

**Elbert County Board of Commissioners**  
**Request for Proposals**  
**Master Plan for Bobby Brown Park**

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**General**

The Elbert County Board of Commissioners is issuing this Request for Proposals (RFP) to planning and/or landscape architecture firms experienced in project concept planning, development of master plans, and developing construction and bid documents. Responding firms should be technically qualified and licensed to provide these services and experienced in the preparation of master plans for large scale, recreational areas and parks.

**Background**

Bobby Brown Park is a former state park located along the Savannah River at the Georgia and South Carolina border, 21 miles southeast of Elberton. The park spans 665 acres with a 70,000 acre lake. The park was previously operated by the Georgia Department of Natural Resources and in 2015 responsibility was transferred to Elbert County. The plan must be approved by the Department of Natural Resources and the Army Corps of Engineers. The plan also needs to feature an economic feasibility study to capitalize upon the resource. The plan will need to include recreational trails for walking, mountain bikes, and horses, in addition to new camp sites, disk golf course, archery range, staging area, parking, boat access, and water access. An interpretive program for the historic elements of the park is also needed.

**Administration**

The RFP is issued by the Elbert County Board of Commissioners with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

**Evaluation**

Procedures for selection of an individual or firm will be in accordance with local government requirements and the Common Rule Selection Process.

All Statements of Proposals will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on recreational park planning also will be reviewed for project timeliness, completing work within budget, quality of work and other factors such as knowledge of community. Local government experiences and qualifications desired include, but are not limited to, preparation of master plans for recreational parks or state parks, facilitation of public input sessions, and estimations of plan implementation costs.

**Information Required**

The statement of proposals shall contain the following:

- A. A general description of the firm, including any firms to be included as subcontractors. The lead firm must be clearly identified.
- B. Names, qualifications, locations, and availability of principal staff whom would be assigned to the project.
- C. Fee schedules (hourly) for key personnel and reimbursable expenses. A lump sum amount to complete the "Master Plan."
- D. Capabilities of the firm or firms to carry out the proposed work.
- E. Recent experience of the firm with similar projects involving all aspects of the project.
- F. References directly related to the requirements of this project.
- G. A brief description of the firm's general approach to the proposed project and a tentative schedule.
- H. Any other information that the vendor wishes to submit for consideration.

**Selection Process**

The procedure being followed is a request for proposals followed by a review, ranking, and selection by the Elbert County Board of Commissioners. An invitation to conduct the project will be issued to the selected firm and all RFP respondents will be notified of selection or non-selection at the appropriate time.

**Schedule**

October 7, 2016	Request for Proposals Published
November 7, 2016	Qualification statements received (deadline)
November 9, 2016	Vendor List prepared
December 1, 2016	Vendors reviewed and selected by the Elbert County Board of Commissioners

This schedule is approximate. All items except the receipt date for proposals statements will be subject to change at the discretion of the Elbert County Board of Commissioners and/or the NEGRC.

**Procedures for Submission of Statement of Proposals**

Statements of proposals must be received at the NEGRC no later than 5:00 p.m. E.S.T., October 31, 2016. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of proposals (4 copies) should be sent directly to:

Jordan Shoemaker  
Project Specialist  
Northeast Georgia Regional Commission  
305 Research Drive  
Athens, GA 30605-2795  
706 369-5650  
bwalker@negrc.org

The statement of proposals must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors with the authority to submit a statement of proposals from their respective firms.

General questions regarding this RFP should be emailed to: [jshoemaker@negrc.org](mailto:jshoemaker@negrc.org). Questions and answers will also be published on [www.negrc.org](http://www.negrc.org).

**Miscellaneous Provisions**

Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the statement of proposals or other related activities.

All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFP before the stated deadline.

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America, and subject to the open records policies of the Northeast Georgia Regional Commission. All such materials shall remain the property of the Northeast Georgia Regional Commission and will not be returned to the respondent.

All respondents to this RFP shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present proposals. The Northeast Georgia Regional Commission reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Northeast Georgia Regional Commission also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFP or otherwise.

Tommy Lyon, Chairman  
Elbert County Board of Commissioners