



## **CITY OF HAVELOCK**

Post Office Box 368  
Havelock, NC 28532

### **INVITATION TO BID**

#### **Request for Proposal/Qualifications: Professional Services**

Bids must be submitted in accordance with the attached specifications. Bids must include an itemized schedule (including quantity, unit price and total) for each work element. Bids can be submitted by email. Cover sheets should be clearly marked with the words:

*“City of Havelock,  
CAMA Land Use Plan Update”*

**Address Bids to:** Lee Tillman, Director of Finance  
City of Havelock  
P.O. Box 368  
1 Governmental Ave.  
Havelock, NC 28532  
Fax: 252-447-0126  
Email: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)

Bids will be accepted until **2:00 PM (EST) on Tuesday, April 6, 2021** at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The bids are good for 75 days after opening. The winning bidder will be issued a Notice To Proceed (NTP) along with a Purchase Order. The performance period will expire on 6/30/2022.

**Bidders are cautioned not to submit bids until the proposed requirements and specifications have been carefully examined. It will be considered that bidders will have satisfied themselves as to the accuracy of the specifications. No proposal will be considered unless prices are submitted for all items requested in any section. The City reserves the right to change the amount of quantities.**

**All bids submitted should be to the desired specifications. Any exceptions to the specifications will be evaluated based on the best interest of the City. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**

The names of certain brands or makes denote quality standard in the article desired, but do not restrict bidders to the specific brand, make or manufacturer named. They are meant to convey to prospective bidders the general style, type, character and quality of the article desired.

The successful bidder on all construction contracts will be required to conduct the operation in accordance with all Federal, State, and Municipal health and safety rules, regulations and laws applicable to the operation. The successful bidder may be asked to provide the City with a copy of the company's safety plan prior to commencing work. For all projects over \$30,000, a general contractor's license must be furnished to the City if applicable.

Certificate to Transact Business in North Carolina: As a condition of contract award, each out-of-State Vendor that is a corporation, limited-liability company or limited-liability partnership shall have received, and shall

maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in North Carolina from the North Carolina Secretary of State, as required by North Carolina law. A contract requiring only an isolated transaction completed within a period of six months, and not in the course of a number of repeated transactions of like nature, shall not be considered as transacting business in North Carolina and shall not require a Certificate of Authority to Transact Business.

The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at [www.havelocknc.us](http://www.havelocknc.us). Click on: “Bid on a Contract”; “Current Bids”. The Bidder’s List is maintained by Vendor Registry. Registration for the Bidder’s List is made online at [www.havelocknc.us](http://www.havelocknc.us). Click on: “Bid on a Contract”; “Vendor login/Registration”.

**N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.**

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer’s Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer’s website at the address [www.nctreasurers.com](http://www.nctreasurers.com) and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals and to purchase items from the state contract in the efforts to award the contract to the bidder it deems to be for the best interest of the City.

**MODIFICATION AND WITHDRAWAL OF BIDS.** Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. A request to withdraw a bid may be made to the Owner within 72 hours after Bids are opened in accordance with NCGS § 143-129.1 Requests to withdraw a Bid will be subject to the requirements of NCGS §143-129.1 and in the sole discretion of the City of Havelock Finance Officer.

This institution is an equal opportunity provider, and employer.

**Contact person(s) for information on this bid:**

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)

Questions must be received by **2:00 PM (EST) on Friday, March 26, 2021**. If questions are received, the City will respond no later than **12:00 PM (EST) on Tuesday, March 30, 2021**.

This is the 19th day of March 19, 2021

Published: Vendor Registry March 19, 2021

CITY OF HAVELOCK

Lee W. Tillman  
Director of Finance



**STATE OF NORTH CAROLINA  
AFFIDAVIT  
CITY OF HAVELOCK**

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and

on behalf of \_\_\_\_\_ (the entity hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in the State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Affiant: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

State of North Carolina County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

## Purpose

The City of Havelock is seeking proposals from qualified, professional consulting firms who will assist the City in updating our Comprehensive Land Use Plan.

The existing Comprehensive Land Use Plan was completed in 2009. Due to changing conditions and the age of the plan, the City needs to embark on creating an updated plan for the future growth of the City.

The selected consulting firm will assist the City in the development of a CAMA certified comprehensive land use plan that incorporates land use and transportation plans previously adopted by the City of Havelock, responsible development and natural resource conservation while creating the policy framework for intelligent growth over a 25-year planning horizon.

The firm awarded this contract will have the primary responsibility of developing the Comprehensive Land Use Plan document and will work in coordination with the City of Havelock's Planning and Inspections Department.

## Background

Havelock is located in Eastern North Carolina, midway between historic New Bern and the beautiful beaches of the Crystal Coast. The City is proud to be the home of Marine Corps Air Station Cherry Point, the 2nd Marine Aircraft Wing and the Fleet Readiness Center – East.

The City has a population of approximately 20,000. The total planning area is approximately 52.66 square miles (land area). This consists of approximately 18 square miles in the corporate limits and an additional 35 square miles in the extraterritorial jurisdiction.

In recent years, the City ranked among the safest cities and the best places to raise a family in North Carolina. The City is a great place to live or visit, blending old fashioned Southern hospitality with cultural diversity.

The 2009 Plan references a proposed ETJ that is now within the City's planning jurisdiction. The City has experienced limited growth during the current Plan period. The commercial growth has mainly been along the US 70 corridor with limited residential development throughout the City.

The long-planned Havelock Bypass (NC DOT R-1015) is under construction with completion estimated for 2023. Any future growth will be toward the north and west, as USMC Cherry Point is located to the east and the National Forest borders the City to the south.

## Existing Land Use & Transportation Plans

The City's existing land use and transportation plans are listed below:

- CAMA Certified Core Land Use Plan, 2009 \*
- Unified Development Ordinance, 2011 \*
- Pamlico Sound Regional Hazard Mitigation Plan, 2020 \*
- Flood Damage Prevention Ordinance (UDO Chpt. 156) updated, 2020 \*
- Havelock Parks and Recreation Master Plan, 2007 \*
- Havelock Comprehensive Transportation/Land Use Plan, 2007 \*
- Draft Craven County Comprehensive Transportation Plan, 2019  
[[https://connect.ncdot.gov/projects/planning/Pages/CTP-Details.aspx?study\\_id=Craven](https://connect.ncdot.gov/projects/planning/Pages/CTP-Details.aspx?study_id=Craven)]

[\* denotes available online at City of Havelock website [www.havelocknc.us](http://www.havelocknc.us)]

### Expectations of Consultant

Throughout the process the selected firm will be expected to utilize their experience to effectively drive the process. Havelock will require the expectations outlined below to be met and identified within the consultant's proposal.

1. **Initial meeting with City staff to review a project timeline, schedule meetings and begin the process of data acquisition.**
2. **Review all existing plans, maps, documents, data and other materials relevant to the project. The City will provide all existing documentation to the consultant. The consultant will study and consolidate applicable materials into the Plan.**
3. **Conduct meetings with key elected and appointed officials, stakeholder groups, and the general public. The selected consultant will lead stakeholder outreach and participation efforts.**
4. **Plan and implement an extensive stakeholder and public outreach process using a range of methods to inform and involve stakeholders, citizen organizations and the general public. Address the public hearing process and meetings with City staff, citizen groups, applicable advisory committees, school districts, local units of government, etc.**
5. **Develop Plan goals, objectives and implementation strategies based on technical data and public input.**
6. **Draft materials for review and comment by the City in accordance with a schedule developed at the beginning of the planning process.**
7. **Confirm the final Plan conforms to existing North Carolina General Statutes, including the recently enacted GS 160D, and the NC Coastal Area Management Act requirements.**
8. **Analyze consistency of current City ordinances and policies in relationship to the Plan goals and objectives.**
9. **Prepare draft document for public review and comment, and present to Planning Board and City Commissioners. The plan should be presented in a format and language that is user-friendly and easily understood by the general public.**
10. **Prepare final draft document and present at all associated meetings and public hearings for adoption of the plan. Submit Plan for certification and Final Plan Submittal.**
11. **Provide at least weekly updates, primarily via e-mail or telephone/video and occasionally in-person, to update City staff on project status, discuss issues and review drafts. Periodic written status reports and status update presentations to the Planning Board and City Commissioners may also be required.**

### Scope of Services

The Scope of Services described herein is a framework of major tasks as currently identified by the City for the consultant's information.

1. **Project Meetings.** The consultant is expected to meet regularly with staff. When appropriate, these meetings may be via telephone or video conference. In addition, the consultant will solicit input and feedback from the Planning Board (or appointed steering committee) and Board of Commissioners and provide interim reports, presentations, and updates to each as required and appropriate, and attend the Plan's formal adoption by the Planning Board and Board of Commissioners.
2. **Public Engagement and Communications.** Public participation is essential to this planning effort and must include an outreach and public participation process designed to engage the public

and specific stakeholders in visioning the future of the City. Significant public input will be required throughout the process. We anticipate that a number of public meetings will be held in order to seek the opinions and views of the public at large, report on progress as the plan develops, solicit comments on specific ideas or concepts, and identify problems or barriers that must be acknowledged and overcome. Public involvement in the planning process and acceptance of the final plan is critical to the success of this effort, and respondents should explain their approach and public participation plan in detail in their responses.

3. **Plan Development.** The consultant will serve as the primary drafter of the plan and shall perform research and develop materials for the Plan, including but not limited to:
  - a. A baseline review of existing plans and relevant information, including the plans and documents listed under the City History and Overview section, current codes and policies, demographic and census data, and other information relevant to the required plan elements
  - b. Develop an inventory and assessment of issues and opportunities based on work with staff, Planning Board, and the public participation process.
  - c. Develop a vision for Havelock that will serve as a focal point for goals, policies, and strategy decisions.
  - d. Draft the Comprehensive Land Use Plan for Planning Board review, Board of Commissioners review and adoption, and NC Coastal Resources Commission (CRC) certification, including any required revisions for certification.
  - e. Provide digital, editable, working and printable copies of all final documents including reports, maps, and final plan.
4. **Plan Content.** The Plan document will include assembling and analyzing data regarding existing conditions within the established planning area and utilizing that data to develop policies, actions, and an implementation plan to guide future development and decision making over a 25-year timeframe. The Plan must meet the State's Coastal Area Management Act Planning Requirements as outlined in 15A NCAC 07B. It is anticipated the Plan will include the following content:
  - a. Community Assessment – Population, housing, demographic, and economic trends, and projections
  - b. Natural Resources, Resiliency (inclusive of sea level rise), and Hazard Mitigation
  - c. Historic, Cultural, and Heritage Preservation and Enhancement
  - d. Land Use and Community Design – Existing land use and framework for future growth
  - e. Housing – Review of housing needs and trends and recommendations that will create strong neighborhoods that support lifelong housing needs for persons and households of all types and income levels
  - f. Transportation – Bicycle and pedestrian facility recommendations, collector street network, street infill recommendations, and recommendations for applications of street types to transition City with modified travel patterns due to Havelock Bypass.
  - g. Economic development, community development, and employment opportunities – review existing inventory and trends and recommendations to create a sustainable local economy
  - h. Public Services and Infrastructure – identify areas of growth and associated service needs including plans and policies for provision of financing for public infrastructure
  - i. Recreation and open spaces – review existing inventory and recommendations for future growth
  - j. Implementation – Specific goals and policies to implement each element of the Plan

## Submittal Requirements

The following materials must be received by the submittal deadline for a proposal to be considered. However, during the selection process, the City reserves the right to request additional information or to seek clarification from the consultant/firm, or to allow for correction of errors and/or omissions. The submittal requirements are as follows:

## Contents and Organization of Proposal

### 1. Proposal Content

- a. Each proposal shall contain the following major sections:
  - i. **Transmittal Letter and Statement of Understanding and Approach.** The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the firm, and who may be contacted during the period of proposal evaluation. The proposal shall clearly identify the firm's legal name and address.
  - ii. **Table of Contents.**
  - iii. **Executive Summary.** Provide a concise synopsis of the proposal and a description of the credentials to deliver the services. Include a brief overview of firm, including qualifications to execute the contract, and company mission or statement of beliefs. Also, include a summary of the consultant's understanding of the project as described in this RFP.
  - iv. **Introduction.** Demonstrate the firm's experience providing local jurisdictions with Comprehensive Land Use Plans, and specifically with CAMA Land Use Plans. Experience in developing similar plans for other similar regional agencies, municipalities, agencies, and other governmental or non-governmental agencies may also be included. Include a description of the firm and a statement of the firm's qualifications for performing the requested consulting services. Indicate any specialized expertise relevant to the project and discuss the firm's in-house abilities and commitment to delivering the project in a timely manner.
  - v. **Company Background.** Include the following:
    1. a brief description of the background of your firm;
    2. the location of the headquarters, technical support offices, field offices, and the location of the office that would service the City;
    3. brief summary of company's officers, directors, and associates that will be assisting on the project;
    4. names and qualifications of outside firms and/or associates that may be employed to assist on this project.
  - vi. **Project Management.** Describe the plans for accomplishing the required work to complete the plan through CRC certification and Final Plan submittal before June 30, 2022 and include a work plan and a proposed schedule showing tasks and time frames necessary to complete this scope of services. Include the management approach to the work, responsibilities for coordination of work with the City, and lines of communication needed to maintain required contact. Provide a detailed outline of the firm's current client list and ability to provide timely services.
  - vii. **Staff.** Provide an organizational chart showing the project manager and all project staff. Describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A Project Manager

must be designated, and information submitted for each professional shall minimally include:

Name, proposed role, hourly rate, anticipated time commitment to the project and biography of each team member who will actually do most of the work on the project. Include qualifications of key personnel, project team member's individual experience and other qualifications, project manager's experience, sub-consultant's (if applicable) individual experience and qualifications.

- viii. **Qualifications and References.** Describe your firm's specific experience with comprehensive land use plans and with the municipal CAMA land use plan requirements. The proposal must describe the nature and outcome of projects previously conducted by the firm that are related to the work described within the RFP. Provide a list of at least three completed plans, or relevant projects of similar scope or complexity, completed by the firm within the past five (5) years. Identify key personnel who participated in each project and describe their roles. Include client contact names, address, phone numbers, email addresses, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a sub-consultant is proposed, provide at list two similar qualifications and references for the sub-consultant. Up to two samples of the firm's work on closely related projects can also be included with the proposal. Identify your existing client base including the number of projects that have received CAMA Land Use Plan Coastal Resources Commission (CRC) certification or are currently underway. Indicate any experience with municipalities similar in size to the City of Havelock.

1. Provide firm's ability to take on additional work, demonstrated understanding of the City's goals and purposes of the project, specific management approach, how well the firm's organization structure shows sufficient depth of its present workload, and the firm's ability to offer the breadth and quality of services required for this project.
2. Provide References: Include a list with contact information of at least three municipal clients for which you have conducted comprehensive planning, visioning, community engagement and /or land use analysis. Experience in working with municipalities in North Carolina is preferred.

**ix. Proposal and Budget**

- a. Proposal Overview: Provide specific approaches, methods and assumptions that will be utilized to accomplish each task.

Identify the proposed implementation approach, including but not limited to, the following:

1. approach to scoping and conducting the project;
2. efforts that may be needed to ensure a successful project;
3. any issues that your firm believes are critical to the project's success;
3. a list of extra deliverables and/or additional documentation to be provided beyond the deliverables stated in this RFP;
4. sample schedules and work plans indicating the tasks and time needed for each task to complete the scope of services;
5. any assumptions made in the development of the schedule and work plan.



- b. Proposed Work Plan and Schedule: Provide a proposed work plan with schedule based on months of project (ex. Month 1, Month 2), divided into phases identifying key tasks, milestones, approximate dates, project deliverables and resource needs.
- c. Community Engagement Plan: Describe at least three approaches for providing innovative, effective stakeholder engagement and public participation. These alternatives should represent different levels and styles of involvement, and complexity. Provide examples of how your firm would conduct public and stakeholder engagement opportunities that would capture input that is representative of all of the City's residents. Proposal should identify and address alternate methods of public engagement considering restrictions due to COVID-19.
- d. Budget:
  - i. Identify cost estimates for completing each of the elements in the "Expectations of Consultant" and "Scope of Services" sections of this RFP. Itemized cost estimates may include more than one area in these sections provided the combination of the elements is logical or overlapping. Also identify any other anticipated budgetary needs including incidentals.
  - ii. Applicants are required to provide a lump sum fee for the project cost.
- x. **Fee Proposal.** Applicants are required to provide a lump sum total based on the above budget.
- xi. **Anticipated Project Schedule.** Firm will be responsible to complete the plan through CRC certification and Final Plan submittal before June 30, 2022. All Proposers will define the anticipated deadline for completion and presentation of the Land Use Plan and all related supporting activities. This project schedule will be incorporated into the professional services agreement between the City and the successful respondent.
- xii. **Additional Information.**

Submit any additional information or recommendations supporting the proposal as an appendix or separate attachment.

#### Submittal Format & Deadline

Interested firms shall submit electronic copy (PDF) of the complete proposal via email to [bids@havelocknc.us](mailto:bids@havelocknc.us). Complete submittals must be received no later than 2:00 pm on **April 6 2021**. Submissions received after this deadline will not be considered for further review.

#### Submittal Review Schedule

*Staff will begin the review process following the submission deadline. Upon selection, the successful bidder will be notified. Final approval will be given by the City of Havelock Board of Commissioners.*

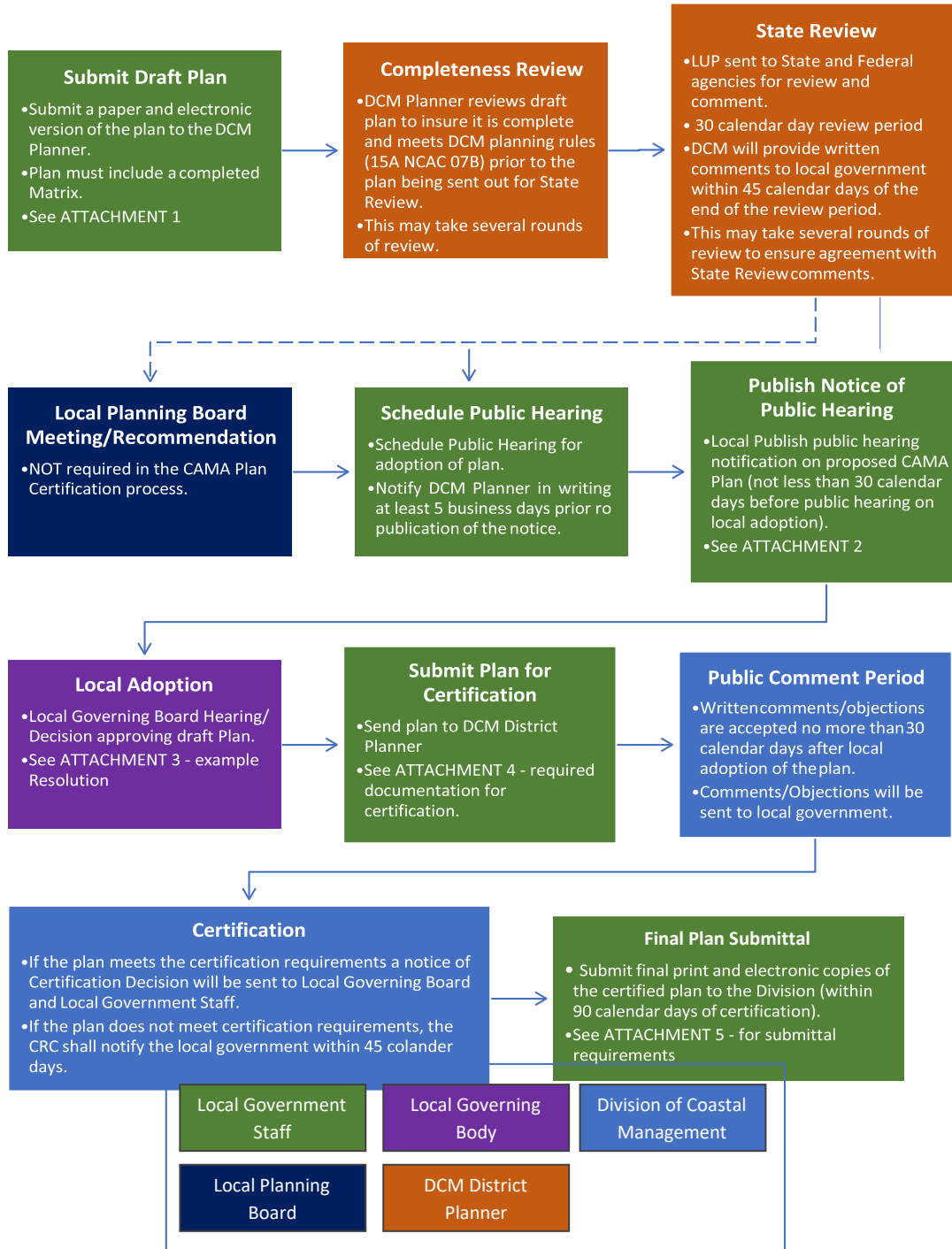
#### Additional Information

Coastal Resource Commission Rules - 15A NCAC 07B

[https://files.nc.gov/ncdeq/Coastal%20Management/documents/PDF/CAMA/t15a\\_07b.pdf](https://files.nc.gov/ncdeq/Coastal%20Management/documents/PDF/CAMA/t15a_07b.pdf)

# CRC Land Use Plan Certification Process Flow Chart

## CRC Land Use Plan Certification Process





**Bid Sheet**

Itemized proposal total (from Itemized Proposal): \_\_\_\_\_

NC Sales Tax: \_\_\_\_\_

Total Cost to City: \_\_\_\_\_

---

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Addendums: \_\_\_\_\_

**As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.**

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address Bid to: Lee Tillman, Director of Finance  
City of Havelock  
[Bids@havelocknc.us](mailto:Bids@havelocknc.us)

Please indicate Bid name on email subject line.