



Request for Proposals

For the Preparation of a Greenways Feasibility Study for the Phase One of the Reems Creek Greenway

PURPOSE AND OVERVIEW

The Town of Weaverville is seeking a qualified consultant to prepare a feasibility study for a segment of the Weaverville/Reems Creek greenway corridor identified in the Buncombe County Greenway Feasibility Plan, as adopted by the County Commissioners in September of 2012. The Town of Weaverville passed a resolution to endorse the plan prior to its adoption by the Commission.

The segment subject for this study begins on the western boundary of the Town's Lake Louise property and ends at the eastern boundary of the Karpen Soccer Fields on Reems Creek Rd. See the attached map for an aerial photograph of the study area.

The study will need to address existing conditions, potential opportunities and barriers; trail alignment (with options and spurs when necessary); identification of properties along the alignments; and cost estimates for construction.

All recommendations will be informed by a thorough analysis of current demographics, inventory of existing physical conditions and current regulations and ordinances that would affect construction; and public input.

QUALIFICATIONS

The qualified consultant shall possess a minimum of ten years of feasibility planning experience for government parks, greenways, and trails systems for communities of equal to or greater in size than Weaverville, experience leading public input forums of various sizes and formats, excellent communication and graphic skills, an intimate knowledge of the parks and recreation field and professional certification and registration in the planning and/or landscape architecture profession.

LICENSE AND INSURANCE

The qualified consultant must be licensed to conduct business in the State of North Carolina and must carry a general liability insurance policy and a worker's compensation policy at a minimum of \$1,000,000, or other liability coverage acceptable in form and content to the Town Manager; the Town will be named as an additional insured on the liability coverage.

OVERSIGHT COMMITTEEPARTICIPANTS

1. Town of Weaverville administration, Buncombe County Parks Greenways and Recreation Services staff, and select members of the Town Council and public will serve as the oversight committee responsible for collaborating with the qualified consultant to development the study and will recommend approval of the plan to Weaverville Town Council. The oversight committee will meet at regular intervals with the consultant to develop strategy.
2. The Town Manager of Weaverville and/or the Greenway Planner of BCPGRS will serve as the point of contact for the qualified consultant.
3. The feasibility study will be subject for approval and adoption by the Weaverville Town Council.
4. The general public will be involved in the preparation of the plan through two public forums in which citizens' participation will be actively solicited.

FEASIBILITY STUDY COMPONENTS

The feasibility study shall be organized into five components:

1. Demographic, Cultural and Environmental Information

The information shall include an analysis of the best available census forecast data. The study area should include the Weaverville Town limits, Buncombe County and other select area(s) as determined by the primary team. The demographic analysis should include data on population growth, age, race, sex, income, occupation, housing, etc. The cultural analysis should include points of interest along the study area, historical landmarks and registered districts, school locations, church locations within a half mile of the study area, identified economic development districts, identified affordable housing districts, etc. The environmental analysis should include topography, hydrology, floodplain locations, natural areas, greenway corridors, major transportation corridors, and rights of way information. Some data can be accessed with existing County GIS data sets. Results should be represented in easily decipherable graphs and charts.

2. Opportunities and Barriers

The O&B section shall address issues that can be considered opportunities that the greenway segment can provide if constructed. Examples of opportunities can include connectivity to points of interest, economic development potential, and number of citizens within a walkable distance to greenway.

The O&B section shall address barriers that could make implementation of the greenway segment difficult or infeasible to achieve.

3. Community Involvement

Ascertain the public's perceptions, opinions and advice for the study area through public input via meetings. A minimum of two public meetings is expected: an initial meeting to introduce the project and gather opinions; a second meeting to present the final draft. Other forms of input (i.e. stakeholder meetings, online surveys, etc.) can be used at your discretion.

Record and compile information for review by oversight committee and Town Council if requested.

4. Recommended Trail Alignments

The inventory and analysis weighed against public input and O&B should inform a series of recommendations for trail alignments in the study area. All recommendations should take into account and support other relevant Town and County plans such as the Buncombe County Greenways and Trails Feasibility Plan, the Town's Comprehensive Land Use Plan, The Wilma Dykeman Riverway Plan, etc. All recommended alignments shall be mapped and delivered in GIS format compatible with existing Town systems.

7. Action Plan

The trail alignment recommendations will necessitate an action plan for their achievement. The action plan will be a detailed chapter of the study that presents its implementation in a methodical, detailed, comprehensive, written and tabular format. The action plan will span ten years and include the priority recommendations as gathered from the public planning process and directed Town Council. The first draft of the action plan should be based on the consultant's recommendations. The final draft will be based on the consultant's recommendations, oversight committee recommendation and public input. The action plan will also include a strategies component that will include cost estimates, funding sources, partnership opportunities and land acquisition methodologies.

MILESTONE DATES

The Feasibility Study Process will include the following milestones as set forth by Town of Weaverville administration, which the qualified consultant shall be required to meet. The majority of this timeline will be determined during the contract negotiations, but the following steps will be considered the milestones:

- RFP distribution
- Deadline for RFP submittals
- Evaluation of RFP submittals
- Interviews with candidate consultants
- Selection of top ranked consultant team
- Town Council approval of the contract

- Feasibility study process begins
- Public meetings
- Develop first draft of feasibility study report
- Preliminary Town Council feedback
- Oversight committee approval
- Final Town Council approval
- Final deliverables

DELIVERABLES

The following deliverables will be due to oversight committee at the end of the contract period:

Reproduction

- An electronic copy of the first draft.
- An electronic copy of final draft.
- Three (3) hard copies of the final feasibility plan document and an electronic copy (in PDF format on CD).
- GIS data in ArcGIS format.

Final Feasibility Study Report Format

- Plan document shall be in 8.5x11 format with 11x17 map fold-outs as needed. The plan document shall be well organized and soft cover bound.
- Electronic copies of all maps, which can be edited by staff.

Supplemental Feasibility Study Documents

- Summary of conclusions and recommendations in addition to the technical report/document plan. This summary should be designed to be read by the elected officials as well as interested citizens who want to know about the plan and its purpose. Also required is a brief information brochure, suitable for mailing and distribution for public Town/information purposes.

CLIENT RESPONSIBILITIES

It is understood by the Town of Weaverville that staff will assist the consultant in providing certain information and services. The areas of assistance shall include the following:

1. **Project Requirements:** Provide full information about the requirements of the project.
2. **Project Information:** Provide all available information pertinent to the project including previous recreation studies, land use studies, land development plans, maps and other data.

3. **Project Review:** Examine all studies, reports, proposals and/or other documents submitted by the consultant and respond with comments and/or suggestions within a reasonable time so as not to delay the project.
4. **Project Revisions:** Notify consultant whenever there is an awareness of any defect in the project or when there are changes affecting the project.

SELECTION CRITERIA

The selection of a professional recreation consultant shall be based on qualification information exhibited in both written and graphic form, along with personal interviews. Criteria for selection will include, but not necessarily be limited to, the following:

1. Relevant experience with similar projects, with emphasis on recreational facilities and programming.
2. Project Approach and Methodology for forming the feasibility plan.
3. Qualifications and experience of key project team members who will remain actively involved throughout the entire feasibility planning process.
4. Quality of work exhibited in both written and graphic form as well as interviews.
5. Approach to and previous accuracy of cost estimating.
6. Experience related to government contracting procedures.
7. The sufficiency of the financial resources & ability of the firm to provide the service.
8. References

SUBMITTAL REQUIREMENTS

Prospective consultants shall submit three (3) copies of their proposal which address the following:

1. **Project Approach:** Briefly describe the firm's approach to greenways and trails planning, including methods and user involvement. Outline of how your firm would approach this project given a six-eight month time frame:
 - Projected Schedule-detailed.
 - Description of proposed Project Methodology.
2. **Similar Project Experience:** In detail outline the past experience of the firm with similar projects and describe creative design "concepts" used for greenway projects with examples (in color) of your work. Include specific project names, a description of the work completed, and the name and telephone number of individuals to contact for references and final project cost. Identify any projects performed for government agencies (State or local) in the last ten years that would indicate your firm's experience with government contracting procedures.
3. **Design Team:** Provide a description of your project team; listing the firm name(s), individuals involved and the role they will perform (principal-in-charge, project landscape architect, consulting engineer, etc.). Provide a description of the qualifications

and experience of the specific individuals that will be involved in this project, including the staff of other professional firms (include registration numbers of landscape architects and engineers). Identify their experience with similar type projects.

4. **Cost Estimating and Phasing Procedures:** The consultant will be required to perform cost estimates throughout the feasibility planning phases. Describe your firm's approach to and/or method of cost estimating. Describe your firm's method of phasing the development plan.
5. **Fee proposal for the project:** A "per hour" fee is acceptable but "not to exceed" ceiling must be included.
6. **MBE/DBE/WBE Requirements:** All submitters must comply with the MBE/DBE/WBE requirements as listed in Addendum A.
7. **Qualified Consultants:** All submitters must be registered as qualified consultants with the NCDOT Transportation Planning Branch.

INTERVIEW SELECTION PROCESS

The interview panel will review and short-list the RFP's submitted for consideration. The interview panel will contact the firms selected for consideration and will give a schedule for interviews

SELECTION CRITERIA

Following the interviews the panel will, in its opinion by interview, score and review other considerations for selecting a firm best suited for developing the greenway feasibility study. Firms with *greenway planning* experience will be given preference for interviews and selection. References are required and will be rigorously checked.

SUBMITTAL PROCES

Submit one electronic copy of proposal should be received on or before **August 19 2013** and should be submitted to:

Michael Boaz, Town Manager
mboaz@weavervillenc.org

This deadline may be extended by the Town; submitting parties may revise their proposals any time until the submittal period closes.

The Town of Weaverville reserves the right to reject all proposals, and to not award a contract for the Project.

Any and all responses submitted will, upon submittal, become the property of the Town of Weaverville, and will be public records pursuant to N.C.G.S. Chapter 132 (The Public Records

law), unless the submitting party takes appropriate steps to exempt information from the requirements of the Public Records law.

The Project for which proposals are being submitted is a services contract, and not subject to the provisions of N.C.G.S. Chapter 143. The Town will endeavor to maintain the integrity and fairness of the process, but may not withhold proposals from disclosure if disclosure is required by law; prospective consultants are encouraged to time the submittal of their proposals accordingly, and are expected to respect the integrity of the process.

Any supplemental information provided to our prospective consultant will be provided to others known to the Town.

For questions pertaining to the project, please contact **Michael Boaz** at **(828) 484-7001** or **mboaz@weavervillenc.org**. If chosen among the finalists, the consultant will be expected to meet with the oversight committee in a formal panel interview format.

Addendum A: MBE/DBE/WBE Participation Guidelines

(To be returned with proposal submission) DBE firms must be registered with the North Carolina Department of Transportation and listed as a DBE in there directory, found at: <https://partner.ncdot.gov/VendorDirectory/default.html>. Bidders are expected to break up contract as necessary into economically feasible units to facilitate DBE participation.

The bidder understands that in order to meet this goal he/she must provide the following information either with bid documents or prior to being awarded the contract:

1. Identify DBE contractor or DBE Subcontractors and list their address (DBE's can be identified by searching the DBE Directory found at <https://partner.ncdot.gov/VendorDirectory/default.html>. If bidders are having trouble using the Directory please contact Michael Boaz, Town Manager at mboaz@weavervillenc.org)
2. II. Provide dollar amount of the participation DBE firm and estimated percent of total contract expenses.
3. Provide written confirmation from the DBE firm(s) of their DBE certification and participation in contract along with estimated dollar amount of participation in contract.

OR

1. Provide Proof of Good Faith Effort which could include any of the following:
 - a. Proof of solicitation of certified DBE's with the capability to perform a portion of the work in the contract. Examples of solicitations could be proof of meetings, advertising and writing request for quotes.
 - b. Proof that bidder attempted to break up contract into economically feasible units to facilitate DBE participation.
 - c. Proof that interested DBE's were provided with information about plans and specifications in a timely manner to aid in their response d. Documented evidence of DBE negotiations, including the names, addresses and telephone numbers of DBE's that were considered, a description of the information provided regarding the scope of work, and evidence as to why additional agreements could not be reached with the DBE's.
 - d. Proof of good faith negotiations with interested DBE's. Proof that the rejection of DBE's as unqualified is based on sound reason and thorough investigation of their capabilities.
 - e. Prime contractors are not required to accept higher quotes from DBE's if the price difference is excessive or unreasonable. However, the fact that there may be some additional costs involved in finding and using DBE's is not a sufficient reason for the bidder to fail to meet the contract DBE goals, as long as the cost are reasonable. Also, the ability or desire of a prime contractor to perform the work itself does not relieve it of the responsibility to make a Good Faith Effort.