

August 17, 2023

**Request for Proposals
Recreation Master Plan Update
Chowan County Government
Recreation Department
Edenton, NC 27932**

Chowan County is requesting qualifications from qualified and experienced consultants to update and develop a Comprehensive Parks and Recreation Master Plan. The previous plan was developed and adopted in 2015. During the last nine (9) years Chowan County has seen a decline in population but an increased interest and need for recreation opportunities.

The Master Plan should assess the County's current and future needs for recreation programs, facilities, and staffing. It should provide a practical strategy to guide decisions by department leadership, County leadership, and the Chowan County Board of Commissioners over the next ten (10) years with regards to continued development of department, facilities, and programs.

Proposals should be received by the Edenton-Chowan Recreation Department, PO Box 1030, 730 N. Granville Street, Suite C, Edenton, NC 27932 no later than October 16, 2023 at 5pm by Shannon Ray, Recreation Superintendent.

Scope of Work:

1. Analysis of existing recreation programs and facilities
 - a. Research current and projected demographic, sociological and equity factors pertinent to Chowan county; including population composition, growth projections and trends, economic factors and land use patterns
 - b. Prepare an inventory and analysis of current public and non-public park and recreation facilities in Chowan County. The inventory should consider capacity of each amenity as well as functionality, accessibility, condition, comfort and convenience
 - c. Prepare maps and data sets of each existing public and non-public facilities within the County using GIS software
 - d. Prepare a fee analysis of current and future facilities, programs, and services
2. Public Engagement/Community Needs Assessment
 - a. Develop a public engagement plan to receive input from interested residents, property owners, stakeholders, community groups, and County officials in order to help establish and prioritize plan goals and recommendations. Engagement efforts should utilize a variety of formats such as large group workshops, focus groups, surveys, individual

interviews, community meetings, etc. A minimum of two (2) public input sessions are anticipated throughout the County.

- b. Conduct community needs assessment utilizing a statistically valid survey or subcontracted firm. Identify strategies for achieving county-wide representation for the survey.
 - c. Facilitate meetings and coordination of calls with County staff to provide updates on progress and solicit input
 - d. Formally submit draft plan to the Recreation Advisory Committee one (1) month prior to scheduled adoption by the Board of Commissioners
3. Future Park and Recreation Facilities and Agency Growth
- a. Develop recommendations and priorities for the improvement and expansion of existing recreation facilities. Provide a detailed outline of recommended improvements along with cost estimates of each priority
 - b. Develop recommendations for future priorities for the new land acquisition and facility/park development. Recommendations should include objective criteria for prioritization of both land acquisition and facility construction. Both traditional and non-traditional, active and passive recreation must be considered for all future parks and facilities in the future. Provide cost estimates both cumulatively and individually based on current conditions and anticipated inflation
 - c. Identify ways Chowan County might partner with other agencies and municipalities, in order to maximize and leverage resources for County residents and programs
 - d. Identify and evaluate any forthcoming trends that might affect the delivery of recreation and leisure activities in the County and develop recommendations and strategies to address them
 - e. Identify growth trends related to the County's current and future programming, events, tourism, and maintenance operations and develop strategic recommendation to enhance and/or expand these services. Particular emphasis should be placed on sports tourism and economic development opportunities.
 - f. Evaluate current staffing levels and provide recommendations for anticipated staffing needs as facilities, programs and services are developed and improved in the future
 - g. Develop an action plan for implantation of the overall plan. The action plan should include realistic priority recommendations as gathered from the public engagement and as directed by County staff, leadership, and the Board of Commissioners. Additionally, the action plan will include strategies for identifying funding sources, partnership opportunities, facility construction, and land acquisition. The action plan will include each recommendation and its anticipated phase for completion

4. Completed Comprehensive Master Plan Document
 - a. Formally present plan to the Recreation Advisory Committee and Board of Commissioners for public input, plan consideration, and final adoption
 - b. The completed Comprehensive Master Plan should include an executive summary, and shall incorporate all the aforementioned items in a document that is illustrative and actionable

Interested firms should submit three (3) printed copies of the Statement of Proposal and one (1) electronic file of the proposal in PDF format. Proposals shall be limited to twenty (20) typed-written pages, 8.5" x 11", utilizing 10-size font or larger. Only covers shall be excluded from the page count. Cover letters shall be included page count. Submissions exceeding the page limit shall be disqualified as non-responsive. Proposals should include:

- Cover letter summarizing why firm should be selected.
- Information demonstrating firm's capability to undertake and complete the project
- Similar projects completed by the firm during the past 5 years.
- Resumes of key team members proposed for the project including training, certifications and specific relevant project experience, if any.

Chowan County reserves the right to accept or reject any and all Proposals and to enter into any contract deemed to be in the best interest of Chowan County.

Questions concerning this solicitation may be presented to Shannon Ray, Edenton-Chowan Recreation Department by phone 252-482-8595 or email: Shannon.ray@chowan.nc.gov