



## **Town of Kitty Hawk Request for Proposals**

**Introduction:** The Town of Kitty Hawk is seeking proposals from qualified consulting firms to complete an update to the Town's existing CAMA Land Use Plan. The Town is interested in contracting with a consulting firm to be the lead in this plan update, with assistance from the Planning & Inspections staff. The updated plan is to also act as the comprehensive plan. The existing plan was adopted in 2005 and there has been significant development since adoption. A copy of the existing CAMA Land Use Plan may be viewed at [www.kittyhawknc.gov](http://www.kittyhawknc.gov). The town expects the selected firm to have considerable experience in coastal land use planning and the processes and procedures associated with updating a CAMA Land Use Plan for certification by the Coastal Resource Commission.

**Background:** The Town of Kitty Hawk was incorporated in 1981 and is located on the Outer Banks of North Carolina in Dare County. The Town is bordered by the towns of Southern Shores and Kill Devil Hills to the north and south, and the Atlantic Ocean to the east and Currituck Sound and Kitty Hawk Bay to the west. Kitty Hawk is approximately 8.2 square miles in area, and is comprised of a residential 'village', linear commercial district, and an oceanside residential area that is comprised of many vacation rentals. The Town is home to approximately 3,500 permanent residents and is visited weekly by tens of thousands during the summer months.

**Purpose:** The revisions to the CAMA Land Use Plan will update the plan, policies, vision, goals and objectives to modernize the plan, and ensure it is aligned with the current goals and visions of the Town. The Town is interested in working with a firm to update the plan in its entirety, with tasks including but not limited to:

- Prepare for and present at workshops for citizens, property owners, stakeholders, and potential land use plan committees
- Facilitate meetings with Town Staff to provide updates and solicit input
- Preparation of various maps for inclusion in the plan
- Preparation for plan review and certification from the CRC as well as Kitty Hawk Town Council

### **Submission Requirements:** *Firm Information*

- Contact information: Name, address, email address, and phone number of the consulting firm
- History and land-planning experience of the firm, and each of the employees who will participate in the update

- Type of organization
- Statement of availability of key personnel to undertake the update
- List similar projects completed, or currently underway, by the firm
- References: Names, email addresses and phone numbers of persons whom the Town can contact regarding past experiences with similar projects

*Plan Information*

- Statement of qualifications: narrative by the firm of its qualifications to lead CAMA Land Use Plan update
- Plan execution: provide information addressing how each of the following will be accomplished
  - Public involvement strategy
  - Progress reporting
  - Deliverables
  - Proposed timeframe

*Cost Information*

- Proposed total cost of work estimate.

**Method of Evaluation:** Town staff will review submitted qualifications using the following criteria:

- a) Firm experience/reputation
- b) Qualifications of the personnel assigned to the project
- c) Proposed plan execution, noted above, including project schedule

Interested firms shall submit complete proposals to the Town of Kitty Hawk no later than **5:00 p.m., July 20, 2022 to:** Town of Kitty Hawk, Attn: Rob Testerman, Director of Planning & Inspections, PO Box 549, Kitty Hawk NC 27949