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 **Town of Waynesville**

 **Request for Proposals**

 Updated Master Plan for the Town of Waynesville’s Parks and Recreation



**Request for Proposals – Updated Master Plan for the Town of Waynesville Parks and Recreation**

Town of Waynesville

Parks and Recreation Department

550 Vance Street

Waynesville, NC 28786

Contact Information: Luke Kinsland – Parks and Recreation Director

Email: lkinsland@waynesvillenc.gov

Phone: 828-335-6482

**Project Overview:**

The Town of Waynesville, North Carolina, is soliciting proposals from qualified planning and design firms to prepare a Comprehensive Parks and Recreation Master Plan. This plan will serve as a 10–15-year guiding document for decision-making, budgeting, project implementation, and potential funding opportunities, including the North Carolina Parks and Recreation Trust Fund (PARTF). The plan must follow the NC PARTF guidelines and meet eligibility criteria to support future grant applications.

This effort will include an inventory of existing facilities, a thorough community needs assessment, system-wide level of service analysis, public engagement, and a prioritized capital improvement strategy. It will encompass all municipal parks, recreation centers, athletic fields, open spaces, and trails within the jurisdictional boundaries of the Town of Waynesville.

**Scope of Work:**

The selected consultant will be expected to complete the following deliverables by North Carolina Parks and Recreation planning standards:

**System Inventory and Mapping (GIS-Based)**

* Inventory of all parks, open spaces, facilities, trails, and undeveloped parcels.
* Documentation of acreage, amenities, ADA accessibility, and physical condition.
* Use of GIS data compatible with state and local systems (preferably in ArcGIS format).

**Public Engagement (Per PARTF Standards)**

* Conduct at least one public meeting and a statistically valid recreational needs survey.
* Include outreach to underserved and minority populations as per Title VI compliance.
* Engagement through stakeholder groups, advisory boards, Town Council, and open forums.

**Needs Assessment**

* Use data from the NC Statewide Comprehensive Outdoor Recreation Plan (SCORP).
* Apply national and NC-specific level of service benchmarks and gap analysis.
* Identify underserved areas, future trends, and programmatic deficiencies.

**Connectivity Planning**

* Evaluate current systems for connectivity, access, and extension.
* Incorporate NCDOT Complete Streets policies and regional plans (if applicable).
* Identify opportunities for safe pedestrian and bicycle connectivity between park assets and neighborhoods.

**Equity and Access**

* Ensure compliance with ADA Title II and III and state accessibility standards.
* Provide recommendations that promote equitable access and distribution of services.

**Capital Improvement Plan (10-Year)**

* Prioritized list of projects with detailed cost estimates, phasing, and funding strategies.
* Identify opportunities for public-private partnerships, PARTF, LWCF, and other NC-based funding sources.
* Assess the potential for park improvements to support tourism and enhance visitor experiences, identifying opportunities for increased usage by non-residents and alignment with broader tourism development goals as noted in the Haywood Destination Master Plan.

**Final Deliverables:**

Comprehensive report including maps, tables, and visual plans.

Presentation to Town leadership and the Parks & Recreation Advisory Commission.

Digital versions in PDF, Word, and GIS-compatible files.

**Proposal Requirements:**

Firms should submit a proposal that includes:
- A summary of qualifications and experience with NC municipalities and PARTF-compliant planning.
- Description of methodology and approach.
- Proposed project timeline (recommended completion within 10–12 months).
- Cost proposal broken down by task.
- Examples of three similar projects completed in North Carolina.
- References from North Carolina municipal clients.

**Selection Criteria:**

Evaluation will be based on:
- Experience with NC PARTF-compliant master planning
- Quality and clarity of proposal
- Experience with community engagement and GIS mapping
- Ability to meet project timeline and budget
- Familiarity with NC laws, accessibility standards, and public recreation best practices

**Selection Process:**

Town of Waynesville staff will evaluate each submitted quotation to determine if thebidder has adhered to the plans and specifications and can meet the time constraints established by the Town. Upon selection, a recommendation will be made to the Town Manager and the Town Council.

The Town of Waynesville reserves the right to reject all proposals received, as well as waive any irregularities as they see fit.

***This project is partially funded by Visit Haywood.***

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All proposals must be received in a sealed envelope clearly labeled RFP- Updated Masterplan for the Town of Waynesville Parks and Recreation by September 15, 2025, no later than 2:00 pm Eastern Standard Time at the contact address below:

**Town of Waynesville**

**Attn: Sebrina Love, Purchasing Supervisor**

**129 Legion Drive, Waynesville, NC 28786**

For questions or to arrange site visits, please contact:

Luke Kinsland – Parks and Recreation Director

Email: lkinsland@waynesvillenc.gov

Phone: 828-335-6482



















[Affidavit A - Listing of the Good Faith Efforts.docx](Affidavit%20A%20-%20Listing%20of%20the%20Good%20Faith%20Efforts.docx)

[Affidavit B - Intent to Perform Contract with Own Workforce.docx](Affidavit%20B%20-%20Intent%20to%20Perform%20Contract%20with%20Own%20Workforce.docx)

[Affidavit C - Portion of the Work to be Performed by Minority Firms.docx](Affidavit%20C%20-%20Portion%20of%20the%20Work%20to%20be%20Performed%20by%20Minority%20Firms.docx)

[Affidavit D - Good Faith Efforts.docx](Affidavit%20D%20-%20Good%20Faith%20Efforts.docx)