



FOUNTAIN INN

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City of Fountain Inn Comprehensive Plan Update Request for Qualifications

#2022-4

I. Introduction

The City of Fountain Inn, South Carolina is requesting qualifications from professional and experienced consultants to develop a Comprehensive Plan for the City in accordance with the preliminary scope of work and expectations outlined in the RFQ. The Comprehensive Plan will address present and anticipated growth in a manner that ensures Fountain Inn 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, as mandated by the State of South Carolina, rather than a standard five year data update. A new Future Land Use map to guide development is the primary deliverable desired by the City.

II. Background

Fountain Inn is located in the Golden Strip area of Upstate South Carolina just south of Greenville. The Upstate region lies in the "Charlanta" mega-region between Charlotte, North Carolina and Atlanta, Georgia. All Greater Greenville communities have experienced residential growth based on this geography and migration to the area based on industrial employment, weather, and quality of life. Fountain Inn has a population of 10,416 per the 2020 U.S. Census. However, tremendous growth has necessitated a change to the existing 2017 Master Plan to better plan for the future. Fountain Inn lies within two counties: Greenville County and Laurens County, South Carolina.

Construction projects that have recently shaped Fountain Inn include the renovated Emanuel Sullivan Sports Complex, a recent streetscape improvement to historic Main Street, and the 2021 opening of Fountain Inn High School just north of downtown. Planning staff estimates over 2,000 residential units under construction in 2022, much more than predicted in previous planning documents.

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, recreation, and housing. The selected consultant(s), with direction from the Planning & Development Department of the City, will engage the community in a participatory process; facilitate public meetings; prepare the proposed plan for review by the City; 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 City 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 Fountain Inn.
4. Establish and implement a community outreach strategy to ensure appropriate resident, business, and City 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 City plans, studies, and reports that support development and strategic growth. Examples of existing plans and policies include:
 - 2020 Plan Greenville County
 - 2018 Community Wayfinding Master Plan (branding)
 - 2017 Fountain Inn Master Plan
 - 2010, 2012 Woodside Area + SC-418 Corridor Study
 - 2010 Bicycle and Pedestrian Connectivity Study
6. Prepare for and present at workshops for citizens, property owners, and stakeholders; conduct workshops and visioning sessions with residents, business owners, and City staff; and present formally to the City Council and Planning Commission for public input, plan consideration, and final adoption.
7. Hold meetings and calls with City staff (a steering committee) 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 City Council, direction in other City plans, and 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 city limits.

12. Prepare a Comprehensive Plan that incorporates all existing and new plans. A dedicated Recreation Master Plan may be included as one of the planning elements. The Plan will include an executive summary with goals to be implemented by City 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 City 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 (added 2020)
14. Deliverables will include:
 - Summary report of key issues and priorities.
 - Summary of results from all methods utilized to gather public input, including surveys, questionnaires, character events, and community meetings.
 - All GIS data and maps utilized in the process.
 - Electronic version of the final Comprehensive Plan in both Word and PDF format.

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. 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 City of Fountain Inn 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

VI. Questions, Contact, Timeline

Submittal Deadline: Friday, July 1 at 11:59 a.m. (EST)

One digital copy of the proposal should be submitted to:

Shawn Bell

City Administrator

Shawn.Bell@fountaininn.org

Proposals will be reviewed by staff the week of **July 4th** (excludes Independence Day). Interviews will be scheduled soon thereafter.

Questions about this RFQ or about the process may be directed to:

Gregory Gordos

Planning & Development Department

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Fountain Inn, SC 29644

greg.gordos@fountaininn.org