

Request for Proposals For the Preparation of a Greenways Feasibility Study for the Southern Expansion of the Oklawaha Greenway

Purpose and Overview

Henderson County is seeking a qualified consultant to prepare a feasibility study for an expansion project of the Oklawaha Greenway identified in the Henderson County Comprehensive Plan (CCP), and as requested by the Henderson County Board of Commissioners (BOC) in March of 2017. The BOC has continued to support the maintenance and improvements of existing recreational facilities including the development of new facilities and parks. Henderson County values the benefits that trail extensions bring to county-wide trail connectivity, which is critical to a successful regional trail system.

Henderson County is requesting for a feasibility study to extend the Oklawaha Greenway from within Jackson Park continuing to Blue Ridge Community College (BRCC). This expansion should also include extending the existing greenway from BRCC to The Park at Flat Rock. The extension of the greenway to the southern end of the County is recommended in the Henderson County Comprehensive Plan (CCP) and incorporated in the Apple Country Greenway Master Plan. The CCP recommended action strategies state that the County should meet recreation needs and services, including greenways, which are important to the health and well-being of the citizens and is an asset for future growth and development. The CCP also states that the County should utilize “Level of Service” analysis in recreation planning, integrate recreation and transportation planning, and promote the County’s recreation infrastructure as an economic asset. This section of the greenway expansion is also supported in the FBRMPO 2040 Metropolitan Transportation Plan (MTP), and noted on the MPO prioritization project list (SPOT ID B142121).

The study will need to address existing conditions, particularly fixing issues with flooding on the currently existing sections of the greenway, potential opportunities and barriers; trail alignment (with options and spurs when necessary); identification of properties along the alignments; and cost estimates for construction with a proposed phasing plan for implementation, and funding options and available grants.

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 be prequalified (or will become prequalified) with NCDOT in disciplines relevant to conducting a greenway feasibility study and has experience working on government parks, greenways, and trails systems for communities of equal to or greater in size than the County of Henderson, 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.

Oversight Committee Participants

1. Henderson County Planning Department, Engineering Department, Parks and Recreation Department staff, NCDOT Planning Branch, FBRMPO staff, and select members of the public will serve as the oversight committee responsible for collaborating with the qualified consultant to develop the study and will recommend approval of the plan to Henderson County Board of Commissioners. The oversight committee will meet at regular intervals with the consultant to develop strategy.
2. The Henderson County Planning Director and/or the Project and Transportation Planner will serve as the point of contact for the qualified consultant.
3. The feasibility study will be subject for approval and adoption by the Henderson County Board of Commissioners.

Feasibility Study Components

The feasibility study shall be organized into five components:

- 1. Demographic, Cultural and Environmental Information.**
 - a. The information shall include an analysis of the best available census forecast data.
 - b. The study area should include Henderson County and other select area(s) as determined by the primary team.
 - c. The demographic analysis should include data on population growth, age, race, sex, income, occupation, housing, car ownership, etc.
 - d. 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.
 - e. 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.
 - f. Results should be represented in easily decipherable graphs, charts, or tables.
- 2. Opportunities and Barriers.**
 - a. The Opportunities and Barriers 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 or rideable distance to the greenway.
 - b. The O&B section shall address barriers that could make implementation of the greenway segment difficult or infeasible to achieve.
 - c. Special attention should be given to investigating potential impacts on property owners.
 - d. Funding options should be explored within the opportunities information.
- 3. Trail Recommendations**
 - a. 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 County plans such as the County Comprehensive Plan.

- b. All recommended alignments shall be mapped and delivered in GIS format compatible with existing County systems.
- c. The recommendations must include possible phasing for the trail.
- d. Trail recommendations must include potential route options.

4. Action Plan

- a. 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.
- b. The action plan will span ten years and include the priority recommendations as gathered from the public planning process and directed by the Henderson County Board of Commissioners.
- c. 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 input from the Transportation Advisory Committee, and Recreation Advisory Board. The action plan will also include a strategies component that will include cost estimates, funding sources, partnership opportunities and land acquisition methodologies.
- d. The action plan should include estimated costs and schedule for implementation including a phasing plan.

5. Maintenance

- a. The study should explore and recommend maintenance solutions after the construction of the greenway. This should include costs, resources, needs, and suggested practices surrounding the maintenance of the greenway on an annual basis.

Milestone Dates

Given the time sensitive nature of funding and construction opportunities, a timeline of when certain milestones can be accomplished must be included in the proposal. Milestones should include: contract approval, oversight committee meetings, first draft completion, reviews, revisions, and approvals by the Transportation Advisory Committee, Recreation Advisory Board, Oversight Committee, and Henderson County Board of Commissioners, and Final Approval.

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.
- Five (5) 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 information purposes.

Client Responsibilities

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

1. **Requirements:** Provide full information about the requirements of the project.
2. **Information:** Provide all available information pertinent to the project including previous studies, plans, maps and other data.
3. **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. **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 as needed. 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
9. Preference will be given for consultants that favorably demonstrate the value of:
 - a. Greenways development to all communities including those with limited transportation options and,
 - b. Have demonstrated collaboration and unity in developing county-wide trail connectivity.

Submittal Requirements

Prospective consultants shall submit 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 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. **Qualified Consultants:** All submitters must be registered as qualified consultants with NCDOT. All firms and all sub-consultants must be pre-qualified for each type of work for which they are approved.
6. **Collaborative Scope:** Collaboration and unity among greenway entities and stakeholders to promote county-wide trail connectivity.

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 Process

Following the interviews the panel will, in its opinion by interview, score and review other considerations for selecting the 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.

As a NCDOT/FHWA funded project, the selected firm will be required to submit a detailed man-hour estimate, wage rates, overhead, cost of capital, other miscellaneous expenses, and fees in accordance

with NCDOT's "Policies and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts," and other current standards. The negotiated contract will be submitted to the Office of Inspector General, Consultant Audit Unit for review prior to issuance of an NTP.

Submittal Process

Submit one electronic copy of the proposal on or before **12 pm on December 14th, 2017** to:

Brian Burgess, Transportation Planner
bburgess@hendersoncountync.org

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

Henderson County 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 Henderson County, 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 County 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 County.

For questions pertaining to the project, please contact **Brian Burgess** at **(828) 697-4819** or **bburgess@hendersoncountync.org**. If chosen among the finalists, the consultant will be expected to meet with the oversight committee in a formal panel interview format.