ISSUED: January 10, 2020

NOTICE TO VENDORS:

The following revisions, additions, and clarifications are hereby made part of the Contract Documents for the above-referenced project and shall be taken into account in the preparation of all proposals and the execution of all work. Responders shall acknowledge receipt of the Questions and Answers in their bid.

The following questions were submitted for Development of Unified Development Ordinance, RFP #54-01/21/20:

Q1. Will the consultant be expected to write the code or serve in an advisory capacity?
   A1. The consultant will be responsible for all text and graphics for the document. They will be the Project Manager; Greenville County Staff will support and assist.

Q2. Will there be a review role for the consultant or County?
   A2. The County, including our Attorney’s Office, Stakeholders Roundtable, the Citizens Advisory Committee, Planning Commission, and County Council will be reviewing what the consultant puts forward.

Q3. When is the fiscal analysis due?
   A3. The Fiscal Analysis is due as a part of Task 3

Q4. What software should be used to draft the UDO?
   A4. Microsoft Word and Adobe PDF are acceptable formats to draft the UDO.

Q5. Will the consultant be responsible for GIS/mapping?
   A5. No. The County’s GIS Division will be responsible for all mapping updates.

Q6. In regards to Public Engagement—the role of the consultant at meetings 1, 2, and 3 (excluding the public workshop which they flag for the consultant) will the County/awarded vendor be on-site, since a deliverable under Task 2 indicates that the consultant has to prepare and written and graphic summary of all meetings?
   A6. The consultant is responsible for the actual content and presentations at all public and stakeholder/reviewer meetings, so the consultant will be on-site for all these meetings. A summary/documentation of all meetings will be provided by the
consultant so that the process/discussion/selected direction is in writing and the end result is directly tied to these presentations and discussions.

Q7. A deliverable for Task 3 indicates the awarded vendor will be required to provide an “explanatory report and/or presentation to all review groups.” How many meetings does the County anticipate?

A7. The RFP describes up to twenty-four (24) meetings. Staff will diligently strive to reduce the number of meetings by combining groups to avoid individual presentations. This cannot be guaranteed with the schedules of the Attorney’s Office, County Council and Planning Commission. The consultant will be responsible for all presentations of the draft Unified Development Ordinance at public hearings, Planning and Development Committee, and Planning Commission Meetings. These presentations are included in the 24 count.

Q8. Will the County define “explanatory report”?

A8. The County wants to ensure that there are written reasons why an approach is being suggested, especially for fiscal issues. The pros/cons and benefits/concerns should all be explained so that policy makers have some written guidance about any future fiscal direction.

Q9. Who will be responsible for providing illustrations? How many are anticipated?

A9. The consultant will be responsible, and we are expecting 2 – 3 dozen simple line drawings to illustrate setbacks, building height, or other basic concepts from a zoning standpoint. Additional land development-related illustrations may be needed for clarity. Engineered details have already been created by our engineers and do not need to be replicated and will be provided for insertion into the new document; however, if there are new concepts that need graphic representation, we expect that they would be created by the consultant.

Q10. Does the County have at least an informal list of changes or desired changes desired for the project?

A10. No. This is a wholesale re-write of a 50-year old code that has created legal, non-conforming lots and disagrees with itself in numerous locations, to name some examples. All aspects of the code are anticipated to be analyzed and updated. Ideally, the character areas found in our new Comprehensive Plan would be translated into zone categories for consistency. Some big goals include meeting the objectives of the new Comprehensive Plan by allowing increased density by right in appropriate areas, creating more flexibility in land uses, and preserving rural areas (unzoned) through the creation of a floating Agricultural zone and/or design guidelines.

Q11. Conversely, has the County set a budget for this project, again, so we can better grasp the scope of the work anticipated in the 12-month timeframe?

A11. No. We are asking that the proposers provide their budget for the project.
Q12. Does the County wish to revisit (planning or legally) any of the following as part of this project:

1. Adult Oriented Businesses
2. Signage
3. Communication Towers

A12. The County does not wish to revisit the Adult Oriented Businesses or Signage. The County desires to revisit Communication Towers (especially for 5G) as a part of this project.

Q13. To better understand the level of detail and analysis re: Task 3a ("Fiscal Analysis"), does staff anticipate the Fiscal Strategy to be prepared by:

1. a CPA, PhD, or other financial specialist, or
2. more simply, by the planning consultants working with the County's Division of Financial Operations?

A13. Option #2 is the desired approach, with some typical options that elected officials could pick from, should they decide to move forward. Again, responders should include pros/cons and benefits/concerns in their proposals.

Q14. Would the “internet ready” copy be a Word of PDF version, posted as a download on the County’s website, as it currently is, or is the RFP requesting something more akin to EnCode, that is something interactive like Charleston County has?

A14. Microsoft Word and Adobe PDF are acceptable formats.

Q15. Will County Staff handle GIS analyses and revising Zoning Maps?

A15. The Greenville County GIS Division will handle all map changes and revisions.

END OF QUESTIONS AND ANSWERS