

ASPINWALL RIVERFRONT PARK

Project Manager/Owner Representative

Paul Rosenblatt AIA, Principal
SPRINGBOARD Design
24 Terminal Way
Pittsburgh, PA 15219

December 19, 2011

REQUEST FOR PROPOSALS



OVERVIEW

Aspinwall Riverfront Park, Inc. (ARP) is a nonprofit organization that is responsible for developing a community park and trail link in Aspinwall, PA, on property that was recently purchased by Friends of the Riverfront. Aspinwall Riverfront Park is seeking proposals for professional design services – including programming and design, bid/construction document creation, and construction administration – for the design of this new park.

The architectural firm of SPRINGBOARD Design is serving as Project Manager and Owner Representative for this Request For Proposals (RFP).

PROJECT BACKGROUND AND OBJECTIVES

The Aspinwall Riverfront Park property is a truly rare piece of urban property that has the potential to be a community treasure and a key link in the trail system. The eight acre lot is flat and mature trees line its border, shielding the property from railroad tracks and a nearby scrap yard. The view from the park across the Allegheny River is a hillside forest. As a setting for an urban park and adaptive reuse site, the project has the potential to be a model of ecologically friendly design. The scope will definitely include a trail connection, and may also include features such a small commercial development with a working marina and restaurant, a walking platform over the railroad tracks and Freeport Road, and retention ponds to absorb excess storm water. This property is within three miles of more than 22,000 local residents, and 1,800 local employees.

CONSIDERATION

To be considered, **three printed copies and one PDF copy (on CD) of the proposal must be received by SPRINGBOARD's office no later than 4 PM on Wednesday, January 18, 2011.** Submissions shall be addressed to

Mr. Paul Rosenblatt AIA, Principal
SPRINGBOARD Design
24 Terminal Way
Pittsburgh, PA 15219

SCOPE OF WORK

The selected firm will need to establish a creative team that can:

- Engage a public process to develop community input to inform the park program and amenities.
- Develop a program document for the park masterplan, which will include descriptions of the size, quantity, and technical requirements for each of the facility/site components.
- Design an updated master site plan that will
 - a. Include public recreational facilities for multiple age groups
 - b. Feature green/sustainable components and strategies
 - c. Maintain the existing marina operations (but not necessarily in the existing facilities)
 - d. Integrate with adjacent trail and other transportation networks
 - e. Respond to community input regarding needs and desires
 - f. Be universally accessible
- Design renovations to existing structures on the site, including:
 - a. Marina shop
 - b. Dry dock building (multipurpose building)
 - c. Restaurant (currently a multi-unit residence)
 - d. Elevated railroad structures
 - e. Workshop
- Design and locate new buildings for the following probable programmatic uses:
 - a. Mixed-use retail
 - b. Professional offices
 - c. Coffee shop / Café pavilion

PHASED CONSTRUCTION IMPLEMENTATION

Construction of the project will occur in two phases: a first scope to address immediate needs on the property, and a second scope to address overall, long-term development of the park. The two phases are to be designed subsequently, and preliminarily include the following:

<i>phase</i>	<i>scope</i>	<i>intended start date for construction</i>	<i>preliminary construction budget (hard costs only)</i>
PHASE 1	IMMEDIATE NEEDS	May 2012	\$100,000
	<ul style="list-style-type: none"> • Renovations to make the park more attractive and usable in the short term • Improve public safety through lighting, pathways, open space design, etc. • Preliminary construction budget is estimated to be 100% site-related 		
PHASE 2	LONG-TERM IMPROVEMENTS	December 2012	\$2,000,000
	<ul style="list-style-type: none"> • Overall masterplan implementation • Renovations to existing site and structures • Construction of new site and building elements • Preliminary construction budget is estimated to be 50% site-related, 50% building-related 		

PHASED PROFESSIONAL SERVICES

This RFP intends that the selected Design Team shall be contracted to provide professional services for the following immediate tasks only:

1. Public Process and Program Creation
2. Master Plan Design
3. Design and Construction Documents, and Construction Administration, for Phase I IMMEDIATE NEEDS

Upon completion of the above-noted tasks, and at the discretion of Aspinwall Riverfront Park, it is intended that the selected Design Team will be subsequently contracted to provide professional services for the following tasks:

4. Design and Construction documents for Phase II LONG-TERM IMPROVEMENTS

DESIGN TEAM REQUIREMENTS

- A Landscape Architect must be the Design Team Leader, as well as the Design Team's Primary Contact.
- At least ONE of the Design Team members must be local (local is defined as having an office within a 45 mile distance from the project site).
- Professionals (e.g. Landscape Architect, Architect, or Engineer) must be registered in Pennsylvania (PA). The professionals will need to sign and seal all construction drawings for their respective scopes.

SELECTION COMMITTEE

The proposals will be reviewed by a committee containing ARP board members, outside Advisors, and consultants, including:

Davitt Woodwell	Executive Vice President, Pennsylvania Environmental Council	ARP President
Charles Burke, Jr.	Chairman, The Grable Foundation	ARP Vice President
Scott Yochum	Vice Pres., Senior Wealth Strategist, Huntingdon Nat'l Bank	ARP Treasurer
Patricia Klatt	Program Director, UPMC	ARP Secretary
Susan Crookston	Principal, Allegheny Development Partners	Consultant
Currie Crookston	Principal, Allegheny Development Partners	Consultant
Timothy Inglis	President, Colcom Foundation	Advisor
Jules Labarthe AIA	Founding Principal, The Design Alliance	Advisor
Raymund Ryan	Curator, Heinz Architectural Center, Carnegie Museum of Art	Advisor
Lynda Waggoner	Executive Director, Fallingwater	Advisor
Tim McLaughlin	President, Fox Chapel District Association	Advisor

After reviewing the proposal submissions, the committee will select five teams for in-person interviews (in Pittsburgh) with the committee. The committee anticipates ultimately selecting a Design Team immediately after the interviews. Please note that potential participants shall not contact any of these committee members prior to the completion of the selection process, at the risk of disqualification.

ANTICIPATED SELECTION PROCESS SCHEDULE

Issue RFP	December 19, 2011
Questions Due	Friday, January 6, 2012
Issue Answers by	Friday, January 13
Proposal Submissions Due	Wednesday, January 18
Notify Finalists	Monday January 23
Interviews with Finalists	February 6-17
Notify Selected Design Team	February 20
Begin Design Phase	as soon as parties agree to terms

SUBMISSION COMPONENTS

1. Cover Letter – The cover letter shall be on company letterhead stationery, signed by a duly authorized officer of the firm submitting the proposal. Required information includes an introduction to your team, how you are organized, how the team will be structured to work together, and significant accomplishments and awards that are relevant to your qualifications for this project, and that would help make a case for your selection. In sum, it should tell the Advisory Committee who you are and what you are about. The letter should not exceed four pages and should be presented in 12 point type for readability.
2. Approach to Project – This component is the core of your submission. Discussion here about your approach is two-fold. First, the submission needs to provide a detailed scope of work including tasks, timeline, and anticipated deliverables (the scope of services provided in this RFP serves as a guide, and should be improved upon by the Design Team). Second, and more importantly the submission needs to describe HOW your team approaches the project and WHY this approach reflects your qualification for this project. What are the parameters you will engage do shepherd a project that will be creative, logical, powerful and destination-defining?
3. Project Portfolio – Your portfolio should be tailored to include projects that you deem relevant to this ideas exploration. Please include not more than five projects completed within the last ten years that best represent your qualifications for this project. Text included in portfolio section of your proposal should highlight the features of your prior work that are most relevant to this project. The length of your portfolio is not limited, but the number of projects is.
(*n.b.* The five project limit is per Design Team entity member, not for the entire submission. However, we do request that if there is a large number of team members then please try to restrict the included projects to ones that are highly relevant and truly best represent your abilities. Do not simply submit five projects per team member simply to fulfill the requirements – relevancy/quality are more important than quantity.)
4. Resume / Biographies – Your resumes / biographies should be limited to a single page per participant. Anticipated key personnel roles for all Design Team members should be assigned and identified.
5. References – Your list of references should include the names (with contact information) of five individuals who are specifically knowledgeable about the projects presented in the portfolio.

6. Fee Schedule – Professional services provided under the anticipated contract are to delivered via a lump sum fee for services, broken down at a minimum into the following general categories:

A.	Public Process and Program Creation	_____	\$
B.	Master Plan Design	_____	\$
C.	PHASE I IMMEDIATE NEEDS	_____	\$
I.	SD Schematic Design	_____ %	
II.	DD Design Development	_____	
III.	CD Construction Documents	_____	
IV.	BN Bidding/Negotiation	_____	
V.	CA Construction Administration	_____	
TOTAL			_____ \$

It is encouraged that you develop this fee schedule in more detail, either to enhance your depiction about your approach to services, or to define other anticipated components/deliverables. Note important exclusions and/or assumptions.

7. Rate Sheet – Hourly rates for team members anticipated to be involved in project.

REVIEW CRITERIA

Submissions will be reviewed by the Selection Committee according to the following criteria:

- Approach to Project – How would your approach to this specific project be applicable AND unique? What makes how and why you do what you do creative AND successful?
- Qualification – A record of past performance on effective, engaging projects
- Experience – Demonstrated command of knowledge regarding the parameters, aspects and qualities involved in this project
- Interviews (if selected as a Finalist)
- Fee

COMMUNICATIONS

SPRINGBOARD Design is the Project Manager and Owner Representative, and is the sole point of contact for the project. SPRINGBOARD Principal Paul Rosenblatt AIA NCARB will be assisted by Associate Bill Szustak RA in the facilitation and administration of the project. Potential and selected participants shall not communicate directly with members of Aspinwall Riverfront Park, the Selection Committee or their associates, or any of the funders who helped acquire the property, at the risk of disqualification.

An online weblog has been setup -- www.aspinwallriverfrontparkrfp.org -- to facilitate access to information, submission of questions and distribution of answers. All questions regarding this RFP should be posted to this blog prior to the date listed on the schedule. All questions will be responded to anonymously – *i.e.* not revealing the sender's identity via updated postings on the blog.

REFERENCE INFORMATION

Refer to the online website stated above – click on the ‘Resources’ link – to access reference information as well as links to other relevant websites. As of the issuance of this RFP, the only official exhibit reference ‘aerial-property.pdf’ which is a birdseye view of the existing property, overlaid with the property outline.

MISCELLANEOUS REQUIREMENTS

- Each hard copy materials shall be printed on 8.5” x 11” paper.
- The cover letter shall be signed by an officer of the Design Team Leader’s company who is empowered by the company to sign such material and thereby commit the company to the obligations in the proposal.
- Aspinwall Riverfront Park reserves the right to issue addenda and/or modifications to this RFP.
- All expenses incurred in the preparation and/or delivery of the proposals are to be borne by the submitting team, with the understanding that there will not be any reimbursement for these expenses.
- Aspinwall Riverfront Park intends to prepare an execution of an agreement for professional services immediately after the selection of the Design Team. The selected Design Team should be prepared to begin work immediately upon execution of the agreement.
- The final authority to award a contract rests solely with Aspinwall Riverfront Park.
- Aspinwall Riverfront Park reserves the right to negotiate the terms and specifications for the services provided.
- Aspinwall Riverfront Park reserves the right to reject all proposals, and to not enter any contractual agreement based upon this RFP.
- Candidates are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based upon review criteria as stated, and as defined by the Selection Committee.
- Submission of a proposal indicates that the candidate has read and understands this entire RFP, including all attachments, exhibits, schedules, and addenda (as applicable), and all concerns regarding this RFP have been identified.
- Proposals must be complete in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.
- Proposals must be verified before submission as they cannot be withdrawn or corrected after being opened. ARP will not be responsible for errors or omissions on the part of the bidders making up their proposals. Please identify all attachments, literature, images, samples, etc. with your firm name.

END OF DOCUMENT