



Date: July 21st, 2025

REQUEST FOR QUALIFICATIONS **FOR PROFESSIONAL SERVICES**

Date: July 21st, 2025

RFQ ID # 100

The Village of Marvin seeks Land Use Planning Services from qualified professional consulting firms for the creation of a Comprehensive Plan for the Village; all proposals are subject to all conditions, and provisions, etc., set forth herein and attached. A proposal for work will be accepted from July 21st, 2025, until August 15th, 2025, at 5:00 p.m. E.S.T

QUALIFICATIONS FOR: Village of Marvin Comprehensive Plan
Project Name

RFQ ID # 100

NAME:

Vendor's Name

Purpose

The Village of Marvin, North Carolina is seeking qualifications from professional consultants to provide professional land use and transportation planning for the development of a new comprehensive plan. The plan shall holistically address land use and utilize strategies to incorporate transportation, utility, safety and any other plans previously adopted by the Village.

The existing Land Use Plan was adopted in 2020 by the Village of Marvin. Since that time, the Village has experienced significant growth within its planning jurisdiction and the surrounding areas of Union County. The Village requests to have a well-organized comprehensive plan, which includes a detailed future land use map identifying key nodes of preservation, future focused development, and an updated multimodal transportation network plan identifying future critical area of growth as dictated by the future land use map.

The selected consultant(s) will assist the Village in the development of a Comprehensive Plan that shall focus on preserving low-density character while channeling growth through responsible policies to balance the inevitable regional development. The plan shall establish a clear future land use map emphasizing rural and Village center areas, integrate multimodal transportation plans, and commit to an implementation strategy. The plan shall focus on responsible growth and development while providing methods to enhance the conservation of our natural areas and identify hazard mitigation. This plan will create the policy framework for the implementation of our development ordinances, capital projects, and any other relevant municipal operations or endeavors.

The consultant(s) awarded this Contract will have the primary responsibility of developing the Comprehensive Plan and any supplemental documents. They will collaborate closely with Village staff, including interagency coordination with, but not limited to, public agencies such as the North Carolina Department of Transportation, Union County Water, and Union County Public Schools. The consultant(s) shall be responsive to current market trends and be prepared to create recommendations for the built environment with both short-term and long-term implementation in mind. The consultant(s) shall create ample opportunities and effective forums for public participation in which a network of actionable items with responses are considered. The plan should prioritize projects, include action-oriented recommendations, and identify potential funding sources. The project is discussed in further detail in the scope and deliverables in this request.

Plan Goal

The goal of the comprehensive plan is to guide Marvin's growth with clear and sustainable implementation strategies and maintain collaborative and respectful relationships within the community and surrounding areas, and establish policies and priorities for coordinated development, infill, and redevelopment. The new plan shall provide responsible guidance to developers, stakeholders, and residents.

The Village will select a qualified multi-disciplinary planning team based on proven excellence in completing projects that involve the following elements:

- A plan for the Village's current and future land use.
- A multi-use transportation network.
- Provide ample opportunities through forums for residents to express their vision and goals.
- Economic Development with market research
- Prioritize and identify key projects and implementation strategies.
- Create action-oriented recommendations.
- Identify funding sources.

Background

Marvin's first Land Use Plan was adopted in 2004. Public feedback has indicated that residents prefer development to remain consistent with the Village's rural character and low-density nature. The Village adopted a new Land Use Plan in 2020. However, the current Land Use Plan lacks a degree of policy specificity and qualitative descriptors, which might aid in more precise implementation. The updated comprehensive plan aims to build upon the 2020 Land Use Plan, along with all other supplemental plans, and implement sustainable strategies to address the current and future vision and goals of the Village of Marvin.

Previous Planning Efforts

- a. 2019 Community Survey
- b. 2020 Land Use Plan -The Villages current land use plan.
- c. Marvin Heritage District Small Area Plan – includes:
 - i. *Village Center Feasibility Analysis (DFI Study)*
 - ii. *Building a Village Center (NCGrowth-SmartUp Report July 2020)*
- d. 2020 Parks and Greenway Master Plan -Guiding document for parks and trails.
- e. 2023 Parks and Recreation Master Plan – including
 - i. Village Hall Park Plan
- f. 2023 Wayfinding Masterplan – Study for signage and wayfinding throughout Marvin.
- g. 2025 Parks and Recreation Master Plan Update – In Progress
- h. 2025 Community Survey - In Progress

Community Profile

Chartered as a Village in 1994, The Village of Marvin is one of the fastest growing communities in North Carolina. It is built upon a foundation of agriculture, natural resources, and community. The natural and upscale quality of life is accompanied by an exceptional school system, a commitment to multi-use transportation services, and a passionate community. Located in the south piedmont region of North Carolina, Marvin is situated in the north-western corner of Union County. It borders the City of Charlotte in Mecklenburg County to the north, Lancaster County, South Carolina to the west, Waxhaw, North Carolina to the south, and Weddington, North Carolina to the east. Marvin is also bordered by unincorporated areas of Union County, which the Village has a goal to annex or have extra-territorial jurisdiction and therefore will be included in the study area of this plan.

Scope of Work

The Village is expecting a complete draft of a Comprehensive Plan inclusive of recommendations, updates, and an implementation strategy. The respondent shall submit a proposed general process for the project using past experience and best practices in similarly sized or situated communities. Interagency coordination will be required. Coordination with both the residents and other affected public agencies including, but not limited to, the North Carolina Department of Transportation, Union County Water, and Union County Public Schools will be the responsibility of the selected consultant with assistance from staff. Once a Contract has been approved by the Village Council, key personnel will be available for input, consultation, inquiry, and review of all aspects of the planning effort. The respondent shall be responsible for creating public forums in which resident participation and recordation of such shall be utilized to form actionable items with assistance from staff. It is not envisioned that Village staff will be directly responsible for any work elements other than those specifically described herein.

The Comprehensive Plan will include assembling and analyzing data regarding existing conditions within the established planning area and utilizing that data to develop policies, actions, and an implementation plan to guide future development and decision making over a 20-year timeframe. This plan is intended to build upon the principles and objectives of the 2020 Land Use Plan but aims to provide more specific policies and goals to accomplish the following scope of objectives in addition to any others identified during the public engagement process:

- a. Community Assessment** – population, housing, demographics, and economic trends and projections.
- b. Natural Resources** - Asses natural assets and critical hazards, including environmental resilience, floodplain and stormwater management, hazard mitigation considerations, and Low Impact Development (LID) implementation.
 - i. Resilience and Climate Adaptation* – Assess and integrate environmental resilience to respond to climate change, extreme weather events, and tree canopy restoration and protection.
- c. Historic, Cultural, and Heritage Preservation and Enhancement** – Identify and develop strategies to preserve and further enhance Marvin’s historic and cultural resources.

- d. **Land Use and Community Design** – existing land use and framework for place-based neighborhood design.
 - i. ***Include Future Land Use Planning for Villages Annexation Area***
 - ii. ***Include Component specifically for the Marvin Heritage District***
 - 1. Develop realistic build-out of the Heritage District in accordance with the vision set forth by the Village Staff, Planning Board and Council including feedback received from the public.
 - 2. Develop Architectural Standards (Building Design) for the Heritage District
- e. **Transportation** – Develop recommendations for a multimodal transportation network, including but not limited to bicycle and pedestrian facilities, trails and greenway systems, and traffic calming strategies.
- f. **Parks and Recreation** – Identify opportunities for passive and active parks and greenways, recreational activities, public facilities, and public safeguarding measures.
- g. **Infrastructure** – Inventory and assess public infrastructure (i.e., roads, sidewalks, streetscape, water, sewer, gas, stormwater, electrical utilities, etc.) along with coordination with utility providers on infrastructure needs.
- h. **Public Safety**- Implementation strategies in coordination with Union County Sheriff's Department on methods of increasing public safety and emergency service routes with new developments.
- i. **Public Engagement and Outreach Summary** – Deliver an appendix or separate file documenting all forms of public participation forums such as open houses, workshops, or committees in addition to a record of all resident input and a supplemental implementation table with clearly outlined response strategies.
- j. **Strategic Annexation and Growth Management Plan** – Implement a growth management strategy, create a framework to prioritize voluntary annexation, and proactively plan for responsible land use.
- k. **Implementation** – Develop specific goals, policies, objectives to implement each element of the plan, including:
 - i. An established Implementation Matrix/Action Plan assigning phases and responsible parties.
 - ii. Implementation Guidebook
 - iii. Strategic Development Recommendations
 - iv. Short-Term: Current developments (already approved)
 - v. Long-Term: Future Infill development and overall long-term improvements needed for the district.

The steering committee, Planning Board and Village Council may have additional items for consideration.

Deliverables - The Village expects several deliverables during the course of this project, as opposed to one deliverable being produced in the form of a single, final document at the end of the process. Deliverables are expected to be both digital and hard-copy in format. The content of these deliverables will be determined during contract negotiation. Interested firms are encouraged to identify and describe recommended project deliverables to address the expectations set forth. At a minimum, deliverables are expected to include;

- Comprehensive Plan
- Future Land Use Map
- Future Road Improvements Map and Associated Cross Sections
- Multimodal Transportation Improvement Map
- Marvin Heritage District Components
 - Provide illustrative renderings showing the infill potential of the study area. Combined with strategic investments, low impact development methods and a pedestrian-friendly development style.
- Implementation Plan

TIMELINE:

The following is a tentative timeline of the entire project (subject to change):

Task	Notes:	Completion Date:
RFQ Advertised	Advertise RFQ	7-31-2025
RFQ Questions Due	Last day to submit request for information/clarification	8-8-2025 by 5PM
RFQ Due	Submittal due date	8-15-2025 by 5PM
RFQ Staff Review	Internal qualifications review conducted by staff	8-18-2025
RFQ Recommendation to Council*	Staff present matrix and recommendation to the Village Council to proceed with negotiations. Cost is not factored into award; the decision is solely based on qualifications cost will be unknown at this point.	8-28-2025*
Consultant Negotiations/Contract finalization	Staff negotiate rates with selected consultant for Scope of work/Obtain final Contract	8-29-2025
Final Contract Award	Council Authorize Contract	9-9-2025 VC Regular or 9-25-2025
Project Time Frame	Plan Completion – Estimated 12-18 months from contract execution	September – December 2026

SUBMITTAL INQUIRES:

Inquiries may be made by emailing the Planning Director, Hunter Nestor, Planner@Marvinnc.gov by no later than August 8th, 2025. Proposals will remain confidential until closing of the submittal period.

In the event of a material modification, all potential proposers will be notified of an amendment to the RFQ. If deemed necessary by the Village of Marvin, proposers will be given an opportunity to modify their proposal in the specific areas that are affected by the modification. All addenda modifications so issued shall become part of the Contract documents.

Proposal Content

Proposals must be submitted in an electronic (pdf) format. Proposals must be formatted on 8 ½" x 11" paper. Interested firms are encouraged to use succinct writing and supporting tables or graphics in the proposal submittal. The proposal shall include the following, which are all included in the 25-page count limit:

1. Introductory letter expressing interest in providing the requested professional services, an acknowledgment of the firm's eligibility to perform such services (including all subconsultants), a statement citing any potential conflicts of interest, and contact information including an email address for the primary point of contact.
2. Identification of project personnel and their role in the proposed project, including an organizational chart, demonstration that assigned staff have availability to undertake the work required, and tailored resumes or bios of key staff members. Describe relevant work experience, capabilities, and expertise which qualify the personnel assigned to this project to undertake the project. Please include the credentials of the GIS staff who will be assigned to the project in the proposal.
3. Understanding of the project and a description of the proposed approach, deliverables, and schedule of tasks and milestones.
4. Identification of similar work performed within the past seven years including points of contact (name, email, phone number) for references.
5. Identify cost estimates for completing each of the elements in the "Scope of Work" and "Deliverables" sections of this RFQ. Itemized cost estimates may include more than one area in these sections provided the combination of the elements is logical or overlapping. Also identify any other anticipated budgetary needs including incidentals. Identify total not-to-exceed project cost.

Note that, once submitted to the Village, the proposal is a matter of public record.

SELECTION PROCESS:

It is the intent of the Village of Marvin to award a Contract to the most competent and qualified, responsive firm provided the Proposal has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. However, the Village reserves the right to reject any and all proposals. The Village reserves the sole right to waive informalities and irregularities in a Proposal received and to accept the Proposal which, in the Village's judgment, is most qualified for the Village's interests.

Evaluation Criteria

Statements of qualifications will be evaluated on the following criteria:

- Project Approach as outlined in the letter of interest/narrative providing description of the proposers understanding of the requirements contained in the Scope of Work described in this RFQ. A list of all major tasks to be performed by the responder and the deliverable products associated with each task, and include information regarding the timelines associated with the delivery of required tasks.
- Ability and flexibility to meet the Village's needs, including availability for meetings.
- Description of your organization, qualifications, and experience in like projects; qualifications and availability of the specific individuals to provide services as outlined in the resume for project manager and chart of individuals in your organization that will be directly involved in rendering services.
- Summary of previous work with a similar scope and deliverables and references to collaborative partners, stakeholders, and entities.

Selection Process

After each proposal has been assessed by the Village, they will be ranked in priority order, and the two or three highest ranked responders may be asked to attend interviews. If the Village desires to award a Contract, it will select one responder to begin negotiations on the Contract area sought to be awarded. If a Contract cannot be successfully executed with the leading candidate, the Village will begin negotiations with the second ranked candidate and so on until a Contract has been successfully executed.

SPECIAL CONDITIONS:

If Village offices are closed due to inclement weather, the proposals shall be opened at the same scheduled hour on the next day the Village Offices are open to the public after the scheduled proposal opening date. If an act of nature occurs preventing a firm from attending a mandatory meeting or submitting a proposal on time, the Village of Marvin reserves the right to accept or excuse the firm's tardiness.

The Village of Marvin, NC is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or disabilities. Minority and women owned firms are encouraged to participate.

CONDITIONS:

- a. The Village of Marvin reserves the right to reject any and all proposals, and to waive all technicalities.
- b. The successful firm shall indemnify and save harmless the Village of Marvin and all Village officials, agents and employees, from all suits or claims of any character brought by reason of infringing on any patent trademark or copyright.
- c. The successful firm must provide the following: Certificate of Insurance and W-9 forms. If you do not have worker's compensation insurance, you must complete an Independent Contractor Agreement and Independent Contactor vs. Employee Checklist.
- d. The successful firm must show compliance with E-Verify.