

**CALL TO LANDSCAPE ARCHITECTS
REQUEST FOR PROPOSALS**



Project

**Village of Tobaccoville
Village Park Site Specific Master Plan**

APRIL 1, 2019

RFP Due Date & Time: May 10, 2019, 3:00 p.m.

**Mailing Address: Village of Tobaccoville
P.O. Box 332,
Tobaccoville, N.C. 27050**

**Delivery Address: Village of Tobaccoville
4260 Tobaccoville Road,
Tobaccoville, N.C. 27050**

**Village Contact: Dan Corder, Village Administrator
Email: administrator@tobaccovillenc.org
Phone: 336-983-0029
Fax: 336-983-4334**

Introduction and Overview

The Village of Tobacoville is seeking qualified firms that will provide the Village of Tobacoville with proposals for architectural landscape design for the current Village Park as well as a new park expansion area. The Village recently acquired 9.5 acres of land adjacent to the current park which is already almost fully developed. The new parcel is undeveloped and has been used for agricultural purposes. The Village filed for a reimbursement grant from PARTF and was awarded a grant for 50% of the purchase price of the property. The purchase garnered much public interest both before and during the purchase process. After the purchase was complete, the Council performed a Needs Survey which was distributed to residents and posted online (see Attachment A). The results from the needs survey are also attached (see Attachment B). The Council then assembled a Village Park Strategic Planning Committee to consider the available information from the surveys and other existing information in order to make a recommendation to the Village Council on how to proceed with the development of the property in regards to recreational uses, site location, and costs of potential facilities. The Committee delivered its recommendations to the Village Council in December of 2018. The primary recommendation of the Committee was that the Village should proceed with hiring an architectural firm to assist with designing a plan for the Village to guide the development of the new property and explore the forms of recreation that could be provided for unused portions of the existing Park. As a result of these recommendations, the Village Council is seeking a Landscape Architect firm or professional to provide guidance and recommendations for sustainable park expansion amenities that will merge well with existing facilities and fit in with the characteristics and current design of the existing facilities. Attachment C) shows the proposed expansion area with a possible location of a trail connection and picnic shelter. These are simply examples of recreational facilities and do not reflect any final locations of or commitments to build new facilities or structures. The expansion ideas from the surveys can extend beyond those listed on the Needs Survey. Current park facilities may also be relocated, reconfigured or modified.

Copies of this Request for Proposals may be obtained from the Village website or by calling (336) 983-0029.

The Village reserves the right to reject any and all proposals, negotiate with the selected firm regarding fees and/or scope of services, or postpone the decision for an indefinite period of time. Proposals are submitted at the sole risk of the firm making the proposal.

The successful proposer shall be required to comply with all applicable equal employment opportunity laws and regulations, and all other applicable governmental laws and regulations as set forth by the Village of Tobacoville and the State of North Carolina.

A. GENERAL INFORMATION:

1. Scope of Work: The selected firm will be asked to provide the following services that comprise the project:
 - Make recommendations based on existing needs surveys and Committee and Council recommendations as to what types of recreational activities and facilities can be successfully added to the new site or to the existing Village Park site.
 - Current park site and new addition site evaluation to determine best location and land suitability for recreational activities and structures.
 - Develop a Master Site Plan for the Village to follow in a prioritized and orderly manner to add and develop sustainable recreation to Village Park.
 - Estimate costs involved for each component included in the approved Master Plan for the site.
 - Determine sustainability of recreational amenities and evaluate staffing considerations, parking requirements, ADA requirements, and provide guidance and direction on current building code, zoning code, and other regulations.
 - Staff and assist with conducting any public meetings necessary to develop the required Master Plan.

2. RFP Questions: Questions concerning the scope of work or requirements of this RFP and your firm's submission, should be addressed to the Village Administrator Dan Corder at 336-983-0029 or at administrator@tobaccovillenc.org

3. Proposal Due Date: Sealed proposals shall be delivered no later than May 10, 2019. Any proposal received after this announced time and date shall not be considered.

4. Competitive Selection: The successful Proposal will be selected on a fair and rational basis, and the evaluation factors outlined below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the successful firm. Award of a contract may be made without discussion with Proposers after responses are received. The Village Council will review and consider all submittals, and selected firms may be invited to engage in an interview for this project. In the event the Village and successful Proposer are unable to reach an agreement on a binding contract, the Village reserves the right to immediately enter into negotiation and agreement with another

Proposer. Each Proposer acknowledges and agrees that the preparation of all materials for submittal to the Village and all presentation, related costs, and travel expenses are the Proposer's sole expense as the Village shall not under any circumstances, be responsible for any cost or expense by the Proposer. The Village shall be allowed to keep any and all materials submitted by the Proposer in regards to this RFP.

5. MWBE: Pursuant to General Statute 143-48 and executive order #77, the Village of Tobaccoville invites and encourages participation in this proposal process by businesses owned by minorities, women, handicapped or disadvantaged persons.
6. Contracts: It is recognized that the formal basis of any agreement between vendor and user will be a contract to be negotiated between parties rather than a proposal. In submitting proposals vendors must indicate that they are prepared to complete a contract containing all the information contained in their proposals. Vendors must also be prepared to meet the Village's insurance requirements at the time a contract is awarded. Or state insurance requirements
7. Rejection of Proposals: The Village of Tobaccoville reserves the right to reject any and all Proposals, to waive any informality in proposals received, to accept or reject any or all of the items in the proposal, and to award a contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the Village's best interest. Moreover, the Village reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the Village.

B. PROPOSAL FORMAT:

1. PROPOSAL PACKAGE EVALUATION CRITERIA

Proposal packages will be evaluated on the vendor's ability to meet the requirements of this Request for Proposals. Some heavily weighted, specific evaluation criteria, among other factors, will include:

- Submittals as completed Proposal by the due date
- Requested information as specified

2. SUBMITTAL REQUIREMENTS

If your firm would like to be considered for providing the required Services, please submit:

One (1) bound original Proposal. Please clearly identify it as the original. (5) bound, paper copies of your Proposal Package, including the cover letter-total of 6.

Mailed or hand-delivered to:

Village of Tobaccoville
4260 Tobaccoville Road
PO Box 332
Tobaccoville, NC 27050
Attn: Dan Corder, Village Administrator

3. SUBMITTAL PACKAGE CONTENT AND FORMAT

Proposals should be prepared on two-sided 8-1/2 x 11 paper using minimum 10-point font, placed in a sealed envelope or package with the words, “**Village of Tobaccoville Parks & Recreation Project**” clearly visible. The Village will not consider mailed proposals that do not arrive on or prior to the proposal deadline.

C. RFP REQUESTED INFORMATION

Please respond by providing the following information in the same sequence as listed:

1. Identify the legal entity that would enter into any contracts with the Village to include the following:
 - a. Full legal name of firm
 - b. Address of company headquarters
 - c. Address of local office, if different
 - d. Name and title of the person authorized to enter into a contract
2. Provide a list identifying the number of personnel and identifying key members and their qualifications who would be assigned to this project.
3. List at least (3) references of contracts in the past (5) years similar to scope and size of the project specified herein.
4. Please list all North Carolina local government clients.
5. Proposals will be considered only from companies that have a minimum of (3) year’s business experience in landscape architectural design.
6. Please describe your approach to the project as described by the project scope.
7. Provide proof of professional liability insurance.
8. Provide estimate of costs and fees necessary to complete the project.
9. Provide a concise response stating why you feel your firm is the firm best suited to perform this project.
10. Include any additional information, which may be helpful to the Village Council in evaluating your firm’s proposal.

D. SELECTION PROCESS:

The Village will conduct a fair and impartial evaluation of all submittals that are received in accordance with the provisions of this RFP. The Village will appoint a selection committee to perform the evaluation. Interviews with firm representatives are anticipated and may be held at the option of the selection committee. The Village reserves the right to obtain clarification of any point in a firm's Proposal Package or to obtain additional information. All firms who submit Proposal Packages will be notified of the selection committee's choice. Final approval of any selected firm is subject to the action of the Village Council or appropriate Village officials.

E. EVALUATION CRITERIA:

Proposals in **one (1)** original and **five (5)** copies will be received from each Proposer in a sealed envelope or package.

Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.

All proposals must be received by the Village of Tobaccoville not later than the date and time specified on the cover sheet of this RFP.

At their option, the Village may request oral presentations or discussion with any or all Proposers for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, Proposers are cautioned that the Village is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Proposer.

Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the offeror and its staff, and cost. The Village may randomly select from the Proposer's references, but the Village reserves the right to contact all the references listed, if information from the three references contacted warrant further inquiry. The failure of the Proposer to list all similar contracts in the specified period may result in the rejection of the Proposer's proposal. The Village may check all public sources to determine whether Proposer has listed all contracts for similar work within the designated period. If the Village determines that references for other public contracts for similar contracts were not listed, the Village may contact the public entities to make inquiry into Proposer's performance of those contracts and the information obtained may be considered in evaluating the Proposer's proposal. Award of a contract to one Proposer does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to the Village of Tobaccoville.

F. PUBLIC RECORDS:

Upon receipt by the Village, your Proposal is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152, et seq. Proposal Packages will be reviewed by the Village Park Strategic Planning Committee, as well as other Village staff and members of the general public who submit public record requests. To properly designate material as a trade secret under these circumstances, each vendor must take the following precautions: (a) any trade secrets submitted by a vendor should be submitted in a separate, sealed envelope marked “Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Proposal,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Do not designate your proposed pricing as a trade secret.

In submitting a Proposal, each vendor agrees that the Village may reveal any trade secret materials contained in such response to all Village staff and Village officials involved in the selection process and to any outside consultant or other third parties who serve on the Committee or who are hired by the Village to assist in the selection process. Furthermore, each Proposer agrees to indemnify and hold harmless the Village and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the Proposer has designated as a trade secret. Any Proposer that designates its entire Proposal as a trade secret may be disqualified from the selection process.

G. CONDITIONS AND RESERVATIONS:

Upon receipt of the proposal, the Village reserves the right to meet with any or all consultants submitting proposals at any time prior to an award in order to assure that the successful proposal most nearly meets all goals and objectives. During the course of review and evaluation of proposals, the Village further reserves the right to negotiate with the Proposer whose proposal most closely meets the Village’s goals and objectives for this project, to amend that Proposer’s original proposal by additions or deletions.

H. RFP Schedule:

This is to provide interested firms information about the schedule anticipated by the Village in issuing and evaluating all RFP’s.

RFP Issue Date	April 1, 2019
RFP Pre-Proposal Meeting	N/A
Questions Due to Administrator	April 22, 2019
Response to Questions Due	April 29, 2019
Proposal Due Date	May 10, 2019

Evaluate Proposals	May 10 – May 31, 2019
Contract Begins	June, 2019 evaluation, July 2019 Contract Considered

ATTACHMENT A

VILLAGE OF TOBACCOVILLE RECREATIONAL NEEDS SURVEY

The Village of Tobacoville Council has decided to survey the Village residents prior to filing an application to apply for a PARTF grant to assist with the acquisition of a 9.5 acre parcel of land immediately adjacent to the Village Park. Such a grant would pay for approximately 50% of the purchase price of the property. The Council would like to gain more insight into what types of recreational opportunities our citizens would want and need for this new addition to the Village Park.

1. Please indicate how many people live in your household? _____
2. Please indicate the age and gender of all household members. (Circle gender and write in age in blank provided)

<u>Age (18 & Over)</u>	<u>Age (under 18)</u>
Adult #1 (M/F) _____	Youth #1 (M/F) _____
Adult #2 (M/F) _____	Youth #2 (M/F) _____
Adult #3 (M/F) _____	Youth #3 (M/F) _____
Adult #4 (M/F) _____	Youth #4 (M/F) _____
Adult #5 (M/F) _____	Youth #5 (M/F) _____

3. Please check the recreational activities that you or family members participate in at the current Village Park. Select all that apply. If you select other please write in those activities.

<input type="checkbox"/> Walking, jogging, running	<input type="checkbox"/> Picnic Shelter/Areas	<input type="checkbox"/> Tennis
<input type="checkbox"/> Playground	<input type="checkbox"/> Softball	<input type="checkbox"/> Basketball
<input type="checkbox"/> Playing horseshoes	<input type="checkbox"/> Nature Observation	<input type="checkbox"/> Movie in the Park
<input type="checkbox"/> Soccer	Other _____	Other _____

4. Please indicate what additional recreational facilities you or members of your household would like to see/use or participate in at the Village Park and the expansion area.

<input type="checkbox"/> Amphitheater	<input type="checkbox"/> picnic shelter	<input type="checkbox"/> picnic areas with grills
<input type="checkbox"/> Volleyball	<input type="checkbox"/> Walking trails	<input type="checkbox"/> Bocce Ball
<input type="checkbox"/> Community garden	<input type="checkbox"/> Farmer's Market	<input type="checkbox"/> Disk Golf (Frisbee)
<input type="checkbox"/> Multipurpose Trail	<input type="checkbox"/> Splash Pad	<input type="checkbox"/> Trail with exercise stations
<input type="checkbox"/> Large natural areas	<input type="checkbox"/> Other	

Please explain if you checked other _____

5. Would you be willing to pay additional taxes to support new recreational facilities or activities?
 Yes No If you answered yes, then list the top three activities or facilities you would like to see.

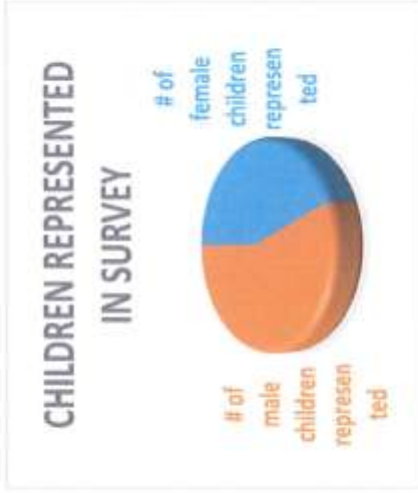
6. Do you live within the Village corporate limits? Yes No

7. Comments: _____

Please mail completed surveys to Village of Tobacoville, P.O. Box 332, Tobacoville, N.C. 27050 or drop it by Village Hall. You may also scan it and e-mail it to administrator@tobacovillenc.org or fax it to 336-983-4334. An online survey may be taken by using the following link: <https://www.surveymonkey.com/r/tobacoville>

Village of Tobaccoville Recreational Needs Survey

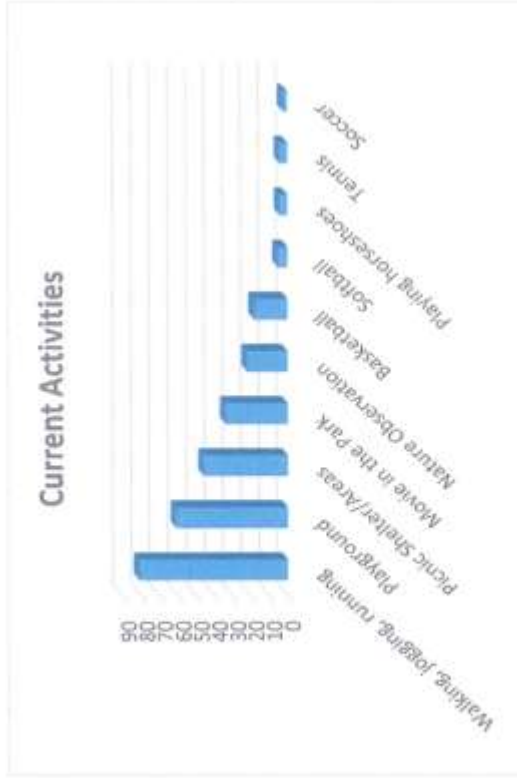
	Raw #	%	Raw #	%
# of Surveys filled out	115			
109 online and 6 on paper				
# of Female Adults Represented	123	52	# of female children represented	61
# of Male Adults Represented	116	48	# of male children represented	76
Total number of Adults Represented	239		Total number of children represented	137



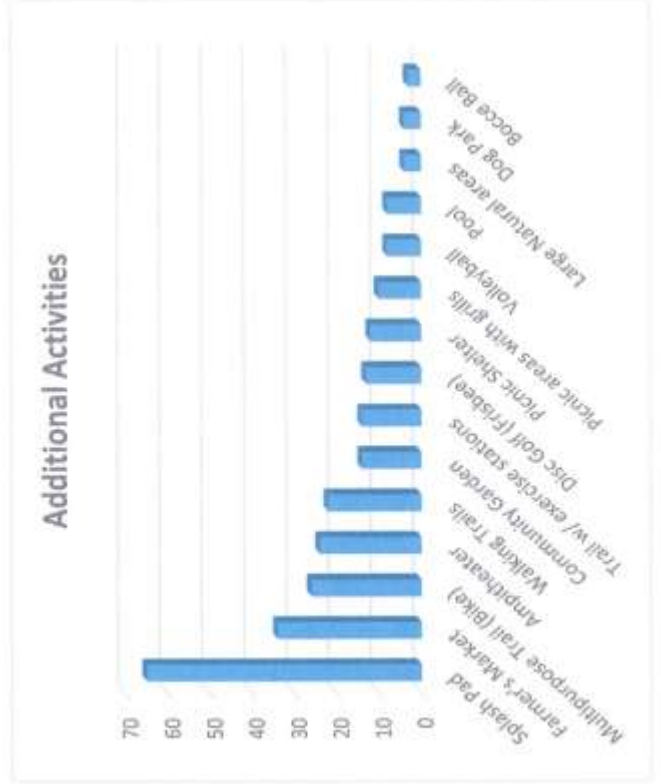
Total residents represented 376 **Average of 3.27 residents per household**

Average age of Adult 40.31 **Average age of Child** 6.69

Current Activities	Raw Votes	%
Walking, jogging, running	81	29.2
Playground	61	22
Picnic Shelter/Areas	46	16.6
Movie in the Park	34	12.3
Nature Observation	22	7.9
Basketball	18	6.5
Softball	5	1.8
Playing horseshoes	4	1.4
Tennis	4	1.4
Soccer	2	0.07



Additional Activities	Raw Votes	%
Splash Pad	65	25.2
Farmer's Market	34	13.2
Multipurpose Trail (Bike)	26	10.1
Amphitheater	24	9.3
Walking Trails	22	8.5
Community Garden	14	5.4
Trail w/ exercise stations	14	5.4
Disc Golf (Frisbee)	13	5
Picnic Shelter	12	4.7
Picnic areas with grills	10	3.9
Volleyball	8	3.1
Pool	8	3.1
Large Natural areas	4	1.6
Dog Park	4	1.6
Bocce Ball	3	1.2



Pay more taxes

	Raw Votes	%
Yes	70	62
No	43	38



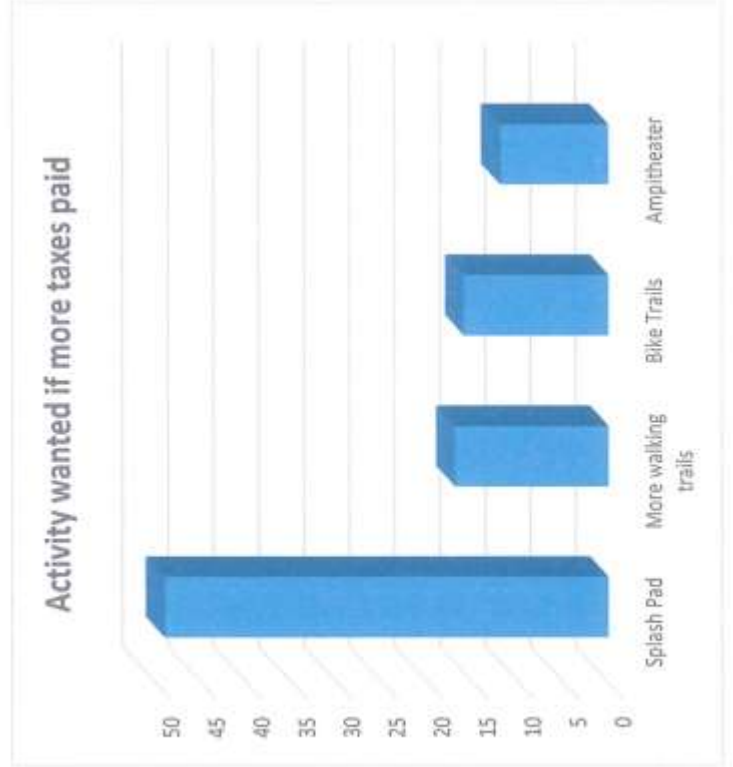
Do you live in the village

	Raw Votes	%
Yes	83	74.8
No	28	25.2



What activity if more taxes

	Raw Votes	%
Splash Pad	49	52.1
More walking trails	17	18.1
Bike Trails	16	17
Ampitheater	12	12.8



ATTACHMENT C

