

# BELMONT

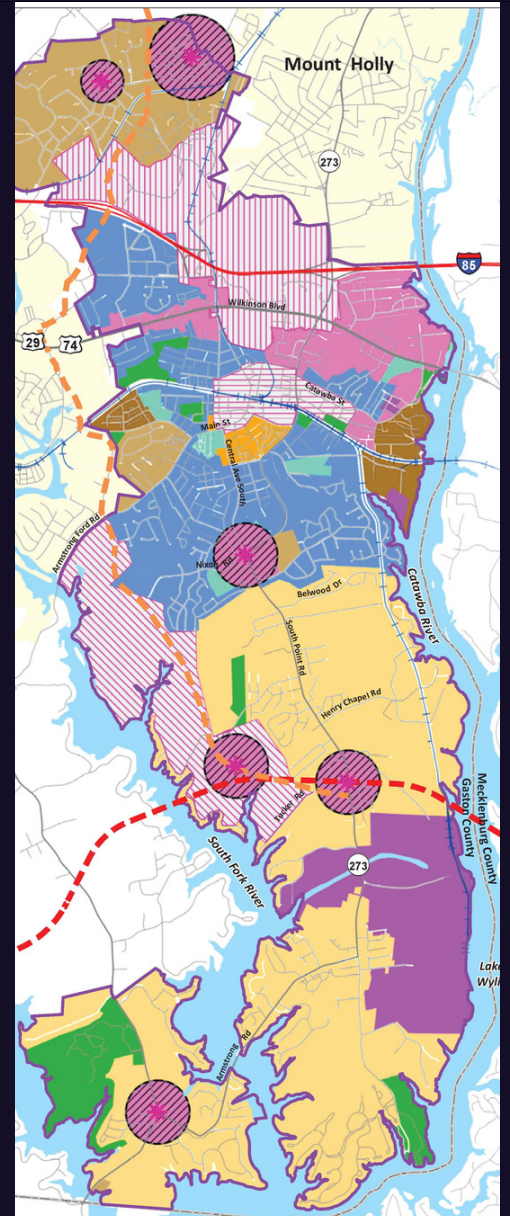
MANY THREADS, ONE COMMUNITY

REQUEST FOR  
PROPOSALS

## COMPREHENSIVE LAND USE PLAN UDPATE

RELEASE DATE:  
OCTOBER 12, 2023

PROPOSAL SUBMISSION DEADLINE:  
NOVEMBER 22, 2023





## CITY INFORMATION

1401 E. Catawba St, Belmont, NC 28012

Established: 1895

Population: 15,010

Number of Full Time Employees: 180

## CITY COUNCIL MEMBERS

Mayor: Marc Seelinger

Mayor Pro Tem: Richard Turner

Councilman: Jim Hefferan

Councilwoman: Martha Stowe

Councilman: Jason Rumpfelt

Councilman: Alex Szucs

## MISSION STATEMENT

City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

## WHO ARE WE?

Trace Belmont's historic roots and you'll find a distinguished textile and railroad hub that was home to the North Carolina textile industry's entrepreneurial legends. Mill-era charisma and upstanding community character pulse through Belmont today. Generation after generation has nurtured this bold spirit and creative spark to make way for a thriving historic downtown brimming with passionate local merchants and a burgeoning outdoor recreation scene. This vitality empowers Belmont citizens, entrepreneurs, and community leaders to continue advancing the city toward an ever vibrant and exciting future.

## DOWNTOWN CULINARY & BUSINESS SCENE

1. Belmont's historic and hip downtown invites you to explore the restored turn-of-the-century storefronts that are bursting with vibrant local boutiques, shops, and eateries.
2. Downtown Belmont is a highly walkable culinary hotspot with nearly 20 locally owned restaurants, cafés, cocktail bars, and craft breweries in less than a single square mile.
3. Visitors and residents experience the palpable, upbeat energy in this charismatic river city.

## RECREATION

1. Belmont is a recreation refuge for a multitude of land and water activities that appeal to all ages and abilities. It's the perfect basecamp for adventure and active living in a relatively compact urban environment.
2. Belmont is for pedalers: with in-town mountain biking at Rocky Branch Park, 50 miles of single-track at the U.S. National Whitewater Center, and a healthy road cycling scene.
3. Belmont is for paddlers: with the mighty Catawba Rivers to the east and west, and Lake Wylie to the south, Belmont is a flatwater paddler's paradise. The Belmont Rowing Center and Loftin Waterfront Park maximize these resources. The nearby Whitewater Center affords access to national-class whitewater kayaking & rafting.
4. Belmont is for pedestrians: Opportunities abound for runners, hikers, and walkers of all abilities. Hike miles of trail at Rocky Branch, the Whitewater Center, and Crowder's Mountain State Park. Take the Carolina Thread Trail and soon, the Belmont Rail-Trail for a less technical journey.
5. Belmont is home to the celebrated Daniel Stowe Botanical Garden which offers the perfect setting for a scenic stroll.

## COMMUNITY & LIVABILITY

1. Belmont offers the best of both worlds: access to the Charlotte job market with competitive wages in an urban career and the comfort of small-town life.
2. Belmont is easily accessible. Enjoy the convenience of multi-modal transportation including Charlotte-Douglas International Airport, Interstate 85, and the future Lynx light rail.
3. We are a friendly, multi-generational community of neighbors that values diverse backgrounds and new perspectives, so bring your dreams and your big ideas.
4. Welcome to a community of thinkers and doers. Entrepreneurs, creatives, place-makers, and enthusiastic volunteers freely lend their time and talents to create a distinctive cultural landscape and work hard for the continued success of the city they love.

## CULTURE, ARTS, & HERITAGE

1. A culture of craftsmanship, respect for our heritage, and a deep sense of commitment to each other are the common threads that weave the community together.
2. We are proud of Belmont's rich textile and railroad history that is still visible today throughout the city's architectural landscape: historic downtown storefronts, restored and repurposed mills, and quaint mill-village neighborhoods.
3. Our community has been creating since 1895 and we celebrate this tradition of craftsmanship with unique traditions, festivals, and parades.
4. Belmont Abbey College enriches the cultural landscape of the city with multiple performances and exhibitions each year from its renowned performing and visual arts programs.
5. The Belmont community regularly gathers in downtown Stowe Park to enjoy free concerts, events, and the company of neighbors.
6. Proximity to Charlotte affords Belmont locals the ability to enjoy national sporting events and world-class cultural experiences and performances.





## SECTION ONE: INTRODUCTIONS

The City of Belmont requests proposals from qualified firms with considerable experience in community design, land use, form-based codes, as well as environmental planning, economic analysis, historic preservation, and citizen participation, to prepare an update to the City's Comprehensive Land Use Plan. The City's Comprehensive Land Use Plan was adopted in 2007, followed by an update in 2018. The City intends to build upon its existing plan (and not initiate development of a new plan), with a special focus on alternative housing building form, as part of the proposed update process. The Plan update will assist City staff, City Council, Planning Board, and other advisory committees to gauge the direction that citizens and various other stakeholders within the community would like to go. Consultant guidance is expected and strongly desired as to how a new plan document may capture changes in the market, be better formatted, utilized, and maintained by City officials and staff. The City's goal is to complete the update by Spring 2025.

## SECTION TWO: BACKGROUND

The City of Belmont was originally settled in the 1750s and incorporated as a town in 1895. Belmont is a small, independent city uniquely located on a peninsula, with a history as a textile mill town and a college town. The City is located in eastern Gaston County, within the Charlotte Metropolitan Region, just five miles west of the Charlotte-Douglas International Airport, and less than 15 miles from Uptown Charlotte. While it is a part of a larger metropolitan area, we strongly desire to retain a clear sense of identity and community which has historically characterized Belmont. Through progressive City planning and strong leadership, the City, with a population of 15,010 (2020 Census) and a geographic area of approximately 10 square miles, has retained the historic character of its vibrant downtown, while promoting a healthy, active lifestyle, and a high quality of life for its residents.

## SECTION THREE: SCOPE OF THE PROJECT

The Plan update will guide decisions affecting the physical development and redevelopment within the City's planning area. The process for the Plan update will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by citizens, developers, landowners, appointed and elected officials, and other stakeholders through community participation. The Plan update should provide a guiding document that reflects our unique character and provides a clear process showing the way the City can build upon its strengths.



## SECTION THREE: SCOPE OF THE PROJECT

### SERVICES

The services provided by the chosen consultant will include but not necessarily be limited to:

- A thorough evaluation of and recommendations for modifications to the existing Plan, including its vision statement, guiding principles, goals, policies, and other elements.
- An analysis and incorporation of relevant data and trends related to population, employment and housing forecasts. This includes coordination with concurrent planning efforts.
- An effective stakeholder and public participation strategy to ensure community involvement in the Plan update process. A proposed schedule of open houses, public meetings, and other outreach methods shall be provided by the consultant at key points in the Plan update process.
- Effective coordination with staff, Planning Board, and City Council. The consultant should also assist with the creation of a plan update advisory committee.
- Recommendations and a plan for integration with other relevant plans and initiatives adopted by the City. A list of existing functional plans are included in this section.
- Development of feasible, fiscally responsible, and prioritized implementation recommendations as determined by the Plan update process.
- Reevaluation of the land use map and land use types and how they function with the existing zoning districts adopted by the City, as well as potential future zoning districts.
- The development of a final plan update shall include new and updated sections:
  - Land use section- including fiscal impact of various land use types.
  - Transportation section- primary focus on roadways; multimodal network plan to be developed by others.
  - Parks and Open Spaces section.
  - Place types - refining locations for varying levels of density throughout the city, targeted areas for "missing middle" development.
  - Housing - addition of alternative building forms (i.e. missing middle housing) and affordability.
  - Center city small area plan- to be partially updated by others.
  - Public health section (active living, food & nutrition, health & human services, and health in all policies).
  - Historic preservation.
  - Implementation section.



## SECTION THREE: SCOPE OF THE PROJECT

These are general requirements for the Plan Update and are not intended to be a comprehensive list of tasks and deliverables. We expect the chosen consultant to provide the City with more specific recommendations for approaches, tasks, and deliverables based on its experience and expertise from past work on comprehensive plan projects.

### COMMUNITY ENGAGEMENT

The City of Belmont puts strong emphasis on ensuring participation of citizens in every stage of decision-making. Participation of citizens, developers, landowners, appointed and elected officials, and other stakeholders throughout the community, is paramount to success of the Plan update. The City will place a strong emphasis in the selection process in choosing a consultant who has strong and unique facilitation skills with respect to community engagement. The selected consultant will be responsible for organizing and either leading or co-leading public meetings with city staff.

### EXISTING PLANS

The Plan update shall be coordinated with other functional plans of the City of Belmont, so that all the plans in the City are mutually supportive and consistent with another. The plans continue to provide detailed guidelines for future land use, infrastructure, and growth management. These plans are:

- Land Development Code
- City of Belmont Bicycle Master Plan (2013)
- Build A Better Boulevard Plan (2015)
- City of Belmont Comprehensive Land Use Plan (2018)
- Parks and Recreation Plan (2019)
- City of Belmont Pedestrian Plan (2023)

The above plans can be found at <https://www.cityofbelmont.org/adopted-plans-and-maps/>. In addition to the above existing plans, the City coordinates planning activities with neighboring communities and agencies that will need to be taken into consideration while developing this Plan update.



## SECTION FOUR: PROPOSAL REQUIREMENTS

### PRODUCTS AND DELIVERABLES

The main deliverables to be included with the Plan update are as follows:

**Comprehensive Plan Document.** A completed Plan update document shall incorporate the required information outlined under the Services subparagraph found in Section 3 of this document. The consultant shall provide one (1) unbound copy and multiple bound copies of the final Plan update document to the City, including graphics. The number of copies to be submitted will be in an amount mutually agreed upon between the consultant and City staff. The consultant shall also provide (1) electronic submission of the Plan update document, including attachments and other graphics, in native formats to the City of Belmont Planning and Zoning Department. A Microsoft Word version of the Plan update shall also be provided.

The City will also require that drafts of the Plan Update be provided for review at the completion of various key phases of the project. The timing and number of copies to be submitted will be mutually agreed upon between the consultant and City staff as the project moves forward.

### PROPOSAL REQUIREMENTS

The consultant shall submit one (1) unbound original, six (6) bound copies and one (1) digital copy of the proposal submittal. The City encourages the use of recycled paper products and double sided print. The City discourages the use of plastic products including three-ring binders, plastic folders, etc. for all submissions. The proposal should be submitted in a sealed envelope labeled "2023 Comprehensive Land Use Plan Proposal" and delivered to:

City of Belmont  
Attn: Tiffany Faro  
1401 E. Catawba Street  
PO Box 431  
Belmont, NC 28012

**The deadline to submit proposals is no later than November 22, 2023, at 12:00 PM.**



## SECTION FOUR: PROPOSAL REQUIREMENTS

### PROPOSAL FORMAT

Proposals should contain the following information:

- **Title Page:** Provide the name of your firm, address, telephone, and name of the contact person.
- **Letter of Transmittal:** Provide a complete statement regarding the understanding of the project and your interest in working with Belmont on the Plan Update. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
- **Firm Background:** Provide information on the size, location, available resources and brief discussion on past experiences related to updating comprehensive plans, design guidelines and transportation plans.
- **Project Team:** Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as: education, professional registrations, area of expertise, and years of service in their respective field.
- **Work Samples:** List and provide in electronic format only (either a webpage link to the document or other electronic format) three (3) examples of comprehensive plans or other applicable writing samples recently completed by your firm.
- **Methodology and Approach:** Provide a description of the method and approach your firm intends to utilize in order to complete the Plan Update.
- **Understanding of Belmont:** Provide information that demonstrates your understanding of the City of Belmont generally and the unique issues facing the City specifically. Identify how the City's background and issues will impact the methodology and approach to the Plan Update.
- **Timeframe:** Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date of the Plan Update, based on an estimated consultant selection date of May 15th.
- **References:** Submit names, e-mails and telephone numbers of other municipal officials that we may contact to verify performance on projects recently completed by your firm as identified under the Firm Background section of the proposal submittal.
- **Verify Firm Capacity:** Provide a statement verifying your ability to begin work on the Plan Update and complete the tasks within the timeframes identified in the Methodology and Approach section of the submitted proposal based on your firm's current workload and capacity.





## SECTION FOUR: PROPOSAL REQUIREMENTS

### PROPOSAL FORMAT

- **Cost Breakdown:** Submit a not-to-exceed cost breakdown of the Plan Update process, including travel and material expenses, for the work identified by the consultant in the Methodology and Approach and Timeframe sections of the proposal submittal. The costs should be broken out with separate amounts provided for completion of each section.
- **Proposer Information Sheet:** A completed Authorization Form, in the form attached to this RFP must be enclosed with all proposals.
- **Supporting Information (Optional):** Provide other supporting information you feel may help us further evaluate your qualifications and fit for completing the Plan Update.

### TENTATIVE SCHEDULE

The tentative schedule for this Request for Proposals is as follows:

- Release of RFP: **Wednesday, October 12, 2023**
- Deadline for Questions: **Tuesday, October 31, 2023**
- Question Responses and/or Addenda to RFP: **Friday, November 3, 2023**
- Proposal Submission Deadline: **Wednesday, November 22, 2023 at 12PM (Noon)**
- Selection Committee Reviews Complete: **Friday, December 1, 2023**
- Schedule Consultant Interviews: **Thursday, December 14, 2023**
  - If invited, consultant must be present in person for interview with Planning Board at 6:30 p.m.
- Selection of Consultant: **Monday, January 15, 2023**
  - If invited, consultant must be present in person for interview with City Council at 4:00 p.m.

### QUESTIONS

The deadline for questions regarding the proposal is Friday, November 3, 2023. Questions shall be directed to Tiffany Faro by e-mail only at [tfaro@cityofbelmont.org](mailto:tfaro@cityofbelmont.org), utilizing the subject line "2023 Belmont CLUP Update". Responses to questions and/or addenda determined to be required by City staff to further clarify this RFP will be posted to the Plan update webpage at [www.cityofbelmont.org/2023CLUP](http://www.cityofbelmont.org/2023CLUP).



## REQUEST FOR PROPOSALS AUTHORIZATION FORM

The undersigned certifies that they have fully read this Request for Proposals (RFP) for an update to the City of Belmont Comprehensive Land Use Plan. The undersigned further states that they have carefully examined the criteria for updating the Comprehensive Land Use Plan, and all other information furnished in the RFP, and make this proposal accordingly. The undersigned declares that they are making this proposal solely based upon their own knowledge and that they are duly authorized to submit this proposal. Undersigned affirms that in the event they are awarded the Comprehensive Land Use Plan update project, that they will enter into a Consulting Agreement with the City to perform the work in accordance with the terms for updating the Comprehensive Plan as specified in the Request for Proposals.

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Signature of Duly Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name \_\_\_\_\_

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Business Name \_\_\_\_\_

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Business Address \_\_\_\_\_

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Telephone Number \_\_\_\_\_

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E-Mail Address \_\_\_\_\_