

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: April 16, 2025

SUBJECT: Land Development Code Rewrite – Proposal Acceptance

PRESENTER: Autumn Radcliff, Planning Director

ATTACHMENTS: 1. Scoring Matrix

SUMMARY OF REQUEST:

On March 3rd, the Board directed staff to release a Request for Proposals for a consultant to rewrite the Land Development Code (LDC) to be compatible with the new Comprehensive Plan and its recommendations.

The Planning Department released the RFP in compliance with county and state procurement policies. Unlike many procurement methods, such as a bid, an RFP is a specific procurement process for contract services and the proposal cannot be judged on price alone. On Friday, March 31st, staff received a total of four proposals. These proposals were scored based on the matrix provided to potential submitters. The scoring committee is comprised of Planning, Code Enforcement, Floodplain Administration, and Building Services and Inspections staff.

Inspiration Placemaking Collective submitted the highest-scored proposal, and all evaluators agreed the firm was the most qualified for this critical task. The scoring matrix is attached. All proposals were submitted to the Board for additional review.

BOARD ACTION REQUESTED:

The Board is requested to select a consultant for the LDC rewrite.

Suggested Motion:

I move that the Board approve Inspire Placemaking Collective's proposal for the Land Development Code rewrite.

Land Development Code Rewrite Proposal Scoring Matrix					
Criteria	Total Points Available (100)	Freese and Nichols	N Focus	Inspire Placemaking	Zone Co
Qualifications and experience of firm and Project Manager	25	22	22	23	15
Qualifications and experience specific to Farmland Preservation	25	19	10	22	12
Proposed process and approach	20	17	15	19	13
Cost of proposal (evaluated based on county's formula)	10	5.8	10	7.8	6.3
References	15	7	15	15	10
Implementation schedule	5	5	4	5	2
	100	75.8	76	91.8	58.3