



# Request for Qualifications

Review of Chatham Park Planned  
Development District Master Plan

January 3, 2014

Town of Pittsboro  
*(Delivery Address Only)* 635 East Street,  
*(Mailing Address Only)* PO Box 759  
Bryan Gruesbeck, Town Manager  
(919) 542-4621 x22  
[bgruesbeck@pittsboronc.gov](mailto:bgruesbeck@pittsboronc.gov)

## 1 Request for Qualifications

The Town of Pittsboro is requesting a statement of qualifications from a Planning Professional to review, analyze and report on the proposed Chatham Park Planned Development District Master Plan (“Master Plan”).

Chatham Park LLC is proposing to rezone approximately 7,000 acres of land within the Town’s Extra Territorial Jurisdiction (ETJ). The property is primarily vacant and undeveloped located on the eastern side of Pittsboro.

## 2 Instructions

Proposals are due by **January 17, 2014 at 5pm**. The proposal must not exceed 15 pages in length (excluding the cover and table of contents):

- a) Submit the following attachments
  - i. Organizational Chart. An organizational chart identifying the lead firm and other members of the project team assigned to the project if multiple member are deemed necessary to complete the project. This chart should clearly delineate the roles and responsibilities of the various team members.
  - ii. Planning Professional Team Member Qualifications. Detailed background information about the key team members including:
    - a. Professional registrations and certifications, listing applicable state(s).
    - b. Office location.
    - c. Position title.
    - d. Length of service in current position.
    - e. Role in past projects of a similar nature.
  - iii. Lead Firm’s Capabilities. Description of the Project Professional’s capability to support the project team, including:
    - a. Procedures and processes to manage the work.
    - b. Backup and support personnel.
    - c. Specialists and sub-contractors that would work on the project and their office locations.
  - iv. Relevant Experience and Capabilities: Description of the project team’s experience and capability in the following areas:
    - a. Development or review of Planned Development Districts (PDD’s) or Master Plans involving significant scale.

- b. Development or review of Unified Development Ordinances (UDO's).
- c. Development, participation or review of Development Agreements.
  
- v. References: Provide three (3) references for recent similar projects, including the date and cost of services performed and contact information for an owner's representative having knowledge of the lead firm's work.
  
- vi. Anticipated Schedule: It is desirable to complete the scope of work within the expedited time schedule set forth in Section 3.d. below. The lead firm's estimate of the time required to complete the work will be a consideration in the consultant selection process. The proposal shall include a statement or chart showing the anticipated schedule. This schedule should identify the components of the scope of work, and any other tasks deemed necessary or desirable, and include provisions for review by Town staff.
  
- b) Attach all required information and prepare a clearly readable document. Town Staff will not be responsible for technologically incompatible media formats.
  
- c) Indicate any deviations from the specifications and, if necessary, attach separate documents and explanation. The Town reserves the right to reject proposals based on deviations from specifications, if necessary.
  
- d) Sign the Qualifications Submittal (page 6). By signing, you indicate full knowledge and acceptance of this Request for Qualifications (RFQ). The proposal must be completed in the name of the proposer, corporate or otherwise, and must be fully and properly executed by an authorized person with contact information.
  
- e) Submit eight (8) "hard" copies of complete qualifications, one of which must have original signatures.
  
- f) Submit one (1) electronic copy of the proposal on a "thumb drive" with the "hard copy" packet, or via electronic mail (email) to **bgruesbeck@pittsboronc.gov**. The electronic copy shall be in Adobe .pdf format.
  
- g) Proposals must be addressed to:  
  

**Bryan Gruesbeck**  
**Town Manager**  
**Town of Pittsboro**  
**PO Box 759**  
**Pittsboro, NC 27312**
  
- h) Proposals may be dropped off at the Pittsboro Town Hall, located at 635 East Street, Pittsboro, NC 27312, or mailed at the address above.

- i) Questions about this RFQ should be directed to Bryan Gruesbeck, Town Manager. He can be reached by phone at (919) 542-4621 x22 or by email at [bgruesbeck@pittsboronc.org](mailto:bgruesbeck@pittsboronc.org).
- j) NO cost proposals are to be submitted with the qualifications. Cost proposals will be requested only after a consultant selection is made.
- k) Copies of the proposed Chatham Park Planned Development District Master Plan and related material may be found electronically at [www.pittsboronc.gov](http://www.pittsboronc.gov).

### 3 Scope of Services

- a) **Services Performed** – The services indicated below shall include, but not be limited to the following:
  - i. Review of Chatham Park Planned Development District Master Plan proposal and subsequent revisions. The “current” proposal is dated 11/21/13. The Planning Professional must review and provide detailed written recommendations for marginally improving the document and development process described in the proposed Master Plan.
  - ii. Review Planned Development District (PDD) Zoning Ordinance. The Planning Professional will review the Town of Pittsboro’s Planned Development District (PDD) Zoning Ordinance provisions for the purpose of comparing the proposed Master Plan with the requirements of the PDD Zoning Ordinance.
  - iii. Meet with Town of Pittsboro Staff to discuss recommendations. The Planning Professional shall consult frequently with the Town Manager and Staff during the course of his review of the Master Plan in order to clarify any issues or concerns.
  - iv. Submit written report to Town Manager for review. The Planning Professional will forward a written report of recommendations to the Town Manager who will review and ask for clarifications if necessary. The Town Manager will submit the report to the Town Board of Commissioners for their review.
  - v. Present report to Town Board of Commissioners. The Planning Professional may be asked to present the findings from his written report to the Town Board of Commissioners. The presentation should be brief, concise and open to questions from the Town Board.

- c) **Program Budget** – Once selected, a fee proposal will be requested from the firm selected to undertake this analysis.
- d) **Time of Completion Schedule** – The RFQ and services should be delivered according to the following basic deadlines:

Submit RFQ to Town Manager: **January 17, 2014**

Project Recommendation/Award: **January 27, 2014**

Present draft Report to Town Manager: **February 14, 2014**

Present final Report to Town Board: **February 24, 2014**

#### **4 Selection**

- a) **Selection of Short-Listed Firms** - Staff will evaluate submittals and contact references. A short list of 3-5 firms will be selected. The Town of Pittsboro reserves the right to reject any and all submittals at its discretion.
- b) **Interview with Short-Listed Firms** – Staff will interview all of the short-listed firms by telephone or in person. The authorized person of the lead firm identified in the proposal must be present during the interview.
- c) **Selection of Planning Professional** – The Town Manager will select a planning professional based on the initial statement of qualifications and interview results.
- d) **Contract Negotiations** – The Town Manager will work with the successful Planning Professional to draft a final Scope of Services and fee schedule. Upon completion of the final Scope of Services, the Town Manager presents the Scope of Services to the Town Board of Commissioners for approval.

**QUALIFICATIONS SUBMITTAL**

By signing below, the Planning Professional acknowledges that all materials have been submitted as outlined above. Please remove this page from the RFQ and attach to the proposal.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(WITNESS SIGNATURE)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(LEAD FIRM)

FIRM ADDRESS: \_\_\_\_\_

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EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_