

Town of Mt. Crawford
779 S. Main Street
P.O. Box 187
Mount Crawford, Virginia 22841
(540) 421-0856
townofmountcrawford@gmail.com

REQUEST FOR PROPOSALS CREATION OF A TOWN PARK AND PUBLIC SPACE

STATEMENT OF NEEDS

The Town of Mt. Crawford is requesting proposals for the design and construction of the Town's first public park and space, which will include a sensory trail, sensory playground, picnic shelter, bathroom, pervious parking, native tree walk, and direct access to the river.

SUBMITTAL REQUIREMENTS

For consideration for the project the following required information should be submitted substantially as well as any other information thought to be useful for review.

- Statement of Qualifications - this statement should include the name, address, and a brief history of the firm or business. The resumes of key personnel who would be assigned to the project, including a list of their responsibilities. The proposal should include the related experience of the firm from the last five years (include the name of the community, point of contact, email, and phone number.)
- Schedule - the schedule should outline projected target dates that include tasks completed or benchmarks achieved, beginning with the contract being awarded and ending with the opening of the park.
- Project Cost and Contract - the projection should include the following costs: lump sum cost of the project with a breakdown illustrating the cost of various deliverables; projected monthly billing amounts; and fee schedule for additional work.

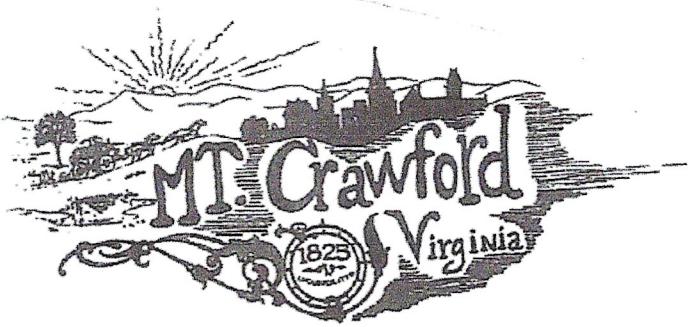
Proposals should be submitted no later than May 9, 2024.

Email submissions should be addressed to Libby Clark, Town Manager at: townofmountcrawford@gmail.com
“Town Park RFP Response” should be included in the subject line and include the proposal as an attachment..

Paper submissions or additional materials (four copies each) that are not feasible to email, should be addressed to:

Libby Clark, Town Manager
779 S. Main Street
P.O. Box 187
Mount Crawford, Virginia 22841

Any questions should be directed to Libby Clark at townofmountcrawford@gmail.com, or by phone at (540) 421-0586.



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All submittals will become the property of the Town and the Town reserves the right to accept or reject any or all submittals. The Town will review all responsive submittals and select a firm to perform the work or reject all proposals, as the town sees fit.

GENERAL INFORMATION

The Town of Mount Crawford is located in Rockingham County and has an approximate population of 523. This project is grant funded and must be completed no later than October 1, 2025.

All inquiries concerning questions or clarification of this RFP, or requests for additional information, should be made in writing (e-mail is acceptable) to the Town Manager, Libby Clark, townofmountcrawford@gmail.com.

SCOPE OF WORK

The qualified applicant shall be responsible for designing a Town park and the associated infrastructure to promote public safety and public access, including:

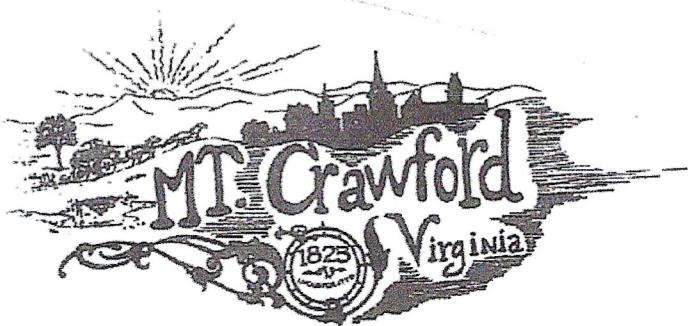
- A trail network consisting of three different segments: a sensory trail, the existing boat launch path, and a spur riverfront path;
- Community gathering improvements like a picnic shelter with associated amenities, bathroom facility, sensory playground, and community garden;
- Improved parking area;
- Grading/removal of dirt mounds and demolition of old structure near US Route 11.
- Planting of native trees, shrubs, and pollinator plants in park and riparian areas.

PROCUREMENT MATTERS

1. EVALUATION AND SELECTION PROCESS

The selection process will be in accordance with competitive negotiation for services as provided in Section 2.2-4302.2 of the Code of Virginia. The Town may engage in individual discussions with Proposers deemed fully qualified, responsible, and suitable to provide the required services. Proposals will be screened and selection will be made on the basis of the criteria listed in the submittal requirements depicted above. Proprietary information shall be clearly identified as such.

On the basis of the selection criteria listed in this Request for Proposal and all information developed in the selection process to this point, the Town shall select in order of preference, two or more Proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations may then be conducted, beginning with the offeror ranked first.



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If a bid satisfactory and advantageous to the Town is received with terms considered fair and reasonable, the award shall be made to that Proposer.

2. ETHICS IN PUBLIC CONTRACTING

The proposer certifies that its bids or proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer, or subcontractor in connection with its bid or proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

3. VIRGINIA PROCUREMENT ACT

Any bid awarded as a result of this Request for Proposal shall be governed by and shall incorporate the terms, provisions and conditions of the Virginia Public Procurement Act relevant to this transaction.

4. REJECTION OF PROPOSALS

The Town reserves the right, at any time prior to acceptance of the bid, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new Request for Proposals, or make modifications, corrections, or additions to the information contained herein.

5. COSTS FOR PROPOSAL PREPARATION

Any costs incurred by offerors in preparing or submitting proposals are the offeror's sole responsibility. The Town shall not reimburse any offeror for any costs incurred as a result of the preparation of this Request for Proposals.

Town of Mount Crawford

Town Park Concept Plan | August 2023

