



TOWN OF GARNER



Please acknowledge receipt of this bid. Please indicate your intention and return this acknowledgment to the Purchasing Manager by fax to 919-662-8874 or email TLawrence@GarnerNC.gov.

YES: I will bid _____

NO: I will not bid _____

TOWN OF GARNER
900 7TH AVENUE
GARNER, NC 27529
TIA H. LAWRENCE
PURCHASING MANAGER

RFP #: 110 – TOWN OF GARNER MEADOWBROOK PARK MASTER PLAN

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

SIGNATURE: _____

TELEPHONE: () _____

FAX NO.: _____

MAIN CONTACT EMAIL: _____

**ADVERTISEMENT FOR BIDS
Town of Garner, NC**

**RFP #110
TOWN OF GARNER
MEADOWBROOK PARK MASTER PLAN**

The Town of Garner is accepting proposals, in accordance with North Carolina General Statutes 143-131, for RFP#110 – Meadowbrook Park Master Plan. Specifications and bid documents may be obtained from the Town of Garner, Purchasing Office located at 900 Seventh Avenue, Garner, N.C. between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.

Proposals will be received by the Purchasing Manager until 4:00 P.M. on **Monday, May 14, 2018**. All questions and requirements for this proposal shall be coordinated through Tia Lawrence at 919-773-4452 or TLawrence@GarnerNC.gov.

The Town of Garner reserves the right to reject any or all bids. The Town of Garner will not discriminate against any bidder submitting a bid because of race, creed, color, national origin, religion or handicap.

Town of Garner
Purchasing Manager
Tia H. Lawrence

REQUEST FOR PROPOSALS (RFP) #: 110

TOWN OF GARNER MEADOWBROOK PARK MASTER PLAN

Purpose

The Town of Garner is accepting “Request for Proposals” (RFP) from experienced consulting firms to prepare a master plan for Meadowbrook Park.

The purpose of the Meadowbrook Park Master Plan is to provide a master plan to guide future park development by conducting the following:

- Needs and opportunity analysis
- Design development

The Town is currently accepting bids for the Garner Park, Recreation and Cultural Resources, Greenways and Open Space Comprehensive Master Plan. The selected firm for the Meadowbrook Master Plan Project will be required to apply data collected during the Comprehensive Planning Process to the Meadowbrook Park Master Plan.

Note: Firms have the option of bidding on this project in conjunction with, or separate of, Garner Park, Recreation and Cultural Resources, Greenways and Open Space Comprehensive Master Plan.

Garner Parks, Recreation & Cultural Resources History and Description

History

The Garner Parks and Recreation Department's history dates back to 1967. The first adopted budget for the department was in 1967 and included \$3,000 for ballfield lights at North Garner School. During the Summer of 1968, the department hired the first part-time intern/director. In 1972, the first full-time director was hired. Initial programming for the department included summer activities for youth and funding for athletic activities.

Garner Facilities, Parks and Programs

At present, the Town makes available to its citizens 13 community and neighborhood parks with a total of 470 acres of which 271 acres are for active use. The town offers plenty of recreational amenities, including over four miles of paved trails, 12 playgrounds, 12 picnic shelters, 14 athletic fields, six tennis courts and a boathouse on Lake Benson that opens seasonally.

The Town offers recreational programs in four major areas: athletics and youth programs, performance series and special events, adult and senior programs, and nature-based activities. The athletics division runs a variety of programs for all ages, including basketball, softball, tennis, volleyball, and other similar sports. In addition, a variety of program partners in the area also provide athletic and arts programs for both youth and adults.

The Town also offers a variety of activities for youth which includes year-round after school programs, preschool programs, summer and specialty camps, and educational opportunities in the natural science and performing arts fields.

The 471 seat Garner Performing Arts Center (GPAC) has been renovated and contains an expansive stage and backstage area with improved theatrical lighting and sound as well as comfortable cushioned seating, fly space and rails. The GPAC is used for the Town's "It's Showtime" Performance series and various rentals.

The Town uses Lake Benson Park, a 64-acre community park as the site of its annual Independence Day celebration, the town's largest festival attracting over 15,000 people. Other Town events include Eggstravaganza, Trick or Treat the Trails and Carnival Latino to name a few, some of which are held at White Deer Park, along with various environmental education programs.

The Garner Senior Center, a North Carolina Senior Center of Excellence, is a multipurpose facility and serves as a focal point for senior/adult programs and activities. Activities include physical, leisure, and educational programs for adults 55 years and older. The Senior Center has an average attendance of 8,000 per month, as the facility is also used for rentals and adult fitness programs.

In 2016, the Town recently purchased Meadowbrook, a historically African American golf course, with the goal of transitioning the golf course into a public park for active recreation purposes. The park site is an estimated 120-acres, with 80-90 acres available for park development.

TASKS

Task 1.1: Needs & Opportunity Analysis

- Conduct inventory and analysis of existing land uses and conditions.
- Conduct utility and property surveys and/or use base data provided by the Town.
- Ensure that all data gathered or provided is sufficient to develop a quality design.
- Determine the recreational needs of citizens for the specific project using data collection through the Comprehensive Plan; and,
- Recommend and justify potential opportunities.

Task 1.2: Design Development

- Develop a minimum of three (3) alternative concepts for project design based on needs assessments, professional expertise, input from Town staff, officials, partners, advisory committees and the general public.
- Complete final, rendered master plans and sketches graphically communicating the objectives of the plan and written guidance documenting the planning process and outcomes.
- Prepare phases and cost estimates for project implementation; and,
- Present findings at a minimum of two (2) Town Council meetings

Master Plan Project Budget

Budget will be negotiated with selected firm.

Master Plan Project Schedule

The following dates are tentative and subject to change:

- Advertise Request for Proposals – April 16, 2018
- Deadline for Questions – by 4:00 P.M. on Monday, April 30, 2018
- **Responses Due – May 14, 2018**
- Selection Committee Determines Short List – May 21, 2018 week
- Interviews with Short Listed Firms – June/July 2018
- Firm Selection – June/July 2018
- Review of Scope- July/August 2018
- Council Approval – August/September 2018
- Notice to Proceed – August/September 2018

Information to be Submitted

The following instructions outline the guidelines governing the format and content of the proposal. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the Town's requirements to successfully provide the products or services on time within the budget.

The selected consulting firm's direct contact for the project will be the Parks, Recreation & Cultural Resources Director, although the Town Manager/Asst. Manager and other staff will have significant input in the planning process. Likewise, there will be some interaction with the Parks, Recreation & Cultural Resources Advisory Committees and Town Council via meetings, work sessions and public presentations.

The selected firm shall indemnify and save harmless the Town for claims and liabilities resulting from negligence, errors, or omissions of the firm; including, but not limited to all sub-consultants. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.

Submittal Requirements

Firms must submit the information requested below on 8½" x 11" paper (11x17 foldouts are acceptable), side bound with a table of contents and page numbers. Tabs identifying sections of the document are requested, but not required. The package shall not exceed 40 pages single-sided or 20 pages double-sided (front/back covers, table of contents and tab pages are excluded from these totals). Applicant must provide nine (9) paper copies and one electronic copy in PDF format. Complete responses to each of the following categories are required:

1) Chapter 1 -Proposal Summary

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal.

2) Chapter 2- Profile of the Proposing Firm

This Chapter shall include a brief description of the proposing firm size as well as the proposed local organization structure. Include a discussion of the firm's financial stability, capacity and resources. Include all other firms/subcontractors participating in the proposal, including similar information about the firms.

Proposing firms should include the following information:

- a. Identify all firms associated with the team, including an organizational chart identifying the relationship between the principal and associate firms.
- b. Provide a summary of each team member's qualifications and experience, including a resume, and the office/location where that team member is based including contact information including phone and email.
- c. Describe the responsibilities of each team member assigned to the project.
- d. Identify the team member that will serve as the Project Manager.

3) Chapter 3- Qualifications of the Proposing Firm

This Chapter shall discuss the qualifications of the proposing firm including past park master planning projects (as applicable).

- a. Explain why the proposer is the most qualified firm to provide the requested services. Highlight unique qualifications of key team members.
- b. Summarize at least three park master planning projects for which the Consultant was responsible. Project summaries should include the following:
 - i. Description of the project, including size and scope.
 - ii. Description of services rendered by Consultant.
 - iii. Degree of involvement (principal or associate).
 - iv. Associate firms involved and their assigned responsibilities.

- v. Key principal and associate staff involved, along with their assigned responsibilities.
- vi. Project references including names, addresses, telephone numbers, and emails.

4) Chapter 4- Project Plan or Proposal

This Chapter shall present a well-conceived service plan and establishes that the Proposer understands the Town's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements.

- a. Include a full description of major tasks and subtasks.
- b. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the Town's schedule.
- c. Describe the approach that would be undertaken in providing the requested services.

Consultant Professional Fees

Submit an hourly billing rate schedule for all personnel who will provide professional services for this project.

Evaluation Criteria

The Town will review and evaluate proposals based on the following criteria:

1. Strength of firm's or teaming partner's experience in preparing municipal comprehensive parks, recreation, open space and greenway plans (25 %).
2. Strength of project team including qualifications of key personnel who will be working on the project 10% or more of total billable hours (25 %).
3. Overall project approach that outlines your steps from beginning to plan adoption (10 %).
4. Specific strategies for citizen participation and public engagement (10 %).
5. Strength in verbal communication and availability of personnel in interacting with Town staff (10 %).
6. Customization/innovation of project approach presented as it relates specifically to the Town of Garner (5 %).
7. Current workload of the firm and commitment to provide adequate personnel resources (10%).
8. Organization, completeness and overall presentation of RFP (5 %).

Submission of Proposal Packages

Proposals for this work should be submitted to the Town of Garner Purchasing Manager by **4:00 PM on Monday, May 14, 2018**. Any late responses will be considered non-responses and will not be considered for award. Proposal packages should be clearly marked:

RFP# 110 – Town of Garner Meadowbrook Park Master Plan

Proposals should be delivered to the following address:

Town of Garner
Attn: Tia H. Lawrence
Purchasing Manager
900 Seventh Avenue
Garner, NC 27529

All submittals shall become the property of the Town of Garner and the Town reserves the right to request additional information it feels necessary to make a qualified judgment on a firm's ability to perform the work. The Town also reserves the right to award this contract in part or whole, in the best interest of the Town, and to reject any or all submissions.

Additional Information

Any questions concerning this project proposal submittal should be directed to Tia Lawrence, Purchasing Manager, by telephone at (919) 773-4452 or email at TLawrence@garnernc.gov. All questions are due back by 4:00 p.m., Monday, April 30, 2018. Firms are hereby notified that separate contact with other Town staff or officials for the purpose of submitting questions or obtaining information is prohibited and may be grounds for disqualification from consideration.

Selection Process

The Town of Garner will review proposals based on statement of qualifications. In addition, the Town may elect to select the proposed firm based upon the submitted proposals or may conduct interviews with any shortlisted firms.

The Town reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposal.

All qualification proposals must be valid for a minimum period of ninety (90) days after the date of the bid opening.

The Town of Garner reserves the right to select the most responsible and responsive qualification consulting firms which it finds to be within the best interests of the Town.

The Town of Garner makes no guarantees to any proposing firm until such time the Town approves the negotiated contract.