

**TOWN OF PRINCETON (NC)
COMPREHENSIVE PARKS AND RECREATION MASTER
PLAN
REQUEST FOR QUALIFICATIONS**

RFQ # 2024-12-05



**TOWN OF PRINCETON
PO BOX 67
DR. DONNIE H. JONES BLVD W.
PRINCETON, NC 27569**

Event	Date
Release RFQ	December 5, 2024
RFQ Questions Deadline	January 31, 2025
Qualifications Submittal Due	March 1, 2025
Anticipated Award Date	April 1, 20245

Town of Princeton
Comprehensive Parks and Recreation Master Plan
Request for Qualifications
RFQ #2024-12-05

Issue Date: December 5, 2024
Submittal Deadline: January 31, 2025
12:00pm (noon)

INTRODUCTION

h is seeking a qualified Recreation Planning Consultant to prepare its Comprehensive Parks and Recreation Master Plan to be adopted K . This plan will be used as a guide to meet the s recreation facility and service needs over the next 10 years.

PROJECT DESCRIPTION

This contract will encompass all aspects of recreation planning including: collection of data, analysis of existing services and facilities in and in similar , coordination of staff and public input, goals and policy formulation, document preparation (including maps and visual enhancements), implementation schedule, cost analysis, and presentation to the County. The Parks and Recreation Department Director will serve as the staff support to the successful consultant and will be responsible for reviewing and recommending changes to the consultant during the development of this plan.

SCOPE OF SERVICES

The consultant shall complete, but is not limited to, standard tasks necessary for the development of a 10-year Comprehensive Parks and Recreation Master Plan that is in conformance with the North Carolina Parks and Recreation Trust Fund requirements for grant submittal.

Consultant shall provide supporting maps, graphs, and charts to illustrate data as needed.

TASK 1: Inventory and Assessment of Existing Programs, Parks, and Facilities.

- Consultant will compile a comprehensive inventory and assessment of existing recreational programs, parks, and facilities provided throughout the community by other private and public organizations, in addition to those provided by Nash County.
 - The inventory should evaluate existing levels of recreation and program services within the County (both public and private), to determine adequacy of current recreation opportunities for all County residents. Recreation inventory should be assessed to evaluate current and future service levels.
 - The inventory shall identify existing trails, greenways, and natural areas which are being used for access, recreation, and open space purposes in Nash County.
 - The inventory shall identify land that can serve as potential park system acquisitions for County parks or recreation facility development opportunities within the community.
 - The inventory shall identify County ADA access barriers to parks, facilities, and services.
- For parks and recreation facilities managed by Nash County, the consultant will identify existing amenities; e.g. – ballfields, courts, restrooms, playgrounds, etc. The amenities shall be evaluated further to identify their existing condition, service level, and lifecycle cost estimates.

- Review existing staff, for parks maintenance division and recreation division, and provide an evaluation of current staffing levels and organizational structure.
- An overview of Parks and Recreation programs run by counties of a similar nature (population, wealth, and location) to Nash County.

TASK 2: County Demographics

- Evaluation of current and projected demographic and sociological factors pertinent to Nash County, including composition of the population, population projections and trends, economic factors, and land use patterns.

TASK 3: Community Input

- Create and conduct a community needs survey to determine specific desires of the public in reference to Parks and Recreation.
 - Community Needs Survey shall be approved by Nash County.
 - The survey shall determine current levels of participation and public satisfaction with existing programs and recreation facilities, and the public’s willingness to fund expanded programs and services.
- Minimum of four (4) public workshops to engage the public and solicit input and priorities for parks, recreation, and facility services, needs and desires.
- Stakeholder interview and periodic briefings with County, appointed/elected boards and selected community leaders shall be held.

TASK 4: Funding Evaluation

- Consultant shall identify and analyze existing funding practices, sources of funds, and funding levels for parks, recreation, and services.
- Evaluate current funding stability.

TASK 5: Recommendations

- Development of an Action Plan based on the survey, public meetings, and data collected. Action plan shall include program opportunities, facilities needs, land acquisition and recommendation of specific areas of the County where facilities should be located. Action plan shall include:
 - Priorities for capital construction, facility renovations, and land acquisition based on 5-year, 10-year, and a longer term.
 - Analysis of the costs to construct or renovate any facilities.
 - Recommendations concerning methods of financing projected needs including, but not limited to, grants, bond referendums, land dedication ordinances, user fees and impact fees.

DELIVERABLES

The following deliverables will be due to Nash County:

- Five (5) copies of all drafts and one (1) electronic copy
- Fifteen (15) copies of final draft for presentation at Commissioners meeting and one (1) electronic copy
- Ten (10) copies of the final comprehensive master plan and one (1) electronic copy

Final Comprehensive Master Plan Format

- Plan document shall be in an 8.5" x 11" format with 11" x 17" map fold-outs if needed. The master plan document shall be well-organized and soft cover bound.
- Electronic copies of all maps, which can be edited by staff.
- Format all materials for seamless placement on the County webpage.
- Two (2) 24" x 36" dry mounted facility maps suitable for presentations.

STATEMENT OF QUALIFICATIONS RESPONSE FORMAT

Submissions provided to the County shall include at a minimum:

1. Individual Consultant or Firm Information
 - a. Firm's legal name, address, and contact information
 - b. Principal(s) of the Firm
2. Recreation Planning Consultant Experience:
 - a. Description of Consultant/Firm's prior experience, including similar projects and experience conducting public meetings/gathering community input. Include each project's respective: size of community, location, and name of local official knowledgeable regarding the firm's performance.
 - b. Description of experience and technical competence of individual staff members who are assigned to this project.
 - c. Three recent project references.
3. Consultant/Firm Capability
 - a. Description of Consultant/Firm's current work activities,
 - b. Consultant/Firm's anticipated availability during the term of the project.
4. Schedule
 - a. Indicate a proposed schedule with milestones.
5. Project Approach
 - a. Include a description of how your firm plans to implement and move forward with our Plan.
6. Provide a written explanation if your Firm has:
 - a. Had a contract terminated for cause or default in the past five (5) years; and/or,
 - b. Has been convicted of fraud or a criminal offence in relation to a services contract in the past five (5) years; and/or,
 - c. Has been suspended, debarred, or otherwise excluded from transactions by any Federal or State agency.

Please submit five (5) hard copies of Statement of Qualifications and one electronic (PDF) copy. Samples of previous Comprehensive Recreation Master Plans are also encouraged to be submitted.

This plan should be extremely functional and direct in nature. Excessive narrative descriptions requiring extensive consultant time are not requested.

Qualifications due by 12 p.m. (noon) March 15, 2024 to:

Nash County Grants and Intergovernmental Relations Department
Comprehensive P&R Master Plan
RFQ # 2024-005-02-6120
Emily Moore
120 W. Washington Street, Suite 3040
Nashville, NC 27856

Please call (252) 462-2471 with any questions related to this request.

REVIEW AND SELECTION PROCEDURE:

Submittals deemed responsive to the requirements of this RFQ will be evaluated by a committee and scored in accordance with Nash County's internal evaluation criteria. Qualifications will be evaluated on a competitive basis using the following criteria:

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| 1. Qualifications of Firm or Individual Consultant | 10 points |
| 2. Reputation of Firm or Individual Consultant | 10 points |
| 3. Schedule | 25 points |
| 4. Familiarity with location | 20 points |
| 5. Public involvement strategy | 20 points |
| 6. Experience conducting public meetings and gathering public input | 15 points |

The selection committee will score the received Statement of Qualifications and may conduct interviews. Nash County reserves the right to negotiate a scope of services and price proposal with the best qualified firm(s). If a scope and fee cannot be reached, the County may negotiate with the next most qualified firm. The advertising of this RFQ does not assure award. The County reserves the right to modify responses, in whole or in part, and otherwise reserves the right to waive irregularities or cancel the RFQ.

The County reserves the right to reject any and all submittals either in whole or in part. The County also reserves the right to (1) amend, modify, or withdraw this solicitation; (2) revise any requirement of this solicitation; (3) require supplemental statements or information from any responsible party; (4) extend the deadline for submission of responses hereto; (5) negotiate or hold discussions with any firm and to correct deficient responses which do not conform to the instructions herein; (6) cancel, or reissue in whole or in part, this solicitation, if the County determines in its sole discretion that it is in its best interest to do so; and, (7) extend the term of any agreement on terms consistent with this procurement.

Nash County is an Equal Opportunity Employer and invites the submission of qualifications from minority and women-owned firms and other historically underutilized businesses.

This information is available in Spanish or any other language upon request. Please contact the individual listed above to accommodate this request. Esta información está disponible en español o en cualquier otro idioma a petición. Póngase en contacto con el individuo enumerado a continuación para dar cabida a esta solicitud.