

## Land Development and Construction Regulations Code Rewrite

### **Decatur County, Georgia**

The Decatur County Planning Department requests letters of interest from qualified professional design firms for the Decatur County Land Development and Construction Code rewrite. **Proposals will be received until 11:00 a.m., local time on October 26th, 2020**, in the Bainbridge-Decatur County Planning Department in Bainbridge City Hall, located at 101 S. Broad St, Bainbridge, GA 39817. Each proposal must include the following:

1. Name of firm, address, phone number, fax number and email address
2. Names and resumes which provide the technical qualifications of the persons who will perform the services
3. Description of firm's experience in related non-zoning development regulations and codification work
4. Reference list of clients whom the entity has represented in similar projects, including names and current telephone numbers of contact person(s)
5. PDF copy of proposal

\*Submittals should not exceed 30 pages

The following criteria will be used in the selection process:

- Project Manager (20 points max.)
- Experience of assigned staff including any sub-consultants (40 points max.)
- Familiarity with the project, knowledge of Georgia Law.
- Consultant's past performance/experience (30 points max.)

### **Community Profile**

Located in Southwest Georgia, Decatur County is home to some 28,000 citizens and is within easy driving distance of four major cities: Dothan, Albany, Thomasville and Tallahassee. Decatur County is a strong agricultural community that is experiencing an increase in population.

### **Project Overview**

Decatur County has not adopted zoning and is not considering the adoption of zoning regulations at this time. The Decatur County Land Development and Construction Regulations were drafted in 1989 as a way to regulate specific uses and have been amended on an as needed basis, however portions remain

largely out of date and pieced together. Since adoption in 1989, various changes have occurred within administration of the Decatur County Planning Department. In 2015, all planning, permitting, inspections, code enforcement and animal control are done by the City of Bainbridge through an intergovernmental agreement. In January of 2020, the Decatur County Planning Board was combined with the City of Bainbridge Planning Commission to form the Bainbridge-Decatur County Planning Commission. The following amendments, regulations and ordinances all fall under the Land Development and Construction regulations:

- Subdivision regulations
- Wireless telecommunications towers and facilities ordinance
- Poultry houses ordinance
- Manufactured homes and travel trailer regulations
- Multifamily housing regulations
- Flood damage prevention ordinance
- Nuisance ordinance
- Soil and Sedimentation Control Ordinance
- Building and Construction regulations
- Flint River and Spring Creek Corridor Protection Ordinance
- Sign Ordinance
- Whigham Dairy Road Corridor Protection District (currently in draft form)

There are multiple inconsistencies and outdated information throughout the various ordinances/regulations. A comprehensive rewrite and update of these regulations is needed to eliminate unnecessary and outdated regulations and improve readability. From the Decatur County perspective it may actually be easier to list the items and ordinances that we do not want changed or updated. Decatur County is beginning the process of re-codifying the entire code and space will be reserved for the Land Development and Construction regulations or whatever it may be titled upon completion.

Below is a list of ordinances and regulations identified by Staff that can be kept as is from the current ordinances/regulations:

- Wireless telecommunications towers and facilities regulations
- Poultry House Regulations
- Solar Generating facility Regulations
- Flood damage prevention ordinance
- Soil and sedimentation control ordinance
- Flint River and Spring Creek Corridor Protection Ordinance
- Whigham Dairy Road Corridor Protection District (currently in draft form)
- 1.5 acre minimum lot size
- Easement can serve no more than two properties

Below is a list ordinances and regulations that require a complete overhaul and fresh ideas:

- Subdivision regulations
- Manufactured homes and travel trailer regulations
- Multifamily housing regulations
- Sign Ordinance

### **Deliverables**

The consultant will rewrite all of the above mentioned ordinances/regulations that require an overhaul in a format agreed upon by the County and consistent with applicable state and federal law. Throughout the course of updating the Land Development and Constructions Regulations the consultant shall provide draft versions for review at several stages in the process. Drafts should be provided as Word documents and any maps should be provided in PDF. The Consultant will not be responsible for printing unless otherwise requested. Consultant will also be required to attend public meetings including Planning Commission and County Commission meetings as needed.

### **Submittal Summary**

Statement of Qualifications should, at a minimum, include the following information along with any other information which demonstrates the consultant's expertise and capability:

1. Company Profile – at a minimum include: number of years in business, number of employees, number of municipal clients and their populations.
2. Personnel Qualifications – Education and experience of the firm's personnel, particularly those individuals who would be assigned tasks for Decatur County projects. Please identify a primary single point of contact within the firm to manage and coordinate all activities related with the Decatur County project.
3. Availability of Staff – please provide the number of staff that could be assigned to tasks for the Decatur County project at any given time and the amount of lead time required for notification before staff could begin work on the project.
4. Organizational experience or expertise – provide information which documents successful and reliable experience in past performances, including:
  - Experience in preparing regulations that regulate development in rural settings
  - Experience with communities without zoning
  - Experience in writing and implementing land development regulations
  - Strong skills in written and oral communications

- Ability to design and provide illustrative graphics
- Communication of complex issues to a diverse audience
- Experience in developing a clear administrative process to regulate new development
- Familiarity with applicable state and federal statutes and case law

**Project Budget**

Decatur County is not disclosing a budgeted amount for this project at this time. The County may provide limited staff support as needed in order to make this project manageable.

**Project Timeframe**

Posting	September 14 <sup>th</sup>
RFQ Proposals Due	October 26 <sup>th</sup> at 11 a.m.
Review Proposals	October 27 <sup>th</sup> thru Nov. 6 <sup>th</sup>
Recommend Candidate	November 9 <sup>th</sup>
County Commission Review/Approval	November 24 <sup>th</sup>
Estimated Start Date	January 4 <sup>th</sup> 2021
Estimated Project Completion Date	September 30 <sup>th</sup> 2021

**Miscellaneous**

- The contents of the Proposal may become contractual obligations
- Contents of the Proposal may be considered public records; any confidential trade secrets provided with the Proposal must be clearly labeled as such
- Decatur County reserves the right to:
- Waive formalities required herein; waive, or to allow any vendor a reasonable opportunity to cure any minor irregularity or technical deficiency in a proposal

- Reject any or all qualification packages
- Accept or reject any and all of the submissions in whole or in part, and to postpone or cancel the execution of the contract
- Supplement, amend or otherwise modify the terms or schedules set forth herein
- Conduct all investigations and background checks necessary for adequate evaluation

**Contact for Project**

Steve O'Neil, Planning Director  
Bainbridge-Decatur County Planning Department  
101 S. Broad St.  
Bainbridge, GA 39817  
229-400-9303  
[steveo@bainbridgecity.com](mailto:steveo@bainbridgecity.com)

*Decatur County is an equal opportunity employer. Each submittal will receive consideration without regard to race, color, religious creed, disability, ancestry, age, sex or national origin.*