



**REQUEST FOR PROPOSALS (RFP)
FOR
DESIGN/MASTER PLAN SERVICES**

**SILVERMONT PARK
MASTER PLAN**

Proposals Due: March 13th, 2018 @ 5:00 p.m.

GENERAL INFORMATION

Transylvania County (“County”) is seeking proposals from qualified consultants to complete a Master Plan for the Silvermont Mansion and Park, located at 364 E Main Street, Brevard, North Carolina. The Master Plan includes, but is not limited, to the following: Scope of service; detailed conceptual drawing; anticipated project budget; proposed project schedule.

Three (3) copies of the proposal package must be **submitted on or before 5:00 P.M. on Tuesday, March 13th, 2018.** Proposals can be mailed or hand delivered to Transylvania County Administration at 101 South Broad Street, Brevard, NC 28712. Proposals shall be sent in a sealed envelope and clearly labeled: “Proposal – Silvermont Park Master Plan”.

Questions regarding this RFP should be in writing only directed to Jonathan Griffin, Interim Director of Parks and Recreation and Jennifer Galloway, Purchasing agent, via email at jonathan.griffin@transylvaniacounty.org and Jennifer.galloway@transylvaniacounty.org.

RFP Posting Date: February 12th, 2018
Mandatory Site Visit: February 26th, 2018 at 10 a.m.
Questions Due: February 28th, 2018 at 5 p.m.
Proposals Due: March 13th, 2018 by 5:00 p.m.

PROJECT DESCRIPTION

The Transylvania County Parks and Recreation Department is looking to complete a master plan associated with the County’s park and related facility known as “Silvermont Mansion and Park” located at 364 E Main St, Brevard, NC 28712. The Silvermont Mansion and Park currently has a grounds plan and a preservation plan (both created in 2013) and was partially addressed by some recommendations of the Transylvania County and City of Brevard Parks and Recreation Master Plan (partially adopted in 2017). All of these documents are attached as appendices to this request for proposals.

The Silvermont Park Master Plan will set the course for the historic home and surrounding park by providing clarity of purpose and unity of vision for the park’s future facilities and recreation activities. The plan will bear in mind the building’s historic nature, context and significance in the history of Brevard, North Carolina and Transylvania County. The Silvermont Mansion and Park’s long history in the community and diverse array of stakeholders requires that any proposal will incorporate extensive public consultation and comment.

The intent of this process is to produce a master plan document that contains a summary of current site conditions, amenities and constraints and incorporates stakeholder input to provide a consensus view regarding the future of the park and its purpose in the Transylvania County Parks system.

Please review and use as reference the Grounds Master Plan, Preservation Plan and Transylvania County & City of Brevard Parks and Recreation Master Plan found in the Attachments and carefully read the following information that details the County's expectations in relation to the project's scope of work.

The selected consultant will provide the County with professional services to realize the successful implementation of all aspects of this scope. The list and order of activities outlined below may be amended and finalized with the consultant. Consultants awarded a contract to complete anticipated scope of work for the Silvermont Mansion and Park museum will anticipated to complete the following scope of work:

SCOPE OF WORK

General

The selected consultant shall furnish all expertise, labor and resources to provide complete services as defined by a professional services agreement. All finished projects will be completed in accordance with the requirements of the County's partially adopted Parks and Recreation Master Plan and County Policy. All plans and recommendations contained therein must align with the U.S. Department of the Interior's Standards for the Treatment of Historic Properties in keeping with the Silvermont Mansion and Park's status as a Historic Property. The following generally summarizes the scope of services that the Design Firm shall be required to perform.

SCOPE

The consultant shall be required to complete the following:

1. Meet with County Staff at site to review current conditions and existing amenities or site constraints, and receive direction regarding site specific requirements.
2. Inventory site, review pertinent surveys, review architectural and existing landscape plans or general plans including Park Grounds Master Plan and preservation plan for the Silvermont Mansion.
3. Work with the County's Parks and Recreation Commission (a formally constituted Citizen Advisory Council) to prepare surveys, host public meetings and conduct focus groups with Silvermont stakeholders.
4. Prepare conceptual plans (24X36 Bonded Color Rendering and reproducible digital copies) for review and presentation.
5. Prepare final renderings and cost estimates.
6. Generate phasing plan for implementation of the master plan
7. Perform other types of professional services of a nature consistent with the intent of the RFP.

DELIVERABLES

- ❖ Master Plan Document containing an implementation schedule
- ❖ Final detailed conceptual drawings and renderings
- ❖ Conceptual Cost Estimate

RFP SUBMITTAL REQUIREMENTS

Each proposal is limited to 10 double-sided pages or 20 single-sided pages (excluding cover page and dividers), and should address the following:

- 1) **Qualifications Detail** consisting of:
 - a) Cover letter including, but not limited to statement of understanding and approach to this project.
 - b) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Links to similar or relevant projects are encouraged.
 - c) List of References: Provide a minimum of three client references for which the applicant has provided similar planning services within the last five years. Include the name and telephone number of the contact person and a description of services provided to that contact.
- 2) **Technical Proposal** consisting of:
 - a) Project Approach: A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
 - b) Scope of Work: Scope of work that includes steps to be taken, including any products or deliverables.

- c) Estimated Labor Hours: A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each participant organized by task.
 - d) Project Schedule: A proposed schedule that indicates project milestones and overall time for completion.
 - e) Supplemental Information: Any other information deemed necessary to address the requests of this RFP.
- 3) **Cost Proposal** consisting of:
- a) Lump Sum price to complete the Base Scope of Work
 - b) Hourly price to complete any additional items not identified in the above Scope of Work.

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered valid. Proposals must be submitted in printed format. Provide three (3) printed copies of the proposal at the stated location on page 1 of this RFP.

Additional requirements are as follows:

- Applicants are solely responsible for ensuring that proposals arrive on time.
- Faxed proposals WILL NOT be accepted.
- Late replies WILL NOT be considered.

SELECTION PROCESS AND EVALUATION CRITERIA

A selection committee of County personnel will evaluate each proposal based on the following criteria:

1. **Experience and Qualifications** relevant to key personnel
2. **Project Understanding and Knowledge of Area** depth or relevant technical experience
3. **Proven ability to incorporate public comment into plan**
4. **Ability to Meet Schedule** required to complete the plan and deliverables
5. **Ability to Meet Budget/Value** as related to proposed and additional costs
6. **Level of Experience** with local government entities of similar size, structure and complexity
7. **Demonstration of Innovative Approaches** particular to technical solutions
8. **Quality, Clarity and Completeness of Submittal Package**

ANTICIPATED PROJECT SCHEDULE

The County would like for all related work, inclusive of design to be completed by **May 31st, 2018**. The County reserves the right to amend all dates. The timeline below may be subject to change, however, all participating parties will be notified.

- March 26 Project Award
- March 30 Site Visit Meeting
- April 15 to May 30 Master Plan Created
- May 31 Project Completion

TERMS AND CONDITIONS

Transylvania County reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate Transylvania County to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate Transylvania County to accept or contract for any expressed or implied services. Furthermore, the Transylvania County reserves the right to award the

contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty days after the award of the proposal.

It is important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email. Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered. Responses to all submitted questions will be posted on the County's website at www.transylvaniacounty.org no later than March 7th, 2018.

Respondents should not communicate with any County department or Silvermont stakeholder during the submission process except as described above. In addition, no communications should be initiated by a respondent to any County official or persons involved in evaluating or considering the statement of qualifications except by submitting questions regarding this RFP to the individuals listed above.

Communication with any parties for any purpose other than those expressly described herein may cause an individual company, or team to be disqualified from participating.

The County reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFP will become the property of the County upon delivery. This solicitation in no way obligates Transylvania County to award a contract.

ATTACHMENTS

- Transylvania County and City of Brevard Parks and Recreation Master Plan
- Silvermont Mansion Preservation Plan
- Silvermont Park Grounds Master Plan