



**REQUEST FOR PROPOSALS (RFP)
FOR THE MUNICIPAL CODE UPDATE PROJECT
TOWN OF MOORESVILLE, NORTH CAROLINA**

The Town of Mooresville is seeking assistance from a highly qualified legal consultant to provide legal review services to rewrite the Town’s Municipal Code as described in this Request for Proposal. The Mooresville Code of Ordinances consists of the Charter and 26 Chapters that has been amended periodically over time. The goal of this project is to conduct a holistic review and update of the Municipal Code to modernize the code utilizing reader friendly text and format, eliminate outdated and redundant provisions, eliminate inconsistencies and contradictions, simplify code provisions, and to ensure consistency and compliance with current state and federal law.

As part of our evaluation process for the Municipal Code Update Project (“Project”), the Town of Mooresville is seeking requests for proposals from qualified individuals or firms to provide legal services to accomplish this project. The Town is soliciting requests for proposals in order to make an informed decision about the best consultant or consultant team to engage for these services. The deadline for responding is **September 16, 2022, 5PM**. All the pertinent information regarding the scope of services, submission requirements, and process is listed below. Please feel free to contact me with any questions.

Scope of Services

The Town is seeking assistance from a highly qualified legal consultant or consultant team who has relevant experience updating municipal codes in the State of North Carolina. Please note that the scope of this project does NOT include the Town’s Unified Development Ordinance (UDO) as the UDO was recently updated. The selected consultant will assist the Town Attorney’s Office and key staff in reviewing and drafting an updated Code of Ordinances that not only meets Federal and State law, but also reflects the Town’s operations and meets the needs of the community now and in the future.

The Town anticipates that the selected consultant will divide the work in manageable modules, so that relevant staff can provide input and review. In addition, manageable modules should expedite the review and approval process with the Town Board. Below is a table of the current prioritized list of relevant chapters. The Town anticipates revisiting this list with the selected consultant prior to finalizing a scope of work.

| Priority | Ordinance | Chapter |
|----------|-----------------------------|-------------|
| 1 | Cemeteries | Chapter 8 |
| 2 | Nuisances | Chapter 14 |
| | General Provisions | Chapter 1 |
| | Building Regulations | Chapter 5 |
| | Commercial Maintenance Code | Stand Alone |
| | Minimum Housing Ordinance | Stand Alone |

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| 3 | Firearms / Miscellaneous Offenses Charter Provisions | Chapter 15 Part I |
| 4 | Stormwater | Chapter 24B |
| 5 | Post Construction and Illicit Discharge | Chapter 25 |
| 6 | Administration Animals Arcades and Game Rooms | Chapter 2 Chapter 3 Chapter 4 |
| 7 | Business Regulations Communications | Chapter 6 Chapter 7 |
| 8 | Civil Emergencies Fire Protection and Prevention | Chapter 9 Chapter 10 |
| 9 | Garbage and Refuse Health and Sanitation | Chapter 12 Chapter 12.5 |
| 10 | Parades and Pickets | Chapter 16 |
| 11 | Police Railroads Streets and Sidewalks | Chapter 18 Chapter 19 Chapter 20 |
| 12 | Taxicabs Traffic / Motor Vehicles | Chapter 22 Chapter 23 |
| 13 | Water and Sewers | Chapter 24 |
| 14 | Delegated Permit Authority Small Wireless Facilities | Chapter 24A Chapter 26 |

The Town desires the selected consultant to propose a reasonable and consistent schedule for completing the project in a timely manner. The Town expects that each module will include the following:

- initial scoping meetings with relevant staff,
- an assessment of the current code language including a thorough review of relevant federal and state statutory requirements
- an initial draft for review by relevant staff
- participation in general updates and discussion with relevant staff, and
- a final draft for consideration by the Town Board.

Requests for Proposal Submittal

The Town of Mooresville seeks Requests for Proposals from interested parties to provide Municipal Code Update services. Submissions should be submitted by **September 16, 2022 5PM** and emailed directly to scrawford@mooresvillenc.gov. The submission should include the following and be limited **to no more than 20 pages**:

- **Letter of Introduction:** The letter of introduction shall be addressed to the Town of Mooresville of no more than two (2) pages and shall include at a minimum the following:
 - Name, address, telephone number and email address of the firm or attorney submitting the RFP;
 - A brief summary of why the firm or individual attorney is qualified to do the work and is interested in the project
 - A brief summary of your firm's size, location, number of employees, and number of offices and locations and core services provided.

- A brief organizational structure of your firm.
- Years in business.
- **Table of Contents:** There shall be a Table of Contents for material included in the Proposal. Include section numbers, section names, and page numbers.
- **Team Qualifications and Experience:** Identify the team members and provide a brief description of the educational and professional backgrounds for the attorney or attorneys who will primarily be responsible for providing legal services. Relevant information should include legal training, years of practice, any areas of specialization, date admitted to the NC State Bar, years of experience with municipal, county, or state governmental work, professional affiliations, and relevant experience representing North Carolina municipalities. Identify staff who will work on the project and describe your staff and team's capacity to provide services. Provide a description of relevant experience with projects that are similar to the Municipal Code Update Project.
- **Client Listing:** Provide a listing of client references, maximum of five, with contact information provided.
- **Service Understanding:** Indicate knowledge of the scope of the services. Describe the management and quality assurance process to be undertaken and the proposed plan and methods for completing the project, including a proposed timeline.
- **Schedule, Availability & Potential Conflicts:** Discuss schedule and availability to work on the Municipal Code Update Project considering workload and other clients. Please identify any other local governments clients and any conflicts or potential conflicts of interest that your firm may have in representing the Town of Mooresville. Describe how your firm avoids conflicts of interest.
- **Fee:** Please provide a detailed cost proposal. The Town's preference is a flat fee for the project, but if an hourly rate is proposed, all proposed hourly rates for all members engaged in the project should be included with a detailed cost estimate for the project.
- **Other Information:** Please provide any other information that would be relevant or useful to the Town in consideration of your proposal.

All firms must be registered and in good standing with the NC Secretary of State. All attorneys must be licensed to practice law with the NC State Bar.

Review Process

The Town intends to review and evaluate all submissions and may request additional information or virtual and/or in-person interviews. The Town reserves the right to reject any and all proposals, or to waive any requirement in the Town's discretion. The Town may negotiate the award to the responsive and responsible proposer who submits a submission that is most advantageous to the Town. In determining the most advantageous submission, the Town reserves the right to consider criteria such as, but not limited to, customer service, quality, past experience, past performance and/or service reputation, and service capability.

The Town is not responsible for any expenses incurred in developing and submitting a proposal to this RFP or any other activities that are associated with this response such as interviews or presentations.

All responses and materials submitted are subject to the North Carolina Public Records Act.

Questions, requests for information, and proposals should be submitted to:

Sharon Crawford
Town of Mooresville
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Mooresville, NC 28115
scrawford@mooresvillenc.gov