

Town of Youngsville Parks & Recreation
Request for Proposal for a Parks Master Plan
Deadline for submittal: September 25, 2023

The Town of Youngsville Parks and Recreation Department seeks a professional consulting firm to prepare the Town's Parks and Recreation Plan. The following is a list of services to be included in the proposal.

I. Scope of Work

Firms are to submit a proposal packet, which presents their qualifications and understanding of the services to be performed. All submittals should be complete and carefully worded and must convey all information requested by the Town. The Town reserves the right to reject a firm's proposal if errors are found or if the packet does not meet the requirements of the RFP.

Packets should be submitted as a .pdf. All data, materials, and information should be accessible with clear and readable formatting. Town of Youngsville Parks and Recreation does not expect nor will show favoritism to submittals with fancy covers or binding, color photographs, sample plans, information on other accomplishments of the firm which have no direct bearing on these projects, resumes of individuals who will not be engaged in the work, or other non-projected related material.

Brevity is highly encouraged.

Submittals shall be limited to 15 pages, double sided minimum 12-point font. Covers and dividers will not count in the 15 pages.

Submittals should include the firm's plan to:

Evaluate the Town's current facilities and make recommendations on future facilities.

- Luddy Park (4 baseball fields, an asphalt basketball court, and playgrounds)
- Irene Mitchell Park (a downtown pocket park)
- Future Park space/facility(ies)- to serve our growing population.

Develop a survey to gain public comment on their vision for a future park facility. This survey should be approved by Town staff prior to dissemination. Advertising and distribution of the survey shall be assisted by the Town of Youngsville's staff.

Conduct public meetings to gain public input on the plan. These meetings shall be publicized by Town staff.

Combine the public's input, staff input, and comparison with similar communities to prepare a draft report for the Youngsville Board of Commissioners along with associated costs for implementation. This should include an estimate of average and development

costs required for any proposed infrastructure, likely to include multi-purpose fields, soccer fields, and a basketball gymnasium/recreation center.

Utilize the anticipated budget of \$40,000 to complete the requested work.

II. Submission

Submit one (1) hard copy, marked “Youngsville Park Master Plan” and one electronic .pdf. Submittal will be received no later than 4:00 PM EST, on September 25, 2023. Electronic copies can be submitted to amclaughlin@youngsvillenc.gov

The hard copy may be hand-delivered or mailed. IF the submittal is sent by mail or commercial express, the Respondent shall be responsible for actual delivery before the deadline. It is the firm’s sole responsibility to ensure that their proposal is received by the Parks and Recreation staff.

III. RFP Requirements

The response to the Request for Proposal shall include the following items:

- a. Resume and experience of the project manager assigned to monitor this Master Plan update.
- b. Resume, educational background, and experience of your firm’s staff that will be assigned to work on this project.
- c. Project schedule for completion of this Master Plan.
- d. A probable estimate of total project expenses, which would include milage, printing, and other out-of-pocket costs that may be incurred in this project.
- e. Reference contact information for three organizations or municipalities for whom your firm has conducted studies. Please include names and phone numbers for the individuals within those organizations who are familiar with your prior projects.

Hourly billing rates charged by your firm for each position type and reimbursable expenses.

IV. Evaluation and Selection Process

Questions regarding the RFP may be submitted to amclaughlin@youngsvillenc.gov no later than September 8, 2023. Responses will be updated on the Town’s website at <https://www.youngsvillenc.gov/bids> as they are received.

Following the deadline for submittal of proposals, a review of the submittals will be reviewed by Town staff. Town staff will review, analyze, and rank all submittals based on their responses to the information requested.

The criteria listed below are not limited to but may be used in the evaluation of proposals for development of a shortlist to be considered for potential interviews. The criteria listed below if not necessarily listed in order of importance.

- Firms' qualifications and experience including location of offices and related staffing.
- Firms' understanding of the project objectives.
- Previous work experience of similar projects and demonstrated experience.
- Firm's demonstration of ability to understand the specialized requirements with federal and state funding grant projects.
- Financial stability of the consultant.
- Cost control – shows experience in implementing cost saving measures.
- The ability of the consultant to begin work immediately and complete the project in a timely manner.

V. Responses To Questions

- ***“Packets should be submitted as a .pdf.”*** – on page 1 vs submit hard copy on page 2. Will an electronic pdf proposal suffice or is a hard copy preferred? Should we submit a hard copy what address should we use?
 - i. A .pdf emailed to the Town is sufficient.
- Per the rfp, a draft report is to be provided that includes the responses from the public survey questions, staff input, comparison with similar communities and order of magnitude costs for implementation. What is the town expecting for final deliverables to be included in the draft report? Conceptual plans for the two existing parks and improvement recommendations?
 - i. Yes. Additionally, it is likely a third park will be recommended somewhere else in our jurisdiction.
- Is the draft report to identify potential recommendations for improvements within the two existing two parks?
 - i. Yes. Staff anticipates there will be relatively minor improvements to the existing parks. The primary focus will likely be the third park elsewhere in the jurisdiction.
- Will the draft report identify the needs of the community for new park facilities that will assist the town in future property acquisition? Has the Town identified/acquired property for the new park?
 - i. Yes. The Town has a few potential locations to recommend, but we haven't acquired any land or options.
- What data/GIS information do that have that can be utilized for these projects?
 - i. All GIS parcel data the Town has will be provided to the applicant. This includes parcels, topo, etc.
- Is the \$40,000 anticipated budget firm?
 - i. The Board of Commissioners has approved this amount. Further funding needs would be dependent upon the scope of the anticipated plan and further approvals from the Board.
- . Based on your response, it appears that Youngsville has a few locations identified as possible locations for a new park. Will the scope of this project need to include a “site feasibility study”

where conceptual site plans will need to be produced for each of the potential sites to assist Youngsville in determining which of the sites should be acquired?

- i. A concept site plan that allowed for the general topographical layout (i.e. 60% of land used for flat fields with reasonable grading work, 80% used with retaining walls and major grading work) would include the community's inputs for fields and recreations spaces. A site-specific plan would not be part of this plan.