



Agriculture & Civic Center
Planning Committee

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REQUEST FOR PROPOSAL #16-1007
SELECTION OF FIRM TO PROVIDE FEASIBILITY STUDY
FOR
RANDOLPH COUNTY AGRICULTURAL AND CIVIC CENTER

I. ISSUING OFFICE AND INQUIRIES

This Request for Proposal (RFP) is issued by the Randolph County Tourism Development Authority on behalf of the Randolph County Agricultural & Civic Center Planning Committee. Any inquiries, clarifications, or interpretations regarding this RFP should be directed in writing to:

- Tammy O'Kelley
Randolph County Tourism Development Authority
145-B Worth Street
Asheboro, NC 27203
(336) 465-0637
tammy.okelley@heartofnorthcarolina.com

Responses to inquiries that affect the content of this RFP will be provided in writing to all recipients of the RFP through an addendum that will be posted on Randolph County's website at:

- <http://www.co.randolph.nc.us/purchasing/bid.htm>

It is the responsibility of each vendor to inquire about any aspect of the RFP that is not fully understood or is believed to be susceptible to more than one interpretation.

The RCTDA will accept only written inquiries regarding the RFP to the above address until Friday, October 28, 2016 at 4:30 P.M. All times listed are understood to be Eastern Standard Time unless otherwise noted. The RCTDA's interpretation of the RFP shall be controlling in all cases.

Proposals should be mailed or hand delivered to the address shown above, marked as “Ag Feasibility Bid #16-1007”. It is the sole responsibility of the Proposer to ensure that their bid reaches the Randolph County Tourism Development Authority Office by the designated date and hour indicated above.

II. General Information

- A. The contract shall begin on the date of award by the COMMITTEE and all work shall begin within five (5) days of notice to proceed.
- B. Invoice(s) shall be billed to the following:

Randolph County Tourism Development Authority
Attn: Tammy O’Kelley
145-B Worth Street
Asheboro, NC 27203
- C. The contract shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this contract.
- D. At least three recent references are required and shall be indicated in the RFP. The COMMITTEE may request additional evidence of the proposer’s experience, qualifications, ability, products, and financial standing and the proposer shall be prepared to provide such evidence.

III. SUMMARY AND BACKGROUND

The Randolph County Tourism Development Authority (RCTDA) will fund a Feasibility Study, and is currently accepting proposals to assess the potential for the construction of a Randolph County Agricultural & Civic Center (CENTER) to be utilized as a multi-use facility that would include office space, storage facilities, multi-use arena, commercial kitchen, and meeting space. The study will be administered by the Randolph County Agricultural & Civic Center Planning Committee (COMMITTEE), as appointed by the Randolph County Board of Commissioners (COMMISSIONERS).

Randolph is the 11th largest county in North Carolina, and has the 19th highest population in the state. The towns of Archdale, Asheboro, Franklinville, Liberty, Ramseur, Randleman, Seagrove, Staley and Trinity are located within Randolph County with Asheboro being the county seat. Asheboro is approximately 70 miles from Raleigh, the state capital, and from Charlotte, the state's largest city.

Randolph County is a part of the Piedmont Triad prosperity zone, an 11-county area whose central location puts it within 90 miles of the Blue Ridge Mountains to the west and within 200 miles of the Atlantic Ocean to the east. The County sits in the middle of the Eastern Seaboard, within 500 miles of half of the nation's population and largest markets. The region is united by the Piedmont Triad International Airport, interstate highways, a score of colleges and universities, and a rich cultural life.

Although Randolph County is a part of the largest metropolitan area located entirely within North Carolina, it is still small-town living at its best - close enough to larger cities to have access to the amenities, but small enough to escape such urban problems as traffic congestion, higher unemployment, and an increasing crime rate.

RCTDA is a public authority governed by the terms of special legislation granted by the N.C. General Assembly on July 28, 1997 as House Bill 337, *An Act to Authorize Randolph County to Levy a Room Occupancy and Tourism Development Tax* under the Local Government Budget and Fiscal Control Act. The mission of the RCTDA is to unify and lead the County in developing the Heart of North Carolina as a family-friendly, affordable, and strategically located destination serving the leisure and business travel, group tour, meetings, and sports and recreational tournament markets. Board members, appointed by the COMMISSIONERS, act as voting members of the Board with full authority and responsibility to determine policies, procedures, and regulations for the operation of the RCTDA in accordance with the Guidelines for Occupancy Tax Uniform Provisions; assist with the monitoring of the RCTDA's financial health, programs, and overall performance; and provide the Executive Director with resources to meet the needs of the annual destination marketing plan. The Board's adopted 2016-17 Marketing Plan funding a feasibility study to determine the support for development of a multi-purpose Agri-Business Center that enhances the County's growing agri-tourism and farm-to-table dining experiences, and provides an area for agricultural/farm displays and marketing.

IV. PROJECT PURPOSE AND DESCRIPTION

Recognizing the need to plan for the future, COMMISSIONERS implemented a strategic planning process in 2015 to assist the County in identifying long-term issues impacting the public's health, safety, and wellbeing. Through this process active partners, including representatives of business, industry, health care, education, agriculture, private and non-profit agencies, law enforcement, fire, emergency services, and other citizens-at-large, developed the final plan identifying goals, strategies, and opportunities impacting Randolph County. (See final Randolph County Strategic Plan at this link:

- <http://www.co.randolph.nc.us/downloads/StrategicPlanFinalMay2016.pdf>

In particular, the following agriculture goal and strategy was identified in the Randolph County Strategic Plan:

- Enhance the ability of farmers to produce and market their products through organizational networks and infrastructure.
 - Study the feasibility of a countywide Agricultural Center to host events, support and enhance agricultural education, activities and business development.

The purpose of this Feasibility Study is to evaluate existing infrastructure, current and potential events, agriculture and ag-supported businesses to examine if constructing and operating an agricultural and civic center is sustainable for Randolph County. This study should provide the information needed to allow the COMMITTEE to make sound decisions which will best benefit the County, per public input and feedback gathered during the Randolph County strategic planning process.

V. PROJECT SCOPE

With agriculture being the County's leading industry, including being the number one cattle producer in the state, the Feasibility Study will determine the practicality of the construction of a county agriculture and civic center based on the criteria listed below in Items A. through G. Additionally, the COMMITTEE is seeking recommendations on whether or not such a facility can be sustainable by analyzing potential events and examining existing and other proposed competitive facilities in the central North Carolina region, including number of visitors that might be brought in from outside a 50-mile radius of Randolph County; and type of operating structure including public, private, or public-private partnership. Proposal should also include an analysis of annual financial obligation to staff, operate, and maintain facility; and general revenues the facility would need to generate annually to keep it viable to the County's economic well-being.

A. Multi-use arena –

- Livestock shows, auctions, sales
- 4-H shows, contests, educational events
- FFA shows, contests, educational events
- Home and garden (horticultural) shows and events
- Agility events/kennel shows
- Archery competition/events
- Livestock clinics
- County Fair
- Other large county-wide functions and events

B. Commercial kitchen –

- Educational classes such as cooking and canning
- Cooking and canning and other food service workshops
- Food preparation area for in-house meetings of Voluntary Agriculture District Board, 4H, and FFA, etc.
- Commercial food processing

C. Partitioned meeting space to accommodate up to 500 people in a classroom setting -

- Voluntary Agricultural District events
- Educational meetings and seminars
- Local, regional, and state association meetings (NC Cattlemen, Randolph County Livestock, etc.)
- 4-H & FFA Club meetings, seminars, education
- Training and demonstrations – North Carolina Zoo, Asheboro and Randolph County Schools, Randolph Community College, and other local, regional, and statewide organizations’ science and technology training

D. Recreational vehicle facilities for tradesmen and other facility attendees with complete site hook-up

E. Office space and consolidation of the following organizations –

- Randolph County Cooperative Extension
- Randolph County Farm Service Agency
- US Department of Agriculture Natural Resources Conservation Services
- Randolph County Soil & Water Conservation
- Randolph County Forest Service
- US Department of Agriculture Rural Development – Asheboro Area Office

F. Storage facilities – including general use, and large equipment storage

G. Board of Directors Meeting Room -

- Board Room to serve as home to Voluntary Agricultural District Board for meetings and conferences; and other organizations as deemed fit and available for use

VI. PROPOSAL GUIDELINES

Randolph County Tourism Development Authority reserves the right to accept or reject any or all proposals, to waive any technicalities or irregularities and to award to the vendor that has the best overall proposal as determined by COMMITTEE.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by RCTDA in conjunction with the COMMITTEE and the County of Randolph, and will include scope, budget, schedule, and other necessary items pertaining to the project.

VII. BIDDER QUALIFICATIONS

Proposer hereby attests that it currently complies with and shall continue to comply with, for the duration of this Agreement, Article 2 of Chapter 64 of the North Carolina General Statutes (commonly referred to as “E-Verify”) and further attests that it ensures and continues to ensure that any subcontractors utilized by Contractor also comply with said Article.

Proposer certifies that it is not identified on any list created by the North Carolina State Treasurer pursuant to North Carolina General Statute 147-86.58 et al (the Iran Divestment Act). This includes but is not limited to the Final Divestment List and the Iran Parent and Subsidiary Guidance List located at:

- <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>

Contractor further certifies that it will not, during the term of this Agreement, subcontract with any entity identified on any such list.

Randolph County Tourism Development Authority reserves the right to accept or reject any or all proposals, to waive any technicalities or irregularities and to award to the vendor that has the best overall proposal as determined by COMMITTEE.

VIII. PROPOSAL EVALUATION CRITERIA

The COMMITTEE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria (listed in no particular order):

- Financial Responsibility
- Qualifications of proposer and key personnel
- Experience on similar projects within North Carolina
- Expertise in specialized field
- Past performance record
- Reputation for reliability and integrity
- Extent of other current obligations
- Proximately to the location of the proposed facility
- Relevancy and quality of provided references
- Total cost of feasibility study
- Timeline for completion of Feasibility Study

IX. PROJECT TIMELINE

Issue Date:	(Insert Date)	(Insert Time)
Final Date for Written Questions:	Friday, October 28, 2016	4:30 PM
Final Date for Addenda Posting	Tuesday, November 1, 2016	4:30 PM
Deadline for Submitting Proposals*	Friday, November 4, 2016	4:30 PM
Anticipated Award Date (tentative)	Wednesday, November 9, 2016	4:30 PM

* *Please submit 20 copies of the formal proposal document with attached Proposal Form, which starts on next page.*

(Go to next page for Proposal Form)

X. PROPOSAL FORM

A. Proposal

Please submit the total proposal amount with detailed proposal attached.

Total Proposal Amount	\$
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B. Addenda Acknowledgements (if applicable) – Each proposer is responsible for determining that all addenda issued have been received before submitting a proposal.

Addenda	Date Issued	Date Proposer Received
“A”		
“B”		
“C”		

C. References – Provide at least three (3) references

Company Name	Contact Name	Phone Number
Project Name:		
Project Name:		
Project Name:		

D. Submitted By

Company Name	
Company Address	
Telephone	
Fax	
Representative (print name)	
Signature of Representative	
Email Address	
Date Submitted	

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