



GATES COUNTY

REQUEST for PROPOSALS

Updating and Reorganization of Code of Ordinances

Date: March 18, 2020

Gates County will be accepting sealed proposals for the updating and reorganization of its code of ordinances as required by NC State Statutes. All proposals are subject to all conditions, and provisions, etc., set forth herein and attached. A proposal for all work for the reorganization of the Gates County Code of Ordinances Chapters 151, 152, and 155 will be accepted beginning March 18, 2020. All sealed proposals must be submitted to the County of Gates by April 20, 2020 at 12:00 p.m. E.S.T. either in person or by mail to the attention of County Planner, Lisa Cherry, or Planning/Permitting Technician, Scott Powell at 200 Court Street, P.O. Box 411 Gatesville NC 27938. Proposals will be reviewed and a recommendation made at the May 20, 2020 Board of Commissioners meeting. Facsimiles or electronic responses are not acceptable. For purposes of exact time determination, the clock in the County of Gates will be used. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

PROJECT DESCRIPTION:

The scope of work includes analyzing, updating, and clarifying the Gates County Code of Ordinances and providing any revisions of code required to be compliant with the new NC SL 2019-111 and NC G.S. Chapter 160D. Largely focusing on Chapters 151, 152, and 155, to comply with NC SL 2019-111 and NC G.S. Chapter 160D the selected firm will frequently coordinate with the County Planner to receive feedback on the direction of the project. During the revisions of code, the firm will take care not to change the meaning of any established ordinance, aside from those necessitated by NC SL 2019-111 and NC G.S. 160D and a select few ordinances for which the County Planner will provide such ordinances that may be recently adopted. The current chapters 151, 152 and 155 of the Code is 173 pages long and has been edited here and there over the years, thus the Code is in some places inconsistent, redundant, and ambiguous. This project will include the removal/correction of redundancies and incorrect references to other sections of the Code, so that the chapters meet the new NC SL 2019-111 and NC G.S. Chapter 160D regulations and include the addition of definitions of any terms the firm finds ambiguous and required by the new Chapter 160 D regulations. In the case of inconsistencies or contradictions, the stricter ordinance will apply. The firm will prepare materials and assist with presentations to the Planning Board and Board of Commissioners in order to present a draft, receive feedback and to present the final version.

DELIVERABLES

The selected firm will provide ten (10) professionally bound copies, as well as a digital copy on a USB drive, of the final Code. Additionally, the firm will provide ten (10) copies of a list of all changes to the text which altered any meaning or interpretation of any part of the Code.

TIMELINE:

The tentative timetable for the proposal (RFP) is as follows:

- March 18, 2020 – Official Notice Advertised
- April 20, 2020, 12:00pm – Proposals Due
- May 20, 2020-Recommendation made to Board of Commissioners
- July 1, 2020 – Proposal Selection and Award, NTP
- October 14, 2020 – Project Completion & Board of Commissioners Presentation Deadline

ACCEPTANCE OF PROPOSALS:

It is the intent of Gates County to award a Contract to the most qualified, responsive bidder provided the Proposal has been submitted in accordance with the requirements of the bidding documents and does not exceed the funds available. The County reserves the sole right to waive informalities and irregularities in a Proposal received and to accept the Proposal which, in the County's judgment, is in the County's own best interests.

INSTRUCTIONS TO BIDDERS:

All proposals must be in a sealed envelope and include the following supplemental documents:

- Letter of Interest/Narrative: Cover letter expressing interest in the project and identifying the firm's ability to provide the required services;
- Description of your organization, qualifications, and experience in like projects;
- Resume for the project manager for project and location of office primary responsible for work;
- Provide a chart of individuals in your organization that will be directly involved in providing services to Gates County;
- Provide at least three (3) references, including the name and a description of each project, as well as primary contact information

CONDITIONS:

- a. Gates County reserves the right to reject any and all proposals, and to waive all technicalities.
- b. The right is reserved in case tie bids are received to make award as considered to be most advantageous to Gates County.
- c. The successful bidder shall indemnify and save harmless Gates County and all County officials, agents and employees, from all suits or claims of any character brought by reason of infringing on any patent trademark or copyright.
- d. Bidder must provide the following: Certificate of Insurance and W-9 forms. If you do not have worker's compensation insurance, you must complete an Independent Contractor Agreement and Independent Contractor vs. Employee Checklist.
- e. Bidder must show compliance with E-Verify.
- f. Bidders must guarantee price for a period of not less than 120 days.

** Please contact the County Planner, Lisa Cherry, at 200 Court Street, P.O. Box 411 Gatesville NC 27938. Specific questions regarding the RFP prior to proposals being submitted, should be sent via email to licherry@gatescountync.gov, answers to questions will be posted to the Gates County website as they are answered.