



January 4, 2019
Request for Qualifications
71-Acre Park Master Plan
RFQ 19-0208

PROJECT DESCRIPTION

The Town of Braselton is proposing to retain the services of a firm that is licensed in the state of Georgia to develop a master plan for a community park and provide bid documents. The park is to be located on a 71-acre tract owned by the Town.

Submittals will be considered from firms with demonstrated and verifiable experience in the design and development of recreational parks and green space areas.

All sealed proposals must be submitted by February 8, 2019 @ 2:00 p.m. to the address below:

For Hand Delivery or overnight delivery	For Mailing
Jennifer Scott, Town Manager 4982 Highway 53 Braselton GA 30517	Jennifer Scott, Town Manager P.O. Box 306 Braselton GA 30517

Proposals received after the time and date specified above will be considered nonresponsive and will not be considered. The Town may select one firm or may select multiple firms to engage for specific services. The Town of Braselton reserves the right to reject any or all proposals, to waive technicalities, to negotiate with any proposer, and to make an award as deemed in its best interest.

RFQ 19-0208 INFORMATION AND SERVICES REQUESTED

Overview

The subject land is located on the south side of SR 124 and the west side of the Mulberry River, within the town limits of Braselton and in Barrow County, Tax Parcel BR023 012. Most of the land lies within the flood plain of the Mulberry River. The site has never been developed and is currently in a natural state.

Description of Services

The overall work effort will be a collaboration between Town staff, Town-appointed focus group, and the consultant. All Landscape Architect, Architect, and/or Engineer services required in this RFQ shall be performed by licensed professionals registered in the state of Georgia. Anticipated services may include, but are not limited to the following:

1. Civil Engineering and/or Landscape Architectural services to develop and to complete conceptual, preliminary and final design documents
2. Aquatics Design Services
3. Development of two (2) alternative site plans (concepts) which may incorporate the following components based on community input and budget constraints:
 - a. Paved walking/running trails throughout park
 - b. Natural foot paths along Mulberry River to the SR124 bridge
 - c. Bike Trail
 - d. Interpretative Signs
 - e. Children's outdoor play equipment
 - f. Dog park – with small dog and large dog areas plus water feature
 - g. Benches/Tables
 - h. Picnic Pavilion
 - i. Restroom facilities
 - j. Pedestrian bridges
 - k. Interactive water feature
 - l. Continuous water course in shape of Braselton "B" logo
 - m. Open field
 - n. Paved parking
 - o. Consideration and accommodation for handicap access
 - p. Retain trees and shade where possible
4. Proposed construction estimates, phasing and schedule
5. Preparation of complete and accurate plans, specifications and project construction cost estimates

6. Preparation of Construction bid documents

For fee proposal purposes, the consultant should assume the available budget for the total design effort is approximately \$90,000 and that approximately \$1,000,000 will be available for construction and equipment. The Town has allocated funds for this project from SPLOST revenue. Consultant's fee proposal must be submitted with the response submittal in a separate, sealed envelope.

Requests/Questions

Requests for information and questions will be received only by email to Sandy Weinel at sweinel@braselton.net

All questions must be submitted via email no later than February 1, 2019, 5 pm.

Proposal Format and Submission Requirements

Submit two (2) hard copies and one (1) electronic copy in PDF format on an USB flash drive of the Consultant's proposal. Submittals shall be mailed, or hand delivered to the Town of Braselton prior to 2:00 p.m., February 8, 2019. Proposals shall be submitted in a sealed package clearly marked **71-Acre Park RFP# 19-0208** and must contain a second sealed envelope containing consultant's fee proposal.

Proposals should include, but is not limited to the following information:

Section 1 Cover Letter – Cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal.

Section 2 Review of Description of Services – Proposers must comment on the firm's ability to provide the services listed in the Description of Services outlined above. Provide comments, and suggest modifications, changes and/or additions as appropriate.

Section 3 Project Approach and Proposed Schedule – Propose a project approach with a schedule. Include any significant milestone dates necessary to complete all tasks.

Section 4 Related Project Experience – Present a description of your firm's past performance on similar projects.

Section 5 References – A minimum of three (3) references from past projects (of similar size and scope) completed by the proposed project manager and/or project team should be provided. Please provide the following information for each reference. All references must contain relevant projects completed within the past 7 years

Firm, Owner, or Agency Name
Contact Person (Name and Title)

- Address
- Telephone Number
- Email Address

Project Description
List of Services Provided

Section 6 Sub-Consultants – Identify any subconsultants your firm will utilize. Include resumes of key individuals who will be directly involved in this project, and briefly describe any past involvement in joint projects with these subconsultants.

Section 7 Fee Proposal – Submit a fee proposal in a separate sealed envelope. The fee proposal should itemize the fee for each task, showing the estimated hours of each staff member assigned and the associated fee for that staff member or subconsultant. Also, provide hourly rate schedules for all key project staff, including subconsultants.

Addenda to this RFQ, if issued, will be posted on the Town’s website at:

www.braselton.net/town_info/rfp_bids/index.php

It shall be the Consultant’s responsibility to check the Town’s website to obtain any addenda that may be issued.

The proposals will be ranked on the following criteria:

1. Experience and qualifications of the firm or team (up to 30 points)
2. Project Approach (up to 30 points)
3. Quality of package submitted (up to 10 points)
4. Fee Proposal (up to 30 points)