

REQUEST FOR PROPOSALS

**Pender County Planning and Community Development
Parks and Recreation Division**



**Project: Master Plan – Pender Memorial Park
Pender County, North Carolina
Date Issued: April 7, 2017**

This document contains the following sections to assist your firm in generating a proposal for the above listed project.

1. General Information for Project
2. Scope of Services Requested for Project
3. Deliverables
4. Proposed Project Time Line
5. Submission Requirements
6. Contract Terms
7. Firm Selection Process
8. Copyright Release
9. Insurance Requirements

Deadline for Submittals: 5:00pm APRIL 28, 2017 EST

****3 Copies of Complete Formal Proposal Requested***

****Digital Submission of Complete Formal Proposal
Requested on a Flash Drive***

Please Direct Submissions and/or Questions to:

Dee Turner
Parks & Recreation Supervisor
PO Box 1519
Burgaw, NC 28425

Phone: 910-259-1330
E-Mail: dturner@pendercountync.gov
Fax: 910-259-1477

1. General Information for Project

Pender Memorial Park, Burgaw, North Carolina is located approximately 25 miles north of Wilmington, NC. Pender County is 933 square miles making it the 5th largest county in area in North Carolina. Pender County's population, as of the 2013 Census, is 55,334 with 5 incorporated towns and one incorporated village and the two fastest growing areas in Pender County over the last decade are unincorporated; Hampstead and Rocky Point. Pender County has both urban and rural areas within its boundaries as well as a National Battlefield and State owned Game Lands.

Pender County actively operates and maintains three (3) parks in its system:

Hampstead Kiwanis Park, Hampstead, NC – 57 Acres

Millers Pond Park, Rocky Point, NC – 31 Acres

Pender Memorial Park, Burgaw, NC – 25 Acres

In 2010, Pender County Planning staff completed a Comprehensive Parks & Recreation Master Plan. The plan evaluates all our parks and has a description for each park. A community needs survey was also conducted as part of the Comprehensive Planning project and may be used for this project. Also, the Town of Burgaw recently completed a Needs Assessment Survey which also can be utilized for this project. The Comprehensive Master Plan is located on our website: <https://tinyurl.com/hwdfqji>

Pender Memorial Park is an existing 25-acre Park located in western Burgaw with an entrance off South Smith Street and one off West Hayes Street. The Park features one regulation baseball field, four youth ball fields, one regulation athletic field, two youth athletic fields, a playground, a picnic shelter, three batting cages, two concession stand and restroom facilities and two parking lots.

The major goal of the Master Plan process is to bring the facilities at the site up to new standards as well as incorporating new facilities into the additional property options at the site. Most importantly, the park needs to be in ADA compliance. The desire is that the final product will yield a nicely designed park that maximizes the acreage, which meets the current and future needs of the community, that is

accessible, and that potentially can secure external grant funding for construction.

2. Scope of Services

Final Product Desired- Site Specific Master Plan document which includes, but is not limited to the following items:

A. Overview of Pender Memorial Park:

- *Population profile
- *Service area profile
- *History of Park
- *Existing Facilities

B. Site Analysis

- *Site Description
- *Land Uses
- *Topography
- *Wetlands
- *Soils
- *Flood plains
- *Water resources
- *Tree and wildlife species
- *Archaeological or Historic site analysis
- *Existing structures description
- *Utilities description
- *Noise levels
- *Permits required for additional site work

C. Planning Process

- *Outcomes of 1 Public Meeting
- *Steering Committee Meetings & Recommendations
- *Needs Assessment Survey

D. Proposals & Recommendations for Site Improvements

- *New facility recommendations and property acquisition strategy
- *Additional facility recommendations

- *Facility renovation recommendations
- *Staffing/Operational recommendations

E. Financial Report of Recommendations

- *Cost Projections broken down by project element
- *Recommendations for grant funding
- *Alternative Funding Recommendations

Community Involvement- The Parks & Recreation Comprehensive Plan does a nice job of providing overall public information and community feedback from needs assessment survey results. Pender Memorial Park has three nonprofit youth athletic organizations that base their operations out of the park. It will be essential for the firm completing the Master Plan to make themselves accessible to the community and the organizations for input on the project. Staff and County officials will be able to offer insight as well for the project.

The following is a desired MINIMUM level of items associated with the requested community involvement:

- Community Public Meeting (1)
- Meetings with Project Steering Committee, as necessary
- A Needs Assessment Survey
- Final Presentation to Parks & Recreation Advisory Board (1)
- Final Presentation to Pender County Commissioners (1)

Grant Assistance

The firm selected for this project will be expected to assist Parks & Recreation Division with items required for grant submittals pertaining to the project upon request. It is anticipated that a NC PARTF grant will be submitted by May 1, 2018 for this project so it is known that colored site plan, site location map, and environmental review document completion will be expected at a minimum. Other grant assistance per request is expected within reason.

3. Deliverables

The following specifies the format and quantity for the desired delivered products:

- a. Printed materials as needed for your final presentations to P&R Advisory Board and County Commissioners. Information for briefing packages can be submitted in electronic format.
- b. Electronic versions of all final plan documents. The format of the final documents/report will be required in both Microsoft Word and PDF formats.
- c. **(2)** 36x48 full hardboard presentation boards featuring the Schematic Site Plan for Pender Memorial Park
- d. **(1)** 8.5 x 11 colored Schematic Site Plan for Pender Memorial Park- pdf version

4. Proposed Project Time Line

April 28, 2017- Request for Proposals (RFP's) Due to Parks and Recreation Supervisor

May 4, 2017- Firm Presentations with Steering Committee

*Ranking of firms will be announced on or prior to **May 8, 2017**

June 5, 2017- Contract of Selected Firm to County Commissioners

June 2017-August 2017- Project Period

September 14, 2017- Presentation of Plan to Parks & Recreation Advisory Board for Approval

October 2, 2017- Presentation of Plan to County Commissioners for Approval

May 1, 2018- NC PARTF Grant Application Due

5. Submission Requirements

The firm is **required** to submit the following information in the RFP:

- *Cover letter containing statement of the firms proposed methodology in accomplishing the requested Scope of Services.
- *Action plan of proposed work with estimated time schedule
- *A description of the proposed approach to and level of public involvement as requested in the scope of services.
- *A description of how your firm conducts a public meeting.
- *Firm profile
- *If your firm is teaming with another firm for this project, please provide a narrative of the proposed responsibilities of each firm as it relates to the work required by this project.
- *Designation and in-depth profile of Project Manager, and key team personnel assigned to work on this project (org chart).
- *Listing of funded grant assistance for park projects within the past 5 years. Please list grant source, amount of grant, name of park, and parks department.

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6. Contract Terms

Fixed Fee Compensation Method: A fixed fee compensation method will be used for the process. Specific terms of the contract can be negotiated upon selection of a firm. Selection of a firm will be solely based on qualifications and selection recommendations of the search committee.

Contract: Pender County is open to using a contract drafted by the firm selected. To stay within the time schedule, it is recommended the firm supply the contract for Brunswick County's Attorney to review shortly after official selection before formal approval by the County Commissioners.

Arbitration vs. Mediation- Please note that Pender County will not enter into contracts that settle disputes using arbitration. Mediation is the preferred method and this needs to be indicated within the contract terms.

Extended Work on Project- if this phase of the project goes well for both parties, Pender County reserves the right to continue the agreement with the selected firm to include future phases of site design and construction management of facilities resulting from recommendations of the Comprehensive Master Plan. It is requested that the Lead Firm in their proposal submit a statement acknowledging this and submit a not to exceed percentage (%) fee for engineering, design, and construction management services.

7. Firm Selection Process

The selection of the firm for this project will be determined by the steering committee after hearing presentations from the firms. It is important to note that all members of the steering committee are invited to participate in the firm selection process, but some might not be able to attend based on scheduling conflicts. Only the members in attendance for all presentations will be allowed to vote on the selection of a firm. All steering committee members will be asked to rank all of the firms. The rankings will be scored to consensus and then presented to the group for additional discussion. After discussion, the committee will vote on a final ranking of the firms.

8. Copyright Release

Those firms responding to the RFP shall supply a copyright release in order for Staff to make copies of any copyrighted materials submitted.