



CITY OF HAVELOCK

Post Office Box 368
Havelock, NC 28532

INVITATION TO BID

Request for Proposal/Qualifications: Professional Services

Proposals must be submitted in accordance with the attached specifications. Proposals can be submitted by mail, email, fax or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words:

*“City of Havelock,
Request for Proposals To develop a Parks and Recreation Master Plan”*

Address Bids to: **Kimberly Walters, Director of Finance**
 City of Havelock
 P.O. Box 368
 1 Governmental Ave.
 Havelock, NC 28532
 Fax: 252-447-0126
 Email: Bids@havelocknc.us

Proposals will be accepted until **2:00 PM (EST) on Tuesday, December 2, 2025**, at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The bids are good for 75 days after opening. The winning proposal will be issued a Notice To Proceed (NTP) along with a Purchase Order.

Bidders are cautioned not to submit bids until the proposed requirements and specifications have been carefully examined. It will be considered that bidders will have satisfied themselves as to the accuracy of the specifications.

All proposals submitted should be to the desired specifications. Any exceptions to the specifications will be evaluated based on the best interest of the City. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

Certificate to Transact Business in North Carolina: As a condition of contract award, each out-of-State Vendor that is a corporation, limited-liability company or limited-liability partnership shall have received, and shall maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in North Carolina from the North Carolina Secretary of State, as required by North Carolina law. A contract requiring only an isolated transaction completed within a period of six months, and not in the course of a number of repeated transactions of like nature, shall not be considered as transacting business in North Carolina and shall not require a Certificate of Authority to Transact Business.

The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at www.havelocknc.us. Click on: “Bid on a Contract”; “Current Bids”. The Bidder’s List is maintained by Vendor Registry. Registration for the Bidder’s List is made online at www.havelocknc.us. Click on: “Bid on a Contract”; “Vendor login/Registration”.

N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer's Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer's website at the address www.nctreasurers.com and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals and to purchase items from the state contract in the efforts to award the contract to the bidder it deems to be for the best interest of the City.

MODIFICATION AND WITHDRAWAL OF BIDS. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. A request to withdraw a bid may be made to the Owner within 72 hours after Bids are opened in accordance with NCGS § 143-129.1 Requests to withdraw a Bid will be subject to the requirements of NCGS §143-129.1 and in the sole discretion of the City of Havelock Finance Officer.

This institution is an equal opportunity provider, and employer.

Contact person(s) for information on this bid:

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to: Bids@havelocknc.us

Questions must be received by **2:00 PM (EST) on Tuesday, November 18, 2025**. If questions are received, the City will respond no later than **2:00 PM (EST) on Tuesday, November 25, 2025**.

This is the 30th day of October 2025

Published: Vendor Registry October 30, 2025

CITY OF HAVELOCK

Kimberly Walters
Director of Finance



**STATE OF NORTH CAROLINA
AFFIDAVIT
CITY OF HAVELOCK**

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in the State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This _____ day of _____, 20_____.

Signature of Affiant: _____

Print or Type Name: _____

State of North Carolina County of _____

Signed and sworn to (or affirmed) before me, this the

_____ day of _____, 20_____.

Signature of Notary

Printed Name of Notary

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

NC Contractor's License Type and Number: _____

Number of Addendums Acknowledged (circle one): N/A 1 2 3 4

As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.

Authorized Signature: _____

Print Name of Authorized Signature: _____

Title: _____

Address Bid to: Kimberly Walters, Director of Finance
City of Havelock
P.O. Drawer 368
1 Governmental Avenue
Havelock, NC 28532
Bids@Havelocknc.us

Please indicate the Bid name on the outside of the envelope.

Havelock, North Carolina
Request for Proposals
To Develop a Parks and Recreation Master Plan
Due Date: December 2, 2025
City of Havelock
1 Governmental Ave,
Havelock, NC 28532

Invitation

The City of Havelock is seeking proposals from qualified consulting firms to provide services to the City of Havelock to develop a Comprehensive Parks and Recreation Master Plan. Through our valuable assets, resources and community partnerships, including Marine Corps Air Station Cherry Point, we will provide a complete range of cultural, passive and active recreational opportunities to attain the highest quality of life possible for all citizens.

The comprehensive plan should create a roadmap for ensuring fair quantity, proximity and connections to quality parks and green space, recreation facilities and programs throughout the community now and into the future. The City of Havelock is seeking a system-wide approach in order to develop goals, policies and guidelines and prioritize strategies based on current and future funding scenarios.

The Parks and Recreation Master Plan that will be created from this work will be a guiding document for future development and redevelopment of the community's system of parks and green space, recreation and programs over the next decade.

City Background

The City of Havelock is located in eastern North Carolina, approximately 30 minutes from the coast of North Carolina and borders the Croatan National Forest and the Neuse River. The City of Havelock is home to Marine Corps Air Station Cherry Point, the world's largest Marine Corps Air Station. U.S. Highway 70 runs through Havelock and connects Havelock to New Bern and Morehead City. The City of Havelock population has increased approximately 9% since the 2020 Census (16,688 to 18,174) with additional population increases expected due to planned expansion of Marine Corps Air Station Cherry Point. Havelock has a total area of 17.6 square miles, which consists of 16.8 square miles of land and .81 square miles of water.

The City of Havelock operates by the Commissioner-Manager form of government with a 5-member Board of Commissioners and a separately elected Mayor. The City of Havelock employs approximately 130 FTEs and has a budget of approximately \$31 million. Departments include Administrative Services, Public Utilities, Finance, Customer Service, Human Resources, Parks and Recreation, Police, Planning, Fire & Rescue, Information and Technology, and Public Works.

Project Description

The City of Havelock is seeking qualified consultants to submit Statements of Qualifications for an updated Parks & Recreation Comprehensive Master Plan. The primary goal of the plan is to identify the City's need for future parks, trails, facilities, programs, and services based on significant public input. The plan should guide the City of Havelock's actions over the next decade in the redevelopment, acquisition, and development of parks, facilities, and amenities, and recommend Parks & Recreation programs and services based on feedback from the residents of

Havelock. Specifically, the consultant will collect and analyze data to develop a clear set of goals, policies and standards for the City of Havelock's park system, green space, trails, recreation facilities and program development for the next 10 years.

The Comprehensive Plan will also include a complete inventory of existing parks, facilities, amenities, and services with a thorough assessment of select parks and facilities identified by staff based on usage and needs. Master Plan will also include analysis of departmental needs including but not limited to the following: funding sources, full-time employees, maintenance equipment, etc.

A critical element of the process will be robust public engagement through traditional means and current trends to ensure the City of Havelock is addressing public needs. City of Havelock staff with support from the Recreation Advisory Board will help guide the process, and final adoption will be made by the City of Havelock's Board of Commissioners.

Scope of Work

The Scope of Consultant's Services, as currently envisioned by the City of Havelock, may include, but not be limited to, the following potential areas of work. Consultants are requested to highlight their expertise and experience in these and related areas pertaining to parks and recreation. Professional services to be provided by the selected firm may generally be as follows:

Internal Assessment and Project Administration

1. Co-present approach to Comprehensive Master Plan along with City of Havelock Staff to the Board of Commissioners and provide timeline of progress reports.
2. Participate in progress meetings with City of Havelock's Parks and Recreation Director as often as necessary but not less than once per month until the final plan is approved.

Community Engagement

3. Identify, describe and implement a comprehensive strategy and methodology for community involvement in this Master Plan development process.
4. Provide well-organized and directed activities, techniques and formats that will ensure an open and proactive public participation process is achieved. These methods should solicit quality input from as many people as possible, including both users and non-users of the services and facilities.
5. Provide written records and summaries of the results of all public engagement and communications strategies that can be shared with the public.

Resource and Data Collection

6. Conduct analysis that considers distribution, condition, cultural relevancy, connections and proximity of parks, green space, programs, recreation centers and services. Evaluation criteria should be based on the expressed values of the community.
7. Provide an assessment and analysis of the City of Havelock's Parks and Recreation department current level of programs, services and maintenance in relation to present and future goals, objectives and directives.
8. Compile an inventory and assessment of the existing parks, trails, green space and facilities in Geographic Information System (GIS). Compare to national benchmarking tools.

9. Provide a community-wide statistically valid community needs assessment survey on recreation and park programs and facilities. The return rate should accurately represent a sampling of the population.

Implementation

10. Conceptual recreation plans for the following properties: Lewis Farm Park Phase 2, Fort Macon Housing Property, and the former Havelock Yacht Club property. These conceptual plans should provide a high-level overview that lists key features and a general layout that can be used for grant opportunities.
11. Identify unique trends in the field of parks and recreation that would integrate well within the Havelock community.
12. Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-, mid- and long-term for the park system, green space, trails and recreation programs and services.
13. Prioritize recommendations for maintenance, renovation and operations of parks, trails and recreation facilities.
14. Develop recommendations for operations, staffing, maintenance, programming and funding needs.
15. Provide a clear plan for development of programming based on demand analysis and community feedback.

The City of Havelock understands this RFP may not fully describe the requested work. The preceding list provides some areas of professional services that have been performed or discussed in the past or planned for the future based on changing Comprehensive Master Plan trends. This is not an all-inclusive list. The City retains the right to modify the scope of the project as mutually agreed upon by the selected consultant and the City. The City of Havelock may also start, stop, or cease any project at any time based on needs of the city or current situational economic conditions.

Development of Final Plans and Supporting Materials

16. The Master Plan must include written goals, objectives, policy statements, a financial and action plan that articulate a clear vision and “roadmap” and model for the City of Havelock’s Parks and Recreation department future.
17. A summary of existing conditions, inventories and system-wide metrics, distribution metrics, and population demographics and outcome metrics.
18. Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences.

Period and Terms of Contractual Agreement

The City of Havelock is interested in obtaining the professional services of one or more firms in order to update the City of Havelock’s Comprehensive Parks and Recreation Master Plan. A proposed schedule and progress timeline should be included.

All proposals shall become the property of the City of Havelock once submitted for consideration and will only be returned to the submitting firm at the City’s option and discretion. Any restrictions on the use of the information and data contained, or any proprietary information submitted must be clearly stated in submitted proposal itself. Any cost incurred by respondents in preparing or

submitting a proposal for this project shall be respondents' sole responsibility. The City of Havelock reserves the right to refuse any or all proposals received.

SUBMITTAL REQUIREMENTS

If the proposal is submitted by mail or hand delivered submit one unbound copy, one bound copy, and one electronic copy of the written proposal on a flash drive with a second sealed envelope titled unit-rate fee schedule. If submitting proposal by email include, a separate file attachment titled unit-rate fee schedule. Proposals will be accepted until 2:00PM EST on December 2, 2025 (fill in date).

Submit Proposals to:

Kimberly Walters

Finance Director

City of Havelock

P.O. Drawer 368

1 Governmental Avenue

Havelock, NC 28532

Bids@havelocknc.us

Each firm is solely responsible for the timely delivery of its proposal. The City will not consider proposals received after the required date and time. All questions regarding this project should be directed to bids@havelocknc.us. In an effort to keep the selection process objective, do not contact any City of Havelock Staff or elected official. Questions must be received by 2:00 PM EST, Tuesday, November 18, 2025. If questions are received, the City will respond no later than 2:00 PM EST, Tuesday, November 25, 2025.

SELECTION SCHEDULE

The following is the anticipated schedule for the Consultant Selection Process:

<u>Item</u>	<u>Date</u>
City of Havelock issues RFP	October 30, 2025
Deadline for written questions	November 18, 2025
City Response to Questions	November 25, 2025
Completed SOQs due to the City Of Havelock	Must be received by Finance Director by 2:00PM EST on Tuesday, December 2, 2025
City review of SOQs and Selection of Short List of Qualified Consultants, if Applicable.	December 8, 2025 – January 6, 2026
Interviews with potential Qualified Consultants, if needed	January 19 – January 23, 2026
City selects Most Qualified Consultant	On or Before January 26, 2026

Proposal Organization: To facilitate the City of Havelock’s objective review of proposals from different consultants, the consultants are requested to organize the main document using a standardized format. Each proposal should contain the following numbered and labeled sections:

- I. A Cover Letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.
- II. Table of Contents: Include page numbers.
- III. Executive Summary: This should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. Please limit the Executive Summary to one page.

IV. Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this RFP. Also include information on any proposed sub-consultants. Please list similar projects completed by the firm for reference and experience working on projects with state and federal funding. Please note which team members were involved in referenced projects. Also highlight any projects performed for the City of Havelock during the past 10 years and your familiarity with the project area.

V. Project Approach: This should include a proposed project schedule indicating project milestones (including, but not limited to, the initial meeting/project kickoff, periodic progress meetings, and project completion) and detailed approach to complete the project, familiarity with the project, identification of unique issues related to the project, additional potential funding grants or financial assistance sources, and the process for communication with, and input from, stakeholders.

VI. Project Team & Project Management: Please identify the proposed project team (including any subconsultants) and key personnel for the successful completion of projects in partnership with the City. Please include brief resumes of the project team members. Also, please identify the project manager(s) and any other team leaders proposed. Briefly describe how projects will be successfully managed. It is expected that the team members proposed in the SOQ will be the ones that will actually work on the project for the City. Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of the project. Also describe your quality control methods. Provide a listing of hourly rates by position classification. A unit-rate fee schedule which provides a list of hourly rates by position classification should be provided separately from the main qualifications package either in a separate sealed envelope or as a separate, clearly labeled attachment if submitted electronically.

VII. Reference Projects: Please provide the name, telephone number, and address of at least three (3) references in organizations for whom your firm provided professional services within the last five (5) years on projects similar to this RFP and whom the City of Havelock may contact regarding your firm's performance on their projects. For each project include the project name, location, and a detailed project description of the Project Team's services for the project. If the Consultant wishes to submit additional information in support of, or to strengthen, the proposal, please include in a separate appendix. **Proposals must be limited to no more than 15 pages, excluding the cover page, cover letter, table of contents, résumés, and section dividers.** Minimum font size should be Times New Roman 11 point for narrative sections, but may be reduced for captions, footnotes, etc. as required while still maintaining legibility. A page is one side of an 8.5" x 11" piece of paper.

SELECTION OF CONSULTANT

This RFP does not commit the City to enter into an agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The City will require the selected consultant(s), if any, to participate in negotiations of the fees for the project and to submit such scope, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this document with its

own workforce. The City also reserves the right to issue future RFPs and solicit responses from firms not selected as part of this process.

Statements of Qualifications and Proposals are traditionally evaluated and ranked based upon objective Qualifications-Based criteria. The City reserves the right to request an interview with any potential Consultant during the selection process. If the City determines the need to interview potential Consultants, the potential Consultants will be notified as early as possible in the proposal review process. Evaluation criteria, in the order of significance, are as follows:

1. Firm Qualifications & Relevant Experience – 30 Points

Evaluation Factors:

- Demonstrated success on comparable municipal or regional parks and recreation master plans
 - Depth of firm experience in community engagement, needs assessments, and strategic recreation planning
 - Quality and relevance of past projects (including scale, complexity, and results)
 - Understanding of current trends and best practices in parks and recreation planning
-

2. Key Personnel Qualifications & Experience – 25 Points

Evaluation Factors:

- Education, certifications, and professional background of project team
 - Relevant experience on similar master planning projects
 - Demonstrated ability to deliver projects on time and within budget
 - Appropriateness of staff assigned and their proposed roles/responsibilities
-

3. Understanding of Project, Approach, & Local Knowledge – 20 Points

Evaluation Factors:

- Demonstrated understanding of the community, its needs, and goals for parks and recreation
- Clarity and quality of proposed project approach, methodology, and work plan
- Strategy for public engagement and needs assessment
- Familiarity with local demographics, facilities, and recreation trends
- Responsiveness to the RFP scope and objectives

4. Project Management, Staffing, & Availability – 15 Points

Evaluation Factors:

- Availability of key staff throughout the duration of the project
 - Realistic and achievable project schedule
 - Project management methodology, communication plan, and quality control measures
 - Firm’s capacity and current workload
-

5. References – 10 Points

Evaluation Factors:

- Minimum of three relevant client references
 - Client feedback regarding responsiveness, professionalism, and project outcomes
 - Evidence of repeat engagements or long-term client relationships
 - Overall satisfaction with prior work
-

Summary Table

Evaluation Category	Maximum Points
Firm Qualifications & Relevant Experience	30
Key Personnel Qualifications & Experience	25
Understanding of Project, Approach, & Local Knowledge	20
Project Management, Staffing, & Availability	15
References & Past Client Satisfaction	10
Total Possible Points	100