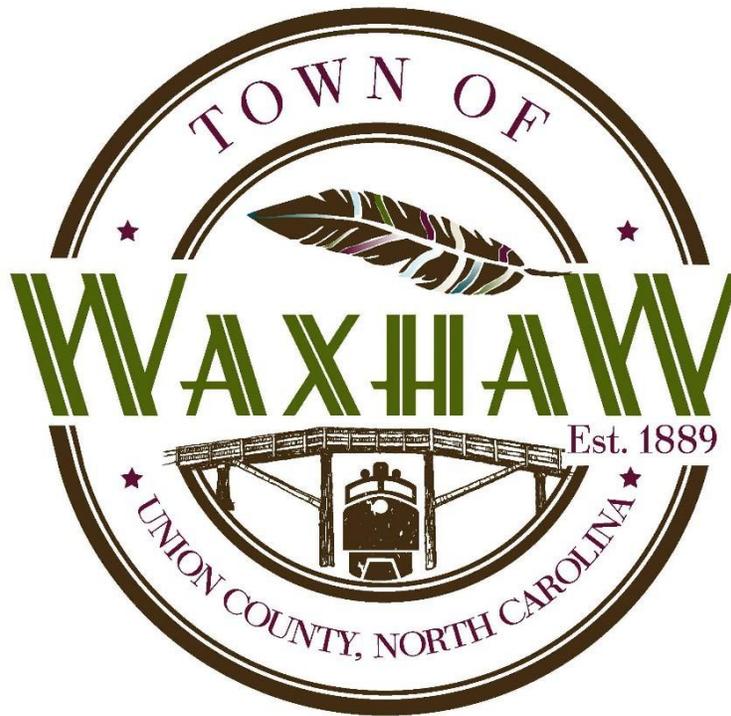


# REQUEST FOR PROPOSALS

## UPDATE TO THE DOWNTOWN “CENTRAL” PARK MASTERPLAN FOR THE PARKS AND RECREATION OF THE TOWN OF WAXHAW



Date Issued: September 1, 2020

Town of Waxhaw

1150 North Broome Street

Waxhaw, NC 28173

**General:**

1. Pursuant to North Carolina Statute Section 143-64.31, the Town of Waxhaw (the Town or Owner) is soliciting proposals from qualified design teams interested in providing basic architectural and engineering services.
2. The Town will follow a Qualifications Based Selection process as required by North Carolina General Statutes. A team of Town staff will select the most qualified firm to negotiate a contract for services. This Request for Proposal (RFP) provides complete information on the services being sought, the submittal requirements, and timeline. Copies of the RFP and any addenda may be accessed directly from the Town's website at [www.waxhaw.com](http://www.waxhaw.com) . Interested firms may submit a Proposal for the Central Park Master Plan update, meeting the requirements defined in this RFP. Hard copies shall be delivered to:

Town of Waxhaw

Attention: Dena Sabinske, Dir. Parks & Recreation

1150 N. Broome St.

Waxhaw, NC 28173

Digital copy shall be emailed to: [dsabinske@waxhaw.com](mailto:dsabinske@waxhaw.com)

3. Request for Proposal must be received by 2:00pm on September 25, 2020. Six (6) hard copies shall be submitted along with a digital copy to the address and email above. Any other form of submission will not be accepted.
4. Any questions regarding this RFP must be received in writing prior to September 16, 2020 by 5pm. Questions after this date may not receive a response. Questions should be directed to the contact above. All written questions will be posted in an addendum posted on the Town's website.
5. This RFP does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of a response.
6. This RFP does not obligate the Town to accept or contract for any expressed or implied services.
7. The design team shall indemnify and hold harmless the Town of Waxhaw and its officers, agents, and employees from all suits, actions, or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason any act of the design team, its agents or employees, in the performance of the contract.
8. The Town invites and encourages by businesses owned by minorities, women, and disabled business enterprises to participate in this procurement process.
9. The Town reserves the right to reject any and all submittals and to terminate the RFP at any time.

**Project Site:**

1. The subject property where the work will be completed is location

Union County Tax Parcel #05115026 address: 0 Givens St.

Union County Tax Parcel #05115029 address: 402 Brevard St.

Union County Tax Parcel #05115027A address: none

Union County Tax Parcel #05113032 address: 0 Broome St/North Main St.

2. Aerial location and boundary area (Appendix B)
3. One block south from downtown Waxhaw
4. The property is approximately 11.799 acres in size.

**Scope:**

To perform architectural and engineering services related to the siting and construction of a Waxhaw downtown Central Park.

**Background on Parks and Recreation Departments Park Plan:**

The Town envisions this new park to function as an innovative space hold community events and Town gatherings in a sustainable manner in accordance with over our projected growth:

- Previous plan - David G. Barnes Park and Horton Property Master Plan - April 14, 2017
- Updated system wide Master Plan - Parks & Recreation Strategic Master Plan: 2019-2028 - June 11, 2019
- Property boundaries for phasing and suggested properties for future growth as needed
- Connecting existing trails/greenway/sidewalk/ park land/ downtown-community corner - Set-up a flow of properties
- Road Infrastructure leading to the park site (ingress and egress)
- Parking requirements for large community gathering
- The need for open space & tree save/natural shade
- Strategic planning of phases and infrastructure (better suited- entertainment location)
- Town/regional events and local/county programs
- Accessibility; ADA requirements, social, economic and inequality concerns (public mobility/drop-off & pick-up, power stations/WIFI, water access and bike racks)
- Cost associated with phases
- Timeline for completion
- PARTF and LWCF grant ready and timeline (site map with key, point system qualifications)
- Stay of Mission and Vision with Waxhaw Parks & Recreation, NRPA's 3 pillars, and positioning the department to achieve CAPRA accreditations
- Staff needed for future development and cost to maintain

- Public art/community partnerships/urban amenities
- Basic community needs assessment (not repeating amenities/ unique and custom to Waxhaw)
- Approximate Start Date Oct 19, 2020 and Submit to BOC January 26, 2021 for approval

### **Deliverables**

The master plan report must clearly define findings and recommendation; with graphic illustrations – to include but not limited to aerial photographs, ground photographs, drawings, maps, etc. The master plan must include cost estimates for the recommended capital and green infrastructure improvements and natural resource management activities. All reports/documentation must be developed and presented in Microsoft Office/Adobe, (or other acceptable program as determined by Town of Waxhaw). Digital versions of the master plan and other relevant documents suitable for online viewing must also be submitted. Eight (8) color copies of the finalized Master Plan document must be printed on 8-1/2" x 11" paper and bound in a 3-ring binder.

### **Public Involvement**

The consultant will integrate cost-effective methods to generate and maximize public participation in the development of the Master Plan. In addition, the consultant will work with the Town Staff, BOC, PCR Committee, interested individuals and parties representing a wide range of parks and recreation user groups.

The following meetings and reports are suggested as the minimum requirements to complete the downtown "Central" Master Plan-Update:

1. One (1) orientation meeting with the Park and Recreation staff to review the work plan, timeline and details of the park master plans progress.
2. Minimum of two (2) meetings and/or presentations with the BOC at key points during the process.
3. Two (2) community meetings to provide broad-based community input. The consultant will provide an email address that can be utilized by the public to provide input to the plan. This email address will be periodically monitored by consultant, and input gathered will be incorporated into the plan data (this must meet PARTF / LWCF standards).
4. Minimum of one (1) citizen telephone survey or other survey format the consultant sees as best fit to gather community information.

Note: The consultant shall be responsible for the arrangement, notice and any other costs associated with the above meeting schedule. The consultant shall review with the Parks & Recreation Director on all prepared information.

### **Submittal Response Requirements:**

Provide six (6) hard copies and one (1) electronic copy in pdf format of your submittal. Submittals shall be a maximum of twenty (20) pages; ten (10) pages if double sided. The submittal shall primarily be formatted for 8.5" x 11" paper; however 11" x 17" paper is acceptable if it is less than five (5) of the pages and is folded to match 8.5" x 11" paper size for the hard copies.

**Submittals must contain the following information:**

1. Letter of Interest. The Letter of Interest should include a synopsis of the company/firm, the team's qualifications, and the project principal representing the contractual authority of the firm/team, project manager, and primary contact.
2. Company Profile. Provide a brief overview of your company/firm. Identify capabilities and experiences, the number of employees, location and number of years in business under its current name. If you are proposing to subcontract any of the proposed work to another firm, provide similar information for each subcontractor.
3. Project Team. Provide a hierarchy of project management and a brief summary of credentials of the key staff. Staff must have a minimum of three (3) years of experience in the provision of park and recreation consulting services or similar services as requested, or provide other evidence of qualifications to provide the service requested.
4. Project Approach and Budget Schedule. Provide a description of the proposed approach to the project. Include a response to the scope but do not simply restate the scope. Identify key risks, challenges, and concerns you anticipate and any mitigation steps to achieve successful delivery. Describe the team's approach to design document quality assurance and control. Describe the firm and/or team's track record delivering projects with minimal change orders. Describe the team's level of experience with major regulatory bodies whether local, state, or federal. Give similar projects references examples. Provide an outline project and budget schedule, approach to public input, tasks, milestones, and deliverables including review meetings with the Town project team.
5. Reference Projects. Please identify five (5) recent, representative projects of similar scope, complexity, and size performed by the project team. At least three (3) should be completed projects. For each project, provide project duration and completion year, project costs, or estimated costs if not completed. Identify which team members performed the work for each reference project.

**Selection Criteria:**

A team of Town staff will review the proposals. The Town staff that will review the Statements of Proposal is the Town Manager, Parks and Recreation Director, and PCR (Park, Cultural & Recreation Committee) member. Additional staff may also assist in the review. Each submittal will be evaluated and scored as determined through a qualification review process and the scoring criteria noted below. The scoring criteria is as follows:

- a. Proposer's demonstrated experience and compliance with minimum qualifications for similar operations
- b. Proposer's demonstrated abilities per provided previous projects references.
- c. Proposer's demonstrated ability to provide the proposed service operations.
- d. Proposer's demonstrated past service including specific team members that would be responsible for this project.

e. Proposer's demonstrated schedule and budget.

**Proposed Evaluation Schedule**

Request for Proposals Released	September 1
Written Questions Received	September 16
Response to Questions Released	September 22
Proposals Due	September 25
Waxhaw Staff and PCR Committee Internal Review	September 30
Consultant Interviews (if Necessary)	October 2
Waxhaw BOC Approval (Anticipated)	October 13
Contract Finalization	October 16
Submit to Central Park Master Plan to BOC for Approval	January 26, 2021

**Proposal Evaluation**

Expressed understanding of project objectives and technical design of the proposal.

- The Project Analysis Approach is descriptive and specific in conveying the consultant's analysis process.
- The Public Involvement Plan and project team's experience in conducting successful and comprehensive stakeholder engagement.
- The Work Plan is action-oriented and identifies specific goals, strategies and a practical timeline.
- The proposal team's background, qualifications, and experience with similar master plans, including ability and experience in handling similar projects
- The availability of personnel and other resources to perform the work within the specified project schedule.
- Prioritize Land acquisition needed for phasing, if any
- Project Budget is reasonable, reflective of project needs, and presented as requested in the RFP.
- Input from provided professional references
- The content has been reviewed and is free of distracting spelling, punctuation, and grammatical errors.

Appendix A

[David G. Barnes Park and Horton Property Master plan](#)



Town of Waxhaw Parks and Recreation Department  
**DAVID G. BARNES PARK AND HORTON  
PROPERTY MASTER PLAN**



**TOWN OF WAXHAW  
NORTH CAROLINA**



April 14, 2017

Appendix B  
Land Map



SITE AERIAL

Zone	Subzone	Parcel	Parcel Address	Parcel Number	Owner	Legal Address	City	State	Zip	Area	Acres	Map Address	Description	Tax Amount	Sub Date	Building Value	Land Value	Total Value	View
Zone	Subzone	Parcel	Parcel Address	00113002	TOWN OF WAWWIK NC	ATTN TOWN MANAGER PO BOX 6	WAWWIK NC	28173	740	0.4000	0	0	WOLFBUCK CIRCLE BROOKNORTH MAN	0	10210012	0	207100	207100	0

Appendix C

[Waxhaw Parks & Recreation Strategic Master plan](#)

# PARKS & RECREATION STRATEGIC MASTER PLAN: 2019-2028

## TOWN OF WAXHAW



JUNE 11, 2019

