

**PLANNING SERVICES-COMPREHENSIVE PLAN**  
**COUNTY OF NEWBERRY, S.C.**  
Solicitation No. 2007-010

REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROJECT APPROACH

July 6, 2007

The County of Newberry, South Carolina is requesting submittal of Statements of Qualifications and Project Approach (SOQs) for professional planning services to develop a comprehensive plan consistent with the comprehensive planning requirements of *Section 6-29-510, South Carolina Code of Laws*. The intent of this project is to draft a plan that will establish a solid foundation for the County of Newberry's ongoing planning program, to serve as the primary policy guide for short- and long-term range planning, zoning and development decision-making within the County of Newberry. The comprehensive plan shall also serve as a necessary first step and guideline toward systematic revision of the County's existing land use and development regulations. Plan analyses shall provide a critical look at present programs and conditions in Newberry County including the municipalities of Little Mountain, Peak, Pomaria, Prosperity, Silverstreet, Whitmire and the City of Newberry with a look toward necessary new initiatives and improving current efforts. The plan should identify current weaknesses and potential solutions.

The County envisions a partnered plan development process, where the County staff will provide background data and specific portions of the plan where staff knowledge, previous work efforts and time availability can best be used. Interested parties may find a sense of the County's current direction indicated by the existing County Comprehensive Plan and other available Master Plans from the City of Newberry and the municipalities in the County.

Answers to general questions and some background information about the County may be obtained by contacting the County Planning Director, Anne Peters at the County Courthouse, 1226 College Street, Newberry South Carolina 29108 (803-321-2166). You may email Ms. Peters at [apeters@newberrycounty.net](mailto:apeters@newberrycounty.net). An optional pre-submittal meeting will be held at **3:00 PM, July 19, 2007** at the Newberry County Courthouse Economic Development Office, 1226 College Street to answer questions.

Submittals should include, as a minimum, descriptions of the firm's and individual staff member's qualifications, similar work performed, office location, as well as a description of the approach that the firm would take in drafting the comprehensive plan. Project Approach might include data sources, public participation, key initiatives or program suggestions, Smart Growth components, goal and policy directions, producing a vision statement, suggesting optional elements, etc. The County of Newberry reserves the right to reject any and all SOQs, and to re-advertise the project if such action is deemed to be in the best interest of the County of Newberry.

Following an evaluation of the SOQ packages from interested consultants, the Qualification Review Committee shall convene to score the submissions and establish a shortlist of consultants to interview. Following the interview process, the Committee shall meet with the top ranked consultant to refine the scope of the project, schedule and to determine the total cost of services. If an agreement cannot be reached on the project scope, fee and schedule with the top ranked consultant, the Committee shall, in similar fashion, negotiate with the second ranked consultant- and, if need be, the third, etc.

The County of Newberry prohibits discrimination in any manner on the basis or race, creed, color, disability, national origin, familiar status, or religion and is an equal opportunity employer.

All qualification packages shall be due in the Newberry County Courthouse Annex, Council Chambers not later than Thursday, August 9, 2007 at 3:00 PM. No late, incomplete or fax submissions shall be accepted. Consultants shall submit five complete copies of their qualifications for formal review by the Qualifications Review Committee. Failure to follow these procedures will result in disqualifications of the consultant from the SOQ process.