

REQUEST FOR PROPOSALS

For the Preparation of a Downtown Streetscape Improvement Plan

for the

Town of Mount Olive, North Carolina

Submission Deadline: May 22, 2023, 5 PM

Project Coordinators: Barbara Kornegay, Commissioner, bkornegay@nc.rr.com
Jammie Royall, Town Manager, J_royall@townofmountolivenc.com
Sherry Davis, Town Clerk, secretary@townofmountolivenc.com
Jamie Butler, Finance Director, finance@townofmountolivenc.com
Town of Mount Olive, 114 East James Street
Mount Olive, NC 28365 919-658-9539
townofmountolivenc.org

Purpose: The Town of Mount Olive is seeking professional design services for a Streetscape Improvements Plan for their historic downtown.

Goal: The need for streetscape improvements was recently identified in a proposal to the Department of Commerce, Rural Transformation Grant Application for a Downtown Master Plan for the Town of Mount Olive. Appropriate environmental reviews have been completed as a part of the grant award process. The Master Plan includes strategic vision implementation support and downtown real estate analysis, which will be done by Retail Strategies, LLC, an Alabama consulting company.

The purpose of this RFP is to locate an appropriate company that can design a streetscape plan for the town's downtown commercial area which includes both sides of Center Street where it crosses Pollock Street, to North Center Street where it crosses Henderson Street. This area is located within the historic section of the town. The CSX railroad runs through the middle of Center Street, so streetscape planning must accommodate railroad covenants. This plan must coordinate with Retail Strategies, LLC in the point position of developing the overall downtown master plan.

Background: The Town of Mount Olive was chartered in 1870. Agriculture, including cotton and tobacco, strawberries and cucumbers have traditionally been a part of the region's heritage. The Mt Olive Pickle Company is a leading employer in the town, having begun its production ninety

years ago; currently it is the nation's largest pickle packer today. The Annual NC Pickle Festival, which drew over 50,000 people in April 2022, honors the town's agricultural tradition.

Southern Bank, founded in 1901, is a historic commercial entity headquartered in the town. There are numerous historic buildings throughout the town, with several on Center Street. The town already has several wall murals celebrating its agricultural history. And there is at least one alleyway improvement project that has been started by a Center Street pool and landscape business. While no grant funds can be spent on this specific location, the owners are likely to cooperate with the plans being made for the town's streetscape design. However, there is much room for streetscape improvements, and citizens are excited about landscaping, alleyways, lighting, and other upgrades that will provide visitors and residents with the special small town feel of Mount Olive.

Mount Olive has been a designated North Carolina Small Town Main Street program since 2003. As such, the Town of Mount Olive and their designated Small Town Main Street Coordinator, Julie Beck, work directly with the NC Department of Commerce's Main Street and Rural Planning Center to implement the National Main Street Center's Main Street America program in the downtown district.

Like many other eastern NC towns, CSX Railroad lies in the middle of the town's Center Street. The selected firm will need to take this location into consideration as they work with the elements of design.

The Town of Mount Olive is currently under a NCDEQ sewer expansion mandate, thus causing new construction requiring sewer hook up to be prohibited in town. New industries can build with their own septic system. Buildings that are already hooked to the sewer system are not affected; however, no added sewer hook ups can be planned until the moratorium is lifted. An expanded sewer system is being constructed and hopefully will allow the Town to be removed from the moratorium.

The proposed work is located on six blocks of Center Street, which represents the commercial district of the town, running from Pollock Street at the southern end of Center, to Henderson, at the northern end of Center Street. There are about 30+ operating businesses in this section of town; however, there are numerous vacant buildings which have historical significance. The downtown historic district is listed on the National Register of Historic Places.

The selected design firm will be responsible for the streetscape master plan and the production of detailed construction plans and specifications for implementation. The selected design firm will need to coordinate with the work being performed by Retail Strategies to plan a downtown development master plan. The Downtown Streetscape Improvement Plan will include, but not be limited to, sidewalk and curbing improvements, street improvement, landscaping (trees and plants that are humidity resistant), irrigation system for landscaping, pedestrian and architectural lighting, striping for parking and street furnishings. The plan should address ADA requirements and other items to make downtown Mount Olive inviting and pedestrian friendly.

Citizen Input: The town would like to include citizen input for the proposed project. Therefore, the proposed project should include at least one or more public meetings during the design process, scheduled at times when merchants can be available to attend. Responses and analytics from these meetings should be made available to all citizens by the design company. The town's Beautification Advisory Committee, the Mount Olive Community Development Corporation, the Mount Olive Area Chamber of Commerce, the Mount Olive Historical Society and the Steele Memorial Library board along with corporate leaders from Southern Bank and Mount Olive Pickle are looking forward to participating in the development of the streetscape design.

Documents and Presentations: The selected firm will be responsible for presenting the design development plan, along with drawings, diagrams and sketches, and a timeline for their completion and construction drawings. These items should be coordinated with Retail Strategies, LLC, so that the master plan coordinates aesthetically with the development of downtown development as well as commercially. Multiple sets of documents, drawings and other items for viewing will be required. The Applicant's proposal should also include the cost of surveying fees and engineer construction estimates.

Budget: The budget for this project is \$85,000 and is funded through a grant from the Rural Transformation Grant Fund administered by the NC Department of Commerce.

Timeline: The timeline for this project is expected to begin in July 2023 and must be completed by June 30, 2024. The selected firm will need to coordinate activities and share data with Retail Strategies, the firm which has been selected to work on the overall Downtown Improvement Plan.

Selected Firm: The selected firm shall have completed similar projects in other small towns with historic districts. The historic character shall be represented, and the proposed work shall meet the Secretary of the Interior's Standards for Rehabilitation and the Guidelines for Rehabilitating Cultural Landscapes. The award recipient will be required to follow all other applicable laws and statutes.

Proposal Content: The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the proposing firm may have about meeting these requirements shall be specifically identified in the proposal. The proposing firm must ensure that all proposed work meets all applicable state and federal requirements.

Consultants interested in the project are invited to submit copies of the proposal that address the criteria listed above and includes the following:

1. Applicant firm information: A profile of the firm or firms submitting the proposal, including all contact information.
2. Personnel information: Names of principals, key persons, or associates who would be involved in the project and their qualifications, including resumes.

3. Project resume: A list of all similar projects completed by the person/firm in the last five years. Projects listed in the National Register of Historic Places shall be noted. The list should include:
 - a. Contact person information (address, phone number, and email address).
 - b. A description of how the project is similar in scope and size to this project.
 - c. Before construction and after construction photographs (no more than six total per project).
4. Consultant information: A list of all consultants, including a lighting professional, who will be a part of the design team. That list should include each consultant's qualifications, contact information, and a list of all similar projects where the consultant has provided similar services. The latter should also include contact information for each project.
5. Scope of Services: Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process. Provide the names of the staff who will be assigned to complete each task. If the proposal includes contract administration, please give details.
6. Project schedule: A timeline for completion of each task.
7. A summary of fees: Provide the costs associated with the completion of each task outlined in the scope of work, including estimated expenses. Include any additional costs associated with providing engineering services for the project.
8. Contract: A copy of the firm's standard contract.
9. Proprietary information: Any restrictions on the use of the data contained within the proposal must be clearly stated in the proposal itself.

Submission of Proposals: All proposals for consideration must be received at bkornegay@nc.rr.com on or before Thursday, June 1, 2023. For additional information or questions, please contact Barbara Kornegay at 919-738-0962 or Sherry Davis at 919-658-9539.

Submissions should be directed to Barbara Kornegay, Commissioner, 114 East James Street, Mount Olive NC 28365.

Standard Terms and Conditions:

1. The Town of Mount Olive reserves the right to reject all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening.
3. The Town of Mount Olive reserves the right to select the most responsible and responsive proposal which it finds to be within the best interests of the Town of Mount Olive.
4. The Town makes no guarantees to any proposing firm until such time as the Town approves the negotiated contract.

5. All submissions become the property of the Town of Mount Olive and will be returned at the Town's option.
6. There is no expressed or implied obligation for the Town to reimburse the responding firms for any expense incurred in preparing their proposal.
7. Submission of a proposal indicates acceptance by the responding firm of the terms, conditions, and requirements described in the RFP unless clearly and specifically noted in the submissions.
8. The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.
9. This Request for Proposals (RFP) provides prospective firms with sufficient information to prepare and submit proposals for consideration by the Town of Mount Olive. To be considered, each proposal must provide completion of the tasks outlined in the RFP.
10. This RFP contains the instructions governing the proposals to be submitted and the materials to be included. These are mandatory requirements that must be met to be eligible for consideration.

Acceptance Time: The Town of Mount Olive intends to make a proposal selection by June 30, 2023.

Payment for Services: The Vendor agrees to bill the Town of Mount Olive as each task is completed and approved and allows 30 days for payment to be received.

Proposal Evaluation and Selection: The Town of Mount Olive will review all proposals that satisfy the RFP. The selected firm will address all aspects of the RFP clearly and express the firm's understanding of the town's specific requirements, indicating the firms' personnel qualifications to conduct these services in a thorough and efficient manner. Upon receipt of applications, the town will select a design firm based on the following criteria.

1. The experiences that the firm, the firm's staff, and the firm's consultants have had with similar projects.
2. The current workload of the firm and if there is adequate staff to successfully complete the project on time as indicated in this RFP; and
3. The firm's proven track record to bring a project in on time and on budget.
4. Contract negotiations will take place with the most qualified applicant. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified applicant. All applicants will be notified of the selection after a contract has been executed.

