

REQUESTS FOR QUALIFICATIONS (RFQ)
FOR
UPDATING THE CITY OF SPRING HILL ZONING ORDINANCE AND SUBDIVISION REGULATIONS

AUGUST 4, 2015

The City of Spring Hill is requesting a statement of qualification proposals from consultants to provide professional planning services associated with updating the City's zoning and subdivision regulations. The updated regulations are expected to incorporate recommendations included in the updated Comprehensive Plan.

Background Information

Spring Hill was established in 1809 and has been the setting for several historically significant events. Although several historic properties and sites remain, the majority of the City's downtown was destroyed by fire and natural disaster and has been compromised by automobile-dominated development.

The City's first zoning ordinance was adopted in 1986 in anticipation of growth associated with the General Motors decision to locate in Spring Hill with a campus exceeding 2,000 acres. The majority of subsequent land use and infrastructure decisions were based on building upon a manufacturing economy.

The City of Spring Hill has experienced tremendous growth since the late 80's. This month marks 30 years since the announcement of the General Motors Plant coming to Spring Hill. At that time the population was approximately 1,000 people. The City is preparing to begin another special census in 2015, and our population is expected to be in excess of 35,000 people.

The tremendous growth that occurred in Spring Hill did not result in the development pattern that was planned. The Saturn Parkway corridor was envisioned to be an area of industry and supplier support to the GM plant. In order to support this area, commercial and residential development was shifted north along US 31 in Williamson County. As it stands today, the majority of the City's population lives on the Williamson County side of the City, and the Saturn Parkway Corridor represents a tremendous opportunity to revision an area that runs through the heart of the City. Current projections anticipate a population of 53,000 people by 2030. The City desires to transition from a commuter focused, bedroom community to a City that meets all of our residents needs without having to drive someplace else. The City of Spring Hill would like to become a place where our residents can truly live, work, and play, and as such, needs a modern set of regulations to guide that vision.

The City's current zoning and subdivision regulations were first adopted in 1986, and they have the characteristics of a code that has been amended incrementally and has not been comprehensively reviewed or amended since its adoption. An issue would arise, and the City would respond with an amendment. This has created inconsistencies and difficulties with utilizing the current document. The City desires to create an entirely new document rather than attempt to amend 30 years of reactive planning.

The City of Spring Hill has prepared a number of transportation planning documents over the last 2 years. All of these documents are available for inspection by request. US 31 is the primary signalized arterial that runs north and south through the City. There was a significant effort in 2014 to synchronize the timing of the signals, and that report can be provided on request. The City has also prepared a traffic study for the area between US 31 and Kedron Road along Saturn Parkway. This area is anticipated to be a commercial center, and the study makes a number of projections regarding land uses and density for remaining, undeveloped parcels in the area. This information was used to plan for an arterial roadway connection, and is available on request. Additionally, the City is the process of adopting a new Bike and Greenway plan. The updated zoning and subdivision regulations are expected to integrate land use with these transportation projects. Please contact the City Planner for copies of these documents.

In anticipation of releasing this RFQ, City staff have worked with many stakeholders to develop a new Comprehensive Plan. A draft of this document is attached to this RFQ, and it is meant to be the guiding tool in developing new regulations. The City of Spring Hill has ambitious goals and desires to create the regulatory framework to meet those goals.

Project Goals

The expected outcome of this project is to update the City's regulations with current planning practices, the updated Comprehensive Plan, and to address ongoing issues related to the City's built and natural environment. This process will involve working through a collaborative process that involves a variety of stakeholders and adapting to the specific participation needs of our citizens.

Scope of Work

The consulting team selected for this project will work closely with City staff, an advisory committee, and local officials to update the regulations. The City Planner will serve as the point of contact for this project and will be responsible for coordinating and implementing the proposed updates. The major components of the regulations expected to be incorporated are included in the Comprehensive Plan as "Principles to Guide Zoning and Subdivision Regulation" (attached to this document).

Project Budget

The City of Spring Hill expects a budget not to exceed \$125,000. The City will provide considerable staff support in order to make this project manageable within the specified budget and expected scope of public participation.

Deliverables

The consultant team will prepare the updated regulations in a format agreed upon by the City and will ideally present the adoption draft within nine (9) to twelve (12) months. The consultant team will be expected to provide draft versions for review at various stages of the process and to be an integral part of the adoption process.

Submission Requirements

Prospective consultants and teams are instructed to respond to the RFQ with information as outlined below. Seven (7) hard copies of the material, as well as a digital copy are to be received no later than 2:00 PM on Friday, September 25, 2015. Staff will evaluate the proposals and prepare a list of teams to be interviewed prior to award recommendation to the Board of Mayor and Aldermen.

All submittals must include:

1. Company Information. Name, address, phone number, organizational structure, and number of professional staff and their specialties that will be assigned to work on this project. Location of the firm's offices where the various aspects of the work will be performed.
2. Availability. A brief statement as to the availability of the key personnel of the firm responsible for the project. Ability of the firm to complete the project within the prescribed timeframe.
3. Statement of Qualifications. Provide a summary of the firm's background, capabilities, experience, and qualifications. Include a synopsis of similar assignments and projects completed by the firm in the last five (5) years with specific emphasis in planning related projects performed in commuter and manufacturing communities.
4. Understanding of Project. An overview of the consultant's understanding and approach to the project, including coordination of various stakeholders to build community consensus, projected time-line, and any critical issues/concerns in successfully completing the project.
5. Examples of Work. Partial samples of work involving similar types of projects and assignments.

Questions and submittals should be forwarded to Dara Sanders, City Planner, at dsanders@springhilltn.org or 931-486-2252 ext. 212