

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: December 7, 2020

SUBJECT: 2045 County Comprehensive Plan (CCP) Consultant Selection

PRESENTER: Autumn Radcliff, Planning Director
John Mitchell, Business and Community Development Director

ATTACHMENTS: 1. List of Submittal Consultants
2. Selection Committee

SUMMARY OF REQUEST:

The County Comprehensive Plan (CCP), adopted July of 2004, provided a guideline for growth in the County. The Board of Commissioners (BOC) authorized staff to start the process on the CCP update in FY20. Due to issues with the COVID-19 outbreak that impacted our residents and public outreach efforts, the CCP process was delayed.

The adopted FY21 budget provided half of the necessary funding to hire a consultant with the remaining funding to be approved in FY22. The consultant is necessary to assist planning staff with the public outreach, plan development, website and virtual outreach, and project completion. The RFP for a planning consultant was released on October 1st.

The selection committee reviewed all the proposals, interviewed the top three consultant firms, checked references, and identified Houseal Lavigne as the recommended firm. This firm has experience working with a wide array of governments across the country, putting an emphasis on municipal coordination as a key stakeholder. They employ various data analyzation tools including growth modeling, a working knowledge of state legislation and new requirements in NC, an adept ability for public outreach on multiple platforms including hosting the webpage for the CCP process.

Board approval is required to authorize staff to proceed with the consultant selection and negotiate a contract. This will allow for the CCP update process to begin in January with adoption of the draft 2045 Plan targeted for Fall of 2022.

Once the contracts are signed, planning staff will work with the consultant to revise the project schedule and begin working with targeted stakeholders. Planning staff will update the Board throughout the process.

BOARD ACTION REQUESTED:

The Board is requested to select Houseal Lavigne as the recommended consultant firm and authorize staff to proceed with all required documents and contracts.

Suggested Motion:

I move that the Board select Houseal Lavigne as the consultant firm for the 2045 CCP and authorize staff to proceed with all required documents and contracts.

Henderson County 2045 CCP – Submitting Firms

- AECOM
- Benchmark
- Clarion
- Design Workshop
- Holland Consulting Planners
- Houseal Lavigne
- Stewart

Henderson County 2045 CCP – Consultant Selection Committee Members

- John Mitchell, Business and Community Development Director
- Autumn Radcliff, Planning Director
- Janna Peterson, Planner III, Long Range and Transportation Planner
- Matt Champion, Interim Code Enforcement Director
- Carleen Dixon, Parks and Recreation Director
- Megan Powell, Budget Manager and Internal Auditor