Posted Date: September 12, 2013

Request for Qualifications (RFQ)
Recreation & Parks Master Plan Update KCN
Hyde County Government
Office of Planning & Economic Development
Swan Quarter, North Carolina

Statements of Qualifications will be received by the County of Hyde, North Carolina, at the Hyde County Government Center, Office of Planning & Economic Development, 30 Oyster Creek Road, PO Box 188, Swan Quarter, NC 27885 no later than October 11, 2013 at 5:00 PM, by Kris Cahoon Noble, Hyde County Planning & Economic Development Director.

The project for which Statements of Qualifications are to be received is being funded by the Centers for Disease Control and Prevention, North Carolina Division of Public Health, Region 9 Community Transformation Grant Project's Strategic Leadership Team, and Region 9's Active Living Action Team and are described below:

The Hyde County Office of Planning & Economic Development in conjunction with the Hyde County Recreation Committee will utilize the Community Transformation Grant to update the Hyde County 2002 Recreation and Parks Master Plan, identifying current opportunities through asset mapping and then setting goals where opportunities are deficient creating healthy and safe physical environments that promote active living. The group plans to focus on Joint Use Agreements for existing physical resources and collaboration with existing entities offering programs identified through the asset mapping process. It is hoped that the Community Transformation Grant could be a seed that helps organize Hyde County's efforts to create opportunities for recreation and active living by revising our 2002 Master Plan in a comprehensive manner that includes health considerations and ultimately transforms our communities into healthier environments.

Scope of services to be provided by the selected firm/individual include at a minimum:

- Facilitative services for the Hyde County Recreation Committee and creation of a Recreational Asset Inventory to be utilized to demonstrate all opportunities for recreation and physical activities including facilities and programs within Hyde County.
- Facilitative services for the Hyde County Recreation Committee and creation of a Needs Assessment that identifies the specific needs for recreational and physical activities across Hyde County.
- Facilitative services for the Hyde County Recreation Committee using the Asset Inventory and Needs Assessment to identify goals and objectives as stated through a comprehensive Parks & Recreation Master Plan that incorporates healthy living components.
- Creation of a comprehensive planning document under the direction of the Hyde County Recreation Committee to utilize in their efforts to achieve the goals and

objectives laid out within the plan to create recreational opportunities and promote existing opportunities.

- Incorporate within the plan promotion of agency/organization involvement in support of joint use/community use of facilities will be utilized to realize more recreational opportunities.
- Incorporate non-motorized and public transportation options for connections to facilities will be identified and promoted.
- A unified vision for Hyde County Parks and Recreation will be created that incorporates healthy living and physical activity within recreational opportunities which will be demonstrated by adoption of the Hyde Board of Commissioners.

Interested firms should submit three (3) printed copies of their Statement of Qualifications and 1 electronic file of the qualifications in PDF format. Statement of Qualifications shall be limited to twenty (20) typed-written pages, 8.5" x 11", utilizing 10-size font or larger. Only covers shall be excluded from the page count. Cover letter shall be included in the page count. Submissions exceeding the page limit shall be disqualified as non-responsive. Statement of Qualifications should include:

- Cover letter summarizing why firm should be selected.
- Information demonstrating firm's capability to undertake and complete the project.
- Similar projects completed by the firm during the past 5 years.
- Resumes of key team members proposed for the project including training, certifications and specific relevant project experience, if any.

Hyde County reserves the right to accept or reject any and all Statements of Qualifications and to enter into any contract deemed to be in the best interest of the County as allowed by N.C.G.S. 143-64.31-34.

Questions concerning this solicitation may be presented to Kris Noble, Hyde County Planning Director by phone at 252-926-4180, Monday through Friday, 8:00 AM – 5:00 PM, or by email at: knoble@hydecountync.gov.