



Request for Qualifications

for

Design Services for Phase I of Dowdy Park

Date: January 12, 2016

Submittal Deadline:

February 5, 2016, 12:00 PM, Local Time

A. Name or Title of Project

Design Services for Phase I of Dowdy Park

B. Project Location

Dowdy Park
3005 S. Croatan Highway
Nags Head, North Carolina 27959

C. Park and Property Description

The Town of Nags Head proposes to construct the first phase of a five acre park envisioned to be a central gathering space and recreation facility in the town. The site is strategically located on the corner of Bonnett Street and S. Croatan Highway, directly east of the Outer Banks YMCA, adjacent on its southern border to Nags Head Elementary School, adjacent on its northern border to commercial areas, 0.25 miles from the Bonnett Street Ocean Access, one mile north of Jockey's Ridge State Park, and 0.25 miles from Nags Head Woods Ecological Preserve. Dowdy Park is nestled in the residential Bonnett Street District of town. Within a typical one mile walking/biking distance of the park in this residential area, are approximately 10,000 residents and visitors. The Bonnett Street District is a major community center district envisioned to be a pedestrian-friendly commercial center with a more distinctive community and neighborhood feel. The Town financed the purchase of the five acre site in the spring of 2014 with Town funds. Funding set aside from a special \$0.01 tax for Parks and Paths was allocated through the Town's CIP funding for design of a master plan in fiscal year 2014-2015. This park property is crucial for the Town to be able to meet the recreational and wellness needs of the community since such limited, vacant open space is available.

Phase I of the park includes initial site preparation, construction of an event plaza and pavilion, multi-purpose event green, walking trails, fitness stations, inclusive playground areas and parking. This site, the event plaza, and pavilion would be a focal point in the community for hosting regular events and activities such as concerts, performances, art shows, craftsman's fair, outdoor classroom space for educational programs, and other community social gatherings. As funds become available, the Town will also construct restrooms, an expanded walking and fitness trail system, multi-use playing field, multi-sport court, and space for community art and expression. The walking trails will provide an important link and safe connection between surrounding neighborhoods and the elementary school. In addition, this park would be the first of its kind in the town providing recreational opportunities for all ages and abilities with both active and passive elements as well as innovative, non-traditional elements that promote art, culture, and education. The proposed park will provide a place for the community to come together and carry out the vision of the Parks and Recreation Plan – Live, Visit, Play, Thrive.

Project Justification: The Town of Nags Head has a long standing commitment to recreation. In the 2012 Parks and Recreation Plan, the vision states, "The Town of Nags Head will continuously improve, expand, and maintain its world class barrier island recreational opportunities." This is carried out by a commitment to our core values: "Live, Visit, Play, Thrive." These values reflect and embody the vision and underlying beliefs of the Town to not only make Nags Head a great place to live, visit, and play, but

also to thrive by connecting our citizens to each other and to the outdoors adding value to the economy and community.

Community feedback gathered during the 2012 Parks and Recreation Master Plan and the public involvement portion of master planning for Dowdy Park is consistent. During both processes, people expressed a desire for: increased opportunities for recreation for all ages and abilities; open multi-purpose fields; a venue for performances, community interaction, and other social gatherings; access to picnic shelters; walking paths; community garden; playground spaces, incorporation of the arts and educational activities; as well as interconnectivity of neighborhoods and commercial areas. Purchase of the Dowdy Park site, as well as each of the individual project elements, were identified as opportunities and recommended for implementation through the Master Plan process.

Completion of this park is paramount to interconnecting this portion of the town creating the pedestrian friendly, neighborhood feel long desired.

D. Project Overview and Scope of Work

In FY 2014-2015, the Town of Nags Head completed a master planning process for the design of Dowdy Park. The result of this effort was a community driven master plan concept that would be utilized as the basis for future design efforts. The Town now wishes to develop Dowdy Park using a phased approach and has identified funding for phase I of the facility. The Town of Nags Head is requesting a statement of qualifications from landscape architecture design firms or individuals interested in assisting with the design of phase I to include the following elements:

- Site work and Stormwater Management Facilities
- Parking
- Events Plaza
- Pavilion
- Multi-Use Turf Area
- Fitness Trails
- Inclusive Play Areas
- Landscaping
- Pedestrian Connections to Adjacent Properties

The master concept plan is attached and the elements to be included in phase I are highlighted for reference. The master concept plan will form the basis for the design regarding the general layout and arrangement of the site. The Town intends to utilize internal staff to provide project coordination and civil engineering design services for the park. The Town is requesting proposals from qualified landscape architecture firms or individuals to work with our team in developing design components of the plan. Services would include design of the inclusive playground area(s), fitness trails, landscaping plan, materials plan, pedestrian areas, and events plaza. The Town has received a Play Together Construction Grant from Trillium Health Resources which will require specific expertise in designing a playground that meets Trillium's criteria for an inclusive playground. Candidates should have demonstrated experience with the design of inclusive playground facilities to include equipment and experiences for special needs populations and/or prior experience working with the Play Together Construction Grant program. Additionally, due the contract deadlines associated with the Play Together

Construction Grant, candidates should demonstrate their availability in meeting a design deadline for the inclusive playground of April 30, 2016. The selected candidate will be responsible for the design of the aforementioned facilities and also providing plans, specifications, and cost estimates to aid in the bidding and procurement process.

E. Requirements and Selection Criteria for Proposals

1. Proposals should include the following information:
 - a. The qualifications of your company and the staff to be involved with this project.
 - b. Your experience with municipal and public playgrounds and multi-use recreation areas including your specific experience in designing inclusive playgrounds for special needs populations and/or experience with the Trillium Play Together Construction Grant Program.
 - c. Your experience with designing in coastal environments. In particular, the statement should address special considerations for the design and selection of equipment, materials, and landscaping.
 - d. Your ability to meet the goals of this project and to complete the design of the playground facility by April 30, 2016 followed by detailed plans for the remainder of the facility by May 30, 2016.
 - e. Your location, availability for interaction/communication with Town staff during the project period and afterwards if there are any questions.
 - f. Examples to include photos and/or design drawings of playgrounds and parks that your firm has been responsible for that have comparable elements to our goals as described above.
 - g. Information on equipment and/or vendors that you utilize and warranties.
 - h. Three references and their contact information.
 - i. Proof of professional liability insurance.
2. Qualifications will be solicited from all firms who wish to be considered for this project. Qualifications submitted by the deadline will be reviewed and evaluated by an Evaluation Committee comprised of representatives from the Town which will evaluate all proposals received. Selection of the vendor will be based on demonstrated qualifications and ability to meet the aforementioned criteria. Specifically, the following factors will be considered critical in the selection process (maximum 100 points available):
 - a. Specific Related Experience of Project Team Members -- 35 points
 - b. Performance and Reputation of Participating Firm(s) -- 25 points
 - c. Team Capacity/Staff Availability -- 25 points
 - d. Project Scheduling -- 15 points
3. The selection will be made based upon the most qualified competitor, subject to negotiation of fair and reasonable compensation. If efforts to negotiate a fair and reasonable fee are unsuccessful with the most qualified firm(s), negotiations will cease with that firm and begin with the second ranked firm. If the Town is unable to negotiate a satisfactory agreement with either of the firms, the Town will select

additional firms in order of their competence and qualifications and continue negotiations until a satisfactory agreement has been reached and approved by the Town.

4. It is the policy of the Town of Nags Head to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the Town's procurement activities. Toward that end, the Town encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through subcontracting, partnerships, joint ventures, and other contractual opportunities. All offerors are requested to include a statement in its response to this RFQ to describe any planned use of such businesses in fulfilling this contract.

F. General Contractual Conditions

1. The selected firm shall certify that it has no knowledge of any circumstances which will cause a conflict of interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract.
2. The Town of Nags Head shall select the proposal that ranks highest according to qualitative criteria set forth in the RFQ and local federal procurement policies.
3. Each firm or individual submitting a proposal response shall include a certification that it does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.
4. The selected firm(s) shall at its own cost and expense maintain General Liability and Worker's Compensation Insurance as required by the State of North Carolina covering each of the persons employed by it in the operation of this contract and keep the insurance in force during the term of this contract.

G. Submittal Deadline and Additional Requirements

Submissions must include 5 copies of the proposal as well as a digital version and must be received no later than 12:00 pm local time on February 5, 2016. Proposals shall be delivered to the following address:

Town of Nags Head, North Carolina
Attn: Andy Garman, Deputy Town Manager
P.O. Box 99 (or deliveries to: 5401 S. Croatan Highway)
Nags Head, NC 27959
Phone: (252) 449-2006
Email: andy.garman@nagsheadnc.gov

No late, incomplete, emailed or faxed submissions shall be accepted. Any questions on the request should be directed to Andy Garman at the phone number or email address above. Submittal of a proposal does not imply selection. The Town in its sole discretion reserves the right to consider all proposals and determine which company will best serve the needs of this project.

Master Plan Concept



Dowdy Park

