



Active Living and Parks

Request for Qualifications for Cabarrus County Active Living and Parks

December 8, 2021

Project Description

Development of a Park Masterplan for a 615 acre +/- track of land owned by Cabarrus County Active Living and Parks (ALP). Included in the project will be site design of a passive park.

Project Overview

Cabarrus County is currently looking for a firm to develop a Masterplan. The 615 acre is located at 2700 St. Stephens Church Road Mt. Pleasant NC, 28124 and is a mix of hardwoods, evergreens and farmland. The goal of this plan is to develop a comprehensive plan for the department that is applicable to our current environment, cognizant of all issues and needs and be a workable plan that will effectively guide us into future years.

Department Background

The Cabarrus County Active Living and Parks Department has evolved into a department that provides facilities and educational opportunities instead of the “common” parks and recreation department activities. Emphasis is placed on interpretive and nature education, nature/walking trails, and environmental and conservation education. This park design will need to include natural trails, mountain bike trails, primitive camping, restroom/office/storage facilities, picnic shelters, educational areas, etc to meet the demands of the community.



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Qualification Package Evaluation Criteria

The County requests the services of a qualified and experienced firm that specializes in Park Masterplans to develop a masterplan, drawings, and all relevant information for the 615 acre northeast Cabarrus park site.

Key Components to include (but not limited to):

- A detailed description of the firms understanding of the project and their approach to the project
- Clear and concise response as to why Cabarrus County should select firm
- Examples of previous experience in the development of similar successful park masterplan projects
- Examples of successful experience with the implementation of Low Impact Development (LID) practices
- Examples of successful experience with Leadership in Energy and Environment Design (LEED) practices
- Identify utility recommendations (power, water, sewer).
- Key principle and associate staff involved, along with their assigned responsibilities; identification of the project manager
- Summary of at least two similar projects that will include description of: location, project, LEED and LID practices utilized, and storm water practices
- The type of citizen involvement that has been typical with the projects
- Experience working with Project Steering Committees that involve citizens, Active Living and Parks, Infrastructure and Asset Management, Planning, Park Commission Members, Administration and how it was successful
- A Project Schedule or Time Line once the contract is signed that includes plan/drawing development time, community input, steering committee meetings, final documents with proposed budget, let bid, begin construction, completion date.



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Projected Timeline

Qualifications due from consultants	February 21, 2022
Interview with short-listed consultants (if needed)	March 7, 2022
Consultant Selected	March 21, 2022
Contract Negotiations	April 4, 2022
Presentation to Park Commission	April 21, 2022
Presented to BOC	May 2, 2022
Professional services contract finalized, consultant work begins	TBD

Selection

Step One: Qualifications and Experience

A Steering Committee has been established for the development of the Northeast Cabarrus Park. The Committee will review the RFQ's and select the firm based on qualifications, similar projects, use of LID and LEED Practices, and availability. The Committee consists of: County Administration, Infrastructure and Asset Management, Active Living and Parks, and the Park Commission.

Step Two: Interviews (if needed)

Interview sessions will be scheduled if a firm is not selected from the review of the RFQ. The Steering Committee along with Department Staff and Administration will sit in on the interviews. The purpose of the interview is to allow the Committee members to better understand and evaluate the proposal, qualifications, and experience.

Step Three: Contract Negotiations

A contract will be negotiated with the firm selected by the Steering Committee to perform all elements of the project. The contract will go to Cabarrus County Board of Commissioners. In the event contract negotiations are unsuccessful with the firm selected, Cabarrus County will formally terminate the negotiations in writing and enter into negotiations with the next firms and continue this process until an agreement is established.



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Criteria for Selection:

- Firm specializes in Park Development
- Firm has grant writing experience in PARTF, LWCF, Storm Water Conservation, and other grant programs
- Demonstrated success on projects of similar scope
- Proximity to and familiarity with the area
- Evaluation of similar projects
- Design based on LID practices
- Creative in design
- Successful experience in phasing projects
- Ability to highlight local culture in designs

Selection will be based on qualifications and will be evaluated against these criteria to determine those firms most qualified and suited for this project. Cabarrus County has the ability to select a consultant strictly based on the response to this RFQ. NOTE: review of responses by owner may result in a short-list of firms to be interviewed. RFQ responses will be due by February 21, 2022.

After interviews (if required) candidates will be ranked with the highest ranked firm selected to enter contract negotiations. If negotiations are not successful, the Owner will then negotiate with the second-ranked proposer, etc.

The Selection Committee will consist of: Cabarrus County Administration, Cabarrus County Infrastructure and Asset Management, Cabarrus County Active Living and Parks, Cabarrus County Finance, and the Cabarrus County Parks Commission.

Submission Information/Format

In keeping with Cabarrus County efforts to reduce waste, submissions are requested electronically for the RFQ process and shall contain 15 pages or less. Submit to: jmcoffman@cabarruscounty.us. Any questions should be directed to Joshua Coffman 704.795.4492 or 704.707.7410 no later than February 14, 2022.

Please include the following in your proposal:

- Firm Name, address, phone, e-mail, and contact person
- General overview of the firm and its experience relative to the project
- Overview of Services Requested responses
- Current related experience
- References from 2 similar projects
- Project approach
- Project timeline



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- Vendor certification to include: submission shall deem a representation and certification that the vendor has carefully read and understands the information provided by Cabarrus County; is financially solvent and has the capabilities to successfully undertake and complete the project; and acknowledges that Cabarrus County has the right to make any inquiry it deems appropriate.

NOTE: Cabarrus County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed to be in the best interest of Cabarrus County. All costs involved in the RFQ process are the sole responsibility of the proposing consultant. Cabarrus County will make no payment for any costs associated with the preparation or submission of the proposal.

Cabarrus County reserves the right to reject any or all Qualifications received, to request additional information, to extend the deadline for submittals, or change any dates listed in the Projected Timeline.