

**CITY OF NORTHPORT
STATE OF ALABAMA**

REQUEST FOR PROPOSALS

TO: Qualified Firms

FROM: The City of Northport, Alabama

RE: Request for Proposals for City of Northport Land Use Impact Study and Zoning Updates

DATE: March 2, 2026

Proposals are due by close of business (5:00 p.m. CST) April 2, 2026. Mandatory label required on outside of envelope: “Request for Proposals for City of Northport Land Use Impact Study and Zoning Updates”

Section 1. Introduction.

The City of Northport is seeking the services of a consultant firm/team with city planning experience. Respondents should have broad experience in conditions assessment, planning, land use plans, zoning, urban design, infrastructure, transportation, citizen and stakeholder involvement, and implementation.

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with the standards of Code of Alabama § 41-16-51. To wit:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide **professional services for the evaluation of auto repair and carwash land uses and adoption of an updated city-wide zoning map and use regulations.**
- b. The City will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement.

Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, competitive pricing, and financial and technical resources. The City will require firms to execute a “Disbarment and Suspension Statement” certifying / verifying that the firm is not

suspended or disbarred. This is a qualifications based procurement of professional consulting services whereby competitors' qualifications will be evaluated, and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

- c. Written proposals will be reviewed and rated by a panel of qualified City employees. The rating system will consist of a numerical grading system, as set forth in Section 3. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City and reserves the right to reject all firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Proposal. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

Section 2. General Scope of Services

The City of Northport seeks the services of a professional consulting firm which has the knowledge, experience, and expertise to perform the services as requested.

The project of interest is as follows:

The City of Northport's Land Use Impact Study and Zoning Updates will be a city-wide evaluation and zoning update. It will study existing land uses and zoning classifications, development regulations, market needs, and zoning conflicts. This report will include recommendations for updates to the zoning ordinance and municipal code related to Auto Repair and Carwash uses, as well as an updated city-wide zoning map proposal to minimize conflicts with the existing comprehensive plan. This project will include public involvement meetings to allow citizen input on current issues and proposed solutions.

Scope of Work:

The consultant shall perform the following tasks:

Task 1.0. Existing Conditions Assessment

The consultant shall conduct a spatial and operational assessment of existing auto repair and car wash uses. Assessment should include:

- **Inventory of Active Uses:** Location and density mapping of all existing automotive service facilities within the city limits and its police jurisdiction.
- **Operational Characteristics:** Identification of "Full-Service" vs. "Self-Service" car washes and "Minor Repair" vs. "Major Repair" auto body uses.
- **Site Compliance Audit:** Assessment of existing sites regarding outdoor storage

of vehicles, perimeter screening, and current buffering from residential districts.

Task 2.0. Auto Repair and Carwash Land Use Nexus & Impact Study

The consultant shall conduct a thorough analysis of the primary and secondary effects of automotive-related uses. Areas of study shall include:

- **Infrastructure & Utility Load:** Analysis of peak-hour water consumption and wastewater discharge for high-volume tunnel car washes; assessment of oil/grease trap efficacy and impact on municipal lift stations.
- **Traffic, Safety, & Stacking:** Measurement of vehicle "stacking" lengths at automated facilities; evaluation of vehicle/pedestrian conflict points on public streets.
- **Environmental Impacts:** Analysis of chemical runoff containment, pollution risks from repair bays, and the impact of hazardous fluid disposal (antifreeze, oil, solvents).
- **Noise & Aesthetic Pollution:** Technical analysis of decibel levels from car wash blowers/vacuum, evaluation of light trespass, and the impact on preserving community character.
- **Economic & Saturation Analysis:** A "clustering" analysis to determine the impact of high-density automotive uses on commercial property values and the availability of land for diverse commercial uses.
- **Best Practices Peer Review:** Comparison of spacing and performance standards in similarly sized municipalities.

Task 3.0. City-Wide Rezoning Process & Public Involvement

The consultant shall lead a city-wide process to align the official Zoning Map with the recommendations of the existing Comprehensive Plan, reducing conflicts with zoning districts and the Future Land Use plan.

Task 3.1. Public Involvement Sessions

The consultant shall conduct a minimum of four (4) public involvement sessions (information sessions or workshops) specifically designed to:

- Present findings from the Task 2.0 Impact Study to the public.
- Collect community feedback on proposed changes to automotive use regulations and the new City-Wide Zoning Map.

Task 3.2 Technical Performance Standards & Adoption

Draft specific "Text Amendments" for the Zoning Ordinance, including:

- **Performance Standards Recommendation:** Based on results of the study, the consultant shall recommend specific, measurable standards for Auto Repair and Car Wash uses.
- **Land Use Control Strategies:** The consultant shall evaluate and recommend the most effective methods for managing use density and proximity. This should include an assessment of whether to utilize distance separation requirements, enhanced special exception/conditional use criteria, or other methods.
- **Draft Ordinance Language:** The consultant shall provide "ready-to-adopt" text

amendments to the Zoning Ordinance that incorporate the recommended standards into the City's legal code.

- **Adoption:** The consultant will present zoning ordinance recommendations for adoption at Planning Commission and City Council Meetings.

Task 3.3 Draft Zoning Map Development

- Create a new, digital City-Wide Zoning Map utilizing GIS, ensuring all parcels are assigned to a district that prevents incompatible use saturation and preserves character, while resolving conflicts with the comprehensive plan.
- **Adoption:** The consultant will present a zoning map recommendation for adoption at Planning Commission and City Council Meetings.

The order of the Task Order Directives above does not necessarily indicate the order in which they must be completed, but they shall be completed as part of the project.

Section 3. Firm Qualification and Proposal Requirements

Firms interested in performing the work will be considered based on a proposal containing information submitted in response to this request, in a form limited to thirty (30) pages. The proposal should be limited to thirty (30) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

Proposals are due by close of business (5:00 p.m. CST) April 2, 2026. Mandatory label required on outside of envelope: "Request for Proposals for City of Northport Land Use Impact Study and Zoning Updates".

Consultants responding to this RFP should mail or deliver ten (10) hard copies of the submission and an electronic copy of the submission (flash drive) to the following address:

**Julie Ramm, Director of Planning & Inspections
City of Northport
PO Box 569
3500 McFarland Boulevard
Northport, AL 35476
(205) 339-7000**

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the city. The city reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed upon not to exceed amount, separated by task number, as listed in the scope of services for this project.

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2.

The following information must be submitted with the proposal on the date indicated above and in the order indicated below:

- a. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) completed projects of the type indicated above, done within the last three years. Provide these completed project documents on a flash drive. (20 points possible)
- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
 1. The general experience of the firm. Preference will be given to firms based in or with extensive experience in the Southeast. Please give the location of your firm office, number of years in business and experience with similar projects completed in the Southeast region. (20 points possible)
 2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications, and availability to perform the work and services to be provided. (5 points possible)
 3. A statement of experience and work of similar nature that all the proposed personnel have performed, including references for each project. (5 points possible)
 4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (5 points possible)
 5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (5 points possible)
 6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (5 points possible)
- c. Discuss the proposed approach to completing the needed services, how your firm will coordinate the project, and a proposed timeline for completion of the project. (10 points possible)

- d. Please include a statement as to potential general conflicts of interest that would prevent the City of Northport from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made. (Pass or Fail)
- e. Pricing. Provide a fee sheet that enumerates the pricing and/or hourly rates for all professional and non-professional services necessary to perform all Tasks (Task 1 through Task 6) listed in "Section 2: Scope of Services." Provide an estimated cost for each Task (Task 1 through Task 6) listed in "Section 2: Scope of Services." (25 points possible)
 - 1. Indicate your prices and/or cost structure, as well as your expectations, concerning reimbursement for travel, per diem expenses, photocopying, telephone lines or other incidental expenses.
 - 2. If additional work is required beyond the scope of this contract, how would those services be billed? This may include additional presentations, tasks added after the contract, or follow-up assistance as requested. Indicate your prices and/or cost structure, as well as your expectations, concerning reimbursement of this additional work.

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, at the discretion of the city. Any questions by the firm related to this RFP should be submitted in writing. In the interest of fairness and in order to maintain impartiality, the city may not respond to questions from individual firms during the RFP process.

END RFP.