REQUEST FOR PROPOSALS (RFP)

Re-write of the

Unified Development Ordinance (UDO)

January 13, 2026

Due Date: **Monday, February 09, 2026**
Time: **5 PM Eastern Time**

Submittal: **Via email sushil.nepal@gastonianc.gov**
[Utilize File Transfer Portal for larger files]

Contact: **City of Gastonia Planning Department**
Planning Director – Sushil Nepal
Sushil.Nepal@gastonianc.gov

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THE PROCUREMENT, PLEASE REACH OUT TO THE CONTACT LISTED AS SOON AS POSSIBLE

1. Does this RFP have an assigned RFP number?

   City Response: There is not an assigned RFP number, please use "RFP: Re-write of the Gastonia's Unified Development Ordinance (UDO)" in the subject line.

2. Is 12-pt both the minimum *and maximum* font size, or may respondents use larger fonts sparingly for section titles and dividers? Given the breadth of this project and multifaceted teams required, may submissions exceed 20 pages via limited appendices to offer additional information?

   City Response: The 12-point font size is a required font size for the content of the proposal; larger font may be utilized for titles and dividers. The proposals shall be limited to no more than 20 pages (standard letter size) excluding the cover page, cover letter, table of contents, and any section dividers – external website links (where applicable) can be added to offer more information, no additional information may be submitted via appendices.

3. Does the City have a desired timeline from Notice to Proceed to a completed public hearing draft of the UDO? Can the city share its desired schedule for the completion of the project

   City Response: It is expected that the UDO re-write will take 12-18 months from the date of "Notice-to-proceed" to ensure proper engagement with the public and stakeholders and that the re-write is reflective of recently adopted Comprehensive Plan.

4. Inclusive of the Project Manager, the City indicates that the proposing firm may submit a maximum of five team member resumes. If subconsultants are utilized, may each subconsultant also include up to five team member resumes, or is there a total limit across the entire proposal team?

   City Response: The limitations was included to ensure the proposal is not over-burdened with resumes within the page limits noted in the RFP. Brief resumes of Project Manager and up to an additional four (4) members is allowed for primary and each sub-consultants. We expect the submitting team to use their own judgement to balance the content to clearly communicate their proposal in response to this RFP.

5. Does the City have an overall project budget? Could the City please share the anticipated total consultant budget for this project?

City Response: There is not an exact budget determined for this project. While some limited funds are set aside, final budget will be determined based on the scope of work and partnership we can forge with the selected team.

6. Do submissions need to include any forms, or is the authorized signature required as part of the Letter of Introduction sufficient?

   City Response: Authorized signature as part of the Letter of Introduction will suffice for the submittal.

7. Does the City have a dedicated FTP (file transfer portal) for transmission of submissions that exceed the email attachment threshold, or is this the purview of the respondents?

   City Response: The respondent can utilize their own secure FTP site for file transfer.

8. The Scope of the Work for the proposal states: "The final deliverable shall also include a Development Guidebook and associated checklists/tools to assist with the implementation of the new UDO." What content does the city envision being included in the Development Guidebook?

   City Response: The "Development Guidebook" is intended to serve as a supplement document to the UDO to simplify development steps and expectations. While the exact scope and elements will be determined with the selected Consultant, it is envisioned that the guidebook will outline development review processes/steps, design criteria (development typology, open space, streets, urban design components etc) with visual examples along with associated checklists/application forms, as applicable.

9. How far along is the City in migrating their UDO to EnCode (first sentence, Page 3)? what additional effort is staff aware of that will be required? How many meetings, hours, or other quantifiable measure are remaining? We understand the City's plans to move ordinances to have them hosted on Encode. There are many different options that can be selected for Encode hosting, each one with its own associated cost. Should consultants account for formatting the UDO to allow easier integration into Encode; anticipate needing to pay for the one-time build fees, software training for staff, navigation tools, and licenses for having the UDO in Encode; or some other alternative? Is the City separately paying for the transfer, licenses, and maintenance that is required to include and maintain ordinances on Encode or is this an expense the consultant should anticipate covering for a set amount of time (and, if so, what time period)?

   City Response: The current migrations of City's Code and the UDO in underway and is expected to be completed prior to the initiation of UDO re-write. It is expected for the proposals to account for at the minimum that the new UDO will be hosted on this platform upon delivery, the proposals could utilize the Encode platform from the very

beginning to draft the new ordinance or transfer the final content to the Encode platform. The costs for either options should be accounted in the proposal, city will not incur additional/separate cost other than what it will be required to pay for hosting and maintenance upon the adoption of the UDO. More clarifications and options can be discussed with the selected team.

10. Are the responding consultant teams expected to have experience with the actual coding of interactive websites, or will this be produced by others using digital information, images, etc. provided to them by the consulting teams? Is direct experience with implementing EncodePlus as a hosting platform expected?

    City Response: It is expected that the teams will have expertise to deliver what they submit in their proposal, either directly or through their sub-consultants. The responding teams should understand the workings of Encode platform, but direct experience is not expected. See response #5 above.

11. Who will be responsible for selecting the members of the Steering Committee and Project Management Team (PMT). What is the anticipated composition of those groups? Will it presumably include interagency staff, elected officials, local business owners, non-profit leaders, prominent community members and others? When are the Steering Committee and PMT expected to be established?

    City Response: The selection of both committees will be driven by staff in consultation with selected team and will utilize both internal and external stakeholders. The selection of both will happen within first few months of the Notice-to-proceed.

12. The RFP refers to the importance of "missing-middle housing." The 2013 Affordable Housing Plan and the 2050 Comprehensive Plan appear to only touch on the subject. Is the goal for the UDO update process to explore more definitive housing typologies, implementation strategies, etc. for this?

    City Response: Yes, we expect the UDO to explore more definitive housing typologies, implementation strategies, etc.to support the mix of housing.

13. The Scope of Work mentions that the consultant's work should include "reviewing shared parking provisions." It would be helpful to know the type of shared parking provisions that the city is interested in pursuing, given that the UDO does not include minimum off-street parking requirements and the city presumably does not wish to re-instate them.

    City Response: We do not see us moving away from minimum off-street parking requirements, shared-parking provisions would allow adjacent development to utilize existing parking or future anticipated build-out when they desire to add parking to the maximum limits allowed but the site conditions may not allow additional parking within

their site itself. This is also intended to utilize surrounding parking so new built spaces can be minimized, where applicable.

14. Does the City anticipate having the UDO reviewed by its legal counsel as it might need to be parsed with any regulatory, statutory or other governing law(s) and/or concurrent documents (such as the 2050 Comprehensive Plan)?

    City Response: While we anticipate the in-house legal counsel will review the UDO, it is expected that the respondents are familiar with any regulatory, statutory or other governing law(s) and/or concurrent documents to be able to deliver a legally-confirming UDO.