

# CITY OF MEBANE REQUEST FOR PROPOSALS

## Bicycle and Pedestrian Transportation Plan Update & Comprehensive Recreation and Parks Master Plan

Requested By:  
City of Mebane  
Recreation & Parks and Planning & Zoning Departments  
106 E. Washington St.  
Mebane, NC 27302

Date Of Issue: January 24, 2022  
Proposals Due: March 4, 2022

Deadline Extended to April 18, 2022, 12:00pm  
Project Timeline will be adjusted appropriately to  
account for the extension



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## PROJECT PURPOSE

The City of Mebane is pursuing a qualified consultant to provide the necessary planning services to draft a new Recreation and Parks Comprehensive Master Plan and to update the Bicycle and Pedestrian Transportation Plan. These are two separate planning documents and will be separate deliverables. However, the City of Mebane recognizes the connections between the two plans and seeks to combine public input sessions and other aspects of the projects to gain data in support of both planning efforts.

The plan updates should address the following primary issues:

**Growth** – The geography of Mebane’s corporate limits and future growth area have changed since adoption of the Recreation and Parks Master Plan (2014) and Bicycle and Pedestrian Transportation Plan (2015). Particularly, the population growth south of Interstate 40/85, in Orange County, and in northern Mebane necessitates plan updates to better address the needs of current and future residents in those areas.

**Equity in Access & Service** – The final deliverables should include recommendations to equitably serve the Mebane community and improve current access and services. An intentional community engagement is desired with consideration of language, age, race, ability, geography, and other factors.

**Practical Recommendations** – The City will actively use the planning documents to realize the recommended projects, programs, and policies. The City desires prioritization of potential projects based on clear criteria and design standards to apply citywide for new infrastructure constructed by State and private-sector parties. Achievable recommendations will require regular communication and consultation with City staff and others.

**Integration of Online Tools** – The City seeks to use Story Maps, online mapping, online surveys, and other tools throughout the community engagement process. Data and mapping tools are also anticipated to be part of the deliverables.

**Plan Consistency** – The plans should communicate well with one another and be consistent with other plans adopted by the City and its partners. For example, current and future facilities identified in the Recreation and Parks Comprehensive Master Plan should be accounted for as destinations in the Bicycle and Pedestrian Transportation Plan.

## BACKGROUND INFORMATION

The City of Mebane has historically been a small, “positively charming” municipality located between the Triangle and Triad, north and south of Interstate 40/85. Mebane is the easternmost city in Alamance County and westernmost in Orange County. Recently, Mebane’s population has grown immensely, and the city is now home to over 17,797 residents. The City expects continued population growth, projecting the addition of approximately 400 new dwelling units annually for the next five years, or a 2025 population of at least 23,000 residents.

Mebane’s economy is similarly growing. Mebane benefits from a historic downtown core; commercial development along the Interstate, most notably the Tanger Outlets; and an increasing number of industrial partners in two commerce parks and two economic development districts. Currently, more than 3 million square feet of approved industrial space is under plan review or being actively constructed in Mebane.

Given this growth, updates are needed to the City’s planning documents. In particular, it has been more than five years since the City revisited the Recreation and Parks Comprehensive Master Plan and the Bicycle and Pedestrian Transportation Plan. The most recent Recreation and Parks Comprehensive Master Plan was introduced to the Mebane City Council in 2014, and the Bicycle and Pedestrian Transportation Plan was adopted in 2015. Both plans have successfully completed numerous projects and need to be updated to reflect a rapidly-growing Mebane.

Learn more about Mebane, City departments, and current long-range plans by visiting [cityofmebanenc.gov](http://cityofmebanenc.gov).

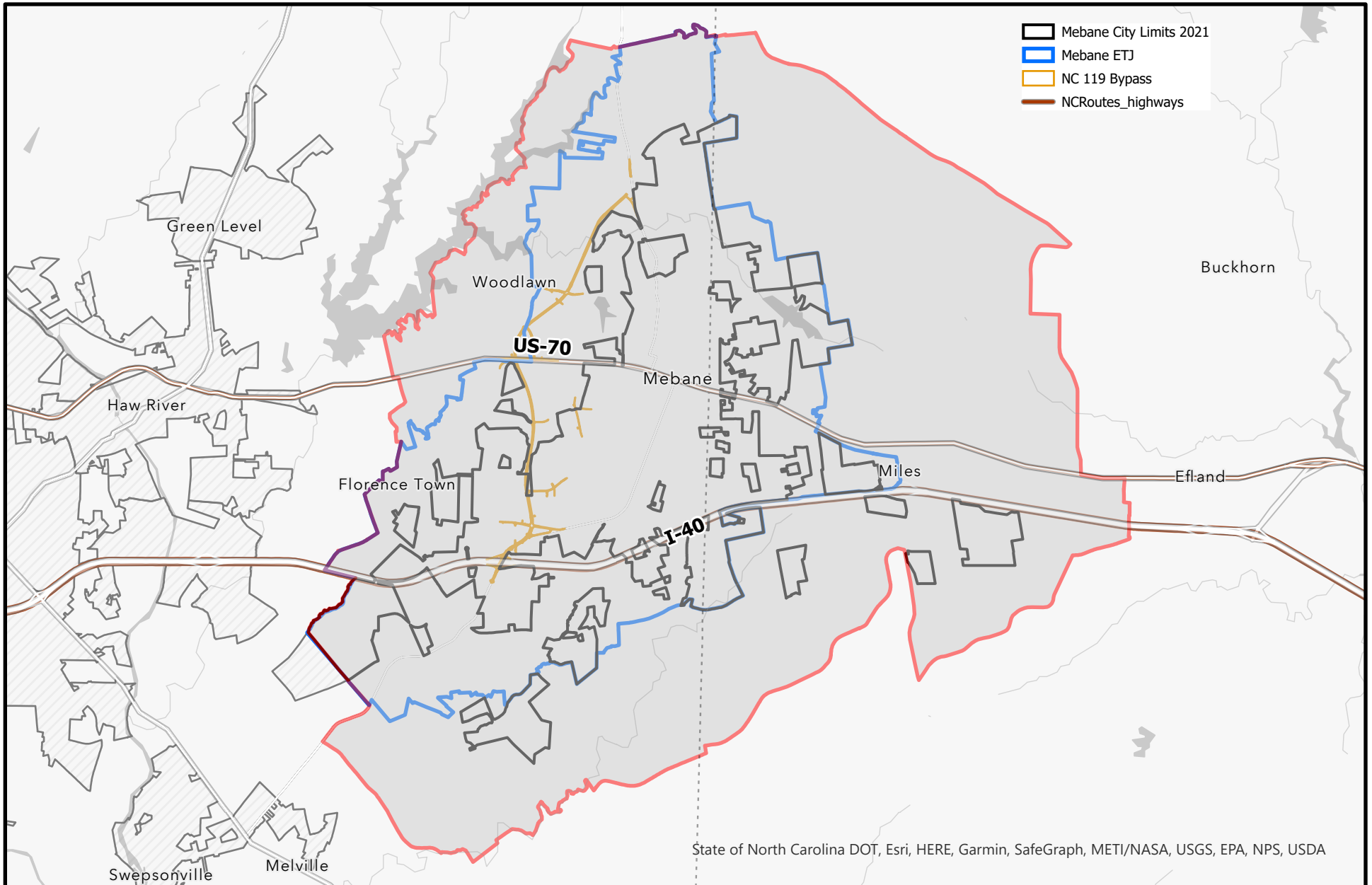
### Bicycle and Pedestrian Transportation Plan Vision Statement:

The City of Mebane will be a clean, connected, healthy, and active community where residents and visitors can experience nature, enjoy exercising, and travel safely by foot or by bicycle to local businesses, services, and schools.

### Recreation and Parks Department

**Mission:** It is the mission of the Mebane Recreation and Parks Department to provide exceptional parks and facilities, feasible, educational, and diverse programs, and to enhance the quality of life for the citizens of “positively charming” Mebane.

**Vision:** To deliver “excellence” while providing memorable recreation and parks experiences to our community.



# CITY OF MEBANE

## Mebane Bicycle & Pedestrian/ Recreation Area

1 inch = 2 miles

DATE: 1/14/22

DRAWN BY: CS

## PROJECT OVERVIEW

The City of Mebane is seeking proposals from qualified consulting firms to provide professional services to draft a new Recreation and Parks Comprehensive Master Plan and to update the Bicycle and Pedestrian Transportation Plan. These are two separate planning documents and will be separate deliverables.

The City of Mebane is committed to providing its residents with a high quality of life and expects the proposal to address planning for parks, trails, sidewalks, greenways, buildings, sports fields, bicycle infrastructure, and more. The planning processes should involve and include input from City staff, elected and appointed officials, and residents. The final plans will require respective recommendations from the Recreation and Parks Advocacy Commission (RPAC) and the Bicycle and Pedestrian Advisory Commission (BPAC) before final approval and adoption by the Mebane City Council.

The Recreation and Parks Comprehensive Master Plan will focus on recreation facilities, parks, and programs. The consultant will collect and analyze data to develop a clear set of goals, policies, and standards for the City's park system, open space, trails, greenways, recreation facilities, and program development. The completed document should consist of an illustrative and usable plan to guide the City of Mebane's actions over the next ten years regarding the development of its park facilities, programs,

and land acquisition needs and be prepared in a manner that will meet the requirements of various funding agencies.

Updates to the Bicycle and Pedestrian Transportation Plan will focus on pedestrian and bicycle infrastructure and the policies and programs to support a comprehensive approach for the realization of a more walkable and bikeable Mebane. The current plan provides a framework to build upon. City staff and the Mebane BPAC have identified the following immediate needs:

- Expand the plan's study area to align with the focus areas and geography of *Mebane By Design*, the City's Comprehensive Land Development Plan.
- Incorporate recommendations from the *2040 Comprehensive Transportation Plan* (2018) and *Downtown Vision Plan* (2019).
- Evaluate current recommendations and address those that are not feasible.
- Review and update the prioritization criteria and schedule.
- Provide updated project cutsheets and maps.
- Further develop design standards and policy recommendations to support the integration of multi-modal transportation with land use planning.

# SCOPE OF SERVICES



## Outreach & Engagement



The plans should be specific about the proposed types of outreach to be conducted. As previously indicated, the City seeks to engage the community through coordinated and combined efforts that consider both the Recreation and Parks Master Plan and Bicycle and Pedestrian Transportation Plan.

- Develop an equitable and innovative strategy for engaging the Mebane community, considering language, age, race, ability, geography, and other factors.
- Incorporate online, interactive engagement tools, including virtual input sessions.
- Describe how the community, staff, and stakeholders will be provided opportunities to participate in development of the two plans.



## Community Needs Assessment



A community needs assessment shall be conducted to determine the needs of Mebane residents through a variety of input gatherings, such as community meetings, workshops, surveys, focus groups, individual interviews, large group workshops, etc. Note that facilities, programs, and amenities should be included in the data collection. The assessment should include, but is not limited to:

- Review current and projected demographics, current planning standards, and changes in youth and senior populations.
- Identify potential land and easements for parks, trails, greenways, and open space expansion or development.
- Identify connectivity opportunities for existing neighborhoods and expected growth.
- Identify community destinations and how infrastructure/facility investments can enhance their accessibility
- Identify major issues, concerns, and challenges that will affect parks, trails, open space, bicycle and pedestrian infrastructure, and programming decisions now and in the future.
- Conduct outreach with consideration for an expanded study area for bicycle and pedestrian recommendations
- Include documents and maps from previous parks showing any incomplete amenities that were not realized during the construction of the park.



## Plan Review and Coordination



- Recreation and Parks Comprehensive Master Plan
- Bicycle and Pedestrian Transportation Plan
- Comprehensive Land Development Plan
- 2040 Comprehensive Transportation Plan
- Mebane Downtown Vision Plan
- NC Railroad Traffic Separation Study

- Adopted Corridor and Thoroughfare Plans
- City's Capital Improvement Plan (2021)
- Adopted plans of government and agency partners:
  - North Carolina Department of Transportation
  - NC Mountains to Sea Trail
  - Burlington-Graham Metropolitan Planning Organization
  - Durham-Chapel Hill Metropolitan Planning Organization
  - Alamance County
  - Orange County



### **Inventory and Analysis of Existing Conditions and Facilities**

- Inventory of all indoor facilities, parks, existing and proposed trails, and greenways, bodies of water, and open space areas within City limits.
- Evaluate community access to existing indoor facilities, parks, trails, greenways, and open spaces.
- Examine the needs in the existing parks as well as the need for additional parks and amenities. Any park suggestions should be presented with a specific location or possible locations and guidance on obtaining the property if it is not already owned by the City of Mebane or within Mebane City limits.
- Prioritize park improvements, development, and potential land acquisitions,
- Evaluate funding and financial strategies available, including feasible grant options and costs associated with an external source writing those grants.
- Consider the current capital improvement plan
- Observe and analyze existing walking and bicycling conditions, reflecting planned and future development



### **Analysis of Recreation Programs and Services**

- Provide an assessment and analysis of the current level of recreation programs, services, and maintenance concerning present and future goals, objectives, and directives.
- Provide a user fee analysis for facilities, programs, and services.
- Inventory of all programs offered and a summary of programs should be provided in order to demonstrate gaps in target markets/age groups.
- Uncover trends and conditions and identify new uses, new users, and demands to set the context for plan recommendations.
- Provide recommendations for minimizing duplications or enhancing possibilities for collaborative partnerships where appropriate.
- Review and assess current partnerships:
  - MYSA
  - Bradford Academy
  - Eastern Alamance
  - Mebane on the Move (Mebane Women's Club)



- Other previously mentioned partners, such as the YMCA
- Review and assess the Recreation and Parks collaboration efforts and efficiency with other City of Mebane departments including but not limited to: Public Works, Utilities and the future Downtown Development Coordinator and Public Information Officer.



### **Identify Leader (staffing) and funding needs with strategies**

- Assess the City of Mebane Recreation and Parks organizational hierarchy, Leader, and funding levels concerning national averages and compare to cities of similar size in North Carolina based on those selected by City of Mebane administration.
  - Including leader bandwidth (how much can each employee withstand before an increase in leaders within the department is needed)
- Provide a budget and Leader analysis needed for the current level of service and future level of service. Analysis should include funding and leader requirements for future growth and operation in line with the priority recommendations.



### **Evaluation of Adopted Policies and Park Rules**

- In relation to national standards, multimodal accessibility needs, and a list of recommended policies not already adopted within the City of Mebane UDO



### **Development of Recommendation & Implementation Strategies**

- Prioritize recommendations to meet current and future needs through, but not limited to, land acquisition, trails, greenways and bodies of water, construction or redevelopment of indoor and outdoor facilities, development of additional recreational amenities, improving existing parks, park maintenance, quantity of leaders, and potential partnership opportunities to provide community needs
- Identify local and regional destinations and the infrastructure and facility investments that are necessary to enhance or enable access to them
- Provide a clear plan for the development of programming direction based on standards and demand analysis.
- Address operations, staffing, maintenance, technology, programming, services, and funding need to support the plan's implementation.
- Consider connectivity to facilities, greenways, bodies of water, and all other recreational opportunities.
- Identify opportunities for available funding and acquisition alternatives.
- Identify areas of service deficits and the projected impact of future trends.



### Evaluation of Current Bicycle and Pedestrian Recommendations

- Evaluate the feasibility of bicycle and pedestrian improvements recommended in the adopted Bicycle and Pedestrian Transportation Plan.
- Assess the effectiveness of the existing plan and how recommendations have been implemented.



### Propose New Bicycle and Pedestrian Recommendations

- Expand the study area for the sidewalk and bicycle networks.
- Develop and apply new prioritization criteria.
- Create new project cutsheets and maps.
- Create design standards for bicycle and pedestrian improvements.
- Develop monitoring tools for implementation of projects, programs, and policies.
- Provide design standards (e.g., typical sections) for bicycle and pedestrian improvements, as informed by availabilities of existing right of way, pavement widths, traffic use, and local or State maintenance.

## DEVELOPMENT OF FINAL PLAN & SUPPORTING MATERIALS



### Recreation & Parks Comprehensive Master Plan

- The Master Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” for the Recreation and Parks Department’s future.
- Identification of new directions for Recreation and Parks based on the values and priorities determined from citizen engagement.
- Incorporate maps, charts, photographs, tables, and other data as needed to support the plan and its presentation to the appropriate audiences.
- Address recreational opportunities to better engage with all ages, including inclusive play and adaptive reaction (according to ADA standards), and expanding indoor recreational opportunities.
- Consideration of how to develop better partnerships to strengthen offerings in the community.
- Strategies for stretching into new and innovative places through acquisition recommendations, programming, and facility upgrade recommendations.



### Bicycle and Pedestrian Transportation Plan Update

- Expansion of the plan’s study area to align with the focus areas and future growth area of *Mebane By Design*, the City’s Comprehensive Land Development Plan.
- Incorporation of recommendations from the *2040 Comprehensive Transportation Plan* (2018), *Downtown Vision Plan* (2019), and other related planning documents.
- Updated recommendations, project cutsheets, design standards, maps, and prioritization criteria and capital investment schedule.
- Development of online mapping tools to be used for plan implementation and

monitoring.

- Identification of updated policies to support the integration of multi-modal transportation with land use planning.
- Identification of tools to assist with considering and communicating cost estimates for projects.



### Other General Deliverables



- Plan documents and maps
- ArcGIS file geodatabase and GIS package for all maps
- Concept sketches/renderings for parks and amenities needing improvements and for the future
- Routes to consider and submit for official designation by the Mountains-to-Sea Trail
- Cost estimates on all renovations/improvements, new amenities at parks and in buildings, and major pedestrian and bicycle projects

## PROGRESS REPORTING

The City of Mebane will provide overall support for project tasks and assign the Recreation Director to serve as the lead liaison for the Recreation and Parks Comprehensive Master Plan and a City Planner to serve as the liaison for the Bicycle and Pedestrian Transportation Plan. City staff will provide all existing documentation (as requested by the consultant) and compile contact information for staff and local organizations. The Recreation and Parks Director will schedule, coordinate the availability of leaders based on their work schedules, and make all necessary arrangements for meetings, locations, and interviews conducted by the firm's consultant(s) scope of this project.

The firm and the City liaisons will hold progress meetings by phone, via Zoom, or in-person meetings as often as necessary, but no less than once per month until final plans are adopted by the Mebane City Council.

# PROPOSAL REQUIREMENTS

To evaluate responses efficiently and equitably, proposals must be submitted as identified below. Failure to submit this information may render your submission non-responsive. Each respondent shall provide the following company information:

## Section 1: Introduction Company Information

- Company name, business address, telephone, email address, and website address.
- Company social media accounts: Twitter, Instagram, Facebook, Linked in, etc.
- The type of company (individual, partnership, corporation, etc.) and list the names of all partners, principals, etc.
- Year established, including former company name(s) and year(s) established, if applicable.
- The name, title, address, and telephone number of the company's authorized negotiator. The person identified must be empowered to make binding commitments for the company.

## Section 2: Experience

- Describe the firm's experience in preparing municipal comprehensive recreation and parks plans and bicycle and pedestrian transportation plans.
- Include strategies for community participation and public engagement.
- Provide at least three examples of recreation and parks comprehensive master plans and bicycle and pedestrian transportation plans your firm has previously completed.

## Section 3: Description of Consulting Team

- Include a list of key personnel who would be assigned to this project, their project roles, and relevant qualifications and experience.
- Include any sub-contractor's information.

## Section 4: Project Approach

- Include a description of how your firm plans to implement and move forward with the City of Mebane plans, including a project timeline. Please note: project deliverables are not expected to be completed and presented together.
- Include customization or innovative ideas for the proposed course and sequence of actions or tasks, including methodologies, the time needed to complete the sequences, and a schedule of project milestones to plan adoption.

## Section 5: Current Workload

- Provide a listing of ongoing projects (workload of the firm) and your commitment to provide adequate personnel resources to our project.

## **Section 6: References**

- Provide a least three references for similar studies; include a summary of the study, the date completed, if completed on time, the original proposed cost, final cost, and entity name, point of contact, address, and verified telephone number of each to contact.

## **Section 7: Exceptions**

- Exceptions to the Sample Service Agreement: The successful firm will be required to enter into a Consulting Agreement. Any exceptions to the terms and conditions of the Agreement must be documented and submitted in this section. In addition, any additional language, terms, or conditions must be submitted in this section.
- Exceptions to the Scope of Services: All exceptions/deviations to the required Scope of Services shall be documented on a separate page and submitted in this section. In addition, please note any parts of the scope of services that are beyond the expertise of the consultant or would be better handled by City of Mebane staff.
- Litigation: Provide pending, ongoing, or prior litigation within the last 10 years.

## **Section 8: Attachments**

- Proposal form with cost
- Company's hourly rates
- Non-collusion affidavit
- Certification regarding debarment and suspension
- The selected contractor will submit additional forms to comply with all requirements of the City of Mebane.

## SUBMISSION & EVALUATION

If submittal does not meet all requirements, it will be disqualified. Seven (7) hard copies and one digital copy on a USB flash drive of the proposal should be received on or before **March 4, 2022** and should be submitted to:

City of Mebane  
Attn: Recreation and Parks  
106 E Washington St.  
Mebane, NC 27302

Questions about the Recreation and Parks Comprehensive Master Plan should be submitted to Aaron Davis, Recreation and Parks Director, by e-mail [adavis@cityofmebane.com](mailto:adavis@cityofmebane.com).

Questions about the Bicycle and Pedestrian Transportation Plan Update should be submitted to Ashley Ownbey, City Planner, by e-mail [aownbey@cityofmebane.com](mailto:aownbey@cityofmebane.com).

## SELECTION PROCESS

Proposals will be reviewed by a City of Mebane team comprised from the Recreation and Parks Department, the Planning Department, and Administration. All proposals will be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such modification may be permitted after submission and before award to obtain the best and final offer at the discretion of the City. When conducting negotiations, the City will not disclose information from proposals submitted by competing firms.

The City of Mebane will select a firm based on its ability to respond to the RFP requirements, the qualifications and expertise of the team working on this project, past performance on similar projects, the time required to complete project, methodology, firm's resources, and willingness to negotiate and execute an acceptable written agreement with an affordable overall price for the scope of the work and deliverables.

## EVALUATION CRITERIA

The evaluation criteria will be used to determine the best overall value to the City. The requirements for the evaluation of proposals may include, but are not limited to:

Experience with developing approved and successful Comprehensive Master and Transportation Plans for other North Carolina municipalities	(10 pts)
Demonstrates understanding of project scope, completeness of RFP, adherence to requirements, and effective proposed work plan.	(10 pts)
Qualifications of key personnel and strengths of the project team and ability to complete the project within a specified timeframe.	(20 pts)
The total cost of the project (and hourly rates for extra work).	(35 pts)
Innovative engagement strategies and deliverables.	(25 pts)

## ANTICIPATED SCHEDULE

RFP issued by the City	January 24, 2022
Clarification inquiries	February 21, 2022
Proposals due	March 4, 2022
RFP reviews and interviews (optional) <ul style="list-style-type: none"> <li>• Recreation and Parks Department</li> <li>• Planning Department</li> <li>• Legal Team</li> <li>• City Manager</li> <li>• Assistant City Manager</li> </ul>	March 14 - March 25, 2022
Contract negotiations	March 28 – April 8, 2022
Award contract	April 15, 2022
Signed contracts and Certificate of Insurance	April 18 – 29, 2022
Project kickoff meeting	May 2022
Plan development	May 2022 - February 2023
Plan submission to City of Mebane	March 2023
Draft plan review and public feedback	April – June 2023
Plan presentations to City advisory boards and commissions <ul style="list-style-type: none"> <li>• Recreation and Parks Advisory Commission</li> <li>• Bicycle and Pedestrian Advisory Commission</li> <li>• Planning Board</li> </ul>	July – August 2023
Final plan presentation and adoption by City Council	September 2023
Delivery of all final plan documents, GIS files, and other relevant materials	

## **CONTRACT TERMS & CONDITIONS**

The City of Mebane reserves the right to award this contract in whole or in part, in the best interest of the City and further reserves the right to accept or reject any or all proposals.

The City of Mebane reserves the right to request clarification or supplemental material it feels necessary to make a qualified judgment to the firm's ability to perform the work.

The City of Mebane reserves the right to amend the RFP schedule or issue amendments to the RFP at any time; to modify or incorporate additional steps in the evaluation process in the interest of having a thorough and comprehensive body of information to make a selection.

The City of Mebane also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items.

The awarded firm shall not commence work under this contract until all insurance documents have been received and such insurance has been approved by the City. The firm must maintain insurance coverage for the duration of the contract period.

This RFP does not obligate the City of Mebane to accept or contract for any expressed or implied services.

The City of Mebane will not reimburse the firm for any of the costs involved in the preparation and submission of responses to this RFP or in preparation for and attendance at subsequent interviews.

## **INCURRING COSTS**

This RFP does not commit the City of Mebane to contract with any company, pay any costs incurred by any company in the preparation of its RFP response, or contract for any of its services references herein. Additionally, the City of Mebane reserves the right to accept or reject any or all Qualification statements received as a result of this RFP process if it is in the best interest of the City of Mebane.

## **INSURANCE REQUIREMENTS**

Upon selection of a contractor, the City of Mebane will require a Certificate of Insurance fulfilling the City's liability coverage criteria.