

REQUEST FOR PROPOSALS (RFP)

SCHEMATIC DESIGN, DESIGN DEVELOPMENT, AND CONSTRUCTION DOCUMENTS FOR A STAGE AND ACCESSORIES IN TYLER PARK, A LOUISVILLE OLMSTED PARK

Submit to: Major Waltman
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OVERVIEW

Olmsted Parks Conservancy is soliciting proposals (RFP) from consultant teams to provide professional services including but not limited to landscape architecture, architecture, mechanical and electrical engineering, and natural resource services as needed for the following phases: schematic design, design development, and construction documents intended for constructing a performance venue at the west entrance to Tyler Park adjacent to the intersection of Tyler Park Dr. and Castlewood Ave. The venue will consist of a low-profile stage and all associated features such as back of stage access required for hosting music events.

HISTORY OF THE DEVELOPMENT OF TYLER PARK

Tyler Park was designed by the Olmsted Brothers, Frederick Law Jr. and John Charles, in 1907 and sits on a 13-acre tract of land bounded on the north and east by Tyler Park Dr. and on the south and west by Edenside Ave. and Castlewood Ave. Baxter Ave. splits the park in two more or less equal halves and these two parts are connected by a tunnel under an elevated Baxter Ave. The Baxter Ave. overpass and tunnel were built in 1904. The construction of the park was completed in 1910 and named after a former Louisville Mayor, Henry S. Tyler.

Over the course of the park's history, it has seen numerous improvements. However, two of the mainstay activities that have occurred and still occur to this day in the park are tennis and music events. The request for proposals for this project focuses on accommodating future performances in the park. In 1924 a new bandstand was built on the east side of the park adjacent to the bridge and tunnel. The Louisville Courier Journal document a concert series in the park in 1926 and again mentioned a concert in 1932 that hosted approximately 6,000 guests. Even though the bandstand was dismantled in 1960, concert series continued mostly on the west side of the park such as the 4th of July concert in 1965 and a concert series in 1966 and 1967 hosting hundreds of listeners for each event. Concerts in the park still continue to this day keeping with this strong music tradition in the neighborhood.

PURPOSE

The purpose of this RFP is for the development of construction documents for a performance stage in Tyler Park. The Construction document set will ultimately be used for soliciting contractor bids for this project. The schematic design phase shall conclude with a rendering of the final shape, location, and style of the stage and backstage access. The shape, location, and style of the stage shall be

guided by Olmsted design principles and blend in with the surrounds of the park including the topography and existing landscape features and view sheds.

SCOPE OF WORK

The following describes the scope of work to be considered for this RFP:

1. Design services to include schematic design, design development, and construction documents as well as bidding assistance and negotiations.
2. Review of applicable planning documents and other relevant existing information.
3. A topographic survey for the western end of the park where the stage will be located. Include underground utility locating.
4. Landscape Architecture and Civil Engineering for ADA accessible site improvements, pedestrian improvements, stormwater management upgrades to meet current MSD requirements and any additional associated site utilities.
5. Architectural design of the stage and associated coordination.
6. Graphic visualization through 3D renderings or drawings.
7. Electrical Engineering design for site lighting and power for performance stages.
8. Structural Engineering design and review for stage foundations.
9. Coordination with and approval by all other state and local agencies as required, including MSD, Utilities, KYTC, and Louisville Metro various departments.
10. Geotechnical investigation to determine the soil bearing capacity for the stage foundation footers.
11. Development of construction documents and specifications.

DETAIL FOR DESIGN SERVICES

SCHEMATIC DESIGN

Tasks for developing a SD level set of construction documents for review:

1. Review meetings with OPC
2. Develop schematic site plan, review with owner.
3. Schematic level plans for demolition, grading, civil utilizes, and site improvements.
4. Schematic opinion of probable costs.
5. Proposed specification table of contents.

DESIGN DEVELOPMENT

Tasks:

1. Review meeting with owner.
2. Preliminary plans for EPSC, demolition, grading and drainage, civil utilities, architectural, structural, electrical, site improvements, landscape improvements and associated details.
3. Begin utility coordination with utility companies.
4. Begin coordination with regulatory agencies.
5. Update opinion of probable cost.
6. Develop preliminary specifications.

CONSTRUCTION DOCUMENTS

Tasks:

1. Demolition, EPSC, tree preservation plans, grading and drainage, architectural, structural, site civil utilities, electrical, materials and layout, planting plans and associated details.
2. Coordinate with utilities.
3. Review meetings.
4. Complete specification set.
5. Final utility coordination.
6. Final opinion of probable cost.
7. Final bid package for advertisement.

BIDDING AND NEGOTIATIONS

Tasks:

1. Attend pre-bid meeting.
2. Assist OPC Project Director in answering contractor questions.
3. Review bids with OPC Project Director and provide recommendations.

AGENCY REVIEWS

Tasks:

1. Coordinate and submit all applications for required local agency permits and reviews.
2. MSD stormwater submittal.
3. Louisville Metro Planning and Design.

CONSTRUCTION AND CONSTRUCTION ADMIN

Tasks:

1. Review submittals.
2. Job site visits as needed.
3. Prepare field reports as needed.
4. Mandatory final site visit.
5. Provide a recommended maintenance plan for the landscape and stage area.

SUBMITTAL REQUIREMENTS AND CRITERIA:

Interested firms are encouraged to submit their RFP's which shall include the following information:

- A. Plan project approach
- B. Firm's contact information
- C. Subcontracting firms to be included on the project team and their respective roles
- D. Name and assignment of key personnel
- E. Summary and **photo documentation** of firm's recent experience
- F. Summary and **photo documentation** of the work of **key personnel** with similar or representative projects. Provide information as follows:
 - o Task
 - o Person assigned
 - o Similar or representative project experience

- G. A narrative describing the project approach
- H. Ability to meet timelines and integrate this project into the firm's present workload
- I. References: names and telephone numbers of previous clients with a description of the type of project completed, the time frame for the process, and the date completed.

RFP EVALUATION PROCESS

A review team composed of Olmsted Parks Conservancy staff and Louisville Parks and Recreation staff will review the proposal submittals.

PROPOSALS SHALL BE EVALUATED BASED ON THE FOLLOWING CRITERIA: TOTAL 100 POINTS

Qualifications (30 points)

- **Minimum qualification** (Pass/Fail) – Is the Consultant team capable of meeting the basic requirements laid out in the RFP?
- **Technical capabilities** (15 pts) – How well can the Consultant team fulfill the scope of work provided above?
- **Vendor Experience** (15 pts) – Has the Consultant team successfully completed comparable projects?

Planning (40 points)

- **Schedule** (10 pts) – How does the proposed timeline for project completion compare to other team proposals? How does the timeline match up with OPC's expectations?
- **Project approach** (20 pts) – Does the project approach address all items of the project scope and all items of the submittal requirements?
- **Reputation and customer references** (10 pts) – Past performance is a measure of customer satisfaction on other projects and can provide clarity on what to expect with contractor.

Social policies (30 points)

- **MBE/WBE/DisBE** (8 pts) – Is this provider registered through state/local disadvantaged/woman-owned / minority-owned business enterprise database?
- **Diversity and sustainability** (8 pts) – Does this consultant team have policies and practices that align with OPC values for environmental sustainability and diversity?
- **Local vs. global** (14 pts) – Does this consultant team have local offices/personnel? Are they able to complete the work without major relocation?