Town of Siler City Request for Qualifications for
Site Specific Master Plan for Bray Park Sports Complex

Bray Park Master Plan Project Overview

The Town of Siler City has many parks, recreational facilities, and natural areas for active and passive recreation that contribute to Siler City as a desirable place to live. Proposals for development or redevelopment of new and existing parks are based on needs analysis. Due to the support of additional park space, Siler City would like to develop a park master plan for the existing Bray Park for the needs of the community.

Questions and electronic responses may be submitted via email to jkeel@silercity.org. No questions or inquiries should be directed to any individual(s) at the locations detailed in this document. All inquiries should be submitted in writing per the process described in this document. Attempts to contact any Town employee other than the designated contact for this RFQ may be cause for rejection of a submitted bid.

The Bray Park Master Plan proposals sought by this RFQ include:

The scope of work for the Bray Park Master Plan is as follows.

2.1 Scope of Services

The Town desires the following tasks, along with other complimentary recreational amenities to be evaluated against the current and future recreational needs of the community in inclusion in a park master plan.

Recreation Center- Analysis to determine location, specs and cost to construct a Recreation Center to house Parks and Recreation staff offices and multi-purpose rooms.

Bray Park Pool - Analysis to determine economic viability of adding a seasonal pool cover/enclosure to provide aquatic opportunities year-round.

Athletic Fields – Recreation field to serve local leagues. The program uses, and facilities may include baseball, softball, and soccer fields.

Walking Trails-Trails throughout Bray Park and connect Loves Creek Greenway.

The Recreation and Parks Department of Town of Siler Town seeks qualified firms or teams to further develop the following program information for Bray Park by continuing the project from design development through construction documents:

2.2 Deliverables

The Recreation and Parks Department of Town of Siler Town seeks qualified firms or teams to further develop the following program information for Bray Park by continuing the project from design development through construction documents:

The Designer(s) shall provide:
a. Park Site Analysis: Conduct a site analysis and site inventory to document the deficiencies and any land development hindrances within the park. The Designer(s) shall also document opportunities and constraints based on its findings during the site analysis and inventory phase of the project.

b. Public Input/Concepts: Work closely with Town staff, take information from the site analysis and the initial planning information/priorities developed by the Public Input Sessions. Input from the sessions will be retained and considered in the next level of design.

c. Complete a predevelopment meeting with project planning staff.

d. Schematic/Cost Estimates: A preliminary color schematic-level design will be developed for how to best insert the desired amenities on the property. This design will reflect probable costs of redevelopment. The project will be broken into logical project phases that will reflect potential smaller development opportunities that can be implemented over time as funds are made available. Note that permitting feasibility and permitting costs should be well developed, particularly as it relates to stream remediation.

e. Presentations: The preliminary schematic design will be presented to the Town of Siler City Parks and Recreation staff. Input will be retained and considered for a final design effort.

f. Final Schematic: Working closely with Town staff, a final rendered schematic level color design document will be prepared. This document will be supported by details of logical project phases and the cost of development associated with those phases. Cost efficiencies present by combining phased should be noted.

g. Final Master Plan: Designer will present the final Master Plan to the Town of Siler City Parks and Recreation Department for review and approval.

**Evaluation Criteria:**

1. Demonstrated understanding of project scope – 20%
2. Team qualifications/experience with similar projects-25%
3. Proven experience in assistance with grant funding, including PARTF -25%
4. Project Schedule and timeline – 20%
5. References – 10%

**Submittal Requirements:** Three(3) hard copies of the proposal and one(1) digital copy should be received on or before August 22nd, 2019 at 2:00 pm and should not exceed 20 pages-single sided (excluding covers, table of contents, and cover letter) 8.5 X 11 paper. Proposals should be sent to:

Town of Siler City  
Jenifer Johnson  
Town Clerk  
PO Box 769  
311 N Second Avenue  
Siler City, NC 27344  
jjohnson@silercity.org
Proposals should contain the following information:

1. Name of the firm, address, telephone and name of contact person who has the authority to sign on behalf of the firm.
3. Firm Background: Provide overview of firm and information on the firm size and location.
4. Project Team: Identify the team, including sub-consultants, and provide an organization chart, and brief resumes for each information. Include such information as: education, professional registrations, and a brief summary of overall experience.
5. Qualifications: Provide a summary of relevant project experience over the last 7 seven years. Identify a listing of PARTF Grant experience.
6. Project Approach and Schedule: Provide a short description of how you would approach the project and the timeline to complete such work.