



THE TOWN OF  
**BOILING SPRINGS**  
NORTH CAROLINA

**Request for Proposal (RFP) for Land Use Plan Update  
Rating Sheet**

**Firm:** \_\_\_\_\_

**Instructions:** Review the listed criteria (example below) and provide a rating of 1-5 in the right-hand column. Total each section then total all sections on the last page for a final score. Please provide any comments on the last page for final selection consideration.

1. Criteria - Description	Rating (1-5) 1 being worst, 5 being best
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**Section 1. - Primary Rating Criteria from RFP (15 possible points)**

*This was the specific criteria as it was listed in the RFP that firms were told they would be evaluated on:*

1. <b>Firm experience</b> – Experience of the firm in similar work and record of successful completion of similar projects. Overall capacity to handle the increased workload; demonstrated understanding of the Town’s goals and purposes for this project; and an outline of a specific management approach. Should give at least three examples of similar projects.	
2. <b>Experience of the personnel assigned to this project team</b> – Consideration should include qualifications of key personnel, project manager’s experience, and subconsultant (if any) experience and qualifications.	
3. <b>Ability to understand the requirements of The Towns Land Use plan</b> – The proposed approach for performing the work for this project, including demonstrated understanding of the scope and project deliverables. General understanding of local conditions, grant process, and proven experience delivering projects within budget. Deliverables and content sought below  Deliverables: • Final version of the Plan for consideration and adoption by the Town Council. • It is anticipated the Plan will include: o Community Assessment – Population, housing, demographic, and economic trends, and projections o Historic, Cultural, and Heritage Preservation and Enhancement o Land Use and Community Design – Existing land use and framework for future growth o Housing – Review of housing needs and trends and recommendations that will create strong neighborhoods that support lifelong housing needs o Transportation – Bicycle and pedestrian facility recommendations, collector street network, street infill recommendations, and recommendations for applications of street types o Public Services and Infrastructure – Identify areas of growth and associated service needs o Recreation and Open Spaces – Review Existing inventory and recommendations for future growth • Specific recommendations that can be used as a policy guide to amend the development code and maps to implement short and long-term goals. • Specific	

<p>recommendations of how and where development should occur over the next 10 to 20 years. • Final product to be delivered in written and digital form.</p> <p>Proposal Content Please include a minimum of the following information: • Letter of interest: A cover letter indicating interest in the project and identifying the firm’s ability to provide the services needed. • Description of your organization, the year it was founded, location of its headquarters, and other offices, its ownership structure, key individuals with contact information, and affiliation with other companies • List and changes in ownership or management of your organization planned or anticipated in the next thirty-six (36) months. List any changes in ownership or management in the last eighteen (18) months. • Provide a chart that includes all individuals in your organization that will be directly involved with rendering services for the Town. • Provide a biographical sketch of the individual(s) that will be the direct contact(s) for the project, including title and experience. • Provide a comprehensive list of entities or individuals with whom you currently work in a consulting or advisory capacity. (Please note: Your clients will not be contacted without your permission.) • Attach a list of at least two (2) references of clients directly served by the individual or team who would be assigned to the project and who would be willing to be contacted. • Describe the general approach to the project and the scope of work. • Describe any unique concepts or approaches your firm plans to implement as part of its services to the Town. • Describe your citizen participation experience and projected timeline. • Cost of the project.</p>	
<p><b>4. Previous experience with the Town of Boiling Springs</b> – the firm should include information about their previous work with the Town and any successful projects they have completed with us.</p>	
<p><b>Total:</b></p>	

**Additional Comments:**

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