



City of Hendersonville, NC

Request for Proposal # 231200001

City of Hendersonville Comprehensive Plan Update

Date Issued: August 3rd, 2022

Bid Opening Date: August 31st, 2022

Direct all inquires concerning this RFP to:

Lew Holloway

Community Development Director

lholloway@hvlnc.gov

(828) 233-3219



Vendor Name:

TABLE OF CONTENTS

- I. Purpose and Background 3
- II. Procurement Process 5
 - 2.A Timeline/Schedule..... 5
 - 2.B Interpretations and Clarifications 5
 - 2.C Submission of RFP 6
 - 2.D Proposal Content..... 7
- III. Selection Process..... 8
 - 3.A Purpose..... 8
 - 3.B Selection Criteria 8
 - 3.C Award Procedures 9
- IV. Preferred Specifications/Requirements..... 10
 - 4.A General Information..... 10
 - 4.B General Requirements 10
 - 4.C List of Vendor Exceptions and Related Proposals 14
 - 4.D Other Information 14
- V. Additional City Requirements 15
 - 5.A Insurances 15
 - 5.B Certificates and Notice of Cancellation..... 15
 - 5.C Indemnify the City 16
 - 5.D Termination of the Contract..... 16
 - 5.E Administrative Requirements 16
- VI. Reference List..... 17
- VII. Bid Response Sheet..... 18



I. Purpose and Background

The purpose of this Request for Proposal (RFP) is to contract with one qualified firm to provide community planning services to support the development of the 2045 City of Hendersonville Comprehensive Plan. The Scope of Services is reviewed in detail in Section IV, but will consist of a series of steps, including research and review of existing city planning documents, a robust public engagement process, plan development and content creation and plan adoption. The project timeline is expected to target between 8 to 12 months between project kick-off and plan presentation and adoption, with additional time possible should alternate plans be pursued.

The City's current Comprehensive Plan was adopted in 2009 and was envisioned as a twenty-year plan. While changes to the Zoning Ordinance were adopted following the implementation of the Comprehensive Plan, the strategies & actions suggested for implementing the goals of the Comprehensive Plan more broadly have a mixed record of implementation to date. The City of Hendersonville is seeking proposals from qualified, experienced professional consultants who will assist the City in updating and rebuilding the City's current 2030 Comprehensive Plan. The update is intended to build on the foundation of the 2030 Comprehensive Plan, while updating the policy framework therein to achieve sustainable growth over a 25-year planning horizon.

One targeted goal of the revision of the 2030 Comprehensive Plan will be to document and revisit unaccomplished goals and strategies to determine which of those are still relevant and which are no longer relevant. The expectation is that this will also reveal additional Goals, Strategies and Actions within the existing categories addressed by the 2030 Comprehensive Plan and suggest additional categories for inclusion within the document.

The primary outcome of this effort will be renewing the City's collective commitment to the policy goals established within the 2030 Comprehensive Plan and their relationship with and influence on City Ordinances. The consultant(s) awarded this contract will have the primary responsibility of developing the 2045 Comprehensive Plan document, to include facilitating and supporting public engagement. The consultant will work most closely with the Planning Board and Community Development Department, but will also be interacting with stakeholder groups, City Council and others as the process requires.

A secondary outcome of the 2030 Comprehensive Plan rewrite is to establish a new District and Neighborhoods chapter which would provide an overview of the neighborhood & district level implications of the broader citywide guidance found in the 2045 Comprehensive Plan. This chapter might include for example, primary transportation corridors within a neighborhood along with potential improvements to those corridors, areas where the neighborhood might see targeted larger development and a general overview of any neighborhood wide changes, for example missing middle housing changes, etc. Like most cities, Hendersonville is a collection of residential neighborhoods and commercial districts which have a variety of characteristics, we

Vendor Name:

believe it is important that the 2045 Comprehensive Plan reflect this reality along with developing some indication of what future impacts within and around those areas will look like.

A tertiary outcome of the 2030 Comprehensive Plan rewrite is to establish a new Economic and Community Development chapter which would provide a vision for the growth of our local economy. This would include an overview of what drives our local economy today and how we can facilitate the health and growth of that economy moving forward. Of particular note on the commercial property side are our historic downtown area, the Ecusta Rail Trail Corridor, the Medical District, our entrance corridors, including Routes 64, 25, 225 & 191 and some of the burgeoning industrial sites within our jurisdiction. Targeted goals and strategies for the City to move into an active role in facilitating economic development throughout the community is a highly desirable outcome of this effort.

Finally, we have a number of targeted efforts which we would like proposers to include as “add alternates” to the core 2045 Comprehensive Plan proposal. While we see the preceding three outcomes as essential elements of the overall project we would like responding consultants to provide budget costs as separate line items for the following more detailed studies.

- 1) **Downtown Historic Commercial District Master Plan:** This addendum to the Comprehensive Plan would reflect a more robust level of detail for our historic downtown area, to include the Main Street and Seventh Avenue corridors. We envision a near master plan level of, while also recognizing the limitations of combining the effort with the larger 2045 Comprehensive Plan.
- 2) **Transportation Plan:** Recognizing that the Future Land Use Map will designate Freeways, Boulevards, Major and Minor Thoroughfares and Local Streets, this addendum would explore the characteristics of these corridors and reflect a more robust level of detail for these corridors as linear elements within the Comprehensive Plan which, at times connect and pass through our various residential and commercial districts. Detailed design features of these corridors, zoning ordinance recommendations for overlay districts, complete street approaches etc. and other design specific recommendations for our transportation infrastructure would be reflected in this plan.
- 3) **Zoning Ordinance Revisions:** It is expected that a variety of the Goals, Strategies and Recommendations of the Comprehensive Plan will necessitate revisions to our Zoning Ordinance. This targeted add alternate would be a proposal for the zoning text rewrite for alignment with the Comprehensive Plan. The exact details of what this would include are somewhat difficult to pin down with out having completed the Comprehensive Plan work, but could include changes to Zoning District Standards, Form Based Standards, overlay districts, missing middle housing revisions, etc.

Vendor Name:

Each of these efforts would follow from the work accomplished in the Comprehensive Plan process itself. We are relying on firms to infer from their experience the potential requirements of these types of efforts in concert with a Comprehensive Plan effort. Creative approaches to these projects and their relationship with the 2045 Comprehensive Plan are encouraged.

The contract will be awarded to the vendor deemed to have submitted the best overall proposal on the basis of the factors included in this RFP. This service is intended for use by the city's Community Development Department(s) for the previously described purpose above. The City may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. The award document will be a contract incorporating by reference all the requirements, items, and conditions of the RFP. **The City of Hendersonville reserves the right to reject any and all submissions.**

The Community Development Department Director will serve as the point of contact for implementation.

II. Procurement Process

2.A Timeline/Schedule

- Release of RFP: August 3, 2022
- Deadline for Vendor Questions: August 24, 2022
- RFP Due Date: August 31, 2022
- Anticipated Award Date: October 6, 2022 (City Council Meeting)

2.B Interpretations and Clarifications

Requests for information or clarification of this RFP must be made in writing and emailed to Lew Holloway address listed below. E-mail is the preferred method of communication. RFP Number, Page Number (if applicable), and Topic of Question should be addressed.

Lew Holloway
E-mail: lholloway@hvlnc.gov

Per Section A, all questions must be received by 4:00 pm EST on August 24th, 2022. The answers to questions submitted that require a response will be available to all vendors via pdf's posted to the City's RFP website page. There will be no last date of addendum for this solicitation.

Vendor Name:

2.C Submission of RFP

One (1) original bound and three (3) paper copies, and one pdf file (submitted on a flash drive with the proposal) of the proposal shall be submitted by 2:00 pm on Wednesday August 31st, 2022 to:

Lew Holloway
Community Development Department
160 6th Avenue
Hendersonville, NC 28792
E-mail: lholloway@hvlnc.gov

- Proposals should be clearly marked “RFP #231200001 for COH Comprehensive Plan Update.”
- When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of the City of Hendersonville. Proposals sent by fax will not be accepted.
- Proposals will not be made available to inspect or copy until the contract has been awarded.
- In submitting a proposal, it is understood by the vendor that the City of Hendersonville reserves the right to accept any proposal IN WHOLE OR IN PART, to reject any and all proposals as non-responsive, and to waive any irregularities or informalities in proposals when to do so is in the best interest of the City.
- Any proposal may be withdrawn or modified by written request of the vendor, provided such request is received by the City at the designated address prior to the date and time set for receipt of proposals.
- If a proposal includes any propriety data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will remain confidential to the extent allowed by North Carolina law pursuant to GS 132-1.2 and will be used by City personnel solely for the purposes of evaluating proposals and conducting contract negotiations. The practice of labeling unqualified pages as confidential, including the bid form, may result in a proposal being dismissed from evaluation.
- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, the City reserves the right to change the conditions, requirements, and specifications as it deems necessary.

Vendor Name:

- No proposals will be accepted from any person or organization that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City staff or the City of Hendersonville City Council.
- All prices quoted must be firm for a period of 90 (ninety) days following the proposal deadline to allow for evaluation and a contract award period.
- The cost of preparing a response to the RFP will not be reimbursed by the City.
- All proposals must include all necessary brochures of proposed service, platform, and related software.
- No agreements with any selected vendor shall be binding until a contract is signed and executed by City Council or City Manager and authorized representatives of the vendor.

2.D Proposal Content

Proposals should also contain the following information:

- Cover letter presenting the vendor's understanding of the project, a summary of the approach to be undertaken to provide the product/services, and a summary of the costs to provide the products/services. It must be signed by an individual authorized to execute binding legal documents on behalf of the vendor and include the name, address, telephone number and fax number of the vendor along with the name, title, address, telephone, and fax numbers of the executive that has the authority to contract.
- Identification of the dedicated Company Point of Contact that will serve the City.
- An executive summary, which shall, at a minimum, include an identification of the proposed project team, responsibilities of the project team, and a summary of the proposed services. The summary should also highlight aspects of the proposal which make it superior or unique in addressing the needs of the City.
- Vendor shall provide a concise description of the company, including origin, state of incorporation, background, and current size. Include information concerning experience with similar projects. In addition, vendor shall describe why their products/services, from a technical and functional perspective, are the best fit for the City.
- Describe how your organization will fulfill the City's requirements for a program designed to meet the current and future needs as described in this document. The following may be used to as a template for this description.
 - Describe the services being proposed.
 - Describe how these services fit within the parameters established by this document.
 - Describe your company's ability to adapt and respond to changes in the scope of services provided that may arise as the process proceeds, from both an administrative and operational standpoint.
- Section IV (Preferred Specifications/Requirements) Please describe how you would meet each of the requirements specified in Section IV below (and numbered 1-9 on the Bid Response Sheet). Please also include specific examples of past work to illustrate your

Vendor Name:

firm's ability to successfully meet each specification. Finally, please provide enough detail for the City to be able to evaluate the level of service the City would receive for the prices stated below for each service.

- Section V (Administrative Requirements) The successful vendor will be required to meet the requirements stated in Section V. Documentation referenced in Section V should NOT be submitted with the bid response.
- Section VI (Bid Response Sheet) This must be completed in its entirety.

III. Selection Process

3.A Purpose

- The purpose of the RFP is to select a vendor to provide a revision to our Comprehensive Plan and associated planning documents for the City of Hendersonville, NC.
- Upon review of proposals, the City will select a single vendor to provide the services sought within the content of this RFP. If awarded, the City will award a contract to the vendor that submits the best overall proposal, as determined by the City. Negotiations may be undertaken with the vendor whose proposal is the best overall and whose understanding, qualifications, experience, technical approach, and financial terms show them to be qualified, responsible, and capable of providing the services.
- The contract awarded as a result of this RFP will be selected based on the most advantageous to the City and best meeting the needs of the City. The contract will not necessarily be awarded to the respondent with the lowest overall cost proposal.

3.B Selection Criteria

A weighted analysis of the evaluation criteria will be utilized to determine the vendor that represents the best value solution for the City.

In the evaluation and score/ranking of Offerors, the Owner will consider the information submitted in the proposal as well as the meetings with respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The City may choose to award without engaging in interview discussion.

Proposals will be evaluated and scored by a committee consisting of at minimum Community Development personnel on the basis of the following criteria in combination with a scoring matrix.



Vendor Name:

Evaluation Criteria	Weight
Reputation, Quality and Experience of the Firm	25%
Experience of Proposed Team	30%
Experience with North Carolina Statutory Environment	5%
Public Outreach Approach	15%
Creative Integration of Add Alternates	15%
Price	10%
TOTAL	100%

The scoring will be used as a guide to assist the City in determining which proposal represents the best value proposal for the City, is most advantageous to the City and best meets the needs of the City considering available funding, proposed methodology and process, and other factors deemed relevant by the City. Therefore, bidders are put on notice that the scoring rubric may not be determinative as to the outcome of the evaluation process. The City will make a final selection based on the evaluation committee’s recommendation and such other factors as the City deems to be in its best interest, which factors shall be recorded.

3.C Award Procedures

The City reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms. It is understood that any proposal submitted will become part of the public record once opened by the City at the specified date and time.

A proposal may be rejected if it is incomplete. The City may reject any or all proposals and may waive any immaterial deviation in a proposal.

The City may accept that proposal that best serves its needs, as determined by City officials in their sole discretion.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

At the Owner’s discretion, it will initiate negotiations with the vendor determined to be the Preferred Offeror based on the factors stated in this document. The “Preferred Offeror” is the Offeror that the Owner determines achieves the apparent best overall score/ranking. If the Owner is unable to execute a contract with the Preferred Offeror, negotiations with the Preferred Offeror may be terminated, and provided that such negotiation are terminated in writing, the Owner may proceed to negotiate with the next Preferred Offeror. The Owner will continue in accordance with this procedure until a contract agreement is reached or the selection process is terminated. Negotiations are at the Owner’s sole discretion.

Vendor Name:

The award document will be a Contract, in form and substance acceptable to the City, incorporating the terms and conditions of the City's solicitation and the Offeror's proposal (or portions thereof) as negotiated.

IV. Preferred Specifications/Requirements

4.A General Information

The minimum service specifications in this(these) section(s) are broken down into the areas in which they relate. Responding vendors must review the "Requirements" portion of each section and select "Yes" or "No" in the fields to the right as an indication of whether the vendor's proposed response meets the requirement. While all specifications are preferred, exceptions may be made in some cases in situations where the intended purpose for a given requirement is met via an alternately acceptable and equally effective vendor proposal. Further details regarding exceptions should be thoroughly detailed in Section 4.C.

4.B General Requirements – Scope of Services

4.B.1 – Internal Project Status Meetings: The consultant is expected to meet regularly with staff. When appropriate, these meetings may be via telephone or video conference.

4.B.2 - Public Body Project Status Meetings: The consultant is expected to update the Planning Board and City Council on a quarterly basis over the duration of their engagement with the City. These may be conducted via videoconference; however it is expected that the consultant will attend in-person in cases where significant elements of the Comprehensive Plan are discussed and at the point of adoption of the Comprehensive Plan update.

4.B.3 - Public Engagement Process: The robust engagement of our community is an essential component of this effort. Envisioned as a key component of the buy-in process, public engagement will need to be creative and educational, while also providing a strong conduit for the community to identify their vision for the City's future. We envision a process which includes both an initial phase of engagement before updates are developed and follow-up engagement as the policy recommendations of the 2045 plan are developed. Moreover, our desire to develop a section of the Comprehensive Plan which is based in an understanding of the desired policy outcomes at the corridor & neighborhood level will need to inform the outreach process.

- o The consultant's public participation approach must include methods for reaching geographically, economically, and culturally diverse city residents including minority populations.

Vendor Name:

- o The consultant's public participation approach and a component of the downtown section of the neighborhoods and district section must include an intercept survey.
- o Experience with ArcGIS Story Maps and other online engagement platforms is preferred.
- o Consultants should propose creative ways to engage the public virtually as well as in-person, including working with staff to host neighborhood BBQ's.
- o City staff will be available to assist in a variety of ways with the planning, logistics and implementation of the public engagement effort, but it is expected that the consultant will play a lead role in meeting facilitation.

4.B.4 - 2045 Plan Development & Content: The consultant will serve as the primary drafter of the plan document and shall perform the necessary research, develop the text formatting and mapping materials for the 2045 Plan. The 2045 Plan will include assembling and analyzing data regarding existing conditions within the established planning area and utilizing that data to develop policies, strategies and an implementation action to guide future development and decision making over a 25-year timeframe. This should include recommended strategic timeframes for revisiting the plan and a framework for doing so. It is anticipated that the plan will include the following elements:

- o A baseline review of existing plans and relevant information, including plans and documents listed under the County History and Overview section, current codes and policies, demographic and census data, and other information relevant to the required plan elements, including an overview of relationship between the 2030 Comprehensive Plan and 2045 Comprehensive Plan update.
- o Develop an inventory and assessment of issues and opportunities based on work with staff, stakeholders, and the public participation process.
- o Develop broad strategic goals which relate to vision for the City of Hendersonville's future based on an inventory and assessment of issues and opportunities revealed during the engagement process.
- o Develop policy guidance in the form of strategies and action items, policy, and strategy decisions. Importantly we would envision this including recommendations for Zoning Ordinance changes to implement the vision of the Comprehensive Plan.
- o Draft the 2045 Comprehensive Plan for Planning Board and City Council adoption.

Vendor Name:

- o Provide digital, editable, working, and printable copies of all final documents including reports, maps, and final plan.

4.B.5 – Community & Economic Development Chapter: While strong in many ways, one of the weaknesses of the existing 2030 Comprehensive Plan is the lack of a chapter dedicated to a vision for the community’s economic well-being. We would like the 2045 Plan to take this on directly by including goals, strategies and tasks for Land Use that will help us move the City into an active role in facilitating economic development throughout the community. This would include an overview of what drives our local economy today and how we can facilitate the health and growth of that economy moving forward. Of note on the commercial property side are our historic downtown area, housing availability (affordable and market-rate), the Ecusta Rail Trail Corridor, the Medical District, our entrance corridors, including Routes 64, 25, 225 & 191 and some of the burgeoning industrial sites within our jurisdiction. Targeted goals and strategies for this chapter would address creating a sustainable model for our local economy.

4.B.6 – District and Neighborhood Identification & Targeted Consideration: The existing 2030 Comprehensive Plan also does a good job of identifying broad goals for the community but does not address a more nuanced neighborhood and commercial district level vision in a particularly compelling way. A goal in creating the 2045 Comprehensive Plan will be to develop, perhaps as an enhancement to the Future Land & Development Chapter or perhaps as standalone sections, a targeted vision of how the broad goals of the Comprehensive Plan specifically apply at a commercial district and neighborhood level. As an example, this chapter might include a closer look at primary transportation corridors within a neighborhood and consider where the neighborhood might see targeted larger development and what that development might look like in that location. It could also highlight neighborhood wide changes, i.e. goals associated with promoting missing middle housing, etc. We believe that it is important that the 2045 Comprehensive Plan reflect that Hendersonville is a collection of neighborhoods and commercial districts with distinct character and that understanding how the vision for the City overall, as established within the Comprehensive Plan, applies in each district will be central to the documents success in supporting our community’s existing character and accommodation of growth.

4.B.7 – Downtown Historic Commercial District Master Plan (Add Alternate #1): This addendum to the Comprehensive Plan would reflect a more robust level of detail for our historic downtown area, to include the Main Street and Seventh Avenue corridors, specifically our Municipal Service Districts. We envision a near master plan level of detail, while also recognizing the limitations of combining the effort with the larger 2045 Comprehensive Plan. We are particularly interested in using this effort to take some of the Goals and Strategies from the plan overall and developing targeted project needs and investment efforts that will drive a vision for and the success of our downtown district.



Vendor Name:

4.B.7 – Transportation Plan (Add Alternate #2): Recognizing that the Future Land Use Map will designate Freeways, Boulevards, Major and Minor Thoroughfares and Local Streets, this addendum would explore the characteristics, opportunities and limitations of these corridors. Looking at this transportation infrastructure at a City and even partially regional scale, the plan would reflect the nature of the network overall, integrating NC DOT planning alongside recommendations for City driven projects. We consistently hear concerns related to traffic and traffic management in relationship to growth and development within the community. The goal of this plan would be to identify a larger vision for this infrastructure which reflects and supports the vision for growth within the community established by the Comprehensive Plan.

4.B.8 – Zoning Ordinance Revisions (Add Alternate #3): It is expected that a variety of the Goals, Strategies and Recommendations of the Comprehensive Plan will necessitate revisions to our Zoning Ordinance. This targeted addendum would be a proposal for the a potentially comprehensive zoning text rewrite required to align our zoning ordinance with the Comprehensive Plan. The exact details of what this would include are somewhat difficult to pin down without having completed the Comprehensive Plan work, but could include changes to Zoning District Standards, Form Based Standards, overlay districts, missing middle housing revisions, etc. We would envision that this item might include a range of potential costs with a focus on key required elements of the zoning ordinance revision process and the proposer’s experience in that realm. Evaluation of this Add Alternate will be based upon the vendor’s experience, described approach, and hourly rates provided for Vendor personnel that would work on the revisions. Based upon the unknown quantity of work that may be required at this time, the City reserves the right to make a decision on whether or not to proceed with the Zoning Ordinance Revisions (if any) after the comprehensive planning process is completed or nearly complete by the successful vendor, and to negotiate a scope of services and lump sum fee at the time such a decision is made.

Number	Requirement	Yes	No
1	Internal Project Status Meetings		
2	Public Body Project Status Meetings		
3	Public Engagement Process		
4	2045 Plan Development & Content		
5	Community & Economic Development Chapter		
6	District and Neighborhood Identification & Targeted Consideration		
7	Add Alternate #1 – Downtown Master Plan		
8	Add Alternate #2 – Transportation Plan		
9	Add Alternate #3 – Zoning Ordinance Revision		



Vendor Name:

4.C List of Vendor Exceptions and Related Proposals

Exception Number from 1 thru 9	Provide a thorough, clear explanation regarding why your company will be unable to meet this requirement. Additionally, provide an alternative proposal for how your company can effectively meeting this requirement via a different means.
1	
2	
3	
4	
5	
6	
7	
8	
9	

4.D Other Information

Interested firms or consultant(s) are encouraged to submit a proposal covering all areas listed in the scope of work section of this RFP. However, the City of Hendersonville will consider proposals from offerors for separate segments of the project scope. It is the responsibility of each offeror to clearly state if their proposal is for the full scope or segments (list each) of the scope.

Although there are not currently plans to do so, the City reserves the right to award a contract to more than one firm or consultant.



V. Additional City Requirements

5.A Insurances

Vendor shall maintain insurance from companies licensed to write business in North Carolina, with an A.M. Best rating of "A" or higher, and acceptable to City, of the kinds and minimum amounts specified below.

The vendor awarded this contract shall maintain all required insurances as listed below the entire time of the contract.

- Workman's Compensation Insurance
 - The successful vendor shall maintain during the life of the contract all Workmen's compensation insurance as is or may be required by Laws of North Carolina.
- Automobile Liability Insurance
 - Insurance for all vehicles used in the performance of this contract must be in place at minimum in amounts of at least \$300,000.00 per person and \$500,000.00 per occurrence for personal injury and wrongful death; and at least \$100,000 for property damage; and medical payment coverage of at least \$5,000.00 per occurrence.
- Professional Insurance
 - Contractor shall also maintain professional liability insurance with minimum limits of \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage coverage, and shall include premises and operations, independent contractors, products and completed operations, contractual liability, and broad form property damage. The City shall be named as an additional insured on each of said insurance policies. Contractor shall furnish copies of all such policies and all renewals, terminations, and alterations to the City on a current basis.

5.B Certificates and Notice of Cancellation

Before commencing work under this contract, Contractor shall furnish City with certificates of all insurance required below. Certificates shall indicate the type, amount, class of operations covered, effective date and expiration date of all policies, and shall contain the following statement:



Vendor Name:

The insurance covered by this certificate must have a notice endorsement providing that insurance will not be cancelled or materially altered, **except after thirty (30) days written notice** has been received by City.

5.C Indemnify the City

Contractor agrees to protect, defend, indemnify and hold the City, and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, recoveries, costs, charges, and other expenses or liability of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and or the performance hereof. Contractor further agrees to investigate, handle, respond to and provide defense for any such claim at his sole expense.

5.D Termination of the Contract

The City reserves the right to cancel the contract for convenience by giving a sixty-day written notice. This is in addition to a fiscal year end cancellation caused by lack of funding. Any cancellation as described herein will not be considered a breach of contract and will not be subject to penalty payments other than removal charges.

5.E Administrative Requirements

- Vendor must provide a single designated account manager to work with the City as a point of contact who will have full authority over the contract, equipment and personnel who will be assigned to the City. This individual should have experience in the copier business with a background in service, sales, and management. Also, include the number of additional personnel and their responsibilities who will be assigned to the City.
 - Designated Account Point of Contact:
 - Name: _____
 - Phone: _____
 - Email: _____
- The vendor must provide one invoice emailed to the appointed City Contact. The City prefers to be billed on a monthly basis for all transaction costs and related fees. The invoice shall at minimum include the following info:
 1. Invoice number
 2. Bill date



Vendor Name:

3. Department Name and Location

VI. Reference List

References for which you have done business in the last (3) three years. Preferred consideration will be made for City/City entities).

Name of Contact	Company Name	Phone #	Email Address	Title of Project
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



VII. Bid Response Sheet

City of Hendersonville Comprehensive Plan Update
 City of Hendersonville, North Carolina

Bid furnished by: _____

Address: _____

Telephone #: _____ Fax# _____

Tax ID# _____

I (we) have carefully examined the Bid Information, reviewed the Bid Specifications, and all Addenda and therefore furnish the bid proposal as shown below.

BID PROPOSAL:

Include List of Services Provided Below and Proposed Price for providing each service listed below as you have described it in your response to this RFP. Please note that you are not required to bid each proposed service; however not bidding a service may result in a bidder receiving an overall lower evaluation as compared to bidders submitting a bid for all services. If you are not bidding a particular service, please state “No Bid” in the proposed price column.

Service	Proposed Price
1. Internal Project Status Meetings	
2. Public Body Project Status Meetings	
3. Public Engagement Process	
4. 2045 Plan Development & Content	
5. Community & Economic Development Chapter	
6. District and Neighborhood Identification & Targeted Consideration	
TOTAL (before alternates)	
7. Add Alternate #1 – Downtown Master Plan	
8. Add Alternate #2 – Transportation Plan	
9. Add Alternate #3 – Zoning Ordinance Revision. (Please attach an hourly rate schedule for personnel that would perform this work)	XXXX
Service	Proposed Price



Vendor Name: _____

Attach additional sheets as necessary to provide the information requested.

The City will not award this contract based on the location of the vendor; however, every effort will be made to encourage qualified local vendors and suppliers to compete for City business.

Name of Point of Contact dedicated to the City of Hendersonville:

_____	_____	_____	_____
Name	Phone Number	Email Address	Title

Additional personnel and responsibilities who will be dedicated to the City:

_____	_____	_____	_____
Name	Phone Number	Email Address	Responsibility

Date of Bid Proposal: _____

By: _____
Authorized signature



Vendor Name:

Printed Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

The following signatures acknowledges vendor receipt of all RFP addenda. Failure to sign this portion of the bid will result in an unresponsive bid proposal.

By: _____
Authorized signature

Date of Signature: _____