



NORTH AUGUSTA PARKS AND RECREATION MASTER PLAN UPDATE

The City of North Augusta, South Carolina seeks a professional consulting firm to prepare an update to the City's Parks and Recreation Plan.

1. Overview of the City of North Augusta

The City of North Augusta is located in western Aiken County, South Carolina along Interstate 20 to the north and the Savannah River to the west. The City had a total population of 24,709 per the 2020 U.S. Census; an increase of over 10% since the 2010 census. In addition to the population within City limits, there are several unincorporated districts in the extraterritorial jurisdiction with significant populations accessing City services and amenities. It is anticipated that North Augusta will continue this rate of growth over the next decade with numerous planned residential and commercial developments on the horizon. North Augusta is located within the Central Savannah River Area (CSRA), a trade region of approximately 800,000 residents spanning fourteen counties in the states of South Carolina and Georgia. The City of North Augusta has a very engaged citizenry with significant park and recreation activity participation. The Parks, Recreation and Tourism Department represents the third largest expenditure group in the City's general fund budget.

2. Parks and Recreation Master Plan History

The City of North Augusta's previous Parks and Recreation Master Plan was adopted by City Council in 2003. Large parts of the plan's recommendations were implemented, including:

- Revitalization of facilities at Riverview Park
- Adding gymnasiums and office space to the Riverview Park Activities Center
- Developing park space along the Savannah Riverfront
- Expanding the North Augusta Greenway
- Improving traffic circulation at Riverview Park

The 2003 Parks and Recreation Master Plan can be found [here](#).

Additionally, in 2012, the City adopted a separate Greenway, Pedestrian and Bicycle Master Plan. The Greenway is included within the purview of the City's parks system and targeted expansion is regularly sought. The 2012 Greenway master plan can be found [here](#).

3. General Description of Project

The Parks and Recreation Master Plan will be the primary strategic planning and implementation document utilized by the City of North Augusta's Parks, Recreation & Tourism Department (NAPRT). The Master Plan will ultimately be recommended for adoption by North Augusta City Council and will serve as the foundation for the expansion of existing and development of new park facilities in the City. It is intended to provide a snapshot of the City's park system and services at the current time; to identify its vision for the future; and to propose actions the City can take within reason to achieve that vision.

To complete this project, the City wishes to retain the services of a qualified consultant that demonstrates an understanding of current best practices in Parks and Recreation planning. The successful consultant will have the ability to effectively and efficiently gather input from key stakeholders and the general public, translate their input into a clear and concise vision for the community, and make creative recommendations for the implementation of the vision.

The Parks and Recreation Master Plan update is expected to minimally include the following elements:

- Community's vision for the future
 - Public comments
 - Emerging themes from public input
 - Follow-up survey template for City's future use
- Current Facilities
 - Evaluation of current park system
 - Comparison of current park facilities with national standards and best practices
- Needs Assessment
 - Future park development and design based on projected growth and public input
 - Equipment needs
 - Recommendations for parkland dedication zones
- Implementation
 - Recommendations for expansion of existing park facilities and/or modification of current equipment

- Recommendations for implementation of new park facilities and equipment needs
- Recommendations for staffing, equipment and other resources
- Prioritization program
- Recommendations for funding and partnership opportunities
- Special Park Facilities
 - North Augusta Greenway extension and amenity plans
 - Re-development of former North Augusta Country Club property
 - New riverfront park facility at old 5th Street Bridge

4. Proposal Content Requirements

The following components will be required of all consultants responding to this RFP. Respondents may include additional information as they deem appropriate.

- Cover page, including the following:
 - RFP title and number
 - Name and contact information
 - Date
- Table of contents
- Transmittal letter
- Firm information
 - Background information including history and staff
 - Awards and recognition
 - General philosophies and approaches to planning
- Experience and qualifications of key personnel
 - Biographies and resumes of firm principals and staff members proposed for this specific project
 - Specific details that address the description of the project and required elements as detailed above in section 3
 - Statement of availability of all key staff
- Relevant Experience
 - 3-5 relevant work samples for similar cities with implementation status
 - 3 References (names, contact information and prior project)
- Subcontractors
 - Identify subcontractor(s) (if applicable), including profile and qualifications pertaining to this project
 - Percentage of total project handled by identified subcontractor(s)
- Project Statement: brief statement of project understanding; proposed approach/methodology; and list of anticipated, specific tasks and considerations for completion of project. Details of the following should be included:
 - How you will incorporate and add to existing planning efforts in the City of North Augusta
 - How the plan will be tailored to meet the City's needs
 - Efforts you will make to ensure feasibility of plan implementation

- How the consultant is uniquely qualified for this project
- Project Schedule
 - Proposed timeline for completion of the project, including start date, milestones and projected completion date
 - Assumptions/expectations of City staff's responsibilities and deadlines, if applicable, should be noted
- Pricing
 - Proposals shall include fees, pricing and/or other compensation. The proposal should include various components of fees, general conditions in an itemized fashion and at what point in the process fees are assessed to the City.
- Statement of Legal Standing, including any pending controversies and/or legal disputes. If none exist, that should be noted.

5. Proposal Submission Requirements & Timeline

Five (5) copies of the Proposal, plus one (1) electronic copy, shall be submitted by Wednesday, July 27 at 4:00 p.m. Submittals received later than the deadline will not be considered. Proposal shall be valid for ninety (90) days from date of submission deadline. Proposals and all related questions shall be submitted to:

City of North Augusta Parks, Recreation & Tourism
 Attn: Rick Meyer, Director
 100 Riverview Park Drive
 North Augusta, South Carolina 29841
rmeyer@northaugustasc.gov

Item	Date
RFP Published	Tuesday, June 14, 2022
Proposals Due	Wednesday, July 27, 2022
Project Implementation	September 2022 – August 2023

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP shall become the property of the City when received and shall be subject to the freedom of information act of the State of South Carolina. The City reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP.

6. Proposal Review Process and Evaluation

A panel of City of North Augusta staff will review and score submitted proposals. Evaluation criteria will be as follows, with a maximum 10 points per criterion (100-point max):

1. Experience
2. Overall Proposal
3. Quality of Proposed Approach
4. Related Projects
5. Availability of Key Personnel
6. Capacity of the Consulting Team
7. Clarity of Role and Level of Involvement of Local Staff
8. Value
9. Responsiveness
10. Proposed schedule & timeline

The top vendors may be asked to provide additional information and/or participate in an interview as part of the final selection process. Consultants may be requested to be available for an interview with City staff in North Augusta as part of the final selection process. The lead members of the proposed consulting team will be expected to attend any interviews scheduled with the City either in person or through virtual meeting.

The City may request Best and Final offers based upon improved understanding of the offers or changed scope of work. Based on the initial proposals, and Best and Final offers, if requested, the panel will select the proposal which best fulfills the requirements and is the best value to the City. The City will negotiate with that vendor to determine final pricing and contract form.

7. Award of the Contract

It is anticipated that as a result of this RFP and subsequent evaluation and negotiation, the City of North Augusta and the selected firm will enter into a professional services contract for the provision of services and deliverables described herein.

8. Limitation

The City of North Augusta reserves the right to accept or reject any or all proposals as a result of this request for proposal or to cancel, in part or in its entirety, this RFP if found in the best interest of the City. This RFP does not commit the City to award a contract, pay costs incurred for the preparation of the response documents, or any subsequent costs associated with the provision of additional information or presentation, or to procure or contract for services or goods. All submittals become the property of the City of North Augusta and will be open to public inspection.

9. General Terms and Conditions

Non-Discrimination: The City of North Augusta does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. All vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.

Governing Law: Any agreement, contract or purchase order resulting from this RFP, shall be governed by the laws of the State of South Carolina.

Conflict of Interest: Each vendor shall affirm that no official or employee of the City of North Augusta is directly or indirectly interested in this proposal for any reason of personal gain.

Withdrawal of Proposals: No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after submittal.

Insurance Requirements: Vendor shall maintain at its own expense during the life of the contract such comprehensive general liability insurance including products and completed operations. City of North Augusta shall be listed as an additional insured. Vendor shall maintain the following:

Bodily Injury Insurance in an amount not less the \$500,000 for bodily injury, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.

Property Damage Insurance in an amount not less the \$500,000 for any one damage claim, and in an aggregate amount up to \$1,000,000 during a period of twenty-four (24) months

Workers Compensation Insurance as required by the State of South Carolina

Services Performed: All services rendered under this agreement will be performed at the vendor's own risk and the vendor expressly agrees to indemnify and hold harmless The City of North Augusta, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

Independent Contractor: It is mutually understood and agreed that vendor is an independent contractor and not an agent of the City of North Augusta.

Verbal Agreement: The City will not be bound by any verbal agreements.