



Announcement

Roland Park Community Foundation
(RPCF)
Baltimore, MD

BID PACKAGE FOR DESIGN SERVICES

Roland Water Tower Park

LANDSCAPE DESIGN SERVICES FOR THE ROLAND WATER TOWER PARK

June 5, 2020

RESPONSES DUE BY:

Time: 5:00pm

Date: 8/14/2020

communityfoundation@rolandpark.org

PROJECT SUMMARY

The Site

Roland Water Tower, located at 4210 Roland Ave, is at the nexus of four neighborhoods: Hoes Heights, Rolden, Roland Park, and Hampden. This historic tower was built in 1905 to provide water for Hampden. However, in 1930 the reservoir system replaced towers, so the Tower became the turnaround spot for the streetcars. In the 1960's buses replaced streetcars and today it acts as a landmark for the surrounding neighbors. This iconic building has played an important role in this part of the city since it's construction. Now that the building is receiving important reconstruction and stabilization work imperative to its long-term function and survival, the surrounding communities also wish to give the landscape appropriate attention.

This park is one of the few public green spaces within easy walking distance for surrounding communities. Neighbors walk through the park, walk their dogs, and before the fences were installed, they held events in the space. These uses must be considered in any future design.

The site under consideration for this project consists of the 35,000 square feet surrounding the Water Tower. Currently, an asphalt road enters the site from Roland Ave on both the north and the south side of the tower. The roads then come together and exit the site on the Evans Chapel Rd side. These roads are expressly available for re-design as part of the site design. However, some residents consider the road through the park to be a critical access point to the neighborhood. It is understood that discussion of the removal and/or redesign of vehicular movement through the park will be treated with respect and sensitivity.

Ten (10) mature Zelkova elm trees grace the site. Removal of any of these trees will require approval of the community, CHAP, and the owner (Department of General Services).

An existing brick wall sets the park off from Evans Chapel Road. Stone seating in the shape of a semi-circle sits facing Roland Ave—a remnant of the trolley stop. These features are historic and should be considered.

The three following items deserve special note:

- 1) A pair of falcons has nested in the Tower on and off over the past several years, raising several young falcons. The neighbors have become attached to these birds and are working with specialists who are providing technical assistance to the Tower stabilization contractor on how to handle the construction such that the birds will be minimally disturbed.
- 2) The surrounding neighborhoods are not immune to the difficulties faced by our city. The park is frequented by homeless people and drug dealing occurs on the Tower property. Safety and crime prevention are important goals of the design.

- 3) The surrounding Roland Park neighborhood is an Olmsted planned community. The distinctive design features of this neighborhood make it beloved and any design must acknowledge its relationship to the Olmsted landscape.
- 4) The Tower is a landmark so views to the tower from the surrounding neighborhood deserve special consideration.
- 5) There is only one other historic tower in the city. The Roland Water Tower is a unique architectural and historical landmark.

The Landscape Design RFP Components and Project Construction Budget

- Community outreach to develop a full design brief
- Concept Design
- Schematic Design
- Construction Documents
- Plans Review and Permitting Approvals
- Construction Contractor Selection and Construction Administration

This RFP is for the community engagement, design, permitting, bidding and construction administration of this project only.

The chosen Design Firm (hereafter referred to as Consultant) shall be under contract with the Roland Park Community Foundation (hereafter referred to as Client) and shall report to the Community Design Committee (Design Committee), led by Mary Page Michel.

The following Scope of Service outlines each component more fully and details expected deliverables.

SCOPE OF SERVICES

Task 1: Community Engagement

- Objectives
 - Develop the design brief for the park through a community engagement process, preliminary conversations with appropriate city agencies/officials, and work with the Design Committee
 - Work with Design Committee and Owner's Representative in coordinating city agencies for permitting requirements
 - Develop a Concept Design with illustrative visuals suitable for fundraising and public release
 - Develop a Concept Design suitable for preliminary cost estimating purposes and budgeting
- Timeframe
 - It is anticipated that Task 1 shall be completed by November 13, 2020.
- Design Meetings / Community Engagement
 - Hold two to four (2-4) public community engagement workshops, 2-4 weeks apart. The first meetings are to share site analysis and background on the landscape and its context in the neighborhood and to gather information and understanding from the community regarding their vision for the park. The last is to present the Design Concept and receive feedback.
 - Meet up to three (3) times with the Design Committee and other stakeholders to present preliminary, midpoint, and final draft concepts, showing how community input and feedback is being addressed and incorporated.
 - Meetings may be held remotely in accordance with the latest health and safety protocols required by Baltimore City's response to Covid-19
 - Specific design considerations for the Community Engagement Period
 - Safety, sight lines, crime prevention
 - Ease of maintenance--materials must be durable
 - Use of native herbaceous and woody plants is highly desirable
- Design Scope for Concept Design
 - The concept design will include plan and illustrative study of the following:
 - Overall circulation strategy (pedestrian, bike, emergency vehicle)
 - Program & Events Study (neighborhood events, food trucks, etc.)
 - Viewsheds (where can we see it from)
 - Conceptual grading/Stormwater Management
 - Planting – trees, groundcover, gardens
 - Paving – paths, stairs

- Site Elements – furnishings, lighting, playful elements signage, other, etc.
 - Any other elements determined important during the community and stakeholder meetings
 - Event management--storage, electricity, platform
 - Three generations to keep eyes on the park
- Review of Estimate / Budgeting Package
 - Prepare a preliminary cost estimate suitable for estimating by landscape contractors. Review submitted cost estimates and provide cost saving suggestions, work with Design Committee to determine design-to budget and identify fundraising opportunities.
 - The construction budget is \$100,000.00 - \$125,000.00 for the Tower Park. The Client would like to have a menu of additional design items beyond the basic budget. These design items can be added to the basic design should the Client raise additional funds. The Client anticipates that this menu of additional design items will increase the budget incrementally (item by item) up to \$250,000.00.
- Task 1 Deliverables Summary:
 - Illustrative concept plan
 - 3-5 Renderings -- of quality usable for fundraising
 - 2-4 Community Engagement Meetings and up to 3 Design Committee/Stakeholder meetings
 - Cost estimating package (scaled drawing, narratives)

Task 2: Design Development through Construction Documentation

- Objectives
 - Using the decided upon design-to budget, the schematic design/design development phase will bring the design to completion of full construction documents.
- Timeframe
 - It is anticipated that Task 2 shall be completed by March 5, 2021.
- Tasks
 - Milestone meetings to review progress with Design Committee
 - Prepare 50% design development package
 - At midpoint Design Development, poll community on design elements
 - Prepare 85% Construction Document Package for Plans Review and Permitting
 - Prepare 100% Construction Documents and Specifications (see detailed list of deliverables below)

- Deliverables
 - One (1) 50% Design Development package suitable for cost estimating purposes
 - Results of community poll on design elements
 - One (1) 85% Construction Document package suitable for plans review and permitting with Baltimore City regulatory agencies
 - One (1) Final Design Development package suitable for permitting and bidding
- Meetings:
 - Up to 4 design review meetings with the Design Committee and stakeholders

Task 3: Permitting, Bidding

- Plans Review and Permitting
 - The Consultant shall acquire all necessary permit approvals from Baltimore City to construct the project. These include, but are not limited to:
 - Building permit through Housing
 - Minor Privilege/Temporary Use of the Right-of-Way permit through Transportation
 - Stormwater management/Erosion & Sediment Control permit through Public Works

Task 4: Construction Administration

- Construction Contractor Selection
 - The Consultant shall assist the client in issuing an RFP for construction and issuing to qualified contractors
 - Assist Client in reviewing and assessing contractor bids
- Construction Administration
 - Weekly site visits to become familiar with the progress and quality of the work and to determine if the work is proceeding in a manner that is in accordance with the Construction Documents
 - Collect and review material cut sheets and approve landscaping material procurement
 - Prepare timely responses to RFIs and shop drawing approvals
 - Attend bi-weekly progress meetings with contractor, Client, Client/Owner's Representative
 - Prepare as-built documents, as needed
- Deliverables:
 - Field observation report subsequent to each site visit
 - Electronic copy of the final as-built conditions of the park, including final topography and utility locations and inverts

PROCUREMENT PROCESS

Roland Park Community Foundation Rights and Options

The Roland Park Community Foundation, at its sole discretion, reserves the following rights:

- Supplement, amend, substitute or otherwise modify this Bid Package at any time;
- Determine which respondent, if any, shall be selected;
- Reject any or all proposals or information received pursuant to this Bid Package;
- Cancel this Bid Package with or without the substitution of another Bid Package;
- Request additional data or information after the submittal date, if such data or information is considered pertinent, in RPCF's sole view, to aid the review and selection process;
- Require one or more respondents to supplement, clarify or provide additional information in order to evaluate the Bids submitted;
- Conduct investigations with respect to the qualifications and experience of each respondent;
- Take any action affecting the Bid Package or the services or facilities subject to this Bid Package that would be in the best interest of the Roland Park Community Foundation and
- Waive any defect or technicality in any Bid received;
- Reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

Respondents Rights and Options

- If any submittal contains confidential technical, financial, or other types of information, the respondent must clearly label the specific portions sought to be kept confidential.
- No interpretation or clarification of the meaning of any part of the Bid Package will be made verbally to any respondent. Respondents must request such interpretation or clarification in writing from Client by email. Client will issue addenda to all respondents including the questions and answers.
- The Respondent shall be responsible for inquiring if addenda have been issued. All clarifications or addenda shall become part of this Bid Package, whether or not received or acknowledged by the Proposer.
- The last day for questions is June 26, 2020 at 5pm.
- Questions should be directed to Mary Page Michel at communityfoundation@rolandpark.org.

Proposal Submissions and Requirements

The proposal shall address each of the following listed items and shall be organized in accordance with this section of the proposal.

Proposals are due on 8/14/2020 at 5pm.

Important Dates:

Questions Due: 6/26/2020

Proposal Due: 8/14/2020

Bid Winner Announcement: 8/28/2020

Respondents are required to submit their proposal digitally by the deadline to the following email: communityfoundation@rolandpark.org

Proposal shall include the following information:

Title of Project: LANDSCAPE DESIGN SERVICES FOR THE ROLAND WATER TOWER PARK

Proposer's Contact Information:

Name:

Title:

Address:

Phone & Fax Number:

Federal Tax ID:

Original Signature:

Proposal Format and Evaluation Criteria

Each proposal is limited to no more than six pages (the cover sheet does not count against the page limit). Key staff resumes may be attached as an appendix. The body of the proposal shall contain the following information:

- A. Project understanding and work on comparable projects in Baltimore City
- B. Firm's capabilities and resources
- C. Proposed staff and proposed time commitments for primary staff members
- D. Project work plan and calendar with specific completion dates and milestone dates for each section of work
- E. References (maximum of five recent references on similar projects)
- F. A completed bid sheet (see attached), along with an explanation of how the consultant will determine its cost of service, including hourly rates of key personnel and a

non-binding ballpark estimate of the cost of this project including a breakdown of costs by Task. ***Budget estimates will not be a part of the RFP scoring.***

Proposal Review Process

The Client and Design Committee will assemble a selection committee to assess all proposals and make recommendations as to the best overall proposals based on experience, quality, and proposed work plan.

Roland Park Community Foundation, the Design Committee and any Owners Representatives shall not be liable to any respondent for costs associated with responding to the RFP, for the respondent's participation in any oral interview if required, or for any costs associated with negotiations.

----SEE NEXT PAGE FOR PROPOSAL BID SHEET----

Roland Water Tower Park Landscape Design Bid Sheet

Task 1: Community Engagement						Cost
	2-4 Community Engagement Meetings					
	3 Design Committee/Stakeholder meetings					
	Illustrative concept plan					
	3-5 Renderings -- of quality usable for fundraising					
	Preliminary Cost Estimate					
Task 2: Design Development through Construction Documentation						
	4 Milestone meetings to review progress with Design Committee					
	Prepare 50% design development package					
	At midpoint Design Development, poll community on design elements					
	Prepare 85% Construction Documents for Plans Review and Permitting					
	Prepare 100% Construction Documents and Specifications					
Task 3: Permitting, Bidding						
	Acquire all necessary permit approvals from Baltimore City					
Task 4: Construction Administration						
	Assist the client in issuing an RFP for construction					
	Assist Client in reviewing and assessing contractor bids					
	Weekly site visits and work oversight					
	Collect and review material cut sheets and approve material procurement					
	Prepare timely responses to RFIs and shop drawing approvals					
	Attend progress meetings with contractor, Client/Owner's Representative					
	Prepare as-built documents, as needed					