

**PROJECT SPECIFICATIONS**  
**FRANKLIN COUNTY FISCAL COURT**  
**LAKEVIEW PARK MASTER PLAN IMPROVEMENTS**

**Project Description**

The Franklin County Fiscal Court owns and operates a 132-acre± park known as Lakeview Park. Existing amenities include a 9-hole golf course with driving range and clubhouse, 18-hole disc golf course, splash pad, playground, 4-field softball complex, soccer fields of various sizes, two pavilions, pickleball court, horse arena and the original farm house that is rented for a variety of events such as weddings, birthday parties, baby showers, corporate meetings etc.

In 2022, the Fiscal Court adopted a Master Plan for Lakeview Park that “establishes a guiding vision for the development and improvements at Lakeview Park”. The plan envisions “a park centered around the users, both local and regional, providing year-round capabilities for several types of user groups, all while maintaining the beautiful, rolling, green landscape that Lakeview Park is known for”.

Once the Sports Commission is established, the selected firm will work with both the Fiscal Court and Sports Commission to prioritize amenity improvements as well as refine the phasing plan, if needed. The firm will also work directly with the Franklin County Park Committee and Park Director throughout the project.

**Scope of Work:**

The selected firm will assist the Fiscal Court in design, construction and contract management of the improvements. The firm shall perform, but not limited to, the following tasks:

1. Participate in a kick-off meeting that will provide guidance and vision of the master plan and priorities as determined by the Park Committee.
2. Conduct a site analysis of the Park to assess the existing conditions and utility services. The staff will provide existing and proposed utility information to the firm.
3. Prepare conceptual drawings to serve as a basis for design of the development plan.
4. Prepare a timeline, construction schedule and budget.

5. Prepare civil and/or architectural plans with specifications and cost estimates to be reviewed and approved by the Fiscal Court.
6. Provide inspection and contract administration services during and after completion of construction. Upon completion, provide the Fiscal Court with a set of record drawings, warranties, equipment/product manuals and close-out documents. Perform all commissioning of newly installed equipment.
7. Additional duties as requested by the Fiscal Court or Park Committee.

### Evaluation Criteria

Firms responding to the request will be ranked according to the written information submitted based on the evaluation criteria listed below. The Franklin County Fiscal Court will enter into negotiations with the highest ranked firm to execute an agreement. If the parties are unable to negotiate a satisfactory agreement, the second ranked firm will be promptly notified.

Proposals shall include the following:

1. Description of the firm's Qualifications (20 pts.)
2. Ability of professional personnel (10 pts.)
3. Past record and experience (30 pts.)
4. Willingness to meet time and budget requirements (20 pts.)
5. The firm's Location (10 pts.)
6. Workload (10 pts.).

### Additional Information:

- Provide a list of fees and hourly rates for individuals within the firm and any subcontractors that will be performing tasks associated with the project.
- The firm awarded and their subcontractors shall maintain insurance at all times and obtain a Franklin County Business License.
- Any information not identified herein that is necessary to complete the project.