

## COUNTY OF SUSSEX, VIRGINIA

---

---

### REQUEST FOR PROPOSALS #2017-02 COMPREHENSIVE PLAN UPDATE

The County of Sussex, Virginia is hereby soliciting proposals from qualified firms to assist with completion of the Comprehensive Plan update for the County as required by the Code of Virginia § 15.2-2223. Proposals will be received until 2:00 p.m., July 28, 2017, at the Sussex County Administration Office, 20135 Princeton Road, P.O. Box 1397, Sussex, Virginia, 23884.

#### **Background**

Sussex County is located in the south central region of Virginia. The County is 45 miles southeast of the capital city Richmond, 25 miles from the tri-cities area that includes Petersburg and Hopewell. Washington D.C. and Baltimore are within a few hours drive, while Boston and Atlanta are both within a day's drive. Sussex County encompasses 317,400 acre or 496 square miles. The county lies in the Coastal Plain region on level to slightly rolling terrain. Elevations range from 50 to 250 feet above sea level. Drainage in the area is provided by the Nottoway River, Blackwater River and Stony Creek. Sussex County is strategically centered between Richmond, Hampton Roads, and Southern Virginia along the I-95 and US-460 corridors.

The local economy is based on agricultural and agricultural-related manufacturing. Agriculture accounts for over one-half of the county's basic employment and more than a quarter of its total employment. Other basic industries include manufacturing, peanut shelling, tourism and non-local government.

#### **Comprehensive plan requirements per the Code of Virginia § 15.2-2223:**

A. The local planning commission shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction and every governing body shall adopt a comprehensive plan for the territory under its jurisdiction.

In the preparation of a comprehensive plan, the commission shall make careful and comprehensive surveys and studies of the existing conditions and trends of growth, and of the probable future requirements of its territory and inhabitants. The comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities.

The comprehensive plan shall be general in nature, in that it shall designate the general or approximate location, character, and extent of each feature, including any road improvement and any transportation improvement, shown on the plan and shall indicate

where existing lands or facilities are proposed to be extended, widened, removed, relocated, vacated, narrowed, abandoned, or changed in use as the case may be.

B. Transportation plan requirements:

1. As part of the comprehensive plan, each locality shall develop a transportation plan that designates a system of transportation infrastructure needs and recommendations that include the designation of new and expanded transportation facilities and that support the planned development of the territory covered by the plan and shall include, as appropriate, but not be limited to, roadways, bicycle accommodations, pedestrian accommodations, railways, bridges, waterways, airports, ports, and public transportation facilities. The plan shall recognize and differentiate among a hierarchy of roads such as expressways, arterials, and collectors. In developing the plan, the locality shall take into consideration how to align transportation infrastructure and facilities with affordable, accessible housing and community services that are located within the territory in order to facilitate community integration of the elderly and persons with disabilities. The Virginia Department of Transportation shall, upon request, provide localities with technical assistance in preparing such transportation plan.
2. The transportation plan shall include a map that shall show road and transportation improvements, including the cost estimates of such road and transportation improvements from the Virginia Department of Transportation, taking into account the current and future needs of residents in the locality while considering the current and future needs of the planning district within which the locality is situated.
3. The transportation plan, and any amendment thereto pursuant to § 15.2-2229, shall be consistent with the Commonwealth Transportation Board's Statewide Transportation Plan developed pursuant to § 33.2-353, the Six-Year Improvement Program adopted pursuant to subsection B of § 33.2-214, and the location of routes to be followed by roads comprising systems of state highways pursuant to subsection A of § 33.2-208. The locality shall consult with the Virginia Department of Transportation to assure such consistency is achieved. The transportation plan need reflect only those changes in the annual update of the Six-Year Improvement Program that are deemed to be significant new, expanded, or relocated roadways. (Items #4 - #6 of the Code deleted for brevity.)

C. The comprehensive plan, with the accompanying maps, plats, charts, and descriptive matter, shall show the locality's long-range recommendations for the general development of the territory covered by the plan. It may include, but need not be limited to:

1. The designation of areas for various types of public and private development and use, such as different kinds of residential, including age-restricted, housing; business; industrial; agricultural; mineral resources; conservation; active and passive recreation; public service; flood plain and drainage; and other areas;

2. The designation of a system of community service facilities such as parks, sports playing fields, forests, schools, playgrounds, public buildings and institutions, hospitals, nursing homes, assisted living facilities, community centers, waterworks, sewage disposal or waste disposal areas, and the like;
3. The designation of historical areas and areas for urban renewal or other treatment;
4. The designation of areas for the implementation of reasonable ground water protection measures;
5. A capital improvements program, recommended changes to the County's subdivision ordinance and zoning ordinance, a zoning district map, mineral resource district maps and agricultural and forestal district maps, where applicable;
6. The location of existing or proposed recycling centers;
7. The location of military bases, military installations, and military airports and their adjacent safety areas; and
8. The designation of corridors or routes for electric transmission lines of 150 kilovolts or more.

D. The comprehensive plan shall include the designation of areas and implementation of measures for the construction, rehabilitation and maintenance of affordable housing, which is sufficient to meet the current and future needs of residents of all levels of income in the locality while considering the current and future needs of the planning district within which the locality is situated.

### **SCOPE OF SERVICES**

The primary scope of work for professional Comprehensive Plan Update services includes the following:

- The revision and update of various chapters and sections of the Comprehensive Plan to include text, charts and maps.
- The development and preparation of several small area plans.
- Editing and compiling all revisions made into one single document.
- Conducting community input sessions and attending various meetings with County staff, the Planning Commission and Board of Supervisors.

### **ADDITIONAL SERVICES**

The County reserves the right to request services in addition to those specified or implied by this RFP, that are within the scope of services normally performed by the Offeror, at any time during the term of the resulting contract.

## **SELECTION PROCESS**

A County committee will review and evaluate all proposals that are submitted. The proposals will be ranked and the County may ask the top firms to attend a presentation/interview as part of the evaluation process.

Each submittal will be reviewed according to its:

1. The strength and breadth of the scope of services included in the proposal;
2. Demonstrated expertise and experience in developing comprehensive plans in Virginia and with rural localities similar to Sussex County;
3. Capability of proposed personnel assigned to the work;

At the conclusion of the evaluation process the firms will be ranked in priority order with the top ranked firms selected for interviews. Proposed budgets and project timelines may be requested to be submitted by the highest ranked firms when the scope of services is clearly defined. After the interviews, one respondent will be selected to negotiate a contract with the County. If a contract satisfactory to both parties cannot be negotiated, the County will enter into negotiations with next highest-ranking firm, and so on until an agreement is reached.

The County reserves the right to reject all proposals received, and to re-advertise the project.

### **Community Engagement**

The selected firm/consultant team will be expected to develop and implement the assistance of County staff a community engagement program that includes, but is not limited to a community survey, one or several public input sessions, and meetings with the County staff, Planning Commission, and Board of Supervisors.

### **Deliverables**

The following deliverables are essential to the comprehensive planning process:

1. Twenty-five (25) copies of a drafts and proposed revisions to the comprehensive plan.
2. Fifty (50) copies of the final comprehensive plan no later than 30 days after adoption of the plan by the Board of Supervisors.
3. Both the drafts and final comprehensive plan shall also be delivered to the County in Adobe Acrobat and Microsoft Word formats to be uploaded to the County's website for public review and comment.
4. All maps in the final comprehensive plan shall also be delivered in a digital format for use with Esri ArcGIS/Map (version 10.5).

### **Proposal Requirements**

1. A cover letter introducing the firm/consultant team;
2. A more complete description of the firm/consultant team – range of professional services, years in business, location, staff size, etc.;
3. A minimum of four (4) project sheets delineating the firm/consultant team's experience with comprehensive planning with references and contact information;
4. Resumes of all personnel to be assigned to the project;

### **Proposal Submission**

Six (6) copies of the proposal must be received by Sussex County by 2:00 p.m., July 28, 2017. Bids must be hand-delivered or mailed to the address listed below clearly marked "County of Sussex Comprehensive Plan RFP." Questions regarding this request for proposals should be addressed to:

Mrs. Shilton R. Butts  
Assistant to the County Administrator  
Sussex County Administration  
20135 Princeton Road  
P.O. Box 1397  
Sussex, VA 23884