

Monroe County Parks and Recreation Comprehensive Master Plan Request For Qualifications (RFQ) for Professional Design Services

This document seeks to solicit a request for qualifications to prepare a Parks and Recreation Comprehensive Master Plan, preparation of final design and construction documents in reasonable and affordable phases for park and recreation facilities, and associated amenities for Monroe County, Georgia. Monroe County is seeking innovative planning and design solutions that shall improve the quality of life of our residents and that will position our park system to promote and enhance Monroe County's reputation as a tourist destination. Under the direction of the Board of Commissioners, the consulting firm is expected to perform the necessary professional master planning and associated design services.

Monroe County is located in central Georgia and is home to 27,051 residents. The Monroe County Recreation Department is responsible for an existing 82 acre complex and a newly acquired 100 acres adjoining the existing park.

Proposal Evaluation and Selection

The proposal should clearly and concisely document the firm's qualifications related to the design and implementation of a Parks and Recreation Comprehensive Master Plan and subsequent phased construction. Monroe County will select the proposal which it deems to be in the County's best interest. The County may require competing individuals/firms to make oral presentations of their proposals and to answer specific questions about them. The County will negotiate the final scope of work and budget with the successful firm.

The County reserves the right to accept or reject any all submittals. The County anticipates making a single award from the qualified submitters. However, the County reserves the right to make multiple awards should it deem in the best interest of the County. All materials submitted in response to this RFQ will remain the responsibility of the consultant. Monroe County is an Equal Opportunity Employer.

Submittal Requirements

Applicants shall submit an electronic copy of their proposal and (6) hard copies in a sealed envelope clearly marked on the outside "RFQ for Parks and Recreation Comprehensive Master Plan, Monroe County, GA" RFQ's will be accepted until Thursday, June 29, 2017 at 2:00 pm.

- General information about consulting firm (business location(s), size of staff, etc.);
- Identification of project manager for this project;
- Brief resumes of key personnel to be committed to the project, including names, titles, experience, education, the project assignment or role person will be expected to fulfill in connection with the work;
- Description of similar projects;
- Brief description of the planning approach to be used;
- If this intended to be a joint venture, explain in detail the responsibilities of each firm and identify a lead firm and project manager;
- Identification of anticipated sub-consultants;
- References (3 minimum);
- Firm's familiarity with Monroe County and its surrounding area;
- State that the firm(s) has sufficient staff resources and capability to perform the work contained with the request for qualification within a reasonable time frame;

The contact for this project is:

Phyllis Jarrell, Purchasing Agent
52 West Chambers Street
P.O. Box 520
Forsyth, GA 31029
Email: pjarrell@monroecountygeorgia.com
Telephone: 478-994-7000

All Statements of Qualifications must be received no later than Thursday, June 29, 2017 by 2:00 PM.

All proposals and accompanying documentation will become the property of Monroe County and will not be returned. Proposals received later than the submittal due date will not be considered. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed submittals will not be accepted.

Selection will be based on the following Criteria:

1. Precedent experiences in completing similar scopes of work
2. Experience and expertise in environmental and energy efficiency design issues
3. Capacity and capability of the firm(s) to start and complete the project in a timely manner
4. Fee Structure

Scope of Services

While the final scope of work will be crafted upon selection of the consultant, the County anticipates a scope that will include the following:

1. Coordination
 - a. Coordinate a kick-off meeting with County officials and follow up meetings, as necessary
 - b. Confer with the County officials as required
 - c. Develop a timeline, with reasonable phases and milestones for implementation
2. Analysis and Design for specific phases
 - a. Develop preliminary design options at the appropriate time for the consideration of the County team. The County is seeking creative design options for each specific phase of the Master Plan
 - b. Complete the final design and biddable construction documents at the appropriate time for each specific phase, as well as a construction cost estimate.
3. Community Involvement
 - a. Participate in public meetings to gather community input related to the needs and desires of the community. We anticipate at least one community meeting for input related to the Comprehensive Master Plan for Parks & Recreation, and other community meetings at appropriate times related to specific project phases.

The Consultant may recommend other steps and/or other processes for this work. The County would be interested in reviewing those recommended approaches.