

Town of Waynesville



Request for Qualifications

Waynesville Parks and Recreation Department

Submittals due July 6, 2016

**System-wide Master Plan/General Park Design
Services**

OVERVIEW

The Town of Waynesville was founded in 1809 by Colonel Robert Love, a Revolutionary War soldier. He donated land for the courthouse, jail and Public Square, and named the Town after his commander in the war, General "Mad" Anthony Wayne.

Waynesville also has a connection to another war. With news of General Lee's surrender traveling slowly, the Civil War continued in Western North Carolina. The final shots of that war, east of the Mississippi River, were fired near Sulphur Springs, and General James Martin surrendered honorably on May 9, 1865.

The Town of Waynesville was incorporated in 1871. In July 1995 the Towns of Hazelwood and Waynesville merged into one community and continued to grow with a population today of 9,972. With a great climate, growing cultural environment, extensive recreation areas and educational opportunities for all ages, Waynesville rates very high on quality of life issues.

Parks and Recreation

What began in 1956 as the Waynesville Recreation Development Commission became a line department under the Town of Waynesville in 1975. In 1984, an old town Armory was remodeled and the Town had its first Recreation Center.

On December 18, 2000, the new 64,000 square foot Waynesville Recreation Center was officially opened. Today, the Waynesville Parks and Recreation Department manages five parks, six tennis courts, a dog park, an 18-hole disc golf course, an outdoor volleyball court, greenway, skate park, over 55 acres of land, the Old Armory Recreation Center and the Waynesville Recreation Center. The Waynesville Recreation Center has over 3,000 members with an estimated 145,000 annual attendance.

Over the many years there have been countless volunteers and dedicated employees that have spent numerous hours forming the parks and recreation for the people in this area to enjoy for several years to come.

The Town collaborated with Haywood County, Canton, Clyde and Maggie Valley to produce a consolidated Comprehensive Parks and Recreation Master Plan that was completed in 2007. A copy of this plan prepared by Barge, Waggoner, Sumner and Cannon, Inc. can be presented upon request.

Town of Waynesville System Wide Master Plan Request for Qualifications

I. Overview:

- **Our Mission:** the Waynesville Parks and Recreation Department's mission is to strive to provide unsurpassed services, facilities, and recreational activities to better enhance the quality of life of all citizens in our community with a central theme of growth, wellness and recreation.
- **Our Vision:** Our staff seeks to realize its mission by providing comprehensive services and programs through community involvement, marketing and education. This will enable us to create desirable places to play, while promoting physical wellbeing and positive attitudes.
- **Our Purpose:** The Waynesville Parks and Recreation Departments purpose is to plan, organize and coordinate all comprehensive leisure programs that actively enhance the lives of our citizens.

II. Purpose:

- The Town of Waynesville is seeking a qualified consultant to provide a Comprehensive Master Plan for its parks and recreation department. These are to include:

Programs are offered in the following facilities:

- Waynesville Dog Park – One park for big and small dogs
- Waynesville Skate Park – Unsupervised 8,000 square foot park
- Hazelwood Park – Contains shelter, softball field, restrooms and concession stand
- East Street Park – Contains shelter, playground and basketball court
- Old Armory Recreation Center – Contains indoor basketball court, kitchen, pottery room, stage, greenhouse, multiuse room, restrooms, cafeteria and offices
- Recreation Park – Contains six tennis courts, playground, softball field, shelters, skate park and t-ball field
- Vance Street Park – Contains softball field, soccer field, shelter, outdoor volleyball court and green space
- Chestnut Park – Contains greenspace and concrete pad
- Waynesville Recreation Center – 64,000 square foot, 2 indoor basketball courts, lap pool, water park pool, 2 racquetball courts, weight room, aerobics room, kitchen, 2 multiuse rooms, locker rooms, child care room, spin cycle room, cardio area, sauna, massage room and offices
- Sulfur Springs Park – Contains green space and small shelter
- Waynesville Disc Golf Course – Contains 18 holes that stretches from Vance Street Park to Recreation Park
- Rocky Branch property next to watershed (undeveloped)

The plan should be designed to systematically assess the town's current and future needs for parks, facilities, and trails as well as provide a usable plan to guide its actions for the next 10 years in regard to development of recreation facilities, parks and trails.

III. Qualifications:

The qualified consultant shall possess master planning experience for government parks and recreation departments and have completed plans within the last five years. Consultant should have experience leading public input forums of various sizes and formats, excellent communication and graphic skills, an intimate knowledge of the parks and recreation field and professional certification and registration in the planning and or landscape architecture profession.

- References and contact information
- Sample of similar project
- Staff list
- Proposed method for soliciting public input
- Time frame / schedule

IV. Scope of Services:

This Scope of Services format is offered to simplify the proposing consultant's task and to provide a consistent format to help the Comprehensive Recreation Master Plan Selection Committee compare qualification submittals. Modifications to this format are welcome if the proposing firm feels greater detail or clarification would be helpful. However, please address the minimum information noted.

The following is a breakdown of the services requested by the Town of Waynesville for planning services of the aforementioned project.

Each firm is encouraged to show qualifications on their experiences and abilities to engage the public in providing useful information on the development of parks and recreation services in the community. Possible options and alternative methods that the company has used successfully to raise citizen awareness of the project and design collaborative process can be provided from which the city can decide what would be most effective in the community. Alternatives should be ones that use best practice formats, methods, and techniques that will explain, defend, and address how the plan will yield credible results with data that stands up to scientific and industry practices.

It is contemplated that the Town of Waynesville will identify a steering committee to work with the consultant and the department officials to help direct the citizen feedback process. The number and location of public meetings will be decided later. Public meetings would be conducted to assess the community's interests and ideas for improvements. Each meeting must have sufficient advertisement with a printed agenda, power point presentation, handouts, displays and materials and the consultant chosen shall assume leadership role in all public meetings.

- **Components of the Comprehensive Master Plan should include at least the following:**

- Review the project scope and schedule with Parks and Recreation staff.
- Review existing documents, plans, and studies regarding services provided by parks and recreation.
- Gather the necessary demographic, market, and geographical information to adequately measure participation, and interest in area facilities, trails, and parks.
- Complete inventory of Existing Parks, Facilities, and Trails
 - Parks, facilities, and trails inventory should include but is not limited to research, mapping, and personal inspection and conditions of each park, facility, and greenway.
- Analysis of Existing Parks, facilities, and trails to include
 - Conduct separate analysis for each of the following areas and record the results. Rate each facility and park based on their physical condition, code and safety compliance and proximity to target populations.
 - Facilities
 - Trails
 - Parks
- Standards and Trends
 - Investigate state and national reports and publications to determine base-line standards for the following categories and measure against Waynesville's inventory to determine quantitative goals for the future.
 - Facilities
 - Trails
 - Parks
- Master Plan Recommendations
 - A series of recommendations for future development and operation of Waynesville Parks and Recreation should be included. .
 - Recommendations and strategies for service delivery, facility development, and projected capital improvement program cost should be included.
 - Recommendations shall be broken into the following components
 - Recommendations Recreation Facilities

- Recommendations for Trails
- Recommendations for Parks

- Client Review

The firm who is awarded the contract shall submit ten (5) color drafts of the Comprehensive Recreation Master Plan and meet with town staff to review draft documents to ensure that the project is consistent with the scope of services.

- Progress reporting

The consultant shall:

- communicate at least monthly with Parks and Recreation staff to summarize activities, progress and obstacles,
 - meet with the Parks and Recreation staff prior to scheduled public hearings or meetings,
 - staff all Comprehensive Recreation Master Plan Steering Committee meetings
 - provide briefings to the Parks and Recreation staff via e-mail with monthly summaries of activities, progress and obstacles.
- Deliverables shall include:
 - One set of draft handouts, electronic presentations, and sample display materials shall be provided in print or Acrobat format for staff review one week prior to the scheduled deadline for submitting or presenting materials.
 - Needed handouts and electronic presentations and display boards shall be provided to assigned Parks and Recreation staff for distribution at the meetings.
 - Five (5) hard copy bound final approved Comprehensive Master Plan documents, and Adobe Acrobat electronic file of the document with an executable table of contents suitable for digital distribution.
 - One color rendered master plan at a minimum of 24" x 36", mounted on foam core for each park selected for detailed master planning, digital copy of the rendering in Acrobat and CAD file of the plan line work.

Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the Town of Waynesville to consider in terms of any efficiencies, issues, processes, or products.

V. Administrative Information:

A. Standard Terms and Conditions of Request for Qualifications

1. The Town of Waynesville reserves the right to reject any and all proposals, to consider alternatives, to wave irregularities and to re-solicit qualification submittals.
2. All qualification submittals must be valid for a minimum period of ninety (90) days after the date of the qualification submittal opening.
3. The Town of Waynesville reserves the right to select the most responsible and responsive qualification submittal which it finds to be within the best interests of the Town.
4. The Town of Waynesville makes no guarantees to any proposing firm until such time the Town approves the negotiated contract.

B. Project Contact

The Town of Waynesville's contact for this project is Rhett Langston.

Prospective applicants may make inquiries concerning the Request for Qualifications to obtain clarification of the requirements. Direct all inquiries to:

Waynesville Parks and Recreation

Attn: Rhett Langston

550 Vance Street

Waynesville, NC 28786

Telephone 828-456-2030

Email at rlangston@waynesvillenc.gov

C. Purpose

This Request for Qualifications (RFQ) provides prospective firms with sufficient information to prepare and submit qualification submittals for consideration by the Town of Waynesville. To be considered, each qualification submittal must provide completion of the tasks outlined in the RFQ.

D. Scope

This RFQ contains the instructions governing the qualification submittals to be submitted and the materials to be included. These are mandatory requirements that must be met to be eligible for consideration

E. Scheduling

Qualification submittals must be received by the Waynesville Recreation Center by **2:00 pm, July 6, 2016**. The qualification submittal should outline the schedule for completion of this project. Applicants are encouraged to discuss scheduling constraints with the Town.

F. Submittal

Must be submitted to the attention of Rhett Langston, Recreation Director, by **2:00 pm July 6, 2016**. The Recreation Center is located at 550 Vance Street, Waynesville, NC 28786.

G. Proprietary Information

Any restrictions on the use of the data contained within the qualification submittal must be clearly stated in the qualification submittal itself.

H. Response Material Ownership

All materials submitted regarding the RFQ become the property of the Town of Waynesville and will only be returned at the town's option. Responses may be viewed by any person at the qualification submittal opening time and after the final selection has been made. The Town has the right to use any or all of the material outlined in the Proprietary Information above.

I. Incurring Costs

The Town of Waynesville is not liable for any costs incurred by those who have submitted qualification submittals prior to issuance of a signed contract.

J. Acceptance of Proposed Content

The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.

K. Acceptance Time

The Town of Waynesville intends to make a selection by **July 15th, 2016** but reserves the right to make adjustments to the proposal submitted should the need arise.

- L. Deliver a draft of the Waynesville Comprehensive Parks and Recreation Master Plan to the Parks and Recreation Director within 6 months from the Notice to Proceed: **January 16, 2017**.

M. Payment for Services

The firm agrees to bill the Town of Waynesville as each task is completed and approved and allow 30 days for payment to be received.

VI. Qualification Submittal Content

The qualification submittal submitted must clearly address the requirements outlined in the RFQ. Any concerns that the proposing firm may have about meeting these requirements shall be specifically identified in the qualification submittal. The proposing firm must insure that all proposed work meets all applicable State and Federal requirements.

Consultants interested in the project are required to submit five (5) copies of a qualification submittal that addresses the criteria listed above and include the following:

1. Personnel

Provide the proposing firm's name, address, contact name(s) and telephone number(s).

2. General Profile and Qualifications

Provide a general profile of your firm. Also provide the qualifications that the personnel of your firm possess in order to prepare the services outlined in this RFQ. Provide names of principals, key persons, or associates who would be involved in the project and their qualifications. Provide a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients.

3. Scope of Services

Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process. Provide the names of the staff that will be assigned to complete each task.

4. Summary Timeline

Include a timeline for completion of each task as well as the staff responsible for completing it.

VII. Evaluation and Selection

Following the deadline for submittal of qualifications, a review of the submitted qualifications will be conducted by a selection committee. The selection committee will review all submittals based on their response to the information requested. The committee shall then make a recommendation to the Town Manager based on criteria established herein.

If desired, the selection committee may short list the number of qualified firms. The Town reserves the discretion to determine the number of firms that will be on the short list. The town may engage in individual discussions with two or more firms deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Interviews are not anticipated; however, the selection committee may schedule interviews if desired in the selection process. Such firms shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts.

The selection committee may conduct discussions with the firm(s) submitting responses regarding the contract and shall select from among the firm(s) deemed most qualified to provide the required services. At the discretion of the Town, the discussions with the firm(s) may consist of written questions and responses, and/or personal interviews with members of the firm(s). If personal interviews are required by the Town, the persons proposed to be responsible for performing the work required herein shall attend the interview.

The Town will negotiate a rate schedule to be utilized for project services. These rates shall include all disciplines (i.e. architect, project manager, engineers, administrative staff, etc.).

The Town of Waynesville reserves the right to reject any and/or all submittals, and to waive defects, technicalities and/or irregularities in any submittals. The Town reserves the right to finalize a contract with one firm based on all information submitted in the written qualifications submittal without further discussion or interviews.

All applicants will be notified of the selection after a contract has been executed.

VIII. CONTRACTUAL ARRANGEMENTS

The Town of Waynesville will make payments to the Consultant based upon the completion of tasks and receipt of monthly progress reports, which shall include at a minimum:

1. Summary of activities during the period

2. Adherence to schedule, project milestones, and budget
3. Problems encountered during the period, and
4. Projected activities for the next period
5. Copies of planning documents produced to date such as:
 - Meeting minutes
 - Inventory data
 - Maps, charts, tables, graphs

Receipt of monthly reports is a prerequisite for partial payments. These payments will be based upon a percentage of the work completed, as estimated by the consultant and approved by the Town. The consultant will allow 30 days for payment to be processed.

IX. SUPERVISION AND CLARIFICATION

The Consultant shall work under the supervision of Rhett Langston, representing the Parks and Recreation Department for the Town of Waynesville. Any clarifications, questions, or inquiries for additional information may be directed to Rhett Langston, at 828-456-2030 or email rlangston@waynesvillenc.gov.

Substantive changes to this Request for Qualifications will be issued to all parties known to have expressed an interest in submitting a proposal for consideration, in writing, no later than **Wednesday, July 6, 2016** and shall be made a part of this document as an addendum.

Interested Consultants are encouraged to visit the website of the Town of Waynesville (www.waynesvillenc.gov) to gather information useful in preparing the Comprehensive Recreation Master Plan Proposal.