

Request for Qualifications for Town of Franklin Whitmire Property Recreation Plan

Summary

The Town of Franklin is issuing a Request for Qualifications (RFQ) for the development of a recreation plan for the Whitmire Property from qualified firms.

Background Information

The Town of Franklin is seeking qualified consultants with proven experience in developing comprehensive Parks and Recreation Plans with comparable municipal entities. The Town developed a Town-wide Comprehensive Plan that included recreational planning which was adopted June 1, 2020.

The Town of Franklin has a large tract of land (12.71 acres) known as the Whitmire Property that has been in its possession since December 2004. The Town Council has agreed that having an area for outdoor recreational opportunities in town would be of benefit and authorized that a portion of the property be used for such. The enhancements to the Whitmire Property should also be in conjunction with the Comprehensive Plan and BikeWalk Franklin plan adopted in 2017.

The goal of this plan is to develop a comprehensive plan for recreational opportunities on this property with connectivity to other amenities and is applicable to the current environment, recognizes any issues and needs, and be a workable plan that will effectively guide us into the future. This plan should be comprehensive in a way that addresses needed facilities, potential recreation services and infrastructure and maintenance, along with funding and identification of any service delivery issues. The plan should also be formatted in a way that makes us attractive for grant funding through PARTF, LWCF and other major funders.

Project Overview and Expectations

The following tasks will be included in the planning process and resulting plan:

1. Review of potential space

- A. Review of potential space to determine highest and best use for the area designated for recreation to include incorporation of existing opportunities (i.e. skatepark and disc golf) with new amenities such as restrooms, multi-use pavilion, an all-inclusive playground, pickleball courts and potentially an outdoor amphitheater/stage area.
- B. Be cognizant of potential housing or mixed-use development which may be planned on the same property and draft a plan that will allow for seamless incorporation of public recreational opportunities in close proximity.

2. Benchmark and Comparison of Parks and Recreation Services

- A. Benchmark and compare the parks and recreation services of like municipalities in the region and state as it relates to their offerings with facilities, open space, service and staffing needs for maintenance.

3. Maintenance and Operations

- A. This should include enough information where we can easily develop a Maintenance Management Plan within a few months after adoption of this plan.

4. Budget Analysis and Assessment

- A. Assistance with development of a capital budget for installation of recreational implements such as equipment, buildings and lighting.

5. Integration/Connection to other Adopted Plans

- A. Analysis of the ways to connect and integrate to related Town of Franklin adopted Plans. This includes the BikeWalk Plan, the Comprehensive Plan as well as evolving plans with Macon County.

6. Recreation Assessment and Need Analysis

- A. Work with Town Staff to develop an outreach plan to increase awareness and engagement.
- B. Review and analyze demographic trends and characteristics of the Town based on current growth patterns.
- C. Review current needs of the community.
- D. Conduct a statistically valid stakeholder (citizen) survey to determine which amenities may be desired.

The project shall be completed no later than June 30, 2023

Consultant/Contractor Selection

- A) General: This Request does not commit the Town to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The Town will require the selected Consultant(s), to participate in negotiations of the fees for the project and to submit such scope, technical and/or other revisions to the proposals as may result from negotiations. The Town reserves the right to perform all or some of the services described in this document with its own work force. The Town also reserves the right to issue future Request for Qualifications (RFQ), as needed, and solicit responses from firms not selected as part of this process.

- B) Qualifications-Based Selection Criteria:** RFQs/Proposals are traditionally evaluated and ranked based upon objective Qualifications-Based criteria. The Town reserves the right to request an interview with any Consultant during the selection process. Should the Town see the need to interview Consultants, the Consultant will be notified as early as possible in the proposal review process. The selection criteria are as follows:
- a) Overall content and quality of the submitted RFQ
 - b) Relevant experience, expertise, and qualifications of the firm and project team members
 - c) Overall technical capabilities
 - d) Project management (strength and experience on similar projects)
 - e) Track record on past projects in delivering quality professional services in a timely manner
 - f) Consultant's performance on previous North Carolina municipal projects based on information gathered by the Town and/or through the references provided by the Consultant
 - g) Firm's proximity to the Town and knowledge of issues from any previous work for the Town.
 - h) Any special or unusual Terms and Conditions for the contract
 - i) Information obtained through interviews with consultants, if performed.
- C) Rating and Selection Team:** A Selection Committee will be established to review and evaluate all documentation submitted in response to this Request for Qualifications. The committee will conduct a preliminary evaluation of all documentation to determine that firms are qualified to perform the required services.
- D)** To be considered for this project, each proposal must contain the information indicated in this RFQ. It is the intent of the Town of Franklin to make a selection in a timely manner following the submittal date. The Town of Franklin reserves the right to reject any or all Qualifications or to waive any and all formalities and the right to disregard all non-conforming or conditional Qualifications and to enter into a contract with the firm or firms that will serve in the best interest of the Town of Franklin. The Town is not legally required to enter into a contract as a result of this Request for Qualifications. All deliverables will become the property of the Town of Franklin.
- E)** Interviews may not be required for this process, unless otherwise determined to be needed once the Qualifications have been reviewed. The selection committee may elect to short list firms to conduct an informal interview to discuss any innovative project approach, schedule, and/or to meet key members of the proposed project team. All firms submitting Qualifications will be notified in writing as to the outcome of the selection process.

Schedule for The Selection Process

| EVENT | DATE |
|--|--|
| RFQ Issued | October 4, 2022 |
| Questions pertaining to RFQ Due by | October 21, 2022 by 3:00 PM |
| Responses to questions due by | October 24, 2022 by 3:00 PM |
| Completed RFQ's received by Town | Friday, November 4, 2022 By 2:00 PM |
| Town to review of RFQs and Selection of Short List of Qualified Consultants, if applicable | November 7 - 11, 2022 |
| Interviews with potential Qualified Consultants, if needed | November 14 - 18, 2022 |
| Recommendation to Council Prepared | November 23, 2022 |
| Council approval of contract with selected consultant(s) | December 5, 2022 |
| Prepare and send master agreement to selected consultant(s) | December 5-9, 2022 |
| Selected consultant(s) return signed agreements to Town | On or before December 16, 2022 |
| Master agreement sign by Town and returned to selected consultant(s) | On or before December 30, 2022 |
| Contract Starts | January 1, 2023 |

Submission Guidelines

To facilitate the Town's objective review of the RFQs, the Consultants are requested to organize the main document using a standardized format. Each RFQ should contain the following:

- A) A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.
- B) Table of Contents, with page numbers
- C) Information on the following topics:
 - a) **Executive Summary**: Should address the highlights of the RFQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the Town. Please limit the Executive Summary to one page.
 - b) **Statement of Qualifications**: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this Request. Also include information on any proposed sub-consultants. Note which team members were involved in referenced projects and time period involved in referenced, completed or current projects. Also highlight any projects performed for the Town of Franklin in the past 10 years.
 - c) **Project Team & Project Management**: Identify the proposed project team (including any sub consultants) and key personnel for the successful completion of projects in partnership with the Town. Include brief resumes of the Project Manager and up to four (4) project team members including office location, years of experience, certifications, and education. Identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the RFQ will be those assigned to work on project for the Town. Also describe the firm's quality assurance/quality control methods.
 - d) **Project Schedule**: Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with the Town.
 - e) **Terms and Conditions of the Contract**: The Town proposes to use a standard Town of Franklin contract for professional services. This information will

be provided to the selected consultant(s) during contract and scope negotiations. Should the Consultant have any special or unusual contract conditions or limitations, the Town should be advised of these in this section of the RFQ.

- f) **References:** Project reference list describing at least three (3) projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in the areas identified in Scope of Services enclosed with this document. The list should contain project titles, locations, start and end dates, name of project managers, and name, phone number, and email address of references. The contact person should be capable of speaking to the firm's and team's ability to finish projects within the project timeframe and the firm's demonstrated ability to respond to the proposed project.
- g) **Format:** RFQs must be limited to **no more than 20 pages** (on 8 ½ x 11 paper) excluding the cover page, cover letter, table of contents, and section dividers. The proposal shall be submitted by an official authorized to bind the submitter to its provisions and who is authorized to negotiate the final scope of work and fees for inclusion in a later a Professional Services Agreement with the Town.
- h) **Questions:** Any questions regarding this RFQ requiring responses prior to due date are to be submitted in writing by no later than **Friday, October 21, 2022 by 3:00 PM** to the attention of:

Amie Owens, Town Manager aowens@franklinnc.com

Responses will be provided by **Monday, October 24, 2022 by 3:00 PM**

- D.) Signed Affidavits related to Non-Collusion, Eligibility and Conflicts of Interest

General Requirements

- a) Provide all necessary equipment and support personnel to ensure the data in the prescribed format appropriate to the associated quality level.
- b) The Town of Franklin will obtain all necessary permits if required.
- c) The Town of Franklin will obtain written permission from property owner(s) for any work on private property, if required.
- d) Consultant shall be a registered vendor for the Town of Franklin.

- e) Insurance Requirements: Proposals shall include information certifying that the consulting firm is capable of providing the following minimum insurance coverage prior to execution of a professional services agreement. **A copy of firm's Certificate of Insurance (COI) will be required at the time of selection. A copy may be provided along with submittal.**

| | | |
|----|----------------------------|----------------------|
| f) | <u>Insurance</u> | <u>Amount</u> |
| | (a) Workers' Compensation | Statutory Limits |
| | (b) Employers' Liability | \$500,000 |
| | (c) General Liability | \$2,000,000 |
| | (d) Automobile Liability | \$2,000,000 |
| | (e) Umbrella | \$2,000,000 |
| | (f) Professional Liability | \$1,000,000 |

Submission Date

Private firms are invited to submit Qualification Proposals to the Town of Franklin via courier at the Town Hall located at 95 East Main Street, Franklin, NC 28734 by **2:00 P.M. on Friday, November 4, 2022.** Qualification Proposals submitted after this deadline will not be considered.

Electronic Submittals

Electronic submittals will be accepted and firms shall submit one electronic (PDF) version of the proposal to minimize the time needed to transmit proposals to the reviewers.

Firms submitting proposals are encouraged to carefully check them for conformance to the requirements stated above. **If submittals do not meet these requirements or if they are delivered to any office other than the Town Hall for the Town of Franklin they will be disqualified. No exception will be granted.**

Firms wishing to submit hard copy by US Mail or other service should address their submittals to:

Amie Owens, Town Manager

VIA US MAIL

Post Office Box 1479
Franklin, NC 28744

ALL OTHER SERVICES

95 East Main Street
Franklin, NC 28734

NON COLLUSION AFFIDAVIT

1. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer;
2. Such offer is genuine and is not a collusive or sham offer;
3. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the contract or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Town of Franklin or any person interested in the proposed contract or agreement; and
4. The price or prices quoted in the attached offer are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

AFFIDAVIT OF ELIGIBILITY

1. The vendor is not ineligible for employment on public contracts as a result of a conviction or guilty plea, mail fraud or state criminal violations of the State of North Carolina.
2. No Council Member or officer of the Town of Franklin or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the Town of Franklin has a direct interest in the responder.

CONFLICTS OF INTEREST CERTIFICATION

No employee, officer or agent shall participate in the selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- The employee, officer or agent,
- Any member of immediate family
- An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

Officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements. By submission of this form, the vendor is certifying that no conflicts of interest exist.

The undersigned hereby acknowledges receipt of the above applicable laws and verifies that the bid submitted in response to this solicitation is in full compliance with the listed requirements.

Signature

Printed Name

Title

NOTARY:

Subscribed and sworn to before me this date: _____

BY: _____
Notary Public

My Commission Expires On: _____