

CITY OF THOMASVILLE



STREETSCAPE

R F Q

www.Thomasville-NC.gov

City of Thomasville
10 Salem Street
Thomasville, NC 27360



Request for Qualifications (RFQ)

Streetscape of Downtown Thomasville, NC

City of Thomasville, Thomasville, North Carolina

INVITATION

The City of Thomasville (further referred to as “the City”) is soliciting Requests for Qualifications from qualified firm(s) or a team to prepare a Streetscape plan for our historical downtown. The major purposes of the plan are to identify the current state of the streets, facades, sidewalks, and infrastructure and to make recommendations for the future of the downtown.

General project work to include removal of existing surfaces, site items, and utilities, installation of decorative pavers, traffic striping, asphalt paving, concrete paving, storm drainage, light installation, traffic signal installation, decorative walks, and underground electrical.

The plan will be completed after a thorough; public input through community meetings, focus groups and surveys; research on current downtown trends and standards; input from City staff, the public and ultimately approval from the Thomasville City Council.

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.

Sealed qualification packages, plainly marked “Streetscape of Downtown Thomasville, NC, Attention Tammy Joyce” on the outside of the mailing envelope, addressed to the City of Thomasville, PO Box 368, Thomasville, NC 27361, will be accepted until 5 pm on April 28, 2023. Packages may also be hand-delivered in person to the City of Thomasville Downtown Economic Development office by the required date and time. Submitted packages delivered after the posted deadline will not be considered for selection. No faxed, telephone, or email proposals will be accepted.

PURPOSE

The City desires to contract with qualified consultants with proven experience developing a downtown Streetscape plan. The City seeks a plan to guide the future growth, development, and redevelopment of our Historic Downtown Thomasville. This plan is necessary to create an

inviting and cohesive downtown street that links pedestrians, bicyclists and motorists. The purpose of this document is to facilitate the selection of a qualified firm for this task.

The City seeks a consultant that will provide expertise and a strong leadership role in advising both staff and the City Council on how to best plan for a vibrant and walkable historic downtown as we are applying to NC Commerce to become a NC Main Street community. The proposed plan will be comprehensive in nature, with data and analysis backing up any policy recommendations. The streetscape plan is intended to be a tool used in guiding City decision-making related to downtown growth and facility development on a long-term basis. And to work with the Thomasville Design Guidelines established in Jan. 2020 by David E. Gall, Architect, PA

All respondents to this RFQ are subject to the instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

The Request for Qualification document may be obtained by visiting the City's website at https://www.thomasville-nc.gov/business/request_for_proposals.php

CITY OVERVIEW

The City of Thomasville is located in Davidson County, North Carolina. Incorporated in 1857, it is home to approximately 27,000 residents. Total land area is 16.78 square miles and the City is accessible from Interstate 85. Thomasville is in the process of applying to NC Commerce to be designated as a NC Main Street.

Thomasville is a Council/City Manager form of government. It is served by three school districts and several private school programs as well.

PROJECT BACKGROUND

The City of Thomasville worked with UNC-Greensboro in Dec. 2019 as part of Downtown Strong Working Group. Facilitated by University of NC Greensboro Master of Public Affairs Program Community and Economic Development. Thomasville City and City Council are dedicated to revitalize the downtown area with building improvements and economic vitality. A major part of this movement would to improve our streetscape.

GOAL

The Thomasville City Council seeks a cost-sensitive plan to move forward with a streetscape plan, which can guide our downtown area.

SCOPE OF WORK

The Thomasville Downtown Streetscape Plan will develop a holistic design standard for all the street features and re-imagine the use of public spaces towards a destination Thomasville downtown. Thomasville Downtown has many assets such as the Big Chair and the train, however, it lacks a cohesive identity and has inconsistent streetscape elements. In order to

achieve the vision set forth by PACE, City of Thomasville and Thomasville City Council, the scope of work is described under each of the following categories:

COMMUNITY ENGAGEMENT

- Develop and establish a community engagement process to gather input from the Thomasville downtown business owners and residents.
- Conduct pop-up events to gather community input in the initial stages and feedback meetings during the preparation of the plan
- Innovatively facilitate communication regarding potential enhancements of the downtown through photo simulations and 3D views

INVITING DESIGN FOR ALL

- Design sidewalk, intersections, and crosswalks for people of all ages and abilities
- Balance the existing culturally and ethnically diverse businesses with new development
- Explore the use of attractive and creative materials (tinted and/or stamped concrete or asphalt, stone, brick etc.) in the crosswalks, sidewalks, parking lanes and/or roadway at intersections
- Treat bulb-out as landscaping and/or art installations
- Incorporate outdoor dining amenities

BRAND DOWNTOWN THOMASVILLE

- Design signage to enhance the downtown gateways
- Develop eye-catching and welcoming characteristics and for the downtown gateways
- Develop wayfinding signage that matches the character of Downtown Thomasville
- Treat alleyways and train tunnel to make them more functional and aesthetically pleasing
- Identify locations for possible street art and murals

ENGAGING STREETSCAPE

- Define the curb line along the project limits
- Enhance the appearance downtown area and create an active and engaging urban district to activate the daytime and nighttime uses
- Retain bulb outs to function as pocket plazas and install landscaping, public art, seating, trash receptacles, and bicycle racks
- Promote outdoor dining and display of selected goods (fruit and vegetable stands, flowers, ??etc.) on sidewalks where the width is sufficiently wide

PARKING

- Explore the feasibility of angled parking rather than parallel parking adjacent to curb
- Identify and integrate future parking locations in the design
- Allocate areas for bicycle parking

- Identify zones for loading and unloading passenger and commercial vehicles

EFFICIENT CONNECTION

- Create efficient connections from downtown south and north sides of Main Street via the train tunnel, retail and employment centers, and City parking lots.
- Consider reconfiguration north side of main from Commerce to Salem intersection to facilitate the creation of an outdoor public plaza and highly visible gateway to Downtown.

INFRASTRUCTURE

- Incorporate green and sustainable design features
- Explore using raised intersections to slow traffic
- Plant street trees in tree wells with grates rather than inputs
- Discourage use of turf, grass or landscaping that requires high water usage
- Install naturally drained, landscaped stormwater planters where possible, including on sidewalks, medians, bulb-outs, parks and traffic intersections
- Propose designs for street furniture (including benches or other seating), street lights, speakers, trash, and recycling receptacles
- Develop landscaping and irrigation, including a drought-resistant tree and plant palette and possible use of green/sustainable features such as green walls.
- Design bicycle-safe drainage grates
- Integrate the use of tree grates, catch basins, and trench drains

To also include any other elements, infrastructure and general streetscape trends in a NC Main Street or downtown areas.

DELIVERABLES AND SCHEDULE

The following deliverables will be due to the City of Thomasville at the conclusion of the contract period:

- First Draft: Ten (10) hard copies and one (1) electronic copy (in PDF format on USB Drive)
- Final Draft: Ten (10) hard copies and a one (1) electronic copy (in PDF format on USB Drive)
- Final Adopted: Fifteen (15) hard copies of the final master plan document and two (2) electronic copies (in PDF format on a USB Drive)
- GIS data in a format specified by the City's Planning Department

The City will work with the chosen firm to develop a timeline with clear decision points for the elements/phases of this contract.

Final Streetscape Format

- Plan document shall be in an 8.5" x 11" format with 11" x 17" map fold-outs if needed. The master plan document shall be well-organized and soft cover bound.
- Electronic copies of all maps, which can be edited by staff.
- Format all materials for seamless placement on the City webpage.
- Two (2) 24" x 36" dry mounted streetscape maps suitable for presentations.

Supplemental Streetscape Documents

Provide a summary of conclusions and recommendations in addition to the technical report/document plan. This summary should be designed to be read by the elected officials and interested citizens who have a vested interest about the plan and its purpose. A brief synopsis suitable for creating an informational brochure (suitable for mailing and distributing for publicity/information purposes) is also required

RFQ Submittal Requirements

Qualification package shall be submitted on 8.5" x 11" paper in 12-point font. Submittals shall not exceed twelve (12) pages single-sided, or eight (6) pages double-sided (**Front/back covers, table of contents, tab pages and photographs are excluded from these page totals). Complete responses to each of the following categories are required:

- Describe the organization personnel of the consultant team.
 1. Provide a description of your project team, listing the firm name (s), individuals involved and the role they will perform (ex. principal - in - charge, project landscape architect, consulting engineer, etc.)
 2. Provide a description of the qualifications and experience of the specific individuals that will be involved in this project, including the staff of other professional firms. Identify their experience with similar type projects.
- Explain the firm's approach to planning and agency growth and development, including methods with user involvement.
- Summarize at least five (5) planning projects of similar scope for which at least one team member was primarily responsible within the last five (5) years. This experience should include knowledge of and success in planning streetscape plans. Projects older than five years may be listed in the background materials of projects that key staff worked on. Each of the project summaries should include the following:
 1. Description of the project including scope and size.
 2. Project schedule (initial schedule and actual/final schedule), including an explanation of any delays.
 3. Description of service rendered by the consultant.
 4. Degree of involvement (prime consultant or sub-consultant).

5. Key principle and associated staff involved, along with their assigned responsibilities.
 6. Associate firms involved and their assigned responsibilities.
 7. Project reference including current names, addresses and telephone numbers.
- Provide web links to completed projects. In the event that web links are not available, be prepared to send hard copies of completed projects.
 - Explain the teams' experience conducting public meetings and the method proposed for soliciting public input.
 - Include a description of the master plan development process. Provide information relative to recommendations for data/fact finding, and discovering issues relative to the determination of site planning.
 - Provide a detailed project schedule with a clear and concise timetable of the process.
 - List other current projects and schedules for completion.
 - Rate the schedule for all personnel who will work on the project and estimate the percentage of time those individuals will commit to the project (should equal 100%).
 - List any awards received for related work.

Submission of Qualifications and Proposals

Six (6) copies of the proposal and one (1) electronic copy in PDF format on a USB Drive should be received on or before 5:00 p.m. on, April 28th, 2023 and should be submitted to:

Tammy Joyce
Director of Downtown Economic Development
PO Box 368
Thomasville, NC 27361-0368

If using Fedex or UPS our office address is preferred for shipping.
10 Salem St.
Thomasville, NC 27360

* Proposals may be delivered in person to Tammy Joyce (2nd Floor) at the designated address noted above at 10 Salem Street, Thomasville, NC 27360

Questions and Clarifications

Questions related to the process for submitting proposals or the master plan update project should be directed to Tammy Joyce via email: tammy.joyce@thomasville-nc.gov or call direct (336) 475- 4510 x 107.

SELECTION PROCESS

Staff will review the qualification packages received, based on the evaluation criteria established below, to arrive at a shortlist for an interview. An interview panel will review proposals and interview applicant teams. Short-listed consultant teams will be ranked after the interview and a recommendation made to the City Council. The City may choose to contact officials from other jurisdictions regarding the consultant, their prior work experience, and their ability to successfully complete the scope of services. The City may require changes in the scope of services as deemed necessary by the City, before execution of the contract. The City intends to enter into an agreement with the consultant team who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria as determined by the City's selection committee and ranks the highest in the interview. The Director of Downtown Economic Development Department of the City of Thomasville will submit a final recommendation to the City Manager and the City Council for approval. Upon selection of a Consultant, the City intends to enter into an agreement using the standard AIA services agreement as modified for North Carolina Government Requirements.

EVALUATION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

- Team organization and structure
- Personnel qualifications
- Specialized experience of the firm and related experience with similar projects, with emphasis on NC Main Street programs.
- Proposed project approach, the methodology for forming the streetscape plan and schedule for completion
- Proximity to and demonstrated knowledge of the area where the project is located
- Experience conducting public meetings and ascertaining statistically valid survey results
- Current workload and firm capacity
- Client references
- Quality of the proposal
- Other factors relevant to the project

The City of Thomasville reserves the right to reject any or all qualification packages received, and to waive any irregularities or information in the evaluation process. The final selection is the sole decision of the City of Thomasville, and the respondents to this formal request have no appeal rights or procedures guaranteed to them. The City reserves the right to award additional work and contracts for future phases of the final design, construction documents and construction administration to the team that completes the feasibility study and schematic design, or to one or more of the finalist teams selected in the initial selection process.

Notification

A preferred Consultant and one or more alternates will be selected and notified of their status at the completion of the selection process.

Contract Execution

A designated Thomasville representative will request the Thomasville City Council's authorization to negotiate and execute a contract with the preferred Consultant. If after discussion and negotiation, the parties do not agree on a mutually acceptable fee, designated Thomasville representative will terminate negotiations with the selected Consultant, and at its sole discretion, enter into negotiations with the alternate firm. The City reserves the right to withhold the award for any reason, elect not to proceed with any of the respondents, modify the scope of the work, or re-solicit RFQs.

ADDITIONAL INFORMATION

Inquiries should be directed in writing to Tammy Joyce or email tammy.joyce@thomasville-nc.gov. Any oral communications will be considered unofficial and non-binding on the City.

RESPONSE REQUIREMENTS AND FORMAT

All costs for developing proposals in response to this RFQ are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the Director of Downtown Economic Development listed on this RFQ. Proposals cannot be withdrawn after the published close date.