement Program staff and the WPCOG; in the “Overmountain Victory National Historic Trail Master Plan” by Destination by Design; in the “Overmountain Victory National Historic Trail Comprehensive Management Plan” by the National Park Service; in “An Inventory of Significant Natural Areas of Caldwell County, North Carolina” by James Padgett, Inventory Biologist, and the NC Natural Heritage Program; and in “An Appraisal of Potential for Outdoor Recreational Development” by the USDA Soil Conservation Service in cooperation with the Caldwell County Soil and Water Conservation District, the Lenoir Recreation Commission, the NC Forest Service, the NC Department of Environmental Quality, the NC Cooperative Extension, the NC Wildlife Resources Commission, and the NC Department of Natural and Cultural Resources.

7. Evaluation Criteria

- Qualifications and experience in creating comprehensive plans and regulatory/implementation frameworks of plans;
- Specific costs for each phase;
- Ability of consultant to meet expected project completion schedule (once established);
- Ability to understand existing conditions/local context, including facilitation experience with highly-engaged citizens in rural communities;
- Capacity to deliver design-oriented solutions that will put Caldwell County on the leading edge of managed growth policy/practice;
- Creativity/willingness to innovate (including examples)

8. Questions

All questions are due by 5 pm, July 31st, 2018. (This allows time for an addendum to the RFP to be written and distributed for use.)

Please direct questions to Shelley Stevens.

P: 828.426.8354

E: sstevens@caldwellcountync.org

M: [2345 Morganton Blvd SW, Lenoir, NC 28645](#)

9. Notices

The County may change the deadlines listed in this RFP if necessary.