

REQUEST FOR QUALIFICATIONS FOR JORDAN'S POINT PARK MASTER PLAN

Issued: November 19, 2018

I. INTRODUCTION

It is the intent of this "RFQ" to secure a qualified planning and design professional to create a conceptual design for Jordan's Point Park, located on the scenic Maury River in historic Lexington, Virginia. Jordan's Point Park is adjacent to Route 11, a main entryway into Lexington, and it is the City's desire to improve this recreational asset and front door to our community. Jordan's Point Park is approximately 5.86 acres in size and it currently contains the Miller's House Museum, historic millrace, a picnic shelter, interpretative signage, canal boat exhibit, restrooms, river overlook (on an old covered bridge abutment), parking, and connection to the Chessie Nature Trail and the Woods Creek Trail.

II. BACKGROUND

The primary need for a new park master plan stems from the scheduled removal of the existing Jordan's Point dam. The City of Lexington entered into an agreement with the Virginia Department of Game and Inland Fisheries to remove the dam and the removal may occur as soon as the end of 2018. Without the impoundment and slack water upstream of the dam, the park land area will increase marginally and the intention of the park master plan is to prepare for the new relationship between the Maury River and Jordan's Point Park.

Jordan's Point Park is envisioned as a park with a focus on both the heritage of Jordan's Point and the scenic Maury River, while promoting both visual enhancement and a sense of identity. Jordan's Point Park is the City's largest recreational park and this asset should provide users of all ages with publicly accessible space for leisure activities, socializing, and enjoying natural and designed landscapes, but also provide access to the Woods Creek and Chessie Nature Trails for walking, jogging, or biking. The space should be developed in a way that makes it usable for both informal and programmed events that can incorporate both performing and visual arts with the Maury River as a backdrop. Any design must incorporate the existing cultural and heritage assets of the park including the Miller's House and the historic mill race. Additionally, any design must improve water access to the Maury River, bike and pedestrian access to and through the park, and signage while considering the existing natural habitat, ballfield, and other amenities. Lexington desires a highly active multiuse gathering and civic space for all citizens and visitors to enjoy.

The new park master plan must also be consistent with the Rockbridge Area Outdoor Plan (aka Braiding the Way for Outdoor Recreation in the Rockbridge Area). In particular the wayfinding signage standards that are being developed for the Maury River blueway and the Woods Creek and Chessie Nature Trails should be incorporated into the Jordan's Point Park master plan.

III. SCOPE OF WORK

RFQ 2018-01 "Jordan's Point Park Master Plan"

The Jordan's Point Park design preparation shall include the following services:

- A. Conduct field review to understand the property conditions and particular areas of focus and concern.
- B. Participate in at least six (6) public/agency review meetings to gauge public ideas and opinions that will be incorporated into the plan when feasible.
- C. Create a master plan.
- D. Identify any permits that may be required.
- E. Prepare a concept level estimate of probable construction costs.
- F. Identify phases for construction and potential sources of funding.
- G. Coordinate trail and blueway signage with the ongoing Rockbridge Area Outdoor Partnership to ensure consistent signage throughout the park and connecting trails. (A subcommittee of the Rockbridge Area Outdoor Partnership is developing sign criteria for trails and the proposed blueway and the Rockbridge Area Outdoor Partnership is the implementation organization directed to fulfill the Rockbridge Area Outdoor Plan.)
- H. Provide fifteen (15) professionally bound copies of the Riverfront Park Master Plan in an 8 1/2" x 11" format.
- I. Provide one (1) digital copy of the Jordan's Point Park Master Plan.
- J. Additional Services may be added as project progresses, scope and fees will be negotiated.
- K. Attendance and presentations at City Council meetings as may be required.

IV. PROPOSAL FORMAT

Proposals should include the following information in the order detailed:

- A. Letter of Transmittal. Limit two (2) pages. Make a positive commitment to perform the required work within the nine (9) month time period provided. Also, give the name(s) of the person(s) who will be authorized to make representation for your firm, their title, and telephone number.
- B. Firm Experience. Indicate prior experience of your firm in performing work of this nature especially for public agencies (include references). Provide resumes for key personnel who would be assigned to this project.
- C. Design Approach. Indicate your understanding as to the scope of the work requested and describe your firm's approach and give specific illustrations of the procedures, which will be employed.
- D. Time Projection. Proposals shall include a manpower availability chart to show the ability of the firm to initiate and complete the work on this project within a nine (9) month time period.
- E. Special Work. Indicate any special work your firm perceives as potentially necessary to successfully complete the project.

V. SELECTION CRITERIA & PROCESS

Criteria:

- A. Overall qualification of the firm.
- B. Prior experience of the firm in urban design, landscape, or park master planning for similar parks.
- C. Qualifications and experience of key personnel to be assigned to the project.
- D. The overall structure and quality of the proposal.
- E. The ability of the firm to initiate work on this project in a timely manner and the firm's ability to provide its services within the project budget established by the City.
- F. Proposed methodology for performing the work.
- G. Results of reference checks on past work.

Process:

A. Preliminary Review

A Selection Committee, consisting of the City Manager, Director of Planning, Director of Public Works, and Finance Director will review all proposals and select three (3) for interviews.

B. Interviews

The Selection Committee will interview the three (3) selected firms and rank them according to the selection criteria. At this time, firms will be asked to provide non-binding estimates of cost for the project and person-hours to perform the work tasks.

C. Final Selection

The Selection Committee will rank the two most qualified firms and provide a recommendation to City Council. The selected firms may be required to make a public presentation to City Council. City Council will rank the selected firms according to the selection criteria. A contract will be negotiated with the firm ranked highest by City Council, and if an agreement cannot be reached with the highest ranked firm, a contract will be negotiated with the next highest ranked firm. All contracts will be negotiated pursuant to the procedures set forth in the State Public Procurement Act.

VI. DEADLINE

Interested firms must submit five copies of the proposal to:

Arne Glaeser

Planning and Development Director

300 East Washington Street

Lexington, VA 24450

Deadline: **4:00 p.m., Monday, January 7, 2019**

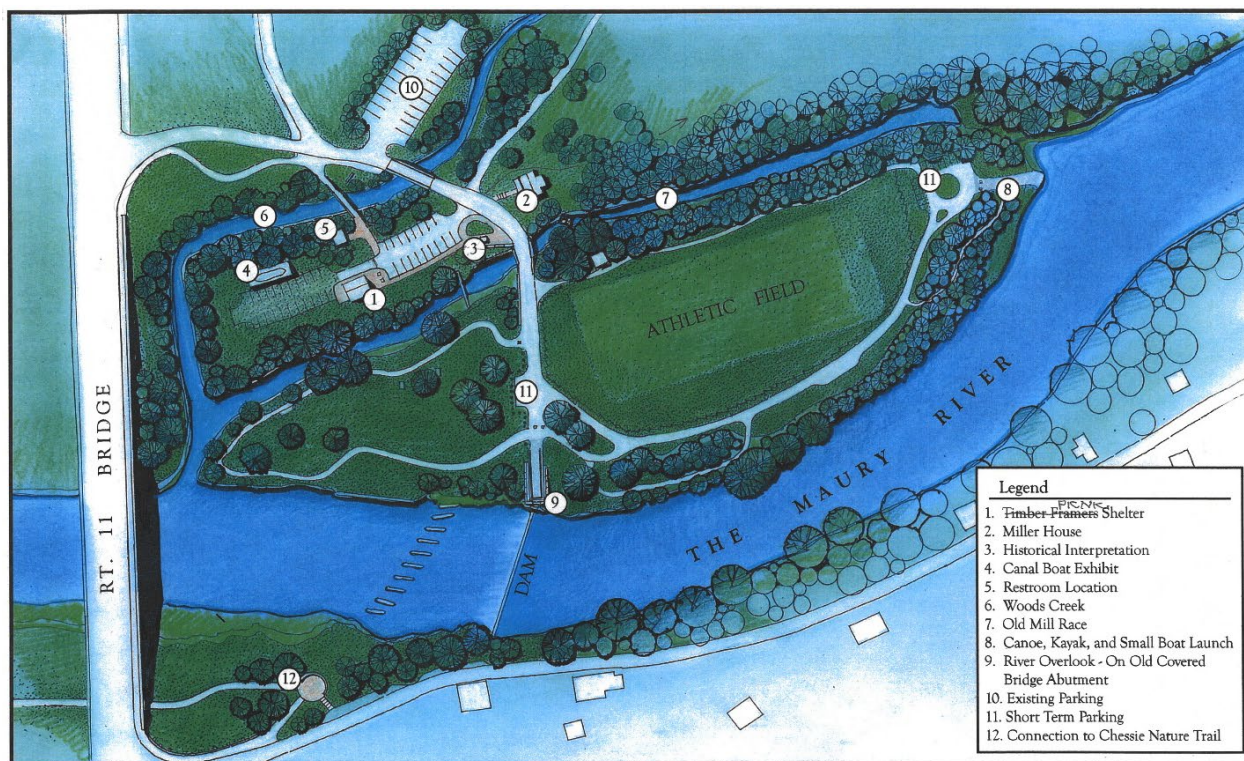
VII. MISCELLANEOUS

- A. Any request for clarification of any of the information contained in this RFQ must be made to Arne Glaeser by email at aglaeser@lexingtonva.gov. Any substantive clarifications will be mailed to all firms requesting the RFQ.
- B. Individual contacts (except as outlined above) with members of the Selection Committee concerning this RFQ following its issuance will be considered grounds for disqualification from the selection process.
- C. Firms submitting a proposal in response to this RFQ may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.
- D. For proposal purposes, proposers must certify they have insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to contract negotiations.
- E. The contract period for the successful broker/firm will be from date of award for one (1) year with renewable options up to three (3) additional one (1) year terms. The contract may be terminated by either party with sixty (60) days prior notice.
- F. Issuance of this RFQ and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFQ, or to negotiate with any of the brokers/firms submitting an RFQ, or to cancel all or part of this RFQ.
- G. Location map and 2006 Jordan's Point Park plan are attached.

Location map



2006 Jordan's Point Park Master Plan



Jordan's Point Park - Masterplan

October 25, 2006

City of Lexington, Virginia

WOODS CREEK TRAIL