



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR PROPOSALS

RFP# 2023-009 Hickory Flat Park Master Plan

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **proposals** from qualified firms or individuals specializing in land use planning and design in support of creating a conceptual master plan for a future 40-acre park in the Hickory Flat community located at 3552 East Cherokee Dr, Canton 30115, meeting the specifications and as described herein.

There **will** be a mandatory meeting to review the requirements. The meeting will be held at the proposed work site and will include walking the area.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

SCHEDULE:

Issued	January 4, 2023
Site Visit	January 18, 2023 at 10:00 AM
Questions Due	January 26, 2023 by 4:00 PM
Answers Due	February 2, 2023
Bids/Proposals Due	February 9, 2023 at 10:00 AM
Short List	February 23, 2023
Presentations	March 3, 2023
Anticipated Award Date	March 21, 2023

THE EXPECTED PERIOD OF PERFORMANCE:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS/GOODS ☒ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☐ Two Years
☐ Three Years
☒ Other: 6 Months

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

SUBMITTAL INSTRUCTIONS:

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an "X" in the corresponding boxes are required for this solicitation**):

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ E-Verify Affidavit (Appendix C)
- ☒ References* (Appendix D)
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E)
 - ☒ Professional Services Agreement (Sample provided)
 - ☐ Construction Services Agreement (Sample Provided)
 - ☐ Other:
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F)
- ☐ SAM registration, required for federally funded projects (Appendix F)
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements **if the price bid > \$100K**
 - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☐ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,***
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested
- ☒ Pricing on Proposer's Company Letterhead
- ☐ Pricing on included pricing sheet / bid form
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☐ Specifications
- ☒ Any other requirements as requested under the scope of work

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

50%	Price
20%	Similar Experience and Knowledge
20%	Experience as a Team
10%	Work Plan & Schedule

100% TOTAL

Proposals shall be uploaded to BidNet Direct as one (1) complete PDF document. Please do not upload multiple PDF documents.

References may be contacted should the evaluation team deem them necessary.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]

Example: "2017-111_ABC Company_Proposal"

QUESTIONS/ADDENDA:

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE

STATEMENT OF WORK AND / OR SPECIFICATION:**Purpose of the RFP**

Cherokee County is soliciting proposals from qualified firms or individuals that specialize in land use planning and design for the purpose of creating a conceptual master plan for a future 40-acre park in the Hickory Flat community. Proposals will be accepted from individuals, firms, or groups of firms with the expertise and experience necessary to achieve the project goals.

General Information

Located approximately forty-five minutes north of metropolitan Atlanta near the foothills of the Appalachian Mountains, Cherokee County encompasses more than 434 square miles. It includes six municipalities as well as most of Allatoona Lake, a 12,000-acre man-made lake managed by the US Army Corps of Engineers. Both the Etowah and Little Rivers flow south and west through the County and into the lake. As of 2022, the estimated County population is 279,000. The County is a unique mix of suburban living concentrated mostly in the south transitioning to rural communities in the north.

The Hickory Flat community is located approximately five miles from Canton, 25 miles from Atlanta, and ten miles or less from the regionally significant cities of Roswell, Alpharetta and Woodstock. Only five miles from Interstate 575 and crossed by State Route 140, the area is well connected to regional job centers. Hickory Flat centers on three major intersections: State Route 140 and East Cherokee Drive, State Route 140 and Hickory Road and East Cherokee Drive and Hickory Road. Some refer to the area between these intersections as “The Triangle.” Most commercial and civic operations are near these major intersections, with some additional development further out along the most prominent local roadway, State Route 140.

The natural landscape of Hickory Flat is characterized by gentle topography with large wooded areas and rolling pastures typical of rural Hickory Flat. Not navigable waterways, Avery Creek and Mill Creek flow through the area, respectively, both flowing to the Little River and eventually Allatoona Lake. Smaller streams cross the area and scattered ponds provide practical agricultural purposes, or more commonly, amenities to residential subdivisions.

There are two major shopping centers anchored by national chain grocers and four smaller commercial centers without anchor tenants. Amongst these are approximately 30 restaurants, three banks, 11 medical or dental practices, and various other commercial uses such as retailers, salons, fitness facilities and car washes. Additionally, many residents of Hickory Flat live within twenty-one residential subdivisions and the five senior residential developments.

As a function of County government, Cherokee Recreation & Parks is the principal provider of recreation and park facilities and programs in Cherokee County. Our mission is making life better in Cherokee County by preserving our parks and facilities while creating more active and healthier communities through recreation. We operate 23 parks and facilities throughout the county that encompass more than 2,443 acres including 40 baseball/softball diamonds, 29 athletic fields, 20 tennis courts, 8 pickleball courts, 17 playgrounds, 2 recreation centers, an aquatic center, and more than 45 miles of trails. This includes the Cherokee County Aquatic Center, the LB Buzz Ahrens Jr. Recreation Center, the Woodstock Recreation Center (WREC), The Hickory Flat Gym, and the Union Hill Community Center. We provide a variety of recreation opportunities for youth and adults in the areas of athletics, aquatics, instructional programs, special events, older adult activities and therapeutic recreation as well as the upkeep and maintenance of our parks. We partner with a variety of other organizations throughout the county to maximize our resources and further expand recreation opportunities

throughout the county.

The most recent Cherokee County Recreation, Parks, Green Space & Trails Master Plan was adopted by the Board of Commissioners in May 2019. This plan identified gaps in services and made recommendations for future park development and recreation services. This comprehensive master plan should serve as a basis for the basic park design.

This individual park master plan will provide short-term and long-term planning and implementation guidance for projects, capital improvements, natural and water resource management, and overall development to create a park that meet the needs of Cherokee County's residents. The plan should address needs identified in the current county plans as well as those identified through the public participation process. The plan may require phased implementation based upon budgetary constraints.

1.1 Scope of Work

The scope of this project is to produce an individual park master plan for the identified parcel.

TIN: 15N25 235; PIN: 15-0181-0002

Acreage: 40.27

Description: The subject property is located at 3552 East Cherokee Dr, Canton 30115. It has roughly 740 linear feet of frontage along East Cherokee Drive. Elevations on the property vary from 1100 – 1040 feet above sea level sloping mostly from SW to NE. The property is mostly pastoral with a heavily forested area in the NE corner.

2.1 Work Statement

Cherokee Recreation & Parks will act as the lead agency through all aspects of the project. The role of the selected consultant team will be to complete tasks necessary to draft a master plan for the park that addresses components of previous county plans as well as the results of the public participation specific to the proposed park.

The master plan must be in a form suitable for submittal to the Cherokee County Board of Commissioners for review, and must be submitted in printed and electronic format. A full description of deliverables is included below. All aspects of the scope of services outlined below and included herein are expected to be completed within the agreed upon project deadlines.

3.1 Plan Elements

The following elements should be included in the plan, but may not be limited to such.

a. Project Coordination

i. Project Management

Cherokee Recreation & Parks staff will serve as project management and primary point of contact for direction, deliverable review and approval, management of contract, and external communications for the master planning process.

The consultant will perform work necessary to effectively coordinate the project development including the project schedule. The consultant will assist in managing the Project Management Team consisting of key Cherokee County staff, guiding the team through project goal setting, engagement and data collection, concept development, and plan drafting. Cherokee County staff will work closely with the consultant to develop content, provide feedback/comments, and offer project direction.

ii. Project Coordination

1. Kickoff Meeting

The consultant will meet with County staff to review the project schedule, discuss the goals of the project and determine key touch points throughout the process.

2. Progress Meetings

The consultant will meet with County staff at key intervals throughout the process (anticipated 5-8 meetings).

3. Draft Plan Review

The consultant will meet with County staff to review and discuss the draft plan before finalizing the plan for presentation to the Recreation and Parks Advisory Board and/or the Board of Commissioners.

Deliverables for each of the meetings will include but may not be limited to meeting agendas, all relevant materials and minutes.

b. Site Inventory and Analysis

The site inventory and analysis establish parameters for the proposed facilities and activities at the site. Describe the physical, natural, and historic/cultural resources and legal restrictions related to the project site and any potential impacts on potential development and use. Provide analysis of the opportunities and constraints. Examples include but are not limited to:

- Location
- Historic/Cultural Features
- Acreage
- Zoning; Surrounding Land Use
- Environmental Issues
- Topography
- Deed Restrictions
- Hydrology (water, wetlands, stormwater)
- Easements & Right-of-Way
- Vegetation
- Access to Utilities
- Soil Types
- Circulation & Access

c. Public Participation

The consultant will be responsible for developing a public participation plan by working with the county to plan and perform public and agency involvement to facilitate input and support of the project. A public and agency engagement strategy is needed to assess stakeholder input, perform the alternatives development and evaluation process, and facilitate acceptance and approvals for the project.

The process must include opportunity for the public to provide input and comments on the contents of the master plan. The master plan submitted to the county shall include a summary of comments received that identifies issues raised and content resulting from engagement efforts.

i. Stakeholder Interviews

The consultant should plan on 15-20 stakeholder interviews. Stakeholder interviews are one-on-one or small group discussions about the proposed park and with individual(s) recognized or designated as community leader(s). Cherokee County will provide the consultant with a list of key individuals to be interviewed. The county will assist in ensuring the availability of these interviewees in a timely manner.

ii. Public Meetings

At least three (3) public meetings must be held. Cherokee County will provide meeting space and assist in the advertisement of the public meetings. Virtual meetings are permitted but at least one (1) meeting must be held in person near the park at a facility provided by the County.

iii. Citizen Survey

In cooperation with County staff the consultant will develop a citizen survey to be distributed via online media. County staff will utilize local print media, social media accounts and other methods to advertise the survey. The consultant will analyze the results of the survey and provide the results to County staff with recommendations for inclusion in the plan.

d. Background Information

The background information provides an overview of the community, park system, and project site. It establishes a foundation for project implementation. The following information should be included in the plan but is not intended to represent a complete list.

- Physical characteristics including location, size, and regional context of the site.
- Demographics including population, age, gender, race & ethnicity, households, income, and education of nearby residents.
- Economic, housing, transportation, and historic/cultural assets.
- Natural resources such as forests, wetlands, waters, farmland, critical habitats, etc.
- Park, open space, and recreation facility(s) including number, size, and type.
- Project site's relationship to the community and/or county park system.
- Provisions of existing planning documents (i.e. Comprehensive Recreation, Parks and Open Space Plan, Comprehensive Land Use Plan, Comprehensive Transportation Plan Trails Element, etc.) that are applicable to the project site.

e. Activity(s) and Facility(s) Analysis

The activity(s) and facility(s) analysis developed by the Consultant will be used to determine the proposed facilities and activities at the site including type, size, and standards. Describe the community needs, uses, and priorities for the site as identified by the public participation process, previous planning work, and needs assessment. Describe the recreation facilities proposed to be developed on the site. The proposed facilities and uses should also be clearly represented on the concept drawing.

For proposed recreation facilities and uses, provide the following information:

- For active recreation facilities, describe the sizes, types and standards.
- For passive recreation facilities, describe the proposed use of the project site such as wildlife viewing, nature trails, multi-purpose trails, community gardens, habitat protection, environmental education, etc.
- Describe the proposed preservation of open space, natural areas, and riparian buffers.
- Support facilities may be required for the proposed recreation facilities and uses. Depending on the site and proposed uses, support facilities may include roads, stormwater management, maintenance facilities, utilities, parking, comfort facilities, etc. Provide a brief description of each support facility and the requirements for connectivity and accessibility.

f. Design Considerations

All park, open space, and recreational facilities have the potential to protect and/or enhance natural resources and habitats. Green and sustainable elements promote environmental, health, and economic benefits and enhance the visitor experience. From a management perspective, maintenance costs may be lower for a naturalized site. Because the agency's mission is to both preserve parks and facilities and promote active communities through recreation, it is important to combine sound detailed analysis, planning and sustainability. This includes incorporation of native plantings, stormwater best management practices, and habitat protection/enhancement.

Consider the following items when developing the plan:

- Site opportunities, constraints, and generally accepted design standards related to the proposed recreation facilities and uses including any applicable local recreation and park agency standards.
- Topography of the site.
- Compliance with applicable laws, regulations, and guidelines including land subdivision, zoning, ADA Standards for Accessible Design, Uniform Construction Code, American Society for Testing Materials (ASTM) standards, and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.
- Protection/enhancement of significant historic structures and areas.
- Protection/enhancement of environmentally sensitive areas including forests, streams, wetlands, and natural areas that provide wildlife habitat and protect water quality.
- Sustainable site design and green infrastructure/materials that may reduce environmental impact and lower maintenance and operation costs.
- Establishment and maintenance of sustainable riparian native grass and/or forest buffers.
- Stormwater management.

g. Design Process and Recommendations

- Develop preliminary concept drawings and present to County staff for review and discussion. Relationships between facilities and circulation patterns should be shown.
- Evaluate the preliminary alternative concept drawings highlighting both the positive and negative points. Through the public participation process, determine which alternative (or combination) best meets community needs, design standards, and regulations.
- Prepare a draft of the final Narrative Report and Concept Drawings.
- Present the draft Narrative Report and Concept Drawings at a public meeting for final comment. All existing and proposed facilities and areas must be shown on this final Concept Drawing in proper shape, size, and orientation.
- Upon approval of the final Narrative Report and Concept Drawings by the county, the consultant prepares the final deliverables.

4.1 Deliverables

The final plan must clearly define findings and recommendations; with graphic illustrations - including but not limited to aerial photographs, ground photographs, drawings, maps, etc. The plan will include cost estimates for the recommended capital improvements and natural resource management activities.

All reports/documentation must be developed and presented in Microsoft Office, Adobe Acrobat or other acceptable program(s) as determined by Cherokee County. Digital versions of the master plan and other relevant documents suitable for online viewing must also be submitted. The plan document(s) also must be suitable for copying on a commercial black and white and color copying machines.

Five (5) copies of the entire plan document(s) must be printed on 8-1/2" x 11", 70# off-white, printed two sides, black ink, spiral bound and sufficient illustrations and photos that display major elements of the text.

The plan document(s) must include the following elements:

- **Executive Summary – Summary of the Narrative Report as described below.**
- **Narrative Report**
 - Purpose, Goals, and Objectives
 - Public Participation Methods and Results
 - Background Information
 - Site Inventory and Analysis
 - Activity(s) and Facility(s) Analysis
 - Design Considerations
 - Design Process and Recommendations
- **Final Concept Drawing(s)**
 - Three (3) hard copies of the Site Plan for the park – 24" x 36" foam board
 - A PDF file of the Site Plan for the park
 - Upon acceptance of the plan, final PDF and CAD files shall be provided to the County for use without restrictions
- **Cost Estimates – As described below.**
 - Development (Construction) Costs – Provide a current detailed cost estimate for the development of the proposed park. The cost estimate should include: engineering and other professional services cost; construction and materials cost; project administration cost; and a contingency of at least 10% of the construction cost estimate.
 - Phased Capital Development Program – If the proposed development cannot realistically be carried out in one to two years as one project, develop a phased and prioritized multi-year capital development program. This should explain the strategy for the phasing and identify which areas and facilities are to be developed in which phase.

END OF STATEMENT OF WORK/SPECIFICATION

PROPOSAL EVALUATION CRITERIA:

The County reserves the right to conduct interviews with only those who in its sole judgement scored adequately to be considered highly qualified.

At a minimum, Consultants shall include the following information in their proposal, presented in a clear, comprehensive and concise manner:

1) Parks development project experience and knowledge

a. Previous Parks Experience including:

- i. Provide five examples of related projects of similar scope along with customer contact names, titles, contact information for each project and address any unique features of the project(s) that are relevant to this project.
- ii. Provide original budget and final cost, original schedule and actual completion timing.
- iii. Describe experience facilitating workshops as defined in the statement of work, include how the workshop information is validated and used to identify requirements.
- iv. Provide potential constraints and concerns that need to be addressed in developing this structure and how future needs will be considered to maximize site potential.
- v. Provide business background; years in business, type of business (incorporated, partnership, etc.), size of business (number of employees, locations, etc.), recent financial condition (gross sales, general profitability), listing of principles, design awards won for similar projects, provide CV's for key functional roles managed internally and describe firms unique value proposition as it relates to this project.
- vi. Provide the proposed project team, provide project roles and responsibilities and provide relevant experience – also include professional references and contact information for the project lead and key principle responsible for the project. Also provide the percentage of time for each that will be dedicated to this project.
- vii. Provide example deliverable outputs from previous projects that demonstrate the form, content and exhibits provided to others for similar work.

a. Deliverable items:

- i. Workshop reports
- ii. Presentation of three viable planning options
- iii. Final Plan

2) Work plan & schedule

- a. Provide a work-plan and schedule of events supporting the requirements defined in the work description.
- b. Each task shall define the objective, the input required and the output product.

- c. Each task shall assign proposed responsibility for performing the work, who's input is necessary and who will approve the work.
- d. Each task shall contain dates for the initiation of the tasks and the planned completion
- e. The critical path shall be identified.
- f. All assumptions will be identified

3) Experience as team

- a. For the proposed project team identified in 1.a.v above, please address:
 - i. The experience of this team working together.
 - ii. Provide a matrix that links the individuals and projects identified in 1.a.i above.

4) Pricing

- a. The County will consider:
 - i. The total cost of the services up through the design through the completion of the building and required documentation.
 - ii. The effect of proposed payment timing.
 - iii. Consultant shall submit pricing as a lump sum fee with breakdown of major tasks.

Interviews/Presentation: Agenda to be provided to those short-listed firms.