

Rogers C. Anderson
Williamson County Mayor



Leslie Mitchell, CPPO, CPPB
Purchasing Agent

WILLIAMSON COUNTY GOVERNMENT

August 26, 2021

To Whom It May Concern:

Williamson County is accepting qualifications for master planning services and accreditation for the Parks and Recreation Department.

Qualifications must be received no later than October 5, 2021, at 2:00 p.m. They must be submitted in a sealed envelope, to the Williamson County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN 37064. The envelope must be labeled as follows: **Statement of Qualifications, Master Plan- Parks and Recreation, October 5, 2021, 2:00 p.m. Envelope must also include bidder's company name. IF THE SEALED PACKAGE IS NOT LABELED EXACTLY AS SPECIFIED ABOVE, THE BID WILL NOT BE OPENED.**

If you have any questions, please e-mail leslie.mitchell@williamsoncounty-tn.gov. All questions must be submitted in writing by 4:30 p.m. CST on September 29, 2021.

Sincerely,

Leslie Mitchell, NIGP-CPP, CPPO, CPPB
Purchasing Agent



Williamson County Parks and Recreation Comprehensive Master Plan
And Department Accreditation
Request for Qualifications (RFQ)

Williamson County Government is issuing a request for qualifications to prepare a Comprehensive Master Plan and Accreditation for the Parks and Recreation Department. Williamson County is seeking an innovative master plan that respects the existing conditions of the sites, yet has the flexibility to accommodate new parks and recreation challenges and emerging opportunities in a growing county.

Proposal Evaluation and Selection

The proposal should clearly and concisely document the firm's qualifications related to the design and implementation of a Parks and Recreation Comprehensive Master Plan and Accreditation. Williamson County will select the firm which it deems to be in the County's best interest. The County may require firms to make oral presentations of their proposals and to answer specific questions about them. The County will negotiate the final scope of work and budget with the top ranked firm.

All materials submitted in response to this RFQ will remain the responsibility of a consultant.

Submittal Requirements

Applicant shall submit an electronic copy of their proposal and six hardcopies.

All proposals and accompanying documentation will become the property of Williamson County and will not be returned. Proposals received later than the submittal due date will not be considered. Faxed and emailed submittals will not be accepted.

- General information about consulting firm (business location(s), size of staff, etc.)
- Identification of project manager for this project;
- Brief resumes of key personnel to be committed to the project, including names, titles, experience, education, the project assignment or role of person, will be expected to fulfill in connection with the work;
- Description of similar projects;
- References (3 minimum);
- Firm's familiarity with Williamson County;
- Location of sufficient staff resources and capability to perform the work contained within the required timeframe of 8 months from a fully executed contract.

Selection will be based on the following Criteria:

1. Experience in completing similar scopes of work (20%)
2. Strength of Consultant's Team (20%)
3. Capacity and capability of firm to start and complete the master plan the required 8 months (20%)
4. Innovative Engagement Strategy (20%)
5. Capability of firm to complete agency's desire for professional accreditation (20%)

Scope of Services

While the final scope of work will be defined upon the selection of the firm, the County anticipates the scope will include the following:

1. Consultant will work with the Williamson County Parks and Recreation Department and key employees and representatives of the County during this process.
2. Consultant selected must have demonstrated prior experience in agency accreditation, and recreational master planning with parks, facilities, open space, greenways and programs.
3. Consultant will be expected to conduct a minimum of three public meetings to gather and share information regarding the Master Plan.
4. The consultant will be required to perform cost estimates throughout the master planning phases. Describe your firm's approach to and/or method of cost estimating.
5. Submit a detailed master plan recommending proposed recreational parks, both active and passive, programs, facilities and cultural needs and the projected costs and revenues associated with each. Upon review and approval of the preliminary recommendations, the consultant shall prepare the final master plan incorporating the review comments.
6. Agency Accreditation and the Master Plan should coincide with one another.
7. Identify staffing and funding needs with strategies for future growth and operation in line with the priority recommendations.

Signature Page

Company Name _____

Physical Address _____

Remittance Address _____

Authorized Signature _____

Printed Name _____

Phone _____

Email Address _____

Date _____