

April 21, 2008

TOWN OF PORT ROYAL, SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS
COMPREHENSIVE PLAN

CLOSING DATE: MAY 20, 2008

The Town of Port Royal, South Carolina is requesting qualifications from qualified planning consultants to prepare a Comprehensive Plan for the Town and its future growth area.

Qualifications should be hand-carried or delivered by traceable means no later than May 20, 2008. Please send five (5) hard copies and one (1) digital copy of the team's qualifications to the following addresses:

Mailing Address:

Town of Port Royal
Attn: Linda Bridges, Planning Administrator
P O Drawer 9
Port Royal, SC 29935

Physical Address:

Town of Port Royal
Attn: Linda Bridges, Planning Administrator
700 Paris Ave.
Port Royal, SC 29935

All responses should be clearly marked on the outside of a sealed envelope: "RFQ Comprehensive Plan".

Background Information

The Town of Port Royal is located in Beaufort County between the Beaufort River and Chechesee Creek in the South Carolina Lowcountry. The town's current Comprehensive Plan was adopted in March 1999. A state mandated update was performed and adopted in 2004.

The 2000 census placed the population of Port Royal at 3,950. The 2005 census bureau population estimate is 9,347, making the town one of the fastest growing municipalities in the state. This growth has led to the revitalization of the traditional, historic, mixed-use core; the renovation of historic homes; and residential infill in and around downtown.

The town is also regularly expanding its boundaries through annexations.

The Town is home to two military installations, Marine Corps Recruit Depot at Parris Island and Naval Hospital Beaufort, and is a neighbor to the historic City of Beaufort and the Marine Corps Air Station, Beaufort.

Project Goals

The Town is in search of a consultant to facilitate the development of a Comprehensive Plan that brings a variety of stakeholders to the table and culminates in an integrated document that the citizens and elected officials of Port Royal are comfortable will help to direct future decision making in a manner that is in concert with community interests.

The Comprehensive Plan should achieve the following goals:

- Meet the requirements of the state planning enabling law, including the new Priority Investment Act.

- Establish a clear vision for how the Town desires to develop and grow. The recently adopted Northern Regional Plan establishes a mutually agreed upon growth boundary for both the Town of Port Royal and the City of Beaufort. The Northern Regional Plan contains a Future Land Use Map that contains very general guidance for land development. The comprehensive plan should take the general land use recommendations in the Northern Regional Plan and develop a detailed land use plan that includes all areas within the Town and its growth boundaries, so that elected officials, appointed officials, and the public at large, know exactly where and how the area is to develop.
- Serve as a guide for operations and capital improvement planning and as a basis for major policy decisions.
- Identify specific changes that should be made to the Zoning Ordinance and other regulations to achieve the goals of the plan.
- The Town has several adopted plans, *The Port Royal Master Plan*, *The Shell Point Regional Plan*, *The Robert Smalls Parkway Joint Corridor Plan*, *A New Vision for the Port*, and *The Beaufort County Northern Regional Plan*. The Comprehensive Plan should revisit and reaffirm these existing plans. While certain information may need to be updated or gaps filled, there should be no duplication of data collection and analysis.
- The plan should address the challenges that may be posed by military expansion or contraction.
- Preserving the area's sensitive natural resources is critical to the long-term viability of the area. The comprehensive plan should include strategies for guiding growth to appropriate locations and creating responsible standards to ensure the sustainability of this valuable commodity.
- The Town of Port Royal is recognized as one of America's leaders in small town New Urbanism. The comprehensive plan should incorporate the planning principles of Traditional Town Planning and Smart Growth.

Scope of Services

The following is offered to describe the general extent of services to be provided by the consultant. This outline is not all-inclusive and the consultant shall include in the proposal any tasks and services deemed necessary to satisfactorily complete the project.

State Requirements The comprehensive plan will meet the requirements of the state planning enabling law.

Public Participation A well thought-out citizen involvement process is an essential part of the project. Public participation needs to include opportunities to identify issues and concerns as well as discussion and consensus building throughout the process. Community members and business owners are encouraged to take an active role in the process and need to be included in a productive manner.

Adoption The plan must be presented to the City of Beaufort – Town of Port Royal Joint Municipal Planning Commission for a recommendation and be

adopted by the Port Royal Town Council. The project should take no more than 9 months.

Evaluation Criteria

- Demonstrated experience on comprehensive plan projects
- Demonstrated experience with New Urbanism and Traditional Town Planning projects
- Demonstrated experience soliciting stakeholder / public input
- All firms that work within the town must be licensed to do business in the Town of Port Royal and provide proof of General Liability Insurance and Workers Compensation.

Selection Process

Upon receiving all submittals Town staff, with the assistance of planning commissioners and one councilperson, will review and rank the submissions. The intent is to select three to five firms that will be invited to interview.

The selection committee's post interview ranking will be forwarded to the Town Manager and Town Council for review and selection.

The Town shall not be responsible for any of the costs associated with responding to this request for qualifications and all submitted materials shall become the property of the Town. Furthermore, the Town expressly reserves the following rights and options:

- To reject any or all teams and re-advertise if deemed necessary;
- Waive any or all formalities and technicalities; and
- Approve, disapprove, or cancel all services associated with the project;

For information or questions concerning this solicitation, please contact Linda Bridges, Planning Administrator, Town of Port Royal at (843) 986-2207 or at lbridges@portroyal.org.

The Town of Port Royal does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.