



REQUEST FOR QUALIFICATIONS

Date: July 1, 2025

The Village of Marvin will be accepting sealed qualifications for the comprehensive Parks and Greenways Master Plan for both Village owned and potential park property; all proposals are subject to all conditions, and provisions, etc., set forth herein and attached. A proposal for work will be accepted from July 1, 2025 until August 4, 2025 at 12:00 p.m. E.S.T. All sealed proposals must be submitted to the Village of Marvin either in person or by mail to the attention of Village Manager, Christina Amos, or Recreation Manager, Tyler Huneycutt by August 4th, 2025 at 12:00 p.m. E.S.T. at 10006 Marvin School Road, Marvin, NC 28173. Facsimiles or electronic responses are not acceptable. For purposes of exact time determination, the clock in the Village of Marvin Council Room will be used. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

All Bids shall be placed in a sealed envelope with the following information printed on the outside of the envelope:

BID FOR: Marvin Park & Greenways Master Plan
Project Name

BIDDER'S NAME: _____
Vendor's Name

DO NOT OPEN UNTIL: August 4, 2025 at 12:00 p.m. EST
Bid Opening Date & Time

COMMUNITY BACKGROUND:

The beauty of its rural character and exquisite landscape is what has made Marvin become one of the fastest growing communities in North Carolina, since its incorporation in 1994. This charming village is nestled in the westernmost part of Union County, just south of metropolitan Charlotte and east of Fort Mill. Marvin's unsurpassed scenery and allure provides a safe and welcoming environment.

The Village has owned Marvin Efir Park since 2012, a 26-acre park consisting of a playground, picnic areas, community gardens, forested and lakeside walking trails, and a country style barn used as an event venue; a 2 acre Park area on the property of Village Hall is currently under construction via a PARTF Grant; a 1 acre pocket park adjacent to newly constructed mixed-use development; and a 2.25 acre pocket park adjacent to a proposed residential subdivision in the Marvin Heritage District (downtown corridor). The Village also owns and maintains several networks of trails. The Marvin Loop (Greenway) will begin construction on its second phase next year. This a paved side path greenway that will be over 3 miles long in a loop around heart of Marvin.

PROJECT DESCRIPTION:

The purpose of this project will be to update the 2020 Greenway Master Plan to provide planning and conceptual design services and consider appropriate uses and improvements identified in this proposal request and to conduct a public input session incorporating the results there in and the 2025 resident survey. (anticipated completion of survey is winter of 2025) Revisions should also include reference to the recent 2025 trail feasibility study and The Village of Marvin's most recent adopted trail standards incorporated in The Villages engineering standards and procedure manual. The deliverables of this project shall also address potential grant funding opportunities and must meet requirements for grant funding through the Parks and Recreation Trust Fund, the Land and Water Conservation Fund, and other major funding sources.

SCOPE OF WORK:

The Village of Marvin is seeking an experienced firm to assess all park space and to create an updated master plan vision for the future amenities at each location as identified below to include, but not limited to improvements such as:

- Passive open space
- Walking trails
- Playground areas
- Bike trails
- Amphitheater
- Recreational programming Opportunities
- Farmers market
- Storage space (particularly at the Village Hall Site or Marvin Efire)
- Restrooms
- Support infrastructure and other passive activities to site/s.
- Cost analysis for future staffing
- Cost analysis for maintenance budget for existing and proposed facilities

The proposed plan will assess and upgrade the 2020 Parks and Greenway Master Plan with current and future needs, prioritize and phase them, recommend future planning, funding, budgeting opportunities, Land acquisition and conceptual design. Provide general price estimates and ranges for projects for planning purposes. Additionally, the proposed plan will assess a review of Parks and Recreation-delivered programming and identify strategic opportunities to leverage community and non-profit organizations to deliver operational and programming services.

Parks to be included in this plan area are broken into three categories as follows:

Existing Sites:

Marvin Efire Park (+/-26 AC), Constructed around 2012 -The park is 4 adjoining parcels and is further identified as ID# 06-207-005, #06-207-005A, #06-183-019 and #06-183-014A from the Union County GIS site. The Park currently offers amenities for outdoor activities, community gardening, one-of-a-kind nature themed playground, a nature themed tot-lot, a 9-hole disc golf short course, restroom facilities, picnic areas, meadow and natural groomed walking trails. The Park holds several annual events: Marvin Day, National Night Out, Egg hunts, Trick or Treat in the Park, Car shows, a Holiday Tree Lighting. The estimated acreage of undeveloped area of the park is +/-9.75 AC.

Publix at Marvin Gardens Park (1.053 AC) Acquired in 2021 - The property is identified as ID# 06-183-011C from the Union County GIS site. The Park currently has no amenities other than sidewalk and trail connectivity.

Village Hall Park Site (3.48 AC) - The property is identified as ID# 06-225-390A from the Union County GIS site. This site is the location of Village Hall. The Site has an estimated +/- 2 AC of additional space for recreation amenities. The site also has a trailhead for the Village Hall Greenway Trail. The Village Hall Park is funded by a PARTF Grant and construction is set to start towards the end of 2025.

The Village has several trail networks spread out, some completed, most needing completion.

- The preserve internal trail 1.22 miles
- Marvin Efird Park Trail .83 miles
- Tullamore trail 1.3 miles
- The Amber Meadows Trail .66 miles
- The trail at the Pocket Park near Publix.
- Marvin Loop trail is currently in the engineering phase for the second portion (.95 miles of paved side path along Marvin School and New Town Road.) 1.5 Miles is already constructed
- <https://marvinnc.gov/Government/Parks-Recreation/Trails-Greenways>

Current master plan can be found here:

https://marvinnc.gov/Portals/0/Marvin/Planning/Documents/_marvingreenwayfinalwappendix.pdf?ver=6aAQi27avwcw4ZZZxSKK2Q%3d%3d

In Construction Park Sites:

Marvin Heritage District Parks -

Jones Homes USA dedicated land to the Village of Marvin as part of a major subdivision approval of 68 single-family homes in 2022. The subdivision is currently being developed and consist of the following:

- **Heritage Trail (2,250 Linear Ft)** - The Heritage Trail Is currently being constructed per trail standards set by the Village. It will be connected to the sidewalk system of the neighborhood to provide pedestrian connectivity to the Heritage Park. It is being proposed to consist of a paved trail with low intensity lighting to provide a safe, enjoyable path of connectivity along New Town Road. It also is being proposed to contain two pedestrian stations consisting of benches and landscaped sitting areas.

Undeveloped Park Sites:

- **Heritage Park (+/- 2.25 AC)** -The Heritage Park shall be provided per the approved site plans. It will be connected via future connection points to the sidewalk system of the neighborhood to provide pedestrian connectivity to the Neighborhood Park (HOA Park in proposed development)

In the event of a material modification (such as additions of land acquisition or deletions of proposed/potential sites), all potential proposers will be notified of an amendment to the RFQ. If deemed necessary by the Village of Marvin, proposers will be given an opportunity to modify their proposal in the specific areas that are affected by the modification. All addenda modifications so issued shall become part of the contract documents.

The selected firm will coordinate with and incorporate input from the Parks, Recreation, and Greenways Board. The plan should include a cohesive graphic design and delivered in an easily editable format. For the duration of the project, representatives of the selected firm will be expected to attend bimonthly Steering Committee Meetings until project completion, as well as a Public input meeting.

The selected firm will:

- Regularly consult with Village Staff and the Parks, Recreation, and Greenways (PRG) Board to review progress.
- Provide draft copies of reports and maps, as needed, for review.
- Coordinate with the steering committee to attend 4 meetings. (Potentially virtually attend, if needed.)
- Organize and conduct a public input session.
- Attend 1 PRG meeting to present draft.
- Attend 1 Joint PRG/Council to present final PRG/Initial draft to the council.
- Attend 1 final Council to present any changes made in the joint.
- Attend 1 council meeting to present final draft.
- Final to the council shall be conducted June 15th, 2026 unless otherwise agreed upon.

DELIVERABLES

The selected firm will provide ten (16) professionally bound copies, as well as a digital and modifiable copy on a USB drive, of the final, adopted Master Plan. All significant support materials, native files, maps, and project records must be provided upon submittal of the final report. **The final Master Plan will focus on recommendations, phasing, funding, budgeting, and will incorporate the following:**

- Analysis of citizen interests, priorities, and willingness to support these priorities.
- Maps and narratives that clearly describe:
 - 1) All parks
 - 2) Current and Proposed Programs
 - 3) Current and proposed trails
 - 4) All open spaces; and
 - 5) Area recreational facilities.
 - 6) Incorporate results of public input session and results of 2025 survey
- All requested revisions.

TIMELINE:

The tentative timetable for the proposal (RFQ) is as follows:

- July 1st, 2025 – Official Notice Advertised
- August 4th, 2025 – Proposals Due and Opened
- August/September 2025 – Proposal Selection and Award
- October 2025 – Steering committee Meeting
- December 2025 – steering committee meeting
- January 2026 – Introduction of community survey results / PRG meeting / Public input meeting
- February 2026 – Steering committee meeting/PRG meeting
- March 2026 – Present Final to PRG/first draft to council (joint meeting)

- May 2026 – Present Final to Village council representing all final changes
- June 2026 – Deadline

Note: These dates are subject to change depending on the adopted council meeting calendar. Monthly meetings will coincide with adopted dates.

ACCEPTANCE OF PROPOSALS:

It is the intent of the Village of Marvin to award a Contract to the most competent and qualified, responsive Bidder provided the Proposal has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. However, the Village reserves the right to reject any and all proposals. The Village reserves the sole right to waive informalities and irregularities in a Proposal received and to accept the Proposal which, in the Village's judgment, is most qualified for the Village's interests.

INSTRUCTIONS TO BIDDERS:

All proposals must be in a sealed envelope with two include the following supplemental documents:

- Letter of Interest/Narrative: Cover letter expressing interest in the project and identifying the firm's ability to provide the required services.
- Description of your organization, qualifications, and experience in like projects.
- Resume for the project manager for project and location of office primary responsible for work.
- Provide a chart of individuals in your organization that will be directly involved in rendering services to the Village of Marvin.
- Provide at least three (3) references, including the name and a description of each project, as well as primary contact information, electronic example of a master plan or similar work and the final cost of the project.

SPECIAL CONDITIONS:

If Village offices are closed due to inclement weather, the proposals shall be opened at the same scheduled hour on the next day the Village Offices are open to the public after the scheduled proposal opening date. If an act of nature occurs preventing a firm to attend a mandatory meeting or submitting a proposal on time, the Village of Marvin reserves the right to accept or excuse the firm's tardiness.

Evaluation Criteria

Statements of qualifications will be evaluated on the following criteria:

- Project Approach as outlined in the letter of interest/narrative providing description of the proposers understanding of the requirements contained in the Scope of Work described in this RFQ. A list of all major tasks to be performed by the responder and the deliverable products associated with each task. Also include information regarding the timelines associated with the delivery of required tasks.
- Ability and flexibility to meet the Village's needs, including availability for meetings.
- Description of your organization, qualifications, and experience in like projects; qualifications and availability of the specific individuals to provide services as outlined in the resume for project manager and chart of individuals in your organization that will be directly involved in rendering services.
- Experience with similar project management

Selection Process

After each Statement of Qualifications has been assessed by the Village via the steering committee which will be comprised of two village staff members. A council member and a PRG Board member. They will be ranked in priority order and the two or three highest ranked responders may be asked to attend interviews. If the

Village desires to award a contract, it will select one responder to begin negotiations on the contract area sought to be awarded. If a contract cannot be successfully executed with the leading candidate, the Village will begin negotiations with the second ranked candidate and so on until a contract has been successfully executed.

CONDITIONS:

- a. The Village of Marvin reserves the right to reject any and all proposals, and to waive all technicalities.
- b. The right is reserved in case tie bids are received to make award as considered to be most advantageous to the Village of Marvin.
- c. The successful bidder shall indemnify and save harmless the Village of Marvin and all Village officials, agents and employees, from all suits or claims of any character brought by reason of infringing on any patent trademark or copyright.
- d. Bidder must provide the following: Certificate of Insurance and W-9 forms. If you do not have worker's compensation insurance, you must complete an Independent Contractor Agreement and Independent Contractor vs. Employee Checklist.
- e. Bidder must show compliance with E-Verify.