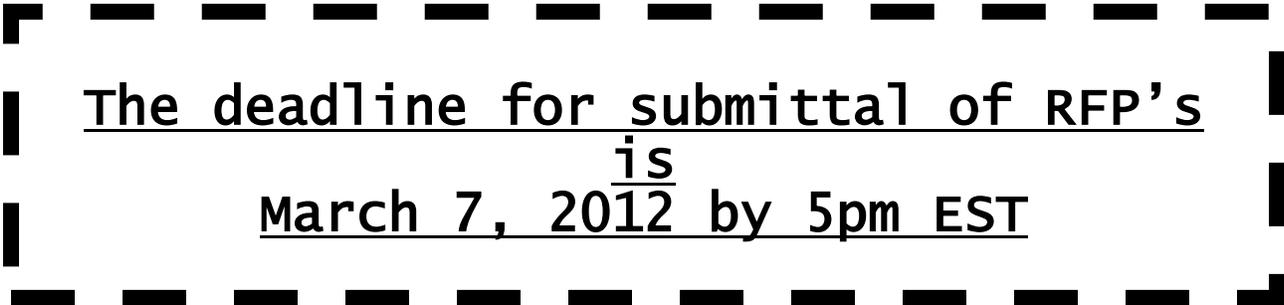


REQUEST FOR PROPOSALS

Project: Sunset Beach Town Park Master Plan
Location: Sunset Beach, North Carolina (Population: 3,600)

This document contains the following sections to assist your firm in generating a proposal for the above listed project.

- General Information for Project**
- Scope of Services Requested for Project**
- Deliverables**
- Proposed Project Time Line**
- Submission Requirements**
- Contract Terms**
- Firm Selection Process**
- Copyright Release**
- Insurance Requirements**
- Indemnification**



The deadline for submittal of RFP's
is
March 7, 2012 by 5pm EST

1 Copy of Complete Formal Proposal Requested

8 Copies of Summary of Proposal at Presentation

Please Direct Submissions and/or Questions to:

Gary Parker, Town Administrator
700 Sunset Blvd, N.
Sunset Beach, NC 28468

Phone: 910-579-6297
Fax: 910-579-1840

GENERAL INFORMATION FOR PROJECT

The Town of Sunset Beach is a rapidly growing municipality in Brunswick County which has grown in the last decade from a population of 2,000 to 3,600. It is a regionally recognized vacation destination with a population that swells to over 10,000 in the summer months. This five acre site which will become the Town’s first public park is located on a prominent piece of land on the Intracoastal Waterway overlooking the Waterway, marshes, and the barrier island. The Town acquired the site this year with the aid of a PARTF grant and a Division of Water Resources grant.

There are numerous trees on the site including many large live oaks that the Town wishes to preserve. Adjacent to, and across the street from the property, is a two acre site that the Wildlife Resources Commission will develop into a boat launching facility. More information on the proposed park including the park Concept Plan can be found on the Town’s website under Town News on the homepage.

The Town wishes to hire a recognized firm that specializes in Park Master Planning and construction engineering to take on this important project. We are excited to see what the selected firm, with input from the public and Council, will include in a Master Plan that incorporates all of the program elements and latest maintenance technologies. ADA compliance and facility accessibility are key components to be addressed.

Scope of Services

Final Product Desired- A Site Specific Master Plan document which includes, but is not limited to the following items:

- A. Overview of the Park:
 - ❖ Population profile
 - ❖ Service area profile
- B. Site Analysis
 - ❖ Site Description
 - ❖ Land Uses
 - ❖ Topography
 - ❖ Wetlands
 - ❖ Soils
 - ❖ Flood plains
 - ❖ Water resources
 - ❖ Tree and wildlife species
 - ❖ Archaeological or Historic site analysis
 - ❖ Existing structures description
 - ❖ Utilities description
 - ❖ Permits required for additional site work
- C. Planning Process
 - ❖ Public Meetings
 - ❖ Needs Assessment Survey Results
 - ❖ Meetings with Town Officials and Staff
- D. Proposals & Recommendations for Site Improvements
 - ❖ Facility recommendations
 - ❖ Staffing/Operational recommendations

E. Financial Report of Recommendations

- ❖ Cost Projections broken down by project element
- ❖ Recommendations for grant funding
- ❖ Alternative Funding Recommendations

Community Involvement- It will be essential for the firm completing the Master Plan to make themselves accessible to the community and interested organizations for input on the project. Staff and Town officials will be able to offer insight as well for the project.

The following is a desired MINIMUM level of items associated with the requested community involvement:

Community Public Meetings(2)

Meeting with Council and Staff

Final Presentation to Town Council(1)-They meet the 1st Monday of each month-7:00 pm

Grant Assistance

The firm selected for this project will be expected to assist the Town with items required for grant submittals pertaining to the project upon request. An NC PARTF grant will be submitted in January 2013 for this project so it is known that colored site plan, site location map, and environmental review document completion will be expected at a minimum.

Deliverables

The following specifies the format and quantity for the desired delivered products:

1. **12** printed copies of the final approved Park Master Plan document in bound 8.5”*11” format with appropriate plans, foldouts etc.
2. **12** printed copies of the proposed Master Plan document for review by the Town Council and staff
3. Electronic versions of all final plan documents. The format of the final documents/report will be required in both Microsoft Word and PDF formats.
4. **2** 36x48 full hardboard presentation boards featuring the Schematic Site Plan for the Park
5. **1** 8.5 x 11 colored Schematic Site Plan for the Park- PDF version

Proposed Project Time Line

March 7, 2012 - Proposals (RFP’s) Due

March 20, 2012 - Firm Presentations to Town Council

April 2, 2012 - Contract of Selected Firm to Town Council

April - July 2012 - Project Period

August 6, 2012 – Presentation of Plan to Town Council

January 31, 2013- NC PARTF Grant Application Due

Submission Requirements

The firm is **required** to submit the following information in the RFP:

- ❖ Cover letter containing statement of the firm's proposed methodology in accomplishing the requested Scope of Services.
- ❖ Action plan of proposed work with estimated time schedule
- ❖ A description of the proposed approach to and level of public involvement as requested in the scope of services.
- ❖ Firm profile (a promotional video/DVD of firm would be excellent, but this is optional) If your firm is teaming with another firm for this project, please provide a narrative of the proposed responsibilities of each firm as it relates to the work required by this project.
- ❖ Designation and in-depth profile of Project Manager, and key team personnel assigned to work on this project.
- ❖ A list, description, and color photos of similar projects where the consultant has provided similar professional services. We are especially interested in projects completed near the coast, or under CAMA regulations.
- ❖ Listing of funded grant assistance for park projects within the past 5 years. Please list grant source, amount of grant, name of park, and parks department.
- ❖ Client References Contact Information

1 Copy of Complete Formal Proposal Requested- March 7

8 Copies of Summary Proposal at Presentation- March 20

Please Direct Submissions and/or Questions to:

Gary Parker, Town Administrator

700 Sunset Blvd, N.

Sunset Beach, NC 28468

Phone: 910-579-6297

email: gparker@atmc.net

Formal Proposals are due by 5pm on Wednesday, March 7th, 2012.

Contract Terms

Fixed Fee Compensation Method: A fixed fee compensation method will be used for the process. Specific terms of the contract including the fee can be negotiated upon selection of a firm. Selection of a firm will be solely based on demonstrated competence and qualifications for the service desired with selection recommendations being made by the staff search committee. Project budget is \$???.

Contract: The Town is open to using a contract drafted by the firm selected. To stay within the time schedule, it is recommended the firm supply the contract for the Town Attorney to review shortly after official selection before formal approval by the Town Council.

Arbitration vs. Mediation- Please note that the Town will not enter into contracts that settle disputes using mandatory arbitration. Mediation is the preferred method and this needs to be indicated within the contract terms.

Extended Work on Project- If this phase of the project goes well for both parties, the Town reserves the right at its option to continue the agreement with the selected firm to include future phases of site design and construction management of facilities resulting from recommendations of the Comprehensive Master Plan. It is requested that the Lead Firm in their proposal submit a statement acknowledging this and submit a not to exceed percentage (%) fee for engineering, design, and construction management services.

Firm Selection Process

The selection of the firm for this project will be determined by the Town Council after hearing presentations from the firms.

Selection Scoring System: A formal scoring system will be used by the selection committee to score all of the proposals and presentations. The scoring system will be a major factor in determining the final order of ranking, but will not be the sole determinant. A copy of the scoring system used for this process is located on the last page of the RFP.

Contact Policy: Any contact or correspondence with anyone except Gary Parker, Town Administrator, regarding the project prior to the presentation is prohibited and considered unprofessional behavior. Violation of this policy will result in the firm's disqualification from the selection process for this project as well as future Town projects.

Copyright Release

Those firms responding to the RFP shall supply a copyright release in order for Staff to make copies of any copyrighted materials submitted.

Insurance Requirements

For the selected firm, the Town requires that the final approved contract for professional services specify that the selected firm shall maintain at all times during the term of the contract, at its sole expense:

- a. Statutory Workers' Compensation in accordance with the laws of the state where such compensation would be payable. Employers' liability (Coverage B) with limits of not less than \$500,000 per accident.
- b. Automobile liability insurance on any owned, non-owned or rented vehicle with limits of at least \$1,000,000 per occurrence combined single limit bodily injury and property damage.
- c. Comprehensive general liability, including products liability, completed operations liability, blanket contractual liability, broad form property damage and personal injury liability insurance with limits of at least \$1,000,000 per occurrence combined single limit.
- d. Professional services liability for a limit of not less than \$1,000,000 per occurrence.

The Town shall be named as additional insured and be provided with a certificate of insurance prior to the effective dates of the contract or any renewal contract. The Town shall be provided with all renewal certificates within 30 days of the expiration date of any and all policies listed on the certificate of insurance.

Indemnification

For the selected firm, the Town requires that the final approved contract for professional services specifies that the consulting firm agrees to indemnify and hold the Town of Sunset Beach harmless from and against any and all claims, losses, liabilities, costs, expenses, charges, and damages arising from, or relating to, the contractual agreement, including but not limited to attorney's fees, with respect to any cause arising out of, resulting from, or in connection with (a) any breach by the consulting firm of any clause, condition or provision of the contract (b) any breach or violation by the consulting firm of any applicable statute, law ordinance, or regulation, or (c) any other cause resulting from any act or failure to act by the consulting firm in accordance with the contract. The consulting firm shall promptly assume the defense of any claim, suit, or action within the scope of this indemnification at its expense, upon being notified thereof.

