

REQUEST FOR PROPOSALS

PLANNING & DESIGN SERVICES

BRUNSWICK COUNTY GREENWAY & BLUEWAY PLAN



Proposals due by November 2, 2015 at 3:30PM

**Requested By:
Brunswick County Planning Development
P.O. Box 249
Bolivia, NC 28422**

Posted October 9, 2015

PROJECT OVERVIEW

Brunswick County is seeking proposals for professional planning and design consulting services in conjunction with the development of the ***Brunswick County Greenway & Blueway Plan*** (the “Plan”). A companion Request for Bids for printing services to produce a large quantity of the adopted plan for county-wide distribution is being issued simultaneously by the County; submittals for both are encouraged.

The goal of the project is to develop a plan that depicts a multi-jurisdictional, wildlife friendly greenway and blueway network connecting important destinations throughout Brunswick County, between municipalities and to the surrounding region. The network will integrate existing facilities and routes as well as identify new key routes and Plan elements. The Plan will enhance walking, biking, and paddling travel for residents and visitors, as well as preserving wildlife habitat. It is envisioned that the Plan will also serve as a value added resource for Tourism, Agritourism, and Ecotourism as well as promoting Brunswick County as a destination. Additional uses of the Plan include support for funding opportunities for improvement projects, promoting the local economy, enhancing the environment, and promoting healthy active lifestyles.

The county-wide network will connect numerous local destinations such as municipal and county parks, nature parks, open spaces, historical and cultural sites, population centers, shopping centers, water access sites, private development communities, beaches and other destinations. The Plan will utilize existing resources and local expertise to incorporate municipal facilities as well as natural open space and areas near waterways. It will incorporate wide greenways and native plants to enhance wildlife habitats.

Since the project is county-wide, partnerships with the diverse municipalities is essential to link vital connections, corridors, key destinations and other Plan elements throughout Brunswick County for pedestrians, bicyclists, paddlers, wildlife habitats, etc. The plan will be designed using the NC Wildlife’s Green Growth Toolbox principles when appropriate and take advantage of high quality conservation lands that are designated on the Green Growth Toolbox’s Biodiversity and Wildlife Habitat Assessment Map whenever possible.

The final printed version will be a two-sided folded map that is a full-color and outdoor-friendly map for ease of use in enjoying the plan elements such as trails and waterways. The plan will also serve as a tool to promote the area, as a vehicle to conserve wildlife habitats and open spaces in Brunswick County, and as a means to promote recreation uses. One side will depict a county-wide map showing the greenway & blueway network and the reverse side will consist of smaller insets denoting features, destinations, and connections within the participating municipalities.

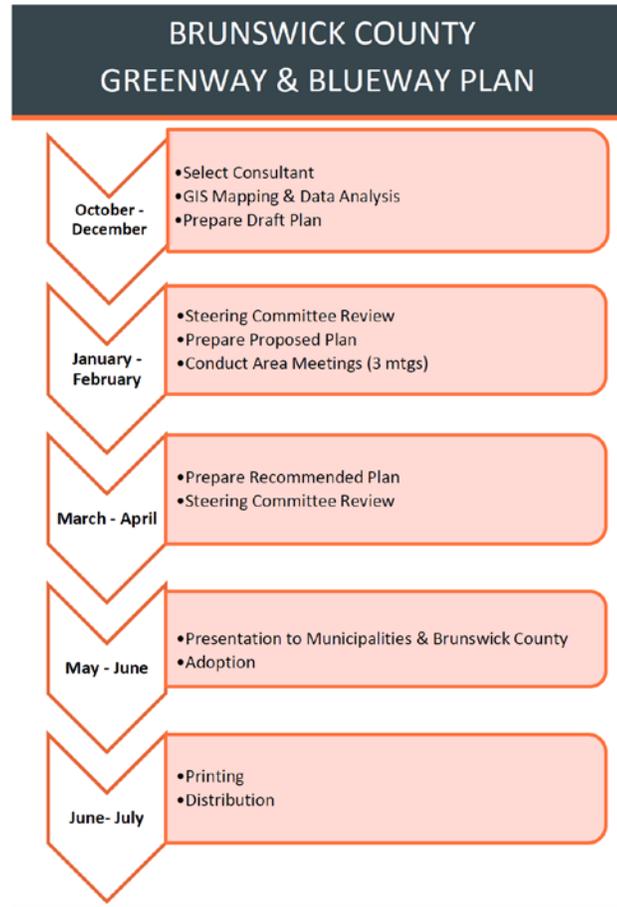
DESCRIPTION OF CONSULTING SERVICES

A. Develop and Design County-wide Greenway & Blueway Plan

- Develop and design the layout and content of the Brunswick County Greenway and Blueway Plan utilizing available information from the Brunswick County Planning Department and from participating municipalities. Additional information determined necessary by the Consultant will be collected by Consultant, assisted by Brunswick County Planning staff to the extent possible. Brunswick County Planning Department will assist with providing GIS data layers, as needed.
- Identify gaps, analyze areas of potential interconnectivity and other key elements of the Plan in unincorporated areas and within municipalities.
- The Plan to include content and elements as outlined in ‘Project Overview’ above; and summary narrative of design guidelines and recommendations.
- Prepare Draft Plan for staff review.
- Prepare Proposed Plan based on staff input.
- Prepare presentation quality Proposed Plan for community meetings.

- Prepare and incorporate promotional design elements, photos, logos, and other features into final Recommended Plan for adoption.
- Prepare final Adopted Plan.

Project Tasks & Schedule



B. Participate in Project Meetings

- Six meetings with Brunswick Planning staff. At least two of the meetings should be in-person with the other meetings being held through alternative means such as conference calls aided by map review by computer, etc.
- Attend three meetings with steering committee.
- Attend final public meeting for adoption of the **Brunswick County Greenway & Blueway Plan** by Brunswick County Commissioners.
- Additional meetings as needed (it is anticipated that community meetings will be handled by County and Municipal staff).

C. Deliverables

- Digital copies of all GIS data (from maps) including all collected data and all newly created data (with metadata included if applicable). *Files shall be in the North Carolina State Plan, NAD 1983, feet coordinate system and may be in ".shp", ".dwg" or ".dxf" format;*
- Digital copies of all other documents including all Microsoft Office files and image files that were compiled and created;
- Print-ready electronic files of the **Brunswick County Greenway & Blueway Plan** (all versions: draft, proposed, final, etc.) in PDF format for easy sharing via email and posting on the internet should also be provided.
- Integration of final plan data into Google Maps.
- Three full-size, color copies of draft Plan for Brunswick Planning Staff review.
- Eight full-size, color copies of draft Plan for steering committee review.

- Presentation quality print of Proposed Plan for community meetings.
- Twenty copies of final Recommended Plan for adoption.
- Final Adopted Plan: two full sized copies and in digital format for submittal to printer.

NOTE: The companion Request for Bids is for printing approximately 20,000 high-quality, full color, copies of the Adopted Plan on 36x26 tear-resistant and waterproof paper.

PROPOSAL INSTRUCTIONS

A. Deadline

Proposals must be received by **3:30 PM** eastern time on **MONDAY, NOVEMBER 2, 2015**.

B. Submittal Instructions

Each should be clearly marked **Planning & Design Proposal - Brunswick County Greenway & Blueway Plan**. Five (5) copies of the proposal should be mailed or hand delivered to:

Brunswick County Planning Development
 ATTN: Kirstie Dixon
 75 Courthouse Drive (Building I)
 P.O. Box 249
 Bolivia, NC 28422

C. Project Contact & Information

Kirstie Dixon, Planner II with the Brunswick County Planning Department, phone (910) 253-2027 or by email kirstie.dixon@brunswickcountync.gov.

D. Proposal Format

Please include a cover letter that identifies a contact person and all contact information. The following format is not required but is encouraged to provide consistency between proposals and aid in evaluation and comparison. If the format is modified please include the following information at a minimum.

- 1) **Scope of Work.** Describe your team's approach to successfully delivering the Plan as described herein. Provide details on how each task will be completed. Include any recommendations for maximizing effectiveness and efficiency.
- 2) **Relevant Project Experience.** Provide a summary of experience with similar projects, including location and client contact information. Specify the services provided, the office location from which the work was performed, and each staff members' specific responsibilities. Recent plans and past work should be included in addition to project summaries.
- 3) **Project Team.** Provide an organizational chart and accompanying narrative identifying all staff assigned to the Project, including any sub-contractors, defining specific roles, responsibilities, and task assignments of each member for the duration of the Project.
- 4) **Qualifications of Personnel.** Provide relevant experience and qualifications of all personnel assigned to the Project.
- 5) **Project Approach.** Specify methods for keeping the Project on schedule and within budget. Include projected workloads and staff availability, as well as a projected schedule for completion of significant milestones, including the draft and final Plan.
- 6) **References.** Provide contact information for at least three references for clients familiar with similar work you have performed.

EVALUATION CRITERIA

Proposals should address all aspects of the RFP and clearly express an understanding of the requirements and qualifications to conduct these services in a thorough and efficient manner. Evaluation of proposals will be performed by Brunswick County Planning Department, with input from participating municipalities. Proposals will

be evaluated on the firm's ability to meet the requirements of this RFP. Some evaluation criteria, among other factors, will include:

- 1) Project approach and demonstrated understanding of the scope and goals for the plan. Examples of other plans of similar scope that have been completed are encouraged.
- 2) Familiarity with and understanding the nature and challenges of greenways and blueways.
- 3) Creative approaches for products that can be easily updated and utilized after the completion of the Project.
- 4) Proven experience and present capabilities to produce an attractive final product for the Greenway/Blueway Plan to be used for promotion of the facilities and the area as well, in addition to the planning purposes.
- 5) Qualifications and availability of staff assigned to the Project.

Candidate firms may be asked to present their proposal before the final selection is made.

PROPOSED FEE

Selection will not be based on fee; however, the proposed fee is requested for project planning purposes. A figure of \$7,000 is included in the proposed project budget.

PROPOSAL SCHEDULE

The successful firm should expect to begin work in November 2015. The following is the Department's intended schedule in securing a qualified planning consultant.

- RFP Notice: October 9, 2015
- **Proposals Due:** Monday, November 2, 2015 (no later than 3:30pm).
- Selection anticipated by November 9, 2015

ADMINISTRATIVE INFORMATION

- a. All proposals become the property of Brunswick County Planning Department upon submission and will only be returned at Brunswick County Planning Department's option. Any restrictions on the use of the data contained within must be clearly stated in the Proposal itself.
- b. The cost of preparing, submitting and presenting a Proposal is the sole expense of the consultant. Brunswick County Planning Department is not liable for any costs prior to issuance of a signed contract.
- c. Brunswick County Planning Department reserves the right to reject any and all Proposals, to consider alternatives, to waive irregularities and to re-solicit a Request for Proposals.
- d. Brunswick County Planning Department reserves the right to cancel the RFP in part or in its entirety. This solicitation of Proposals in no way obligates Brunswick County Planning Department to award a contract.
- e. Brunswick County Planning Department makes no guarantees to any proposing firm until such time Brunswick County approves the negotiated contract.
- f. A companion Request for Bids for printing the adopted plan is being issued simultaneously by the County; submittals for both are encouraged.