

## **RFQ For Haywood County Greenway Master Plan**

Haywood County seeks a qualified firm to create a Greenway Master Plan for Haywood County and invites firms to respond to a Request for Qualifications (RFQ) for a one-time contract for professional planning services.

The RFQ, including project scope, specific requirements, the proposal, proposal evaluation criteria, and the proposed contractual agreement are posted below.

Complete proposals (electronic copy in PDF format) must arrive as received by no later than September 30, 2021 at 4:00 PM EST.

All questions regarding the project and/or clarifications regarding the RFQ must be submitted via email to Emily Scott-Cruz (emily@landofsky.org). Responses to questions will be shared with all firms who have indicated their intention to respond to the RFQ within four business days of receipt. Questions must be received by September 15, 2021.

### **Disclaimer**

This RFQ does not commit Haywood County to award a contract. The RFQ and process it describes are proprietary to the County and are for the sole and exclusive benefit of the County. No other party, including any applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFQ, shall become the property of the County and may be subject to public disclosure by the County, or any authorized agent of the County. The County is not liable for costs incurred by Applicants in preparing and submitting a proposal in response to this RFQ or for any costs and expenses incurred in meeting with, or making oral presentations to the County if so required.

Note: in this document, the term “proposer” means the person or firm making a proposal based on this RFQ. The term “proposer” and the term “firm” are used interchangeably. Also, the term “you” and “your” refers to the proposer/firm.

## Introduction and Overview:

Haywood County is requesting proposals to create a Greenway Master Plan.

Haywood County is 20 miles west of Asheville and is home to Waynesville, Maggie Valley, Lake Junaluska, Canton, and Clyde. The population is estimated at 62,317 (2018 ACS) and the County contains many historic and environmental features that define its unique and special character. With trails and scenic views, Haywood County offers outdoor recreation to residents and visitors alike. The existing greenway system includes:

- 78.1 acres of parks
- 3 miles of trails

In 2021, the County was awarded a North Carolina Department of Transportation (NCDOT) / Federal Highways Administration (FHWA) planning grant through the French Broad River Metropolitan Planning Organization (FBRMPO) to pursue a study for a Greenway Master Plan throughout Haywood County. Please note that the selected consultant will have to provide a detailed cost estimate. This grant is intended to provide funding for the creation of a Greenway Master Plan in FY22 (July 1, 2021 – June 30, 2022).

The Greenway Master Plan will serve as a living document that will be updated as new opportunities become available. The goals of this project are to connect towns in Haywood County and prioritize segments for trail construction based on feasibility and opportunity.

Haywood County recognizes that bicycle and pedestrian infrastructure should be an integral component of the community. The County desires a greenway system that connects neighborhoods, commercial corridors, schools, and other popular destinations and create viable options for non-motorized transportation. In addition to connectivity, the goal of greenways is to environmental benefits, promoting and preserving local ecology while giving public access to natural land and promote cultural vibrancy by increasing equitable access to nature and the community.

The French Broad River MPO will be managing this grant under the direction of the project steering committee. The selected consultant will invoice the FBRMPO.

The Plan should integrate and build on existing plans:

- [Haywood County Comprehensive Bicycle Plan](#) (2011)
- [Haywood County WalkBikePlay Recreation Map](#) (2017)\*
- [Town of Canton Bike and Pedestrian Plan](#) (2017-2019)
- [Town of Waynesville Comprehensive Pedestrian Plan](#) (2010)
- [Town of Waynesville Greenway Feasibility Study](#) (2017)
- [Town of Maggie Valley Parks and Greenways Map](#)
- [Lake Junaluska Trail](#)
- [Chestnut Mountain Nature Park Master Plan](#) (2020)
- [FBRMPO Hellbender Regional Trail Plan](#) (2020)
- [Land of Sky Regional Council's Blue Ridge Bike Plan](#) (2013)

\*= Please note that this map is missing a current park and also includes a park that was never built ("Future Jonathan Creek Park"). Additionally, Glance Street Park in Clyde is new and is also not included on the map.

## General Terms

- Haywood County reserves the right to reject any or all proposals and to select the proposal it judges to be in their best interest.
- The contract is subject to the approval of Haywood County and is only effective upon its approval.
- All proposers are bound by the deadline and location requirements of this RFQ.
- All proposals shall remain effective and subject to Haywood County review and approval for a period of 45 days from the deadline for submitting proposals.
- If only one proposal is received, Haywood County may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal or formal basis during the 45-day period that proposals must remain effective.
- The “Methods and Procedures” and “Work Schedule” included in submitted proposals must, at a minimum, accomplish the goals outlined in this RFQ (Detailed Scope of Work section). Proposers are encouraged to add to, modify, or clarify items in the Detailed Scope of Work in order to obtain a high quality plan. All changes must be listed and explained.

## RFQ Schedule and Statement of Qualifications Format:

The table below shows the intended schedule for this RFQ.

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DATE and TIME</b>
Issue RFQ	FBRMPO	August 30, 2021
Submit Written Questions	Respondents	September 15, 2021
Provide Responses to Questions	FBRMPO	September 20, 2021
Submit Qualifications / Proposal	Respondents	September 30, 2021
Interviews (if necessary)	FBRMPO / Respondents	TBD
Selection Committee Approval	FBRMPO	October 2021

## Scope of Work

- Haywood County seeks a qualified firm to produce a Greenway Master Plan.
- Planning must include significant Public Participation (see Detailed Scope of Work). The Applicant will be expected to provide administrative support for all design and planning review meetings, as well as meetings involving public outreach. Meeting minutes shall be prepared by the firm and distributed to attendees.
- Final plan will consider:
  - Public Participation
  - Background Information
  - Site Inventory and Analysis
  - Design Considerations and Recommendations
  - Cost Estimate and Implementation Program

## *Detailed Scope of Work*

Haywood County aims to develop a Greenway Master Plan for the entirety of Haywood County, which will be used to guide future regional greenway development for the next ten to twenty years and link existing greenways and plans together to create a cohesive network for recreation and active transportation, that may eventually extend beyond the County. This process will involve municipalities within Haywood County so that goals and objectives can be developed to best reflect the region. This process will also enhance the existing greenways. Various and existing bike and pedestrian, land use, and transportation plans will contribute to this cohesive, regional greenway plan, so a firm understanding those existing plans will be necessary.

### **Project Goals:**

- Inform and educate Haywood County residents on potential greenway plans.
- Provide data on destinations, environmental assets/hazards, and other information that may provide opportunities or challenges to implementing recommended greenway alignments.
- Provide recommended alignments and alternative alignments.
- Provide preliminary cost estimates to inform the County of future costs of implementation.
- Project tasks will include data collection, alternatives development, public outreach, coordination and reporting, and alignment and implementation phasing.

At a minimum, the Master Plan development will include:

### **Task 1: Project Management & Public Participation**

This will include interface with Haywood County and FBRMPO Staff and the Steering Committee, comprised of Selection Committee members and Haywood Greenways Advisory Council members; presentations to the FBRMPO TCC and Board and Haywood County Board of Commissioners; draft documents; and monthly invoices and reports. This also includes the coordination of engagement with the public and local stakeholders in conversations about the future of Haywood County greenways. Respondent will be expected to provide administrative support for design and planning review meetings as well as public outreach meetings. Meeting minutes will be prepared by the firm and distributed to attendees.

#### *Deliverables:*

- Kick off meeting.
- Project management plan.
- Schedule of project meetings.
- Progress reports summarizing task progress and deliverables along with monthly invoices.
- At least two (2) public input meetings at different stages of the process.
- Focus group with stakeholders, who will be identified with input from the Steering Committee.

### **Task 2: Overview of Existing Conditions / Systems**

Provide a brief overview of existing conditions and systems. Existing conditions should include physical characteristics of project area, demographic data, economic/housing/transportation/historic/cultural assets, existing recreation facilities, and provisions of existing planning documents applicable to the Master Plan. Existing conditions analysis should include discussion of connectivity and service from both resident and visitor perspective.

#### *Deliverables:*

- Memorandum summarizing the existing conditions in the greenway system, including:

- An overview of plans described in the “Introduction and Overview” section of this RFQ.
- Integration of existing planning documents, policies, and practices that exist within Haywood County and its municipalities relative to the Master Plan.

### **Task 3: Site(s) Inventory and Analysis**

Establish parameters for proposed facilities. Describe physical, natural, and historic/cultural resources and legal restrictions related to sites as well as potential impacts on development and use. Analyze the opportunities and constraints.

#### *Deliverables:*

- Base map showing existing conditions.
- Map and/or description of proposed improvements (and their ADA compliance).
- Memorandum summarizing inventory analysis.
  - Include preliminary recommendations for alignments on facilities

### **Task 4: Design Considerations and Recommendations**

The plan must combine planning and sustainability. Provide design considerations and alternative designs that address opportunities and constraints, environmentally sensitive areas, and other relevant geographic and demographic information—such as effects that implementation will have on the neighboring community.

#### *Deliverables:*

- Map of potential greenway alignments.
- Development of typical greenway sections.
- Development of landscape and hardscape design standards for greenways
- Public involvement process for design considerations – documented.
- Memorandum that indicates proposed design compliance with applicable laws (i.e. ADA).

### **Task 5: Cost Estimate and Implementation Program**

This should include a capital cost estimate for the proposed/recommended trails as well as a maintenance and operations cost.

#### *Deliverables:*

- Detailed cost estimate for the development of proposed trails (including engineering and other professional services cost, construction and materials cost, project administration cost, and a contingency of at least 10% of construction cost estimate).
- Proposed plan for implementation of recommendations. This should explain the strategy for implementing Greenway Master Plan.
- Cost estimate for maintenance and operations.
- Identification of property acquisition requirements and development of strategies and cost estimates.
- Description of policies that the County and municipalities could consider to aid in the implementation of a Greenway Master Plan
  - This should include connecting existing plans as well as NCDOT’s Complete Streets Policy.

## **Task 6: Final Report**

The final report should include the following:

- Executive Summary
- Purpose, Goals, Objectives
- Public Participation
- Background Information
- Site Inventory and Analysis
- Design Considerations and Recommendations (and Alternatives)
- Cost Estimate and Implementation Program (including Policy Recommendations)

*Deliverables:*

- Final draft of the study and associated maps (PDF format)
- Map shape files and supporting data in ArcGIS format
- Presentation in PowerPoint format, which should be provided to the County Board, Haywood Greenways Advisory Council, and the FBRMPO's TCC and Board.
- Public outreach materials.

A project steering committee will be assembled by Haywood County and the French Broad River MPO Staff. The consultant will maintain active communication with project steering committee and may be requested to present to County Board of Commissioners and FBRMPO TCC and Board when appropriate.

## **Consultant Qualifications**

- Firms will be required to meet Consultant Qualifications.
  - Each firm's qualifications must include one element from each of the three categories: Multimodal Planning, Data Collection, and Public Involvement. The appropriate codes are listed below. If a firm wishes to submit under a different code they deem substantially similar to those listed, they should inquire during the question period.
    - Planning Codes:
      - 00427 - MULTIMODAL/BIKE-PED/TRANSIT FEASIBILITY STUDIES
      - 00435 - MULTIMODAL/BIKE-PED/TRANSIT STRATEGIC PLANNING
      - 00423 - MULTIMODAL/BIKE-PED/TRANSIT MULTIMODAL TRANS. PLANNING
      - 00414 - OTHER MULTIMODAL/BIKE-PED/TRANSIT SPECIAL STUDIES
      - 00416 - MULTIMODAL/BIKE-PED/TRANSIT CORRIDOR PLANNING
      - 00315—MUNICIPAL & REGIONAL PLANNING STUDIES
      - 00316—MULTI-USE TRAIL DESIGN, SURVEY, & LAYOUT

- 00318—BICYCLE MAP PREPARATION
- 00410—MULTIMODAL CONNECTIVITY PLANNING
- 00412—FACILITY FEASIBILITY STUDIES FOR MULTIMODAL SUPPORT STRUCTURES
- 00036—COMMUNITY IMPACT ASSESSMENT
- Data Collection Codes:
  - 00420—MULTIMODAL/BIKE-PED/TRANSIT DATA CONVERSION
  - 00422—MULTIMODAL/BIKE-PED/TRANSIT FIELD DATA COLLECTION
  - 00415—MULTIMODAL/ BIKE-PED/TRANSIT CARTOGRAPHY
- Public Involvement Codes:
  - 00418—MULTIMODAL/BIKE-PED/TRANSIT GENERAL MEETING FACILITATION
  - 00436—MULTIMODAL/BIKE-PED/TRANSIT VISUALIZATION
  - 00171—PUBLIC INVOLVEMENT
  - 00498—PUBLIC INVOLVEMENT IN THE TRANSPORTATION PLANNING PROCESS
  - 00308—LIMITED ENGLISH PROFICIENCY (LEP)
- A statement affirming qualifications is required with submittal.

**Organization and Required Submittals for Proposal**

- A. Title Sheet (names/titles of all members on the team submitting with primary contact clearly indicated)
- B. Cover Letter

This letter should include:

- A statement including your understanding of the work to be performed.
- A statement affirming firm’s qualifications to professionally and expertly conduct the work in accordance with Consultant Qualifications.
- A clear statement of the firm’s and/or it’s principal’s relationship(s) with, or knowledge of any officials or employees of Haywood County. The nature of this relationship or knowledge must be disclosed.
- The firm’s contact person, phone number, and email address.

NOTE: FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR HAYWOOD COUNTY TO REJECT THE FIRM’S PROPOSAL AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT BETWEEN HAYWOOD COUNTY AND THE FIRM WITHOUT PAYMENT FOR THE WORK COMPLETED.

- C. Profile of Firm

This includes:

- A statement including the firm’s experience in conducting work of the nature sought by this RFQ. Advertising brochures on the firm may be submitted as part of this profile as long as brochures address experience related to the work to be performed.

- Location of the firm's office that will provide proposed services.
- A description of the individual consultants or employees proposed to conduct the work and specific duties of each consultant or employee relative to the proposed work (and the resume of each team member).
- Any other information related to the capabilities and expertise of the firm in doing comparable work (**at least four examples of previous projects**).
- Three professional references.

D. Methods and Procedures

The proposal must include a detailed description of the procedures and methods you propose to use to complete the work requested by Haywood County.

E. Work Schedule

A project work schedule should be provided which includes the project time frame, including target dates for deliverables (refer to Scope of Work, detailed in this RFQ). Consultant is responsible for providing the work schedule and adhering to their deadlines for the deliverables listed in the Scope of Work. Please note that funding requires all work be completed by June 30, 2022.

### **Evaluation Criteria**

The selection of the firm that best meets the criteria above will be determined by a Selection Committee of county, MPO, and NCDOT staff. All proposals will be evaluated based on technical and professional expertise and experience of the firm, the proposed method and the procedures for completion of the work, the cost of the proposal, and the ability of the firm to be objective in performing requested work. The following factors will be considered in evaluation of proposals:

- Applicant followed directions and provided the recommendations following the outline
  - Title Sheet; Cover Letter; Resume of each team member; at least four (4) examples of previous projects; Proposal with description of services and approach for completion of project; At least three (3) professional references.
- Technical understanding of multi-purpose planning and NCDOT/FHWA requirements;
- Experience with similar feasibility studies and projects that have been successfully completed;
- The clarity and completeness of the proposal and firm's demonstrated understanding of the work to be performed;
- The ability to perform the proposed work in a timely manner (submit a schedule of work, which includes a logical sequence/relationship of major steps involved in proposal);
- The techniques for collecting and analyzing data;
- Ability to maintain communication with MPO staff;
- Ability to involve partners/stakeholders as necessary in community outreach;
- All firms must be prequalified with NCDOT in the discipline of work for which they are applying.

### **Conditions of the Contract**

The contractor must certify within the proposal that they fully understand and will comply with all of the following conditions of the contract:

- **E-Verify Employer Compliance:** Employers and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. E-verify can be accessed via this link: <http://www.uscis.gov/e-verify/employers>
- **Iran Divestment Act:** By submitting a proposal, the Contractor certifies that, as of the date of submission, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C. G. S. § 147-86.59, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
- **Reporting Requirements and Records Retention:** The Contractor shall maintain all books, documents, papers, accounting records, project records and such other evidence as may be appropriate to substantiate costs incurred under this agreement. Further, Contractor shall provide these records to Haywood County upon completion of the project so that County staff may make such materials available at County offices for a period of five (5) years.
- **Indemnification:** The successful firm (Consultant) shall indemnify, defend and hold harmless the County and its subsidiaries, divisions, officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments and awards arising or claimed to have arisen, from any injury caused by, or allegedly caused by, either in whole or in part, any act or omission of the Consultant or any employee, agent or assign of the Consultant. This provision is not applicable to any claim arising out of or related to any active or primary negligence of or by the County, its officers or employees. Nothing herein shall be construed as a waiver on the part of the County to any defense of any claim, including, but not limited to the defense of governmental immunity.
- **Prequalifying with NCDOT**  
As a NCDOT/FHWA funded project, the selected firm will be required to become a registered vender with NCDOT, if not one already, and 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. Additional information about the prequalification process available at:

<https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx>

Licenses and Insurances:

The qualified consultant must be licensed to conduct business in the State of North Carolina and must carry a general liability insurance policy at a minimum of \$1,000,000 or other liability coverage acceptable in form and content. Land of Sky Regional Council and Haywood County will be named as an additional on such coverage.