



Village of Bald Head Island
NORTH CAROLINA

REQUEST FOR QUALIFICATIONS (RFQ) 2024-01 Unified Development Ordinance & Related Village Code of Ordinances Update for the Village of Bald Head Island

Deadline for Submissions: Monday, February 26, 2024 (2:00 PM EST)

Acceptance Locations By: Mail, Email, or Physical address below,

❖ **Mailing Address:**

Village of Bald Head Island
PO Box 3009
Bald Head Island, NC 28461
Attn: Jae Kim, Assistant Village Manager

❖ **Physical Address:**

Village of Bald Head Island
106 Lighthouse Wynd
Bald Head Island, NC 28461
Attn: Jae Kim, Assistant Village Manager

❖ **Email Address:**

Attn: Jae Kim, Assistant Village Manager
jkim@villagebhi.org
(910) 457-9700, Ext: 1003

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SUBMITTAL DEADLINE AND INFORMATION

Submittals for services specified will be received by the Village of Bald Head Island by 2:00 PM EST, on February 26, 2024, by the specified methods listed below. Submittals received by the correct time shall be considered. Submittals received after the due date and time will not be considered.

****Emails preferred as travel to the island can only be accessible by ferry, which can be affected by weather and/or other external factors that could affect the date/time of arrival.***

Mail, email, or hand-deliver submission packets to:

Village of Bald Head Island
PO Box 3009
Bald Head Island, NC 28461
Attention: Jae Kim, Assistant Village Manager
Email: jkim@villagebhi.org

If submitting a hard copy, send **one (1) original and four (4) copies**, in printed form, and on a non-returnable flash drive. Submittals must be submitted in a sealed envelope/box labeled RFQ 2024-01 UDO along with the submitter's **firm name** and address clearly indicated on the envelope. The **shipping box** must also be labeled RFQ 2024-01 UDO along with the submitter's **firm name**. Instructions for preparing the RFP are provided herein.

Deadline for Questions: February 12, 2024, 2:00 PM EST

Submit all questions regarding the Request for Qualifications to Jae Kim at jkim@villagebhi.org no later than the deadline listed above.

Selection criteria is outlined in this document. Village of Bald Head Island reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. With limited response, the Village of Bald Head Island reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

A. Introduction

The Village of Bald Head Island (the "Village") is soliciting proposals from qualified consultants (individual firms or teams of consultants referred to as the "firm") to assist the Village with preparation of the Village's first Unified Development Ordinance (UDO) and related updates to the Village's Code of Ordinances (Code). The Village is interested in firms capable of providing professional services including, but not limited to research, analysis stakeholder engagement, text ordinance drafting, graphics rendering, and final document preparation.

The Village reserves the right to negotiate with one or more parties and is not obligated to enter any contract with any respondent on any terms or conditions. The Village may select up to three (3) qualified firms to provide services as described in this RFQ. The selected firm(s) shall provide work on an as-

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needed basis upon assignment, by way of task order, from the Village. The selection is not a guarantee that any minimum amount of work will be assigned to any specific firm and the Village reserves the right to re-institute the selection process at any time.

Submittals made in response to this RFQ will be reviewed by an evaluation team and ranked based on criteria identified herein. A short list of firms may be made based on a review of the proposals. At the discretion of the Village, firms may be selected for interviews. Firms with relevant code of ordinances update and UDO experience and qualifications as described above are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. The firm(s) selected by the Village shall provide ordinance updates on an as-needed basis, upon assignment, by way of a written task order from the Village and may be assigned to individual contracts.

B. Scope of Work

The following Scope of Work is intended to guide preparation for the creation of a UDO and related updates to the Village Code of Ordinances. This Scope of Work is intended to provide a general framework for this project. The Village expects that the Final Scope of Work will reflect modifications made based upon staff discussions with the firm selected to prepare the UDO and Village Code updates.

1. Analysis of Existing Code

Conduct detailed review and diagnostic examination of current Code to assess the following:

- Function and flow – ease of use and efficiency of layout
- Internal consistency – Identify conflicts within Code and other Village adopted policies (Engineering, Public Services, Public Safety, etc.)
- Accuracy – Identify typographical, technical, or graphical errors or omissions
- Compliance with NC General Statutes for zoning, subdivision, building and land development

Analysis should be thorough and identify areas of deficiency, especially those related to changes in legislation and planning practices. Analysis should benchmark the Village's Code with ordinances of similarly sized communities and/or similar in nature both within and outside North Carolina in order to identify "best practices" regulations.

Link to the Village's current Code: [Village of Bald Head Island Code of Ordinances](#)

Work Product: Detailed report assessing current Code, including matrix with itemized list of areas of deficiency and preliminary recommendations to address such deficiencies.

2. Review the Village of Bald Head Island's Comprehensive Plan within the Blueprint Brunswick 2040 Plan

The Village Council adopted the comprehensive plan in April 2023. This plan serves as the policy document for guiding future growth, decisions, investments in infrastructure, and services. Key issues and opportunities were identified through community engagement shared by residents and other stakeholders. From these activities resulted in a series of policy recommendations and supporting implementation strategies.

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Link to the current Land Use Plan: [Village of Bald Head Island Land Use Plan](#)

Work Product: Provide written recommendations and/or graphic renderings for any improvements to the Plan for efficiency and effectiveness.

3. Develop Framework for Code Update

Based on policies and action items contained in the Land Use Plan, develop framework for the Code which with new elements. Framework shall be based upon Village staff input and shall be “user-friendly” and make use of graphics and charts wherever possible to communicate regulatory elements of ordinance.

Work product: Develop framework for Code update, incorporating existing text with new ordinance text and graphics.

4. Draft UDO and Village Code Update

Firm shall prepare UDO and related existing Village Code text updates with all necessary charts, graphics, and appropriate references. UDO shall be searchable format with appropriate cross-references to insure ease of use.

Work product: UDO and Village Code document in digital and print format.

C. Public Engagement and Plan Coordination

It is expected that the UDO and Village Code update process will engage key stakeholders and the general public throughout the process. The overall oversight and guidance for preparation of the Code update will be provided by Village staff, including the **Planning Board** to facilitate the process. Firm’s proposal should identify key stages for Planning Board input, public engagement/input and feedback loop from the Village Council.

D. Time Frame

The Village anticipates the following timetable for completion of the Code update, with key dates noted below. A final schedule will be adopted as part of the contract between the Village and firm chosen to prepare the plan.

PRELIMINARY CODE UPDATE PLAN SCHEDULE:

Action	Date
RFQ Issued	January 29, 2024
RFQ Responses Due	February 26, 2024
Firms Short-listed	March 8, 2024
Firm Interviews	Week of March 11, 2024
Selection of Firm	March 15, 2024
Contract Approval by Village Council	TBD, estimated early April 2024

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Project Start	TBD, estimated late April 2024
Project Completion (Adoption of UDO – Code Update)	TBD, estimated late April 2025

E. Proposal Submittal Format and Content

The submittal proposal must address all elements of scope of work as outline in the RFQ and should include (at a minimum) the following elements:

- Cover Letter (no more than one (1) page and counts within 20-page limit)
The letter must be signed in ink by an individual with authority to legally represent the proposer to the work proposed by the company or team.
- Project Approach/Work Plan/Demonstrate Project Experience
The section should include a detailed description of the proposer’s understanding of the intent of the project and its objectives, the character of the required deliverables, and overall approach to the project. The proposer should identify the level of assistance required from the Village and/or Project Partners to complete each task.
- A schedule (in Gantt chart form) showing all milestones, critical stakeholder/public meetings and deliverables to maintain project progress by the estimated project end date.
 - **Introduction to the Proposer(s)**
Firms shall provide the following information. (The same information must be provided for each sub-consultant or each member of a joint venture):
 - Firm name and business address, including telephone number and email contact.
 - History of the firm.
 - Identify the state in which the firm was organized or incorporated.
 - Type of ownership, and name and location of parent company and subsidiaries, if any.
 - Number of full-time employees. Part-time employees or consultants routinely engaged by the firm may be included, if clearly identified as such.
 - **Qualifications and Experience of the Firm(s)**
Please describe prime consultant’s recent experience relevant to this project. Include brief project profiles with total project cost as well as key project references with address, phone and email contact information for each profile. Emphasis should be placed on projects managed by the key personnel proposed for this project. If the respondent anticipates the use of sub-consultants, the respondent shall identify:
 - The role and extent to which these parties will participate in the project.
 - The means by which the prime consultant will oversee the work of these parties.
 - The experience and credentials of these parties relevant to this project.

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- References: Please submit names, addresses, and phone numbers of at least two references familiar with the sub-consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.
- Qualifications and Experience of Key Staff
- **Qualifications and Experience of Key Staff**
Identify key individuals to be assigned to this project and include the function and/or responsibilities of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals may be included within the 20-page limit if desired.

F. Consultant Evaluation and Selection

The proposals will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Demonstrated experience in creating similar work product of a UDO and to the Village Code, working with a diverse group of stakeholders and ability to prepare user-friendly documents.
- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project demonstrating the Consultant's capacity to complete requested services, their experience completing similar projects, including experience with research and analysis related to the scope of work elements.
- Demonstration of overall project understanding and clarity of the proposal and creativity/thoroughness in addressing the project objectives and deliverables outlined in the RFQ.
- Completeness of submitted Proposal and separate Cost Estimate documents along with all elements required by the RFQ and demonstrated effort to solicit/include Disadvantaged Business Enterprises (DBEs), Minority Business.
- References to previous similar work, including work performed by all subconsultants.

Scoring Rubric for firms:

- **Firm experience/reputation/workload:** Firm's experience in similar work and the record of successful results of that work. Consideration will be given to the firm's ability to take on additional work, specific management approach, how well the firm's organization structure shows sufficient depth of its present workload, approach to managing project budget and time, and the firm's ability to offer quality services required. Emphasis will be placed firm's that have experience in the unique and natural settings for an island and coastal areas. **Maximum Points: 25**
- **Project management approach and methodology:** Detailed information on firm's ability to provide services as described. Include sufficient discussion of proposed methodologies, techniques and procedures. Describe the hierarchy of project management. Provide suggestions of any additional services that may enhance the value and/or effect of the overall economy and effectiveness of the contract. **Maximum Points: 25**

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- **Experience of project team:** Having the right team helps deliver a project within budget and on schedule. The Village will give considerable weight to the individual qualifications of the team members who will be assigned to do a majority of the work identified. Consideration will include the individual qualifications, experience, and location of key personnel. **Maximum Points: 35**
- **Thoroughness of the Proposal:** The firm's overall proposal in addressing the services required by the Village. **Maximum Points: 15**

The Village reserves the right to see clarification of any submitted requests, reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFQ if it is in the best interests of the Village. A short list of qualified consultants will be selected from the submitted proposals for follow-up interviews, as deemed necessary.

G. Submission Requirements

Firm(s) interested in being considered for this project should submit their Proposals no later than 2:00 PM on February 26, 2024. Emailed submissions preferred, however, mailed or hand-delivered packets should have five (5) bound copies (one original and four copies) and one (1) on a non-returnable flash drive.

Proposals should be addressed to the attention of:

Jae Kim, Assistant Village Manager
Village of Bald Head Island
PO Box 3009
Bald Head Island, NC 28461
jkim@villagebhi.org

Questions regarding this RFQ should be directed to Jae Kim, Village of Bald Head Island at jkim@villagebhi.org. The Village will maintain a list of questions and answers on its website (<https://www.villagebhi.org>). Questions will be accepted until 2:00 PM EST on February 12, 2024 and answers will be posted by 2:00 PM EST on February 19, 2024. Proposals are due by 2:00 PM EST February 26, 2024.