

Town of Pine Ridge

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Update of Town's Unified Development Ordinance (UDO) with update and inclusion of the existing Mobile Home Park Ordinance

RFP# 24-02

Solicitation Number	RFP24-02
Number of contracts to be awarded	1
Expected contract duration	12-18 months
Proposals required	1 original; 5 copies
Contact Person	Viki Miller
Contact Person e-mail	vmiller@townofpineridgesc.com
Mailing Address (for hard-copy communication and proposal submissions)	2757 Fish Hatchery Road West Columbia, SC 29172
RFP Released	February 13, 2024
Proposal Due Date and Time	March 29, 2024 by 12pm
Submission to Town Council	April 9, 2024
Anticipated Contract Award Date	April 9, 2024

REQUEST FOR PROPOSALS (RFP) 24-01 - TOWN OF PINE RIDGE UDO

1. Introduction

The Town of Pine Ridge, South Carolina (“Town”) is seeking proposals from qualified consultants (individual firms or teams of consultants) to assist the Town with a comprehensive update of the Town’s Unified Development Ordinance (“UDO”) with inclusion and update of the existing Mobile Home Park Ordinance (“MHPO”). The Town is interested in firms capable of providing professional services including, research, analysis, stakeholder engagement, drafting of UDO text, graphics and final document preparation.

2. Project Background and Purpose

The Town of Pine Ridge, South Carolina was incorporated in 1958 and covers just less than 4.5 square miles of rolling terrain. Elevations range from 150 feet above sea level along Congaree Creek at the northern portion of town to 350 feet in the high Sand Hills in the eastern portion of town along Pine Ridge Drive. According to the 2020 Census, the Town has 2,167 residents.

The Town is seeking comprehensive updates to the Town’s current Unified Development Ordinance (UDO). A unified development ordinance is a local policy instrument that combines traditional zoning and subdivision regulations with other desired regulations, such as floodplain, sign and landscaping ordinances. A UDO helps a local government improve efficiency and helps avoid overlapping regulations. The Town’s existing regulations were developed over many decades and have been gradually amended over the years. The UDO will also ensure that development types identified in the adopted Comprehensive Plan are allowed by the Town’s code. The Town’s MHPO is outdated and was not incorporated into the current UDO. This comprehensive update to the UDO will include an analysis, update, and incorporation of the MHPO.

In 2023, the Pine Ridge Town Council adopted the Comprehensive Plan, which provides the vision and framework for future development of the Town.

3. Guiding Principles

The Town’s UDO is the primary regulatory document guiding all development and land use within the Town of Pine Ridge. The following principles shall guide preparation of the UDO update:

- Ensure consistency between the **UDO** and **the Comprehensive Plan** stated outcomes and policies;
- Regulations shall incorporate and be consistent with state law, as well as applicable federal statutes pertaining to zoning, land use, subdivision, environmental protection, permitting, administration, appeals/variances, conditional uses and enforcement;
- Create user-friendly format with “plain language” text with “graphics”, where applicable;
- Where possible, ensure continuity between existing and new UDO text;
- Minimize text redundancies and need to reference multiple sections of UDO. Provide cross-references where multiple sections of ordinance must be accessed;
- Ensure text, terms and procedural consistency within UDO;
- Update and add definitions to reflect current planning practice and usage;

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- Update use table to reflect both existing and future uses;
- Maximize use of diagrams and graphics to promote intuitive understating and use of UDO;
- Produce “static” as well as “interactive” (web-based) ordinance formats – with latter utilizing hyperlinks and searchable functions.

4. Scope of Work

The following Scope of Work is intended to guide preparation of the update to the Town of Pine Ridge UDO. This Scope of Work is intended to provide a general framework for the UDO update. The Town expects that the Final Scope of Work will reflect modifications made based upon the Planning Commission and staff discussions with the consultant selected to prepare the UDO update.

I. Analysis of Existing UDO

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

- **Function and flow** – Ease of use and efficiency of layout
- **Internal consistency** – Identify conflicts within the UDO and town’s other adopted policies
- **Accuracy** – Identify typographical, technical or graphical errors or omissions
- **Compliance with SC General Statutes for zoning, subdivision, and land development**

Analysis should be thorough and identify areas of deficiency, especially those related to changes in legislation and planning practices since adoption of the current UDO pre-2006. Analysis should benchmark the Pine Ridge UDO with ordinances of similarly sized communities both within and outside South Carolina in order to identify “best practices” regulations.

Link to the Town’s current UDO: [Town of Pine Ridge UDO](#)

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

II. *Analysis, update, and inclusion of the existing Mobile Home Park Ordinance into the UDO*

Conduct detailed review and diagnostic examination of current Mobile Home Park Ordinance (MHPO) to assess the following:

- **Function and flow** – Ease of use and efficiency of layout
- **Internal consistency** – Identify conflicts within the MHPO and town’s other adopted policies
- **Accuracy** – Identify typographical, technical or graphical errors or omissions
- **Compliance with SC General Statutes for zoning, subdivision, and land development**

Analysis should be thorough and identify areas of deficiency, especially those related to changes in legislation and planning practices since adoption of the current ordinance in 2008. Analysis should benchmark the Pine Ridge UDO with ordinances of similarly sized communities both within and outside South Carolina in order to identify “best practices” regulations.

Link to the Town’s current MPHO: [Pine Ridge Mobile Home Park Ordinance \(MHPO\)](#)

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Work Product: Detailed report assessing current MPO, including matrix with itemized list of areas of deficiency and preliminary recommendations to address such deficiencies. Recommendations should take into consideration method and process for incorporation of the UDO and relationship to other relevant sections of the UDO.

III. Review the Pine Ridge Comprehensive Plan

The Town Council adopted the Comprehensive Plan in September 2023. This plan serves as the policy document for zoning, subdivision and land development in the Town of Pine Ridge through the year 2033. The vision, outcomes, policies and action items detailed in the Comprehensive Plan shall serve as foundation for update of the UDO.

A comprehensive plan provides a vision for the future of the community along with the steps that are needed to make that vision a reality. It is the basis for land use regulations and provides a nexus between the community's future vision and the regulation of private property.

Link to the current Comprehensive Plan: [Pine Ridge Comprehensive Plan](#)

Work Product: Synthesize recommendations of the Comprehensive Plan into functional categories and highlight relevancy to the update of the UDO.

IV. Develop Framework for UDO Update

Based on policies and action items contained in the Comprehensive Plan, develop framework for the UDO which synthesizes existing UDO with new elements. Framework shall be based upon the Planning Commission and staff input and include (at a minimum) the Articles in the current UDO. The UDO framework shall be "user-friendly" and make use of graphics and charts wherever possible to communicate regulatory elements of ordinance.

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

V. Draft UDO Update

Consultant shall prepare UDO text update with all necessary charts, graphics and appropriate references. UDO shall be in searchable format with appropriate cross-references to insure ease of use.

Work Product: UDO document in digital and print format.

5. Public Engagement and Plan Coordination

It is expected that the UDO update process will engage key stakeholders and general public throughout the process. The overall oversight and guidance for preparation of the UDO update will be provided by the Planning Commission and staff. Consultants' proposal should identify key stages for Planning Commission input, public engagement/input and feedback. The Planning Commission normally meets on the fourth Tuesday of every month.

6. Time Frame

The Town anticipates the following timetable for completion of the UDO update, with key dates noted below. A final schedule will be adopted as part of the contract between the Town and

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consultant chosen to prepare the plan.

Preliminary UDO Update Plan Schedule:

Action	Date
RFP Issued	February 13, 2024
RFP Responses Due	March 29, 2024 by 12pm
Anticipated selection	April 9, 2024
Expected contract duration	12 – 18 months

7. Proposal Submittal Format and Content

The submitted proposal must address all elements of scope of work as outline int the RFP and should include (at a minimum) the following elements:

- **Cover Letter** (no more than one (1) page and counts within 20-pagelimit)
The letter must be signed 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**
This 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 town 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 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.
 - a. Type of ownership, and name and location of parent company and subsidiaries, if any.
 - b. Number of full-time employees. Part-time employees or consultants routinely engaged by the Consultant may be included, if clearly identified as such.
- **Qualifications and Experience of the Consultant Firm(s)**
Please describe prime consultant's recent experience relevant to this project. Include brief project profiles with total project cost as well as a key project reference with address, phone and email contact information for each profile. Particular 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.
 - ☐ References: Please submit names, addresses, and phone numbers of at least two

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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**

Identify key individuals to be assigned to this project and include the function and/or responsibility 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.

- **Project Cost Estimates**

Provide an estimated cost of the projects with a not-to-exceed price for all services.

- **Reference to previous work similar to this proposed work along with key contacts.**

If any of the above requirements are not met, the responder's proposal may not be considered.

8. Consultant Evaluation and Selection

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

- Demonstrated experience in creating similar work product to the UDO, 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 RFP.
- Completeness of submitted Proposal and Cost Estimate documents along with all elements required by the RFP.
- References to previous similar work, including work performed by all subconsultants.

The Town reserves the right to seek clarification of any submitted proposal, 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 RFP if it is in the best interests of the Town.

9. Submission Requirements

Firm(s) interested in being considered for this project should submit five (5) bound copies and one (1) electronic version via email or flash drive of their **Proposals no later than 12:00 p.m. on Friday, March 29, 2024.**

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Proposals should be delivered to the attention of:

Town of Pine Ridge
Attn: Viki Miller
2757 Fish Hatchery Road
West Columbia, SC
29172

vmiller@townofpineridgesc.com

10. ADDITIONAL INFORMATION

The Town reserves the right to award the contract to any qualified responder. This solicitation in no way obligates the Town to award a contract. All submittals become the property of the Town upon submission. The cost of preparing, submitting and presenting qualifications lies solely with the responder.

- There is no expressed or implied obligation for the Town to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request.
- The Town of Pine Ridge reserves the right to accept or reject any/or all proposals, to waive irregularities and technicalities, and to request resubmission.
- Request for proposals may be canceled by notice at any time prior to the opening of proposals.
- A tie proposal shall be awarded to the Vendor selected by a majority vote of council.
- Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of a contract may protest to the Town Council. A protest with respect to this Request for Proposal shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.
- All data, databases, reports, designs and materials in digital and hard copy format created under this project shall be transferred to the town upon completion of the project and become the property of the town.
- *If awarded, the Vendor will be required to purchase a Business License with the Town of Pine Ridge.*
- The Town of Pine Ridge reserves the right to terminate this agreement for nonconformance with RFP 2022-06 requirements.
- The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.