

**Request for Proposals  
Greenway Feasibility Study  
Town of Waynesville  
Date Issued: 3-23-20**

**Introduction and Background**

The Town of Waynesville is requesting proposals to conduct a feasibility study to determine the alignment, right-of-way acquisition and environmental needs, and the scope of work, for the development of a multi-use trail from the Town's Recreation Park to the Lake Junaluska Greenway (Project location map attached). This section of trail will fill a gap in the Town of Waynesville's greenway between Recreation Park and the south-eastern trailhead of the Lake Junaluska trail located in Waynesville Industrial Park. The trail alignment area will include property the Town has already obtained, existing rights-of-way, and easements from one to several private property owners. The study should build on the Town's 2010 Comprehensive Pedestrian Plan and 2017 Trail Feasibility Study, as well as work underway to install a bridge across Richland Creek as part of the greenway plan. Information on Town planning documents and other greenway study materials may be found at:

<https://www.waynesvillenc.gov/departments/development-services/planning-documents-reports-maps>.

This project has received FHWA funding through the French Broad River Metropolitan Planning Organization (FBRMPO). Once completed, the feasibility study will be utilized to pursue additional federal and state transportation funding for preliminary engineering and construction. The contractor selected for the project will be required to be prequalified with NCDOT as a private consulting firm and will be required to follow all applicable federal rules and regulations.

**About the Town of Waynesville**

Waynesville has a population of 10,137 (2017 Estimates), and a land area of approximately seven square miles. It is also experiencing much residential growth and desires to build out a greenway trail system that runs the length of our jurisdiction north to south and generally following Richland Creek and the railroad.

The Town's greenway is a key element in the Town's Comprehensive Land Use Plan and the Town's goal to create an attractive, safe and multi-modal transportation system. The trail should create a north to south off-road transportation corridor that is accessible to all non-motorized users, and which also extends the Town's greenspace and parks in a linear fashion. As the "trunk" of our watershed and a designated Trout stream, Richland Creek plays a central environmental, economic and social role in our community as well and the trail must consider alignments which provide public access to strategic points along the Creek and which help protect and/or enhance the stream buffer to the greatest extent possible.

## **General Scope of Work**

The following are the specific elements to be included in the study:

- Project management and reporting;
- Data collection;
- Coordination and meetings with Town, FBRMPO, and NCDOT staff as needed;
- Property owner outreach;
- Public engagement including a presentation at a Board of Aldermen Meeting;
- Assessment of right-of-way opportunities and constraints in order to determine the best and most feasible trail alignment with alternates where possible;
- Assessment of trail access points and “trailhead” locations, parking needs, and preliminary design recommendations such as cross sections and locations for trail amenities (benches, bike racks, stream access);
- Incorporation/coordination of Richland Creek bridge, existing trail segments, and on-going park planning.
- Identification of environmentally sensitive areas and opportunities for streambank restoration and preservation as part of the design;
- Development of a feasibility study document with maps and illustrations that the Town can use for grant applications and moving the project forward to eventual construction. Trail design and concepts should meet NCDOT and FHWA design guidelines found at: <https://connect.ncdot.gov/projects/BikePed/Pages/Guidance.aspx>

## **Project Deliverables**

The study should include the following deliverables:

- Final draft of the study and associated maps
  - 10 Bound copies
  - Digital version in PDF format
- Map shape files and supporting data in ArcGIS format
- Presentation in power point format (presentation should be provided to the Board of Aldermen with slides to be available for use in other public presentations)
- Public outreach materials used in contact with and in potential negotiation with property owners.

Please note, that except for specific property acquisition information, all deliverables are public record and will be posted on the Town’s website.

## Project Budget and Oversight

This project has an approved maximum budget of \$72,000. Project oversight will be provided by Town Planning Director Elizabeth Teague in coordination with Nick Kronke, Regional Transportation Planner with the Land-of-Sky Regional Council.

## Schedule

The selection of the consultant shall follow the timeline below. Project work should commence by July 1, 2020 and be completed by November 30, 2020.

Month	Task/Deliverable
<i>March 23, 2020</i>	RFP Released
<i>May 15</i>	Proposals due by 4:30pm at the Town of Waynesville Development Office
<i>May 30</i>	Consultant selected
<i>June 15-June 30</i>	-Finalize contract; approval from FBRMPO and NCDOT -Initial meeting with Town and FBRMPO staff to finalize scope and schedule
<i>July</i>	-Field work and data collection -Initial property owner outreach as needed
<i>August</i>	-Preliminary mapping and illustrations provided for review -Meet with Town staff to present findings, identify concerns, and determine feasible trail alignment with alternates -Public Meeting to present initial findings and gather public input.
<i>September 22 or October 13</i>	-Presentation to the Town Board of Aldermen of findings and recommendations
<i>November 1</i>	-Submittal of document draft and maps -Review and response to Town, FBRMPO, and NCDOT comments
<i>November 30</i>	-Completion of Feasibility Study -Provision of deliverables

## **Submission Requirements**

Please submit five hard copies and one digital (pdf) version of your submission by 4:30pm on Friday, May 15, 2020 to:

**Elizabeth Teague, Planning Director  
Town of Waynesville Development Services Department  
9 South Main  
Waynesville, NC 28786**

Each submission must be arranged according the following outline:

1. Title Sheet which includes name and title of all members on the team submitting, with the primary contact clearly indicated
2. Cover Letter
3. Resume of each team member
4. Three examples of previous projects completed by the team. Please include location, client, project description
5. Proposal with description of services and approach for completion of the project
6. Two professional references

## **Criteria for Consideration**

The following factors will be used to evaluate proposals:

- Technical understanding of multi-purpose planning and NCDOT/FHWA requirements;
- Experience with similar feasibility studies and projects that have been successfully constructed;
- The ability to perform the proposed work;
- Ability to complete the project in a given time frame;
- Ability to maintain communication with Town staff;
- Ability to involve partners/stakeholders as necessary;
- References; and
- All firms must be prequalified with NCDOT in the discipline of work for which they are applying.

## **Selection Process, Conditions and Limitations**

A selection committee of Town of Waynesville and FBRMPO staff along with a representative from Haywood Waterways and the Town's Parks and Recreation Commission, will review all complete submissions and evaluate proposals response to the Criteria above. The Town and FBRMPO expects to select a qualified planning firm from the information submitted, but reserves the right to request additional information if needed.

The Town also reserves the right to reject any and all responses to the RFP and advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to the RFP should not be interpreted as a contract or an indication of a commitment of any kind on the part of the Town, nor does it commit either to pay for costs incurred in the submission of a response to this request prior to execution of a final contract.

Upon selection a professional service contract shall be prepared and negotiated and fully executed before work is initiated. The Town reserves the right to dismiss any part or all of the contracted team, when in the Town's opinion the project is not moving as scheduled or is hindered in any way by the action or performance of the team members.

Unless authorized by the Town Manager, no other Town Official or employee other than Elizabeth Teague of Rob Hites is empowered to speak for the Town with respect to this RFP. Any questions regarding this RFP should be directed in writing to the following:

[eteague@waynesvillenc.gov](mailto:eteague@waynesvillenc.gov)

[nick@landofsky.org](mailto:nick@landofsky.org)

### **Conditions of the Contract**

The contractor must certify within the proposal that they fully understand and will comply with all of the following conditions of the contract:

- **E-Verify Employer Compliance:** Employers and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. E-verify can be accessed via this link: <http://www.uscis.gov/e-verify/employers>
- **Iran Divestment Act:** By submitting a proposal, the Contractor certifies that, as of the date of submission, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C. G. S. § 147-86.59, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
- **Reporting Requirements and Records Retention:** The Contractor shall maintain all books, documents, papers, accounting records, project records and such other evidence as may be appropriate to substantiate costs incurred under this agreement. Further, Contractor shall provide these records to the Town of Black Mountain upon completion of the project so that City staff may make such materials available at Town offices for a period of five (5) years.

- **Indemnification:** The successful firm (Consultant) shall indemnify, defend and hold harmless the Town and its subsidiaries, divisions, officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments and awards arising or claimed to have arisen, from any injury caused by, or allegedly caused by, either in whole or in part, any act or omission of the Consultant or any employee, agent or assign of the Consultant. This provision is not applicable to any claim arising out of or related to any active or primary negligence of or by Town, its officers or employees. Nothing herein shall be construed as a waiver on the part of the Town to any defense of any claim, including, but not limited to the defense of governmental immunity.
- **Prequalifying with NCDOT**

As a NCDOT/FHWA funded project, the selected firm will be required to become a registered vender with NCDOT, if not one already, and to submit a detailed man-hour estimate, wage rates, overhead, cost of capital, other miscellaneous expenses, and fees in accordance with NCDOT's "Policies and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts," and other current standards. The negotiated contract will be submitted to the Office of Inspector General, Consultant Audit Unit for review prior to issuance of an NTP. Additional information about the prequalification process available at:

<https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx>