



Request for Proposals

Cliffside and McKinley Parks Project

December 2, 2010

PITTSBURGH PARKS CONSERVANCY
2000 Technology Drive, Suite 300
Pittsburgh, PA 15219

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Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted on paper and delivered to our office, as stated below, no later than:

December 17, 2010
12:00PM E.S.T.

Late submissions will not be considered. All submissions will be opened at the same time, on December 20, 2010.

Submission Delivery Address

The delivery address to be used for all submissions is:

Susan Rademacher
Parks Curator
The Pittsburgh Parks Conservancy
2000 Technology Drive, Suite 300
Pittsburgh, PA 15219
Voice: 412-682-7275 ext.212
Email: srademacher@pittsburghparks.org

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposals:

Susan Rademacher

Paper Submissions

Please submit 6 hard copies of the proposal packet. The hard copy should be double-sided and printed on post-consumer recycled content paper. Avoid the use of excess materials, such as folders, binders, binding, covers, etc. where possible.

Electronic Submissions

Please submit an electronic copy of the entire proposal packet via email in PDF format. Please use "Submission for Cliffside and McKinley Parks Project" as the subject line in the email.

Executive Summary

The Pittsburgh Parks Conservancy received an award letter from the Governor's office dated May 19, 2010 conveying that Governor Rendell authorized the release of \$500,000 in Redevelopment Assistance Capital Program (RACP) funding for the Pittsburgh Parks Conservancy's RACP project. This project, for work in Cliffside Park and McKinley Park, is eligible to receive this funding via legislative authorization in the Capital Budget Project Itemization Act of 2008-41. Currently raising matching funds, the Parks Conservancy is seeking a consulting team (Consultant) to comprehensively manage a project of improvements to Cliffside and McKinley Parks, including design services, procurement, construction management, and grant compliance. The Consultant will be responsible for complying with Redevelopment Assistance Capital Program (RACP) – Commonwealth of Pennsylvania Department of General Services procurement standards, document retention, and audit compliance responsibilities. Professional services should include: landscape architecture, engineering (civil, geotechnical, mechanical), lighting design, fountain design, arboriculture, and planting design. The Consultant will implement this project in coordination with Parks Conservancy staff and partners, including the City of Pittsburgh.

Overview & Scope of Work

Cliffside Park: Situated on the northern edge of Pittsburgh's Hill District, Cliffside Park is a neighborhood asset that presents immediate potential for improvement. The Park was created in 1975, but is little changed from its original design. The park's steeply sloped site includes out-dated play equipment, a deteriorated basketball court, broken pavement, drainage failures, and invasive growth that hides breathtaking views. Cliffside presents a significant opportunity for strengthening community relationships, providing quality recreation, and achieving a visual connection to the Allegheny River. More recently, the *Find the Rivers!* Greenprint for the Hill District has confirmed the park's strategic value for improving the quality of life in its neighborhood. Discussions with neighborhood residents led to a conceptual plan for redeveloping the park to provide more visibility into the interior, improved views from the park, more activities for children, and a focal point for community gatherings.

The conceptual plan for redeveloping the Cliffside Park, developed by Klavon Design Associates, has been approved by the Art Commission of Pittsburgh. It comprises the following elements:

- A new entrance seat-wall and pergola will give the park a more welcoming presence, displaying quotations from famous literature of the Hill District, back-lit at night.
- Accessibility will be provided by re-grading the park and by installing a serpentine path through the picnic and play areas to the overlook.
- A new nature-themed play area will encourage young children to connect with nature, to play together cooperatively, and to be physically active. Slides, play rocks, and climbing structures will be included to encourage more active and imaginative play.

- Fountain jets set flush into pavement will mark the transition from play area to overlook terrace. A waterfall is envisioned that would connect an upper portion of the playground to the overlook site.
- The overlook will be reconstructed and key vistas to downtown Pittsburgh and the Allegheny River will be re-established through vegetation management. The overlook space will also double as an event and performance space.
- Wide decked steps will provide a variety of spaces for everyday and performance seating, as well as a transition from the level of the overlook to the basketball court.
- The basketball court will be refurbished as a multi-use sports court, enclosed on two sides with a curved fence wall that may incorporate lighting or other artistic elements.
- Stormwater drainage will be designed and improved to achieve the most sustainable management solutions.
- Pathways and steps will be designed to connect the park to the future Coal Seam Trail and to Arcena Street.
- Site furnishings will include signage, seating, picnic tables, bike racks, drinking fountain, and trash receptacles.
- Lighting throughout the park, including pin lights in the pavement and lighting incorporated into seatwalls, fencing and other elements, will give the park a distinctive character and visibility from other points in the city.
- Art by children and/or professional artists will be integrated into site elements, including silhouette or other representations of housing that formerly occupied the site.

The total budget for Cliffside Park improvements is not-to-exceed \$850,000.00; it must include all fees, procurement and construction costs, contingency, and expenses. The Consultant will submit a fee proposal that will provide engineering and construction drawings, specifications and costing for all elements of the design, including a base project construction package with add alternates.

McKinley Park: McKinley Park is a valuable amenity to the neighborhoods of Beltzhoover, Bon Air and Knoxville, providing residents with a wooded recreational oasis. The park's existing amenities include 1930s-era stone walls, wooded trails, athletic fields, a community center, and a skateboard park. The improvements will provide residents with an attractive access to green space for exercise and social interaction.

The improvement project for McKinley Park is intended to enhance park identity and neighborhood access by restoring a key park entrance and adjacent trail. The specific site will be selected with neighborhood input in a process managed by the Parks Conservancy. No current master plan, schematic design, or survey information is available for McKinley Park, although some older park plans are on file at the Pittsburgh Department of Public Works.

The project comprises the following components:

- A prominent entrance section of the park's signature stone wall will be restored, including a stone stairway.
- A new entry ramp will be provided that meets ADA requirements and complements park aesthetics.
- A portion of the connecting walkway and trail will be improved as needed, including surfacing and drainage.
- The site will receive grading and drainage improvements, and new plantings.
- Park entry signage will be installed, along with new seating, bicycle rack, trash receptacle, and lighting.

The total budget for McKinley Park improvements is not-to-exceed \$150,000, including all fees, procurement and construction costs, contingency, and expenses. The Consultant will submit a fee proposal that will provide engineering and construction drawings, specifications and costing for all elements of the design, including a base project construction package with add alternates.

RACP Requirements: This project is funded through the Commonwealth of Pennsylvania's Regional Assistance Capital Program (RACP). During construction monitoring, the Consultant will submit documentation for the RACP scope for review and compliance with the following RACP requirements:

- **Steel Products Performance/Trade Practices Acts** – Country of origin (U.S. required) must be documented for all major steel components. The Commonwealth's auditor will not accept a letter from the contractor. Steel mill reports must be submitted for structural steel components. The auditor may accept manufacturer's certifications or PA Department of General Services ST forms for non-structural steel items (piping, conduit, elevator equipment, HVAC equipment, etc).
- **Performance & Payment bonds** – Must cover entire value of construction.
- **Fidelity Bond** – Must cover average monthly reimbursement.
- **PA Prevailing Wage Act** – Prevailing Wages from Department of Labor & Industry must be used for project construction. Certified payrolls must be submitted to the Urban Redevelopment Authority (URA) for review.
- **Insurance** – Insurance certificates from the Consultant and contractors shall include the Commonwealth of PA as additional insured.
- **Americans with Disabilities Act** – Plans and specifications must comply with ADA Title II.
- **Project Sign** -- A project sign will be erected during construction; the Parks Conservancy will provide the content and graphic design.
- **Bid Solicitation Requirements** – A minimum of three written bids must be obtained for all project costs. Bid tabulations and proof of bid solicitation must be submitted to the Parks Conservancy.
- **Permits, Licensing, Regulatory, & Legal Requirements** -- Provide a list of the permit, licensing, regulatory, and legal requirements that will need to be met in order for the project to proceed. Include the progress in meeting those requirements.

Organizational information

The Pittsburgh Parks Conservancy was founded in 1996 by a handful of residents concerned with the eroding conditions of Pittsburgh's major urban parks. At that time, Frick, Highland, Riverview, and Schenley Parks had suffered decades of neglect because the City's budget problems had led to major cuts in park maintenance. Receiving little or no attention, the parks' ecology, trails, and historic structures were all in deplorable condition.

To address this problem of neglect, the Conservancy approached the City to form a public/private partnership to revitalize the parks. Our mission is to improve quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with the City. Now almost 15 years old, the Parks Conservancy has become a national leader in park management, maintenance, and development. As the fundraiser and non-profit advocate for the parks, the Conservancy has raised close to \$50 million for parks improvements. The work to fulfill our mission falls into five broad categories:

- **Master planning and capital restorations** such as the Regional Parks Master Plan, Schenley Plaza, Highland Park Entry Gardens, the Chapel Shelter at Riverview Park, and Mary Schenley Memorial Fountain.
- **Natural area restorations** such as Highland Parks Seasonal Pools, which transformed part of a muddy lawn into a wetland that is supporting a greater diversity of plant and wildlife.
- **Education and involvement of citizens** in the hands-on restoration of natural areas. We provide public educational programming through lectures, experiential training, and educational workshops for school-aged children and adults.
- **Operations management** of Schenley Plaza and Schenley Park Café and Visitor Center including diverse and frequent free public programming and other **visitor services** such as maps and food concessions.
- **Consulting services and technical assistance.** Conservancy staff provides expertise to many other groups and assist with specific activities or projects.

In planning and implementing projects, the Parks Conservancy always proceeds with *respect for historic design, ecological sensitivity, and the needs of modern-day users*. This three-pronged approach requires extensive research and planning, public input, on-going maintenance, and an overarching commitment to excellence.

For more information, see www.pittsburghparks.org.

Project Goals and Objectives

Cliffside Park: This project is intended to provide a complete renovation of Cliffside Park, in accord with the conceptual plan which was completed in 2010. It is desirable that the park's neighbors and users will become involved in the ongoing maintenance of the park in a sustainable way. Provisions should be made for future connections to the Coal Seam Trail along the ridgeline (see *Greenprint* plan). It is also

extremely important to manage stormwater and hillside vegetation for greatest stability, given the park's location above Bigelow Boulevard.

McKinley Park: This project is intended to improve neighborhood access to the park and enhance the park's identity. It should be a comprehensive improvement of the specific site, setting the standards for future park improvements and stimulating interest in moving forward with a master plan for the park. Special care must be taken to properly treat the historic stonework.

Both Parks: All improvements must be designed in accordance with the 2010 ADA Standards for Accessible Design under Title II of the Americans with Disabilities Act (ADA) which applies to public entities (28 CFR part 35). The full text of the 2010 Standards is available for review at www.ada.gov.

All aspects of improvements to both parks should be governed by a commitment to the best possible environmental practices, including but not limited to stormwater management, energy efficiency, material selection, and building healthy ecosystems. Long-term maintenance of the site should also be a significant component of the design choices.

After the project designs are finalized, the Consultant will be tasked with completing construction drawings, specifications, and costing for a base project and add alternates. During the construction phase the Consultant will manage all aspects of procurement to select contractors and components, providing all documentation for proof of bid solicitations (one paper, one electronic). The Consultant will be responsible for construction management oversight, providing and reviewing cost estimates, reviewing shop drawings, managing change orders, and responding to requests for information. The Consultant will be responsible for all aspects of government compliance, reporting obligations, and audit support for this state-funded project.

A Phase I Environmental Site Assessment must be performed prior to demolition activities. The City of Pittsburgh will provide some in-kind demolition and salvage services for the project, as well as approval of staging areas, and City permitting requirements.

Requirements for Submittal

In your submission please include the following:

Cover Letter: The cover letter should state the consultant name(s) and contact information. It should clearly identify the primary contact person for the project. It should also identify that the attached document is a submission for the Cliffside and McKinley Parks Project.

Approach to Work: Please include an approach to this project that touches on the goals described in the *Project Goals & Objectives* section (page 6). List and describe potential deliverables for each of the goals.

Timeline: Provide a brief timeline for this project, with anticipated completion date.

Qualifications: Responses to the RFP must include the full range of skills and experience necessary to perform the work that is outlined in the *Project Goals & Objectives* Section. The consulting team should have demonstrated capabilities in the following disciplines:

- Landscape architecture that emphasizes design that is environmentally sustainable and sensitive to both ecological and historic resources;
- Landscape architecture that is accomplished in the design of park facilities; and
- Civil engineering with an emphasis on stormwater management and hillside construction.

To best express their qualifications for the project, the Consultant should provide:

- A brief (less than four-page) narrative describing all involved consultants and explaining the team's approach to the project;
- The resumes of the personnel and sub-consultants, to be assigned to this project, including proof of registration with the Commonwealth of Pennsylvania;
- Specific job experience and references for similar projects which demonstrates the Consultant's responsibility for complying with RACP – Commonwealth of Pennsylvania Department of General Services procurement standards, document retention, and audit compliance responsibilities.
- Three examples of recent park design and engineering work that is similar in nature;
- At least three references with contact information regarding recent relevant work -- consultant(s) should specify role(s) in each of these projects and the type of work performed.

The package should also:

- Cite the firm's environmental policies and address any proposed efforts to manage the design process so as to reduce negative environmental impacts, such as travel.
- Cite the team's ability to meet the Parks Conservancy's goal of 15% MBE and 8% WBE participation for a total of 23%, which applies to the entire project budget.

Terms and Conditions

The selected Consultant will be required to enter into a contract with the Parks Conservancy. The contract will have specific language as to each party's responsibilities, duties, project time line, deliverables, and increment billing. The selected firm will have a fixed-fee not to exceed sum, including indirect costs. The Parks Conservancy may, through subsequent contract amendments, extend and/or expand the duration or scope of work for the successful firm.

The selected firm must have an insurance minimum of \$1 million, naming the Pittsburgh Parks Conservancy and the City of Pittsburgh as co-insured with performance bonding.

The selected firm will be responsible for meeting state requirements under the terms of the RACP funding.

The Parks Conservancy requires invoices to be received in our office through regular mail. The invoice must reference the purchase order number issued by the Parks Conservancy. Invoices properly tendered will be paid within 30 days once received in our office.

Selection Criteria

Submissions may be made by individual firms qualified in all required aspects of the project. However, interdisciplinary teams are encouraged.

The Pittsburgh Parks Conservancy seeks the most qualified firms for this project, and is required to attain at least three qualified bidders for all services. The Parks Conservancy has set a participation target of 15% MBE plus 8% WBE for a total of 23% participation in the project's professional services and construction scopes of work.

The selection team will review all submitted proposals to generate a short list of firms that will be interviewed and evaluated based on the following criteria:

- Proposed fee and expenses – Provide a breakdown of fees according to these specific deliverables:
 - Project design, construction documents, specifications, and cost estimates;
 - Permitting and approvals by city and state agencies;
 - Procurement management (including RACP-related reporting, audit compliance, document retention, etc.);
 - Construction management (including RACP-related reporting, audit compliance, document retention, etc.); and
 - As-built documentation.
- Proven experience and ability to bid work in accordance with RACP procurement standards and to successfully meet all reporting requirements.
- Proven experience and ability to provide construction management.
- Demonstrated ability to work with local, state, and federal agencies.
- Experience and excellence in the design of similar projects.
- Qualified project staff, including strong project leadership and credentials.
- Commitment to sustainable practices and green design principles.
- Innovative approach to project implementation.
- Appropriate timeline.
- Attention to long-term management and maintenance of landscape and facilities.
- Client satisfaction.
- 15% MBE and 8% WBE participation.

Existing project documents will be available for downloading from our website at www.pittsburghparks.org, beginning Monday, December 6. For Cliffside Park, these include: the *Find the Rivers! Greenprint Plan*; location map; concept design and preliminary cost estimates developed by Klavon Design Associates; completed site survey for the entire park; some construction documents for the entry wall; and site photographs. For McKinley Park, these include: aerial and site photographs; original wall construction plans; and excerpts from neighborhood planning studies.

The Pittsburgh Parks Conservancy reserves the right to reject any and all submissions.

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