

**Advertised: October 29, 2018  
TOWN OF JAMESTOWN  
REQUEST FOR LETTER OF INTEREST**

**THE TOWN OF JAMESTOWN DESIRES TO ENGAGE QUALIFIED PRIVATE DESIGN FIRMS TO PROVIDE PLANNING AND DESIGN SERVICES FOR THE DEVELOPMENT OF A STRATEGIC PLAN FOR A PORTION OF A PUBLIC PARK.**

**TITLE: Jamestown Park Strategic Plan  
ISSUE DATE: October 29, 2018  
SUBMITTAL DEADLINE: December 3, 2018  
ISSUING AGENCY: TOWN OF JAMESTOWN, NC**

**SYNOPSIS**

The Town of Jamestown operates a municipal golf course and associated amenities. A portion of the park includes picnic shelters, baseball fields, playgrounds, restrooms and a parking lot. This area is in need of renovation and the Town desires to develop a strategic plan for this location for the purposes of applying for a PARTF grant to assist in funding the selected design.

**PROPOSED CONTRACT SCOPE SUMMARY**

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF, PDFWriter, Docudesk, deskPDF, etc.

**LOIs SHALL be received ELECTRONICALLY, BY MAIL, OR HAND DELIVERED no later than 5pm, December 3, 2018.**

The address for electronic delivery is: [mjohnson@jamestown-nc.gov](mailto:mjohnson@jamestown-nc.gov)

The address for mailing is:           Town of Jamestown  
  Attn: Matthew Johnson  
  301 E. Main St.  
  PO BOX 848  
  Jamestown, NC 27282

The address for hand delivery is:   Town of Jamestown  
  Attn: Matthew Johnson  
  301 E. Main St.  
  Jamestown, NC 27282

**LOIs received after this deadline will not be considered.**

It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$2,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is through monthly statements.

## **SCOPE OF WORK**

**This RFLOI is to solicit responses from qualified firms to provide professional consulting services to:**

The project includes the professional planning, and design of approximately 10 acres of existing parks and recreation area. The selected firm will be responsible for conducting public meetings, soliciting public input and preparing a strategic plan (including costs) for redevelopment of an existing area of the park in an effort to solicit PARTF funds to implement the accepted design.

The selected firm will report directly to the Town of Jamestown. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The selected firm will be responsible for providing personnel with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for oversight of the project for the town. The firm shall indemnify and save harmless the town for claims and liabilities resulting from negligence, errors or omissions of the firm; including, but not limited to the planners, engineers, technicians or sub consultants.

The selection of a private engineering firm to provide sidewalk design on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Town of Jamestown will short list private design firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the Town of Jamestown.
4. Town of Jamestown will select a private design firm to provide the Planning and Design Services.

## **PROPOSED CONTACT SCOPE:**

Proposed contract time: FY 2018-2019; The Town of Jamestown anticipates that the firm should complete the required work before June 30, 2019.

## **EVALUATION**

Firms submitting LOIs to perform the **planning, design and bidding assistance services** on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with **planning, design and bidding assistance** services – 30%
2. The experience of the firm's proposed staff to perform the type of work required – 40%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 30%

### **SUMBITTAL REQUIREMENTS:**

All letters of interest are limited to 10 pages inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are not encouraged. One staple in the upper left-hand corner is preferred. **Letters of interest containing more than 10 pages will not be considered.** Three total copies of the LOI should be submitted. If submitting digital copies, only one copy of the file is required.

### **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to:

Town of Jamestown  
Matthew Johnson, AICP  
Jamestown Park Strategic Plan  
PO Box 848  
Jamestown, NC 27282

Said letter is limited to 2 pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest including an email address and telephone number for the firm's contact person.

### **Section II - Evaluation Factors**

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous **planning, design and bidding assistance** experience that is focused to the type of project advertised for services [performed within last seven (7) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing **planning, design and bidding assistance** for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

### **Section III - Supportive Information**

This section should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel.
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

**Appendices – As needed.**

### **SUBMISSION OF LETTER OF INTEREST**

Private design firms are invited to have letters of interest for furnishing **planning, design and bidding assistance** services to the Town of Jamestown by **5:00 p.m. on December 3, 2018**. Letters of interest received after this deadline will not be considered.

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or to any address other than shown below they will be disqualified. No exception will be granted.**

The mailing address is:

Matthew Johnson, AICP  
Town of Jamestown  
PO Box 848  
301 E. Main St.  
Jamestown, NC 27282

Any questions concerning the advertisement should be directed to Matthew Johnson, AICP by telephone at 336-454-7386;

If you feel information provided is inadequate to submit a letter of interest, please contact Matthew Johnson.

### **NOTIFICATION**

The short-listed firms (if necessary) will be notified by **December 15, 2018**. Notification will not be sent to firms not short-listed.

**In the event the town elects to hold Oral Interviews, interviews will be held at 301 E. Main St, Jamestown NC.**

The firm selected will be notified by **December 31, 2018**. Notification will not be sent to firms not selected.

The town reserves the right to reject any and all Letters of Interest.

# JTownParkStrategicPlanPhoto3



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