



City of Anderson Comprehensive Plan Request for Qualifications

I. Introduction

The City of Anderson, South Carolina is requesting qualifications from professional and experienced consultants to develop a Comprehensive Plan for the City in accordance with the preliminary scope of work and expectations outlined in the RFQ. The Comprehensive Plan will be forward thinking and address anticipated growth in a way that ensures Anderson is the most desirable city in the region.

II. Background

Anderson is located in the Upstate region of South Carolina at the midpoint along the Interstate 85 corridor between Charlotte, NC and Atlanta, GA. With its growing population (28,000 and rising), the City of Anderson is dedicated to addressing rapid growth patterns by developing strategic plans that reflect a vision set forth by the community.

Significant City projects that currently shape progress include a new downtown master plan, expansion of the recreation center and sports facilities, new and expanded parks, a joint city/county wayfinding plan, a downtown parking study, and a new shared kitchen incubator for food entrepreneurs. Significant private sector projects include a new Hilton hotel downtown, a substantial rise in the construction of new housing developments, and continuous commercial growth along Anderson's major corridors and the downtown district.

III. Project Scope

The Comprehensive Plan process will include the inventory, analysis, and synthesis of information and recommendations with a strong emphasis on land use planning, infrastructure, economic and community development, recreation, and housing. The selected consultant(s), with direction from the City, will engage the community in a participatory process; facilitate public meetings; prepare the proposed plan for review by the City; and, based on this collective information and input, finalize the updated Comprehensive Plan. The Plan will be adopted by the City Council and Planning Commission and will be used as a guide for local development, policies, and capital improvement projects that define the quality of life in Anderson.

The selected consultant will be responsible for the Comprehensive Plan process and scope of work included but not limited to the following items:

1. Develop a timeline for the completion of the Comprehensive Plan with clear deadlines and specific action items identified for each phase of the project.
2. Inventory of existing conditions.
3. A statement of needs and goals.
4. Establish and implement a community outreach strategy to ensure appropriate resident, business, and City staff involvement is present throughout the planning process. The public outreach efforts will help to establish and prioritize goals and strategies to meet the community's vision.
5. Evaluate the existing Comprehensive Plan and other City plans, studies, and reports that support development and strategic growth. Examples of existing plans and policies include:
 - 2021 Wayfinding Plan
 - 2019 Downtown Master plan branded "Shock This Block"
 - 2019 Downtown Parking Study
 - 2017 Parks and Recreation Master Plan
 - 2014 Bike-Pedestrian Connectivity Plan
6. Prepare for and present at workshops for citizens, property owners, and stakeholders; conduct workshops and visioning sessions with residents, business owners, and City staff; and present formally to the City Council and Planning Commission for public input, plan consideration, and final adoption.
7. Hold meetings and calls with City staff (a steering committee) to provide updates on progress and solicit input.
8. Research and analyze existing land use patterns, development patterns and projects, environmental constraints, and regulatory codes to establish existing conditions as well as identify major issues and opportunities. Data should be used to prepare estimates, projections, and forecasts. Analysis should include identification of future growth areas.
9. Formulate and recommend objectives and policies using goals set forth by City Council, direction in other City plans, and results of the participatory process, and data inventory and analysis.
10. Develop implementation strategies with time frames.
11. Prepare an updated Future Land Use Map for city limits.

12. Prepare a Comprehensive Plan that incorporates all existing and new plans. The Plan will include an executive summary to be highly graphic, illustrative, jargon-free, and implementable. The final Comprehensive Plan shall be presented to the City Council and Planning Commission for adoption.
13. The Comprehensive Plan should be developed pursuant to the state enabling legislation, Section 6-29-510 of the South Carolina Code of Laws [also known as the South Carolina Local Government Comprehensive Planning Enabling Act of 1994]. The Plan must include, but not be limited to, the following planning elements:
 - a. Population
 - b. Economic Development
 - c. Natural Resources
 - d. Cultural Resources
 - e. Community Facilities
 - f. Housing
 - g. Land Use
 - h. Transportation
 - i. Priority investment
 - j. Resiliency
14. Deliverables will include:
 - Summary report of key issues and priorities.
 - Summary of results from questionnaires or other methods utilized to gather public input.
 - Executive Summary of the Comprehensive Plan.
 - All GIS data and maps utilized in the process.
 - 30 copies of the final Comprehensive Plan.
 - Electronic version of the final Comprehensive Plan in both Word and PDF format.

IV. Submittal Requirements

Responses to this RFQ must include the following:

1. Cover Letter and Table of Contents
The RFQ must include a cover letter that provides a summary of the contents of the RFQ and a table of contents laying out each section with corresponding page numbers.
2. Introduction and Qualifications
This section should contain an overview of the firm and the identified project manager, professional support staff, principal in charge, and known sub-consultant/contractor relationships. Statements of qualifications and resumes for project team members with specific mention of related projects are encouraged.
3. Summary of Experience
Provide a list of past and active projects including the name, type of project, location, firm's role in the project, and status of the project.

4. Public Engagement Approach

List at least three innovative public engagement activities utilized in past projects.

5. References

A list of three references and contacts from past or current client relationships involving similar projects.

6. Optional Items

- a. Preliminary scope of services and timeline to complete the project (the final scope of services and timeline will be determined upon the selection of the consultant).
- b. Other support material or sample documents that demonstrate the firm's success in the comprehensive planning process and/or creative approaches to public outreach and community engagement.

V. Evaluation

The City of Anderson will use the following metrics to evaluate the consultant's qualifications:

- Quality of Proposal in terms of specifically addressing the submittal requirements and project scope to support a unique and customized proposal for Anderson.
- Technical Capabilities and Specialized Knowledge of Comprehensive Planning
- Creative and Successful Experience with Public Engagement
- Professional Qualifications, Knowledge and Experience
- References

VI. Questions, Contact, Timeline

Submittal Deadline: Friday, October 15 at 5pm

One digital copy of the proposal should be submitted to:

Mary Haley Thompson
Director of Strategic Projects
City of Anderson
mthompson@cityofandersonsc.com

Proposals will be reviewed by staff the week of October 18. Interviews will be scheduled the week of October 25.

Questions about this RFQ or about the process may be directed to Mary Haley Thompson at mthompson@cityofandersonsc.com.