



AGENDA ITEM SUMMARY FORM

MEETING DATE: August 2, 2022

ITEM TITLE: Consideration of CAMA Land Use Plan Update Proposals

ITEM SUMMARY:

A Request For Proposals (RFP) for updating the Town's CAMA Land Use Plan was posted on the Town website and shared with the NCPlan listserv on July 1, 2022 with a deadline for submittals by 5:00 p.m. on July 22, 2022. The updated plan will also serve as the Town's Comprehensive Plan as required by N.C.G.S. Chapter 160D. Two proposals were submitted in response to the RFP and Town Staff confirmed that at least one other consulting group saw the RFP but did not feel that they could submit a competitive proposal. The first was submitted by N-Focus, based out of Kannapolis, N.C., and their estimated fee for the service is \$67,750 (not mentioned in their RFP). The second was submitted by Stewart, based out of Raleigh, N.C., and their estimated fee for the service is \$80,000. The Town Council approved \$80,000 for the project in the FY 2022-2023 budget.

STAFF RECOMMENDATION:

The proposal submitted by Stewart touches on issues and considerations that are important to the Town, including maintaining community character. Stewart has also recently assisted the Towns of Duck and Manteo in updating their CAMA Land Use Plans (and worked with the Town of Kill Devil Hills). Although their fee is the highest of the two, Town Staff believes that they are the most qualified and responsible consultant for this project.

REQUESTED ACTION:

Motion to accept Stewart's proposal to update the Town's CAMA Land Use Plan and authorization to issue a Notice to Proceed.