



Request for Qualification

Town of Cramerton, NC

Parks and Recreation Department Masterplan

Overview

The Town of Cramerton is seeking a qualified consultant to prepare an updated Parks and Recreation Department Comprehensive Master Plan. The major purposes of the plan are to identify the current state of the Department's facilities, identify trends specific to the Town of Cramerton citizen's needs, and to make recommendations for the future of the Department.

The plan will focus on indoor facilities, parks, and programs but will also include greenways and bicycle and pedestrian routes. The plan should systematically assess the Town's current and future needs for facilities and programs. The plan will also need to include an illustrative and usable plan to guide the Town's actions over the next 10 years regarding the development of its park facilities, senior centers, programs, and land acquisition.

The plan will be completed after a thorough inventory of existing parks, lands, and facilities; public input through community meetings, focus groups, and surveys; research on current parks and recreation trends and standards; input from a steering committee of Town of Cramerton staff, the public, and parks and recreation advisory board members; and finally input and approval from the Town of Cramerton Board of Commissioners.

The goal of the project is to develop a community supported plan that can be successfully implemented through the capital improvement plan as well as through programmatic strategies and operations.

Current Planning Documents

The Town of Cramerton Parks and Recreation Master Plan was developed in 2008 and is considered to be out of date. The document can be viewed from the Department's website:

[Town of Cramerton Comprehensive Parks and Recreation Master Plan](#)

The Carolina Thread Trail Masterplan for Town of Cramerton and Gaston County was completed in 2010 and can be viewed from the Town's website:

[Carolina Thread Trail Masterplan for Gaston Communities](#)

The Greenway and Pedestrian Trails Masterplan for Town of Cramerton was completed in 2010 and can be viewed from the Town's website:

[Town of Cramerton Greenway and Pedestrian Trails Master Plan](#)

The Bicycle Masterplan for Town of Cramerton was completed in 2018 and can be viewed from the Town's website:

[Town of Cramerton Bicycle Plan](#)

The Pedestrian Masterplan for the Town of Cramerton was completed in 2008 and can be viewed from the Town's website:

[Town of Cramerton Pedestrian Masterplan](#)

Components of the Masterplan

The plan should be organized into the following components:

1. Inventory of Existing Parks and Recreation Department Facilities to include all parks, indoor facilities, land, and greenway/trails.
2. Analysis of Existing Parks and Recreation Department Facilities to include physical condition, code and safety compliance, and an analysis of the current rental and program fee structure.
3. Community Needs Assessment to determine the needs and wants of the citizens. This shall be completed through community meetings, surveys, individual interviews, and/or telephone interviews. Facilities and Programs should be included in the data collection.
4. Analysis of Industry Standards and Trends measured against Town of Cramerton's inventory of facilities and programming structure.
5. Masterplan Recommendations for the future development and operations for the Department to include all aspects including programming. A prioritized action plan and a statement of capital improvements costs will be an integral part of the plan

Qualifications Submittal Requirements

The Statement of Qualifications is due to Town of Cramerton by 4:00pm July 29, 2019. No submissions will be accepted after that time.

The Statement of Qualifications should include:

1. Firm name, address, and location of the office the work will take place in. If multiple firms will be utilized the same information needs to be included.
2. Key personnel with contact information and background information.
3. Examples of similar projects including reference contacts for those projects.
4. Submittals should be no longer than 14 pages in length.

Evaluation Criteria

The Statement of Qualifications will be reviewed and evaluated by a team of staff and will be based on the following criteria:

1. Experience with similar projects.
2. Demonstration of innovative approaches.
3. Experience working with similar size Town departments that include parks, programming, indoor facilities, and greenways/trails.
4. Quality, clarity, completeness, and appearance of the submittal.
5. Ability to meet the proposed schedule.

Proposed Schedule

The project goal for completion is November 2019.

Submission Information

Submissions should be sent via email to:

Eric Smallwood, Director esmallwood@cramerton.org

Questions should be sent via email to the same address.