

City of Myrtle Beach Request for Qualifications

RFQ 25-R0002 Land Development Regulations

Issue Date: July 17, 2024



The City of Myrtle Beach will not be responsible for any errors, omissions, or misrepresentations regarding any plans or solicitation documents that are obtained from any source other than the City of Myrtle Beach. It is the Contractor's sole responsibility to verify the authenticity of all documents associated with this project. The Contractor will be liable for any losses, damages, costs, and/or expenses incurred by operating from plans or documents that are not obtained directly from the City of Myrtle Beach.

www.cityofmyrtlebeach.com/services/bids_and_purchasing/index.php

INTRODUCTION

The City of Myrtle Beach seeks to obtain qualifications of firms/individuals to revise, revamp, and replace the current 10+ year old City zoning ordinance/map and the 30+ year old City subdivision regulations. This will include innovative, economically diverse growth and development; preservation of our local beachfront culture, unique places, and characteristics; attracting and retaining young generations to live work and raise families; maintaining a sustainable living environment for our fast-growing retirement population; and maintaining a predominantly tourism-driven economy while evolving into a modern urban city.

BACKGROUND

The City of Myrtle Beach is a residential community and vacation destination at the heart of the Grand Strand, a 60-mile stretch of natural beauty on South Carolina's northeastern coast. Our 35,000-plus permanent residents and fourteen million visitors enjoy the wide beaches, the warm weather, and a range of entertainment, nightlife, golf, shopping, dining, and live theatre.

Myrtle Beach was incorporated in 1938 and became a city in 1957, when the permanent population first topped 5,000. For nearly 50 years, Myrtle Beach was a military town, first as home to the U.S. Army Air Corps in the 1940s, and then to the Myrtle Beach Air Force Base beginning in the 1950s. The base closed in 1993, and the property has since been redeveloped as the Market Common District.

In 2018, Myrtle Beach was designated as an "autism-friendly" city and destination by the Champion Autism Network (CAN). It is also designated as a Tree City USA and a bicycle-friendly community. Today, Myrtle Beach is a well-known destination for vacationers from around the country, Canada, and abroad. The City's staff members are dedicated to being "First in Service," and are ready to provide assistance at any time.

SCOPE OF WORK

The following is intended to provide an overview of the work to be performed.

- Analysis of current zoning districts and associated regulations
- Legal review to ensure compliance with current settled federal/state/local laws
- Identify strengths and weaknesses of current zoning districts and reassess/modify to ensure new and infill development
- Conduct multiple meetings with City staff, City commissions and boards, and the general public to gather input
- Provide professional recommendations for improvements
- Develop new land development regulations
- Present findings and recommendations to City Council

The current Comprehensive Plan for the City of Myrtle Beach can be found at <https://www.cityofmyrtlebeach.com/ComprehensivePlan2021.pdf>

SUBMISSION REQUIREMENTS

Qualifications packets are to be organized in four (4) sections as described below:

Section 1 – Firm/Individual Overview (10 points)

- Provide firm/individual history, including experience with similar projects
- Include a statement of firm/individual's capacity to engage in and complete a project of this scale.

Section 2 – Related Experience (50 points)

- Provide evidence of significant knowledge and deep understanding of the following:

- Knowledge of modern regulatory methods and proven techniques
- Methods of fostering integration and compatibility of traditionally incompatible uses
- Integration of local regulations with those of adjacent and regional jurisdictions
- History, economics, culture, and ecology of the Myrtle Beach area
- Preservation of established area culture and character
- Large-scale destination events
- Successful and sustainable mixed-use development
- Innovative technology-related land use and development
- Necessary space and shared responsibility for current and future transportation modalities
- Effective natural resource protection
- Effective achievement of housing for all

Section 3 – Project Team (20 points)

- Include resume/biography of key individuals who will be working on this project.

Section 4 – References (20 points)

- Provide at least three (3) references with name, title, company, current phone number, and active e-mail address. (The City reserves the right to contact other references in addition to those provided.)
- Provide three (3) examples of similar projects, including sample documents, start/completion dates, etc.

Qualifications packet shall be no more than twenty (20) 8-1/2” x 11” double-sided pages (not including cover, index tabs.) Additional information may be submitted as an appendix to the qualifications packet, but do not submit extraneous or promotional materials. The City of Myrtle Beach does not expressly state or imply any obligation to reimburse firms/individuals in preparing submissions in response to this request.

SUBMISSION DEADLINE

Interested firms/individuals should submit six (6) hard copies and one (1) electronic copy on a thumb drive in a sealed envelope. Submit qualifications to:

City of Myrtle Beach Procurement Division
 3231 Mr. Joe White Avenue
 Myrtle Beach, SC 29577
 Attention: Ann Sowers, Procurement Manager

Qualifications packet must be submitted by 2:00PM (local time) on Friday, August 23, 2024. No e-mail submissions will be accepted. The City is not responsible for late or misdirected mail. Request for Qualifications is not subject to public opening. However, all information submitted in response to this RFQ will be subject to the Freedom of Information Act (FOIA) and will be made available for public review upon request.

QUESTIONS

All communications concerning this RFQ shall be directed via e-mail to Ann Sowers, Procurement Manager. Respondents shall not contact any other staff at the City of Myrtle Beach, or any other related party. Any communication to any related party may be just cause for disqualification.

Questions regarding this RFQ must be submitted in writing via e-mail to asowers@cityofmyrtlebeach.com Official time of receipt of questions will be marked by the time the e-mail is received, and not by the time that it is sent. E-mail messages can take up to ten (10) minutes or more to be delivered to the intended recipient. All questions received by the deadline of 10:00AM (local time) on Monday, August 5, 2024 will be answered via addendum.

EVALUATION CRITERIA

The City will identify a team of individuals to independently review and evaluate the qualifications received. After independent review, the team will work together to arrive at a final ranking of all submittals. Exhibit A shows the rubric that will be used to evaluate and compare all qualifications.

Short-listed firms/individuals should be prepared to receive Request for Proposal (RFP) documents during the week of October 7, 2024.

The City reserves the right to waive technicalities or irregularities, accept the qualifications or reject any and all qualifications received, re-advertise the project, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City.

PROPOSED SCHEDULE

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| RFQ Release | Wednesday, July 17, 2024 |
| Questions Due at 10:00AM (local time) to: asowers@cityofmyrtlebeach.com | Monday, August 5, 2024 |
| Questions Answered | Friday, August 9, 2024 by Close of Business |
| Responses Due | Friday, August 23, 2024 at 2:00PM (local time) |
| Evaluation of Qualifications | Friday, August 23, 2024 – Friday, September 27, 2024 |
| Interviews (if requested by the City) | October 2 – 4, 2024 |
| Anticipated Short-List | Week of October 7, 2024 |

The City reserves the right to adjust dates as necessary.

Exhibit A – Evaluation Rubric

Evaluator's Name: _____

Date of Evaluation: _____

Offeror's Name: _____

| Category | Maximum Score | Assigned Score |
|--|----------------------|-----------------------|
| <u>Firm/Individual Overview</u> <ul style="list-style-type: none">• History• Capacity | 10 points | |
| <u>Related Experience</u> <ul style="list-style-type: none">• Significant Knowledge• Deep Understanding | 50 points | |
| <u>Project Team</u> <ul style="list-style-type: none">• Resumes | 20 points | |
| <u>References</u> <ul style="list-style-type: none">• Project References• Project Samples | 20 points | |
| Totals | 100 points | |

Comments: