



## REQUEST FOR PROPOSALS (RFP)

CITY OF REIDSVILLE

### UNIFIED DEVELOPMENT ORDINANCE (UDO) COMPOSITION

PROPOSALS ARE DUE BY MARCH 27, 2023 AT 5PM.

#### 1. Introduction

The City of Reidsville, North Carolina (“the City”) is seeking proposals from consultants to assist the City with a comprehensive update of the City’s Zoning and Subdivision Ordinances and composition of a Unified Development Ordinance (UDO). The City is interested in firms capable of providing professional services including research, analysis stakeholder engagement, drafting of UDO text, graphics, and final document preparation.

#### 2. Background

The City of Reidsville was incorporated in 1873. The City adopted the current Zoning Ordinance in 1986 followed by the existing Subdivision Ordinance in 1989. Adoption of these ordinances was followed only by individual text amendments over the years. In 2022, the Reidsville City Council adopted a new Land Use Plan. This plan provides the vision and framework for future development in Reidsville through 2040. The City’s primary goal is to bring our land development regulations up to current year standards and alignment with the 2022 Land Use Plan to guide development within the City’s corporate limits and Extra Territorial Jurisdiction (ETJ).

#### 3. Guiding Principles

The Reidsville Land Development Plan (LDP) and City Zoning and Subdivision Ordinances are the primary regulatory documents guiding all development and land use within the City of Reidsville and its ETJ. The following principles shall guide preparation of the City’s Zoning and Subdivision Ordinance update and UDO composition:

- Ensure consistency between UDO and Reidsville Land Development Plan (LDP) stated outcomes and policies;
- Regulations shall incorporate and be consistent with the North Carolina General Statutes, 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;
- 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;
- Update use tables 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 City of Reidsville Zoning and Subdivision Ordinances and UDO composition. The final Scope of Work may reflect modifications made based upon staff discussions with the consultant selected to prepare the UDO.

##### I. Analysis of Existing Zoning and Subdivision Ordinances

Conduct detailed review and diagnostic examination of current Zoning and Subdivision Ordinances to assess the following:

- Function and flow – Ease of use and efficiency of layout
- Internal consistency – Identify conflicts within Zoning and Subdivision Ordinances and other City of Reidsville adopted policies (Engineering, Public Works, Park and Recreation etc.)
- Accuracy – Identify typographical, technical or graphical errors or omissions
- Compliance with NC 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 Zoning Ordinances in 1986 and Subdivision Ordinances in 1989. Analysis should benchmark the Reidsville UDO with ordinances of similarly sized communities in North Carolina in order to identify “best practices” regulations.

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

##### II. Review the Reidsville Zoning and Subdivision Ordinances

The City Council adopted the Zoning and Subdivision Ordinances in 1986 and 1989 respectively. These ordinances serve as the policy documents for zoning, subdivision, land development and land use in the City of Reidsville. The vision, outcomes, policies and action items detailed in these ordinances shall serve as foundation for updating and composing of the Reidsville’s UDO. Work Product: Synthesize recommendations to the Zoning and Subdivision Ordinances into functional categories and highlight relevancy to the update and composition of the UDO.

##### III. Review other City adopted Plans and Policies

Other than the Zoning and Subdivision Ordinances that are relevant to the composition of the UDO, reference should be made to the City of Reidsville Land Development Plan to ensure constancy and compliance with all regulations.

Work Product: Synthesize recommendations of other adopted documents and highlight relevancy to the update of the Zoning and Subdivision Ordinances and the composition of the UDO.

##### IV. Develop Framework for UDO Composition

Based on policies and action items contained in the City’s current Zoning and Subdivision Ordinances, develop framework for the UDO which synthesizes the existing ordinances with new elements. Framework shall be based upon City staff input and include (at a minimum) the Articles in the current Zoning and Subdivision Ordinances. 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 composition, incorporating existing with new ordinance text and graphics.

#### V. Draft UDO Composition

Consultant shall prepare UDO text composition draft 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 composition process will engage key stakeholders and the general public throughout. The overall oversight and guidance for preparation of the UDO composition will be provided by the City of Reidsville Planning staff. Consultants’ proposals should identify key stages for staff input, public engagement/input and feedback loop from relevant Advisory Boards and City Council.

### 6. Budget

The City is operating on an appropriated fixed budget for the project. The work will be performed on a fixed price basis with a specific amount and payment program being determined through contract negotiations with the successful firm and will be based upon major milestones and/or identified tasks and subtasks.

The City reserves the right to seek clarification of any proposal and reject any and all submissions 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 City. The City may, at its discretion, conduct short interviews with candidates.

### 7. Timeframe

The anticipated project start with the new consultant is July 2023. A proposed timeframe for project completion should be identified by applicants in submitted proposals.

## 8. Submission Requirements

Firms interested in being considered for this project should submit three (3) hard copies, as well as a PDF version by email.

Proposal submissions should be delivered to the attention of:

Jason Hardin, CZO  
Planning & Community Development Manager  
230 W Morehead Street  
Reidsville, NC 27320  
[jhardin@reidsvillenc.gov](mailto:jhardin@reidsvillenc.gov)

**PROPOSALS ARE DUE NO LATER THAN 5:00 P.M. March 27, 2023**

## 8. ADDITIONAL INFORMATION

The City of Reidsville reserves the right to award the contract to any qualified responder. This solicitation in no way obligates the City to award a contract. All proposals become the property of the City upon submission.

The cost of preparing, submitting and presenting proposals lies solely with the responder. All data, databases, reports, designs and materials in digital and hard copy format created under this project shall be transferred to the City of Reidsville upon completion of the project and become the property of the City. Ten percent (10%) of total contract cost will be withheld as retainage pending successful project completion to the City's satisfaction.

Questions regarding this RFP should be directed to Jason Hardin, Planning & Community Development Manager at (336) 349-1065 or [jhardin@reidsvillenc.gov](mailto:jhardin@reidsvillenc.gov).