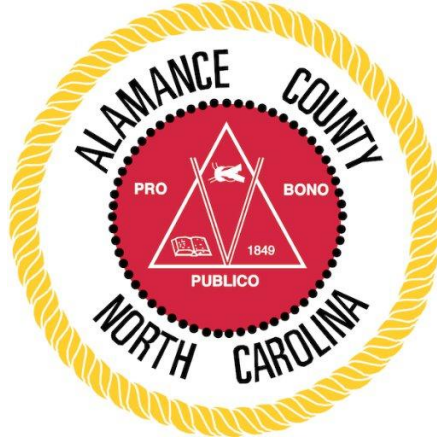




Alamance County

REQUEST FOR PROPOSALS

RFP #26-P002

**Alamance County Recreation & Parks
Comprehensive Master Plan**

Issue Date: 10/21/2025

Submittal Date: 11/26/2025

Issued By: Alamance County
124 West Elm Street,
Graham, NC 27253

RFP Name: Alamance County Recreation & Parks Comprehensive Master Plan

Issue Date: October 22, 2025

Questions Due Date: November 10, 2025

Direct Inquiries To: Jamie Merchel
Director
(336) 229-2229
Jamie.merchel@alamancecountync.gov

Submittal Due Date: November 26, 2025

Delivery of Submissions:

By Mail or Hand Delivery:

Purchasing Department Alamance County
124 West Elm Street,
Graham, NC 27253

*FedEx, UPS or similar carrier methods may require this address for delivery. Please verify this information with carrier.

Respondents are cautioned not to make changes to any of the terms and conditions in this solicitation. Doing so may render a Respondent's proposal unacceptable and unresponsive for award. Question and inquiries must be made in writing as outlined in Section 4.

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INTRODUCTION

Alamance Parks is seeking qualified consulting firms to prepare an update to the Department's Comprehensive Master Plan. The goal for this plan is to establish a clear, actionable roadmap for the next 5-10 years that reflects community needs; aligns with regional and statewide initiatives; and provides guidance for future investments in parks, open spaces, facilities, programs and services.

GENERAL AND BACKGROUND INFORMATION

For more than 50 years, Alamance Parks has worked to improve the quality of life of Alamance County residents. Through our parks and programs, we encourage healthy lifestyles for children and adults, offer inclusive activities for all our citizens, and provide access to the natural world. Through our outdoor spaces, trails, and programs, in calendar year 2024 we enjoyed more than 850,000 visitors.

The County currently manages 6 Parks, 2 Community Centers, 3 Athletic Parks as well as 10 paddle access points and numerous trail heads through the County and along the Haw River. The County offers a wide range of recreational programs and activities as well as rental facilities. The existing master plan was completed in 2007, updated in 2017, and requires a new update to incorporate population growth, evolving recreational trends, community needs and updated funding strategies.

In addition to Alamance Parks, which is a department of Alamance County Government, there are 5 municipal parks and recreation departments including the cities of Burlington, Graham and Mebane and the towns of Elon, Gibsonville and Green Level. Alamance County Programs are open to all county residents while targeting the unincorporated, rural communities.

SCOPE OF WORK

The selected consultant will be responsible for delivering a comprehensive plan update that includes, but is not limited to, the following items:

- **Community Engagement:** Design and execute an inclusive public input process, including surveys, focus groups, stakeholder interviews, and public workshops, ensuring diverse community voices are heard.
- **Inventory & Analysis:** Review and update the existing inventory of parks, trails, facilities, and programs, including level of service standards and condition assessments.
- **Needs Assessment:** Evaluate current and future community needs based on demographics, trends, participation data and public feedback.
- **Strategic Prioritization:** Develop recommendations for improvements, enhancements, and new facilities, trails, parks and programs including a prioritized list of capital projects and operational initiatives.
- **Funding & Implementation Strategy:** Identify potential funding sources (grants, partnerships, fees, etc.) and create a realistic implementation framework with timelines and cost estimates.

- **Draft & Final Plan:** Produce a clear, visually engaging master plan document and present findings to the Parks Department, Advisory Board, Elected Officials, and the public.

TIMELINE

RFP Process	Date	Time
RFP Issued	October 22, 2025	
Questions Due	November 10, 2025	5:00pm
AC Responses to Questions	November 17, 2025	
Proposals Due	November 26, 2025	5:00pm
Consultant Selection	December 2025	
Project Kick Off	Target - January 2026	
Project Completion	Target - December 2026	
Presentation to Board of Commissioners for Adoption	Target -January 2027	

(All times given in Eastern Time (ET))

QUESTIONS

All inquiries regarding this RFP must be submitted in writing by November 10, 2025 to jamie.merchel@alamancecountync.gov. Please enter RFP # 26-P002 Questions as the subject of the email.

Questions received prior to the submission deadline date, Alamance County's response, and any additional terms deemed necessary by Alamance County will be posted in the form of an addendum to the Alamance County website and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Consultants shall rely only on written material contained in an Addendum to this RFP.

It is the offeror's responsibility to assure that all addenda have been reviewed and, if need be, signed and returned.

PROPOSAL SUBMITTAL REQUIREMENTS

The Consultant shall submit one (1) copy of the proposal in a sealed envelope and one digital version (USB Flash Drive) of the proposal (in PDF format) must be included in the submission to Alamance County. No fax or email responses will be accepted or considered. Responses must be received no later than 5 p.m. on November 26, 2025. Submittals may be mailed or

hand-delivered to the addresses noted above. Any submittal received after the deadline by any delivery method will not be considered or evaluated. The outside of the submittal package and the USB Flash Drive must be clearly marked with the RFP number and the Title. Alamance County reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFP that cannot be met must be indicated in the proposal. Consultants must respond to the entire Request for Proposals (RFP). Any proposals received by Alamance County that are incomplete in their responses will be immediately disqualified.

SUBMITTAL FORMAT AND CONTENT

Consultants are required to submit concise responses to this document. Unless a specific exception is noted in your response, Consultants shall be assumed to be in agreement with, and will employ, the technical approaches described in this request for proposals. Submittals shall contain all elements of information requested. Alamance County reserves the right to include any part of the selected submittal, either in addition to or in lieu of the specifications contained in this document, in the final contract.

Interested firms must submit proposals that include

1. A statement of qualifications and relevant experience in parks and recreation planning.
2. Examples of at least 3 similar master plan projects completed within the last five years.
3. A detailed work plan and project timeline.
4. Proposed approach to community engagement.
5. A team roster with resumes and key personnel.
6. A fee proposal, including an itemized cost breakdown.
7. Three professional references.

SELECTION PROCESS

Evaluation Criteria

Upon receipt of the proposal packages from Consultants, Alamance County selection committee will evaluate the proposals. The proposals will be reviewed and scored based upon the evaluation criteria noted below. Alamance County reserves the right, at its own discretion, to bring in Consultants to interview for further evaluation.

This is not a bid. There will not be a bid opening. The submittals will be evaluated on the following criteria:

Criteria	(a) Weight	(b) Score (1-3)	(a) x (b) Weighted Score
Experience with comprehensive parks and recreation planning.	25		

Experience of project team members.	25		
Quality and creativity of the proposed methodology and engagement strategy.	30		
Competitive and transparent pricing	20		
Final Score			

Score Points:

- 1- Does not meet expectation
 - 2- Meets Expectation
 - 3- Above Expectation
- (Possible half-point intervals, i.e., 1.5)

AWARDING OF CONTRACT

Alamance County will select a Consultant qualified to provide these services and thereafter seek to negotiate a contract for services with the best qualified firm. Consideration will be given to only those proposals received from Consultants who are properly licensed and experienced in the class of work proposed and who can refer to similar scopes of work that are of a comparable magnitude. Alamance County also reserves the right to reject any and all offers and to waive informalities or technicalities as it may deem to be in its best interest.

NEGOTIATING WITH OFFERERS

Alamance County reserves the right to award a contract, based on initial offers received from Consultants, without discussion and without conducting further negotiations. Under such circumstances, the acceptance of a proposal by Alamance County shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties. Alamance County may also, at its sole discretion, have discussions with Consultants and Alamance County may enter into negotiations separately with such Consultants. Alamance County shall not be deemed to have finally selected a Consultant until a contract has been successfully negotiated and signed by all parties.

RESPONSIBILITY FOR COSTS

The Consultant shall be fully responsible for all costs incurred in the development and submission of this submittal. Submittal documents should be prepared simply and economically, providing a straightforward and concise description of the Consultant's capabilities to satisfy the requirements of the request. Emphasis should be placed on

completeness and clarity of content. Selected Consultants may be asked to present - in person - the substance of their response to Alamance County staff if necessary. All costs of such presentations shall be borne solely by the Consultant.

COMPLETE SERVICE/PRODUCTS

The Consultant shall be required to (a) furnish all tools, equipment, supplies, supervision, transportation, and other execution accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) in accordance with good technical practice, with due diligence, and in accordance with the requirements, stipulations, provisions, and conditions of this document and the resultant contract, execute and complete all specified work to the satisfaction of Alamance County.

PUBLIC RECORDS AND SUBMITTED PROPOSALS FROM CONSULTANT

Records received by Alamance County in response to a bid solicitation or a request for proposals are public records and subject to public inspection and copying. Some bid records are public as soon as received by Alamance County, others become public at bid opening and others at bid award.

The Public Records law (N.C. Gen. Stat. § 132-1 *et seq.*) authorizes Alamance County to withhold public inspection and copy legitimate and properly marked 'trade secrets'. If a record meets all the following conditions it should be:

- It is a "trade secret" as defined in N.C. Gen. Stat. § 66-152(3); and
- It is the property of a private "person" as defined in N.C. Gen. Stat. § 66-152(2); and
- It is disclosed or furnished to Alamance County in connection with a bid or proposal; and
- It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to Alamance County.

If, as part of Consultant's bid or proposal, Consultant submits to Alamance County any record, or portion of a record, that Consultant considers to be a trade secret meeting the definition contained in N.C. Gen. Stat. § 66-152(2), Consultant may clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET, and Alamance County will be authorized to withhold that particular record or portion thereof, from public inspection. In the event Alamance County receives a public records request for records Consultant designates as 'trade secret' Alamance County will notify Consultant and give Consultant the opportunity to, within one week of such notification, confirm in writing that the specific record, or portion of record, that Consultant designated as TRADE SECRET meets the requirements of N.C. Gen. Stat. § 132-1.2 and N.C. Gen. Stat. § 66-152, and the reasons therefore. Alamance County will require that Consultant indemnify Alamance County in the event a challenge is brought for the withholding of a record based on Consultant having designated it a trade secret.

RIGHT TO REJECT SUBMITTALS

Alamance County reserves the right to reject any and all submittals. This submittal request is neither a contractual offer nor a commitment to purchase services. Alamance County assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a proposals statement by a Consultant, the evaluation of statements, or final selection.

CONFLICT OF INTEREST

By submission of a response, the Consultant agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Consultant's services, and (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Alamance County. Consultants shall identify any interests (and the individuals involved) on separate paper with the response and shall understand that Alamance County, in consultation with legal counsel, may reject their proposal.

ALAMANCE COUNTY CONTRACT

The selected Consultant will be expected to execute and abide by the provisions of the Alamance County standard contract form. The Alamance County's Standard Terms and Conditions are attached hereto and incorporated herein by reference in Attachment 1. Consultants submitting proposals should be willing to agree to the language in the attached contract or identify any potential issues prior to submitting a proposal.

*****PLEASE NOTE, IF YOU HAVE RECEIVED THIS SOLICITATION FROM A SOURCE OTHER THAN ALAMANCE COUNTY, IT IS THE CONSULTANT'S RESPONSIBILITY TO ENSURE THAT ALL ADDENDA HAVE BEEN RECEIVED. *****

ATTACHMENT 1

SAMPLE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____ by and between the County of Alamance, a political subdivision of the State of North Carolina, (hereinafter referred to as “County”), party of the first, and _____, (hereinafter referred to as “Consultant”), party of the second.

WHEREAS, (Consultant Name), shall provide said services in a professional manner in accordance with the standards of all applicable professional organizations for the service company.

WHEREAS, The Contract Documents consist of this Agreement, Supplemental Conditions, Request for Proposals RFP #_____, Consultant’s Proposal (dated _____), other documents listed in this Agreement and amendments issued after execution of this Agreement; these form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein.

NOW THEREFORE, in consideration of the mutual agreements described below, the parties agree as follows:

1. Term of Agreement: The term of this Agreement shall be for an initial three (3) year period beginning on the date of initial execution. This contract may be renewed for two (2) additional twelve-month periods upon mutual agreement by both parties.
2. Compensation: As compensation for the services outlined within this Agreement, the Consultant shall be compensated for services rendered in accordance with the accepted prices, and fees, contained in the Consultants proposal. Fees proposed and accepted shall be valid for the initial and all renewal periods of the Agreement. Any subsequent fee rate changes must be requested in writing, with justification, and be accepted by the County prior to implementation.
3. Standards of Service Performance: Consultant represents and agrees that now and continuing for the term of the Agreement, Consultant:
 - a. is experienced, qualified, skilled and fully capable of performing Services in a competent and professional manner;
 - b. shall exercise reasonable care and diligence, and shall act in the best interest of Alamance County;
 - c. shall act in accordance with generally accepted standards of Consultant's practice applicable to the locality; and shall comply with this Agreement and with all applicable federal, state and local laws, ordinances, codes, rules and regulations;

- d. possesses all necessary qualifications, licenses and certifications;
- e. shall perform in a timely manner and in accordance with all schedules required under this Agreement, time being of the essence;
- f. shall work in good faith with Alamance County to meet requirements imposed by the federal or state government or other funding entity if grants are used to fund any portion of the project;
- g. the individual(s) signing the Agreement have the right and power to do so and bind Consultant to the obligations set forth herein and such individuals do so personally warrant that they have such authority.

4. Insurance: Consultant shall maintain insurance policies at all times with minimum limits as follows:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory
Automobile Liability	\$1,000,000 per occurrence
General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Property Damage	\$1,000,000 per occurrence \$2,000,000 aggregate
Personal Injury	\$ 500,000 each occurrence \$1,000,000 aggregate

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina. The Consultant shall furnish original Certificates of Insurance to the County, naming the County as an additional insured, prior to the commencement of operations. The certificates shall clearly indicate that the Consultant has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve the Consultant from its liability and obligations under this Contract.

5. Confidentiality: All proprietary data and information, if any, furnished to Consultant by County shall be regarded as confidential, shall remain the sole property of County and shall be held in confidence and safekeeping by Consultant for the sole use of County and Consultant under the terms of this Agreement. Consultant agrees that its officers, employees, and agents will not disclose to any person, firm, or entity other than County or its designated legal counsel, accountants, or practice management consultants any confidential information about County.

Consultant agrees to carry out its obligations to County in compliance with all privacy and security regulations required by law.

6. Status of Parties: Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between Consultant and the County. Consultant and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County. No employee of Consultant will be deemed to be an employee of County for purposes of workers' compensation.
7. Assignment and Subcontracting: Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by Consultant without prior written consent of the County.
8. Binding Effect: This Agreement shall be binding upon the parties hereto, their heirs, administrators, executors, successors and assigns.
9. Notices: Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Alamance County
Attn: TBD
124 W. Elm Street
Graham, NC 27253

Consultant Name:
Attn: _____
Address
City State Zip

Either party may change its address for notices under this Agreement by giving written notice of such change to the other party in accordance with the terms of this paragraph.

10. Governing Law: The laws of the State of North Carolina shall govern this Agreement. Any court of competent jurisdiction as to Alamance County, North Carolina shall be the proper venue to determine any dispute or litigation arising out of this Agreement.
11. Modifications: This contract may be amended or modified by mutual written consent of the parties. A modification is not enforceable against the County unless it is signed by the County Manager, or other duly authorized official.
12. Force Majeure: Neither Party shall be liable to the other party for any failure or delay caused by events beyond such party's control and not due to its own negligence, provided that such party uses commercially reasonable efforts to resume performance as soon as reasonably practicable. The non-performing Party shall notify the other Party of the force majeure event within twenty-four (24) hours of the onset thereof. In the event that a force majeure event precludes Consultant from performing services and/or providing goods for a period of ten (10) consecutive business days, County shall have the right to: (a) procure replacement goods and/or services from an alternative source and/or (b) terminate the Contract or portion(s) of Contract upon written notice to Consultant.

13. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.
14. Termination of Contract: This Contract may be terminated at any time by mutual written consent, or by the County, with or without cause, upon giving thirty (30) days written notice. The County, at its convenience, by written notice, may terminate this Contract, in whole or in part. If this Contract is terminated, the County shall be liable only for payment under the payment provisions of this Contract for services rendered and accepted material received by the County before the effective date of termination. The County reserves the right to terminate the whole or any part of this Contract due to the failure of the Consultant to carry out any term or condition of the Contract. No penalty shall accrue to the County in the event this provision is exercised, and the County shall not be obligated or liable for any future payments due or for any damages as a result of termination under this paragraph.
15. Annual Appropriations and Funding: This Agreement may be subject to the annual appropriation of funds by the Alamance County Board of Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, the County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment of all contract fees due under this Agreement up to and through the last day of services actually performed.
16. Indemnification: To the fullest extent of the law, the Consultant agrees to indemnify and hold harmless the County, officers, elected officials, agents, servants, and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising as a result of any act, omission, or delay of, or failure by, Consultant to perform as required under this Agreement.

In addition to any other remedies available to Alamance County, the County shall have the right to deduct from payments to the Consultant any costs, damages and expenses, including reasonable attorney's fees, that have been or may be incurred by Alamance County as a result of Consultant's failure to perform as required by this Agreement.

17. Order of Precedence / Integration: To the extent there is any conflict between the contract documents, the terms found in this Agreement shall control. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral.
18. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.

19. E-Verify: The parties hereby stipulate that the Consultant shall use the E-Verify system established and maintained by the United States Department of Homeland Security to ensure that all Consultant and subconsultant employees meet the employment eligibility requirements as set forth in the federal laws, rules and regulations and further that the Consultant and subconsultant shall maintain E-Verify records and make them immediately available upon the written request of the County.
20. County Policy: The County opposes discrimination on the basis of race and sex and requires all of its Consultants to provide a fair opportunity for minorities and women to participate in their work force and as subconsultants and Consultants under County contracts.

IN WITNESS WHEREOF, the parties have executed this Agreement in their official capacities with legal authority to do so.

Alamance County:

Alamance County Manager

Consultant

Authorized Company Representative

This instrument has been pre-audited
in the manner required by the Local
Government Budget and Fiscal Control Act.

Susan R. Evans, Finance Officer