



REQUEST FOR PROPOSALS

TOWN OF IRMO COMPREHENSIVE PLAN

I. Introduction

The Town of Irmo, South Carolina is requesting proposals from professional and experienced consultants to develop a Comprehensive Plan for the Town in accordance with the preliminary scope of work and expectations outlined in this RFP. The Comprehensive Plan will address present and anticipated growth in a manner that ensures Irmo maintains citizens' desired small town Southern appeal while addressing current needs and development pressures. This Comprehensive Plan is anticipated as a full, ten-year revision, including a new Future Land Use Map, as mandated by the State of South Carolina, rather than a standard five-year data update. The Town is also considering a Parks Master Plan, and such a plan may be an optional element within the Comprehensive Plan.

II. Background

Irmo is a suburb of Columbia, South Carolina just northwest of the state capital along I-26. All the communities within the Columbia Metro Area have experienced tremendous residential and commercial growth pressure over the past decade as the metro population has increased 9% to 836,000.

Irmo has a population of 11,758 per the U.S. Census. Irmo's last full Comprehensive Plan dates to 2017 and the Town recently completed its update plan, but a full, ten-year plan is necessary to better plan for the Town's future.

Irmo lies within two counties: Richland County and Lexington County, South Carolina.

Construction projects that have recently shaped Irmo include major development pressure in the Wal-Mart area of Broad River and Dutch Fork Roads and new residential subdivisions such as Livingston Place and Shoals Landing.

III. Project Scope

The Comprehensive Plan process will include the inventory, analysis, and synthesis of information and recommendations with a strong emphasis on the Future Land Use Map, infrastructure, housing, community development, and recreation. The selected consultant(s), with direction from Town Staff, will engage the community in a participatory process; facilitate public meetings; prepare the proposed plan for review by the Town; and, based on this collective information and input, finalize the updated Comprehensive Plan. Citizen participation and buy-in will be a key component. The Plan will be adopted by the Town Council and Planning

Commission and will be used as a guide for new policies, local development, and zoning reforms to be implemented throughout the decade.

The selected consultant will be responsible for the Comprehensive Plan process and scope of work included but not limited to the following items:

1. Develop a timeline for the completion of the Comprehensive Plan with clear deadlines and specific action items identified for each phase of the project.
2. Inventory of existing conditions and pending residential developments.
3. A statement of needs and goals both for present and future Irmo.
4. Establish and implement a community outreach strategy to ensure appropriate resident, business, and Town Staff involvement is present throughout the planning process. The public outreach efforts will help to establish and prioritize goals and strategies to meet the community's vision.
5. Evaluate the existing Master Plan and other Town plans, studies, and reports that support development and strategic growth. Examples of existing plans and policies include:
 - a. 2023 Irmo Town Council Strategic Vision
 - b. 2023 Irmo Comprehensive Plan Update
 - c. 2022 Lexington County Comprehensive Plan
 - d. 2015 Richland County Comprehensive Plan
6. Prepare for and present at two (2) or more workshops for citizens, property owners, and stakeholders; conduct workshops and visioning sessions with residents, business owners, and Town staff; and present formally to the Town Council and Planning Commission for public input, plan consideration, and final adoption.
7. Hold meetings and calls with Town staff to provide updates on progress and solicit input. *Zoom* or *Teams* meetings are an acceptable alternative.
8. Research and analyze existing land use patterns, development patterns and projects, environmental constraints, and regulatory codes to establish existing conditions as well as identify major issues and opportunities. Data should be used to prepare estimates, projections, and forecasts. Analysis should include identification of future growth areas.
9. Formulate and recommend objectives and policies using goals set forth by Town Council, direction in other Town plans, results of the participatory process, and data inventory and analysis.
10. Develop implementation strategies with time frames. Zoning reform is a primary objective of staff and outside perspective identifying deficiencies will provide valuable input for near-future implementation
11. Council Priority: Prepare an updated Future Land Use Map for town limits.
12. Prepare a Comprehensive Plan that incorporates all existing and new plans. A dedicated Parks Master Plan may be included as one of the planning elements. The Plan will include an executive summary with goals to be implemented by Town Council

achievable within the ten-year time frame and beyond. The layout should incorporate graphic design with visual aids for the benefit of all citizens. The final Comprehensive Plan shall be presented to the Town Council and Planning Commission for adoption.

13. The Comprehensive Plan should be developed pursuant to the state enabling legislation, Section 6-29-510 of the South Carolina Code of Laws [also known as the South Carolina Local Government Comprehensive Planning Enabling Act of 1994]. The Plan must include, but not be limited to, the following planning elements:

- a. Population
- b. Economic Development
- c. Natural Resources
- d. Cultural Resources
- e. Community Facilities
- f. Housing
- g. Land Use
- h. Transportation
- i. Priority Investment
- j. Resilience

14. Deliverables will include:

- a. Summary report of key issues and priorities.
- b. Summary of results from all methods utilized to gather public input, including surveys, questionnaires, character events, and community meetings.
- c. All GIS data and maps utilized in the process.
- d. Electronic version of the final Comprehensive Plan in both Word and PDF format.
- e. A Parks Master Plan as an element of the final Comprehensive Plan (optional)

IV. Submittal Requirements

Responses to this RFQ must include the following:

1. Cover Letter and Table of Contents

The RFQ must include a cover letter that provides a summary of the contents of the RFQ and a table of contents laying out each section with corresponding page numbers.

2. Introduction and Qualifications

This section should contain an overview of the firm and the identified team lead, professional support staff, principal in charge, and known sub-consultant/contractor

relationships. Statements of qualifications and resumes for project team members with specific mention of related projects (in South Carolina) are encouraged.

3. Summary of Experience

Provide a list of past and active projects including the name, type of project, location, firm's role in the project, and status of the project.

4. Public Engagement

Approach List at least five innovative public engagement activities utilized in past projects.

5. References

A list of three references and contacts from past or current client relationships involving similar projects.

6. Fee Proposal

A breakdown of proposed fees for the project, including fees for any optional services including but not limited to additional public meetings, additional in-person meetings with Council or Staff, a dedicated Comprehensive Plan website, and a parks master plan.

7. Additional Items

- a. Preliminary scope of services and timeline to complete the project (the final scope of services and timeline will be determined upon the selection of the consultant).
- b. Other support material or sample documents that demonstrate the firm's success in the comprehensive planning process and/or creative approaches to public outreach and community engagement.

V. Evaluation

The Town of Irmo will use the following metrics to evaluate the consultant's qualifications:

- Creative, successful experience/examples of Public Engagement
- Quality of Proposal in terms of specifically addressing the submittal requirements
- Project Scope tailored to the unique needs of a small, rapidly growing community
- Technical capabilities and specialized knowledge of Comprehensive Planning
- Professional Qualifications, Knowledge and Experience
- References
- Fee structure

VI. Questions, Contact, Timeline

Submittal Deadline: Friday, August 4 at 11:59 a.m. (EST)

One hard copy and one digital copy of the proposal should be submitted to:

Doug Polen
Assistant Town Administrator
7300 Woodrow Street
Irmo, South Carolina 29063
803-781-7050, x108
dpolen@townofirmosc.com

All proposals will be opened and publicly read in the Town Administrator's Office on August 4th at 12:00 p.m.

Proposals will be reviewed by Staff the week of August 7th. Interviews with Town Council will be scheduled soon thereafter.

Questions about this RFQ or about the process may be directed to Mr. Polen, above. Answers to any asked questions will be placed on the Town's Bids/RFP web page, https://www.townofirmosc.com/business/resources/bids_grant_opportunities.php