Request for Proposal (RFP) for Community Engagement and Conceptual Design for Two Green Community Squares

10/5/2018

The Baltimore Green Network, a program in the City of Baltimore’s Planning Department’s Sustainability Office, invites consultants to submit proposals for engagement of residents in the design development for Smithson Park and Druid Square. Consultants shall have prior community engagement and design experience on similar greening and/or park projects.

The consultants can apply for both projects, but the proposals for each project will need to be submitted separately. A firm can only be awarded one of the two projects, so if a firm submits two proposals, they need to note which project has their highest priority. All proposals over $49,000 shall be rejected.

INTRODUCTION

The Baltimore Network is working with residents to create a green space/passive park in an area created by vacant lots in the Druid Heights and Sandtown-Winchester neighborhoods. The purpose of the projects are to create green spaces that the residents can enjoy and that would draw economic development to the communities. The Baltimore Green Network is requesting proposals from multi-disciplinary consultant firms or teams that would include a community engagement consultant, park designer, landscape architect, civil engineer and/or other professions. The winning firms will listen to the community, create design options with phases to match existing and potential future funding with their input, and ensure that the design meets the maintenance specifications of the City of Baltimore’s Department of Recreation and Parks.

PROJECTS

1. Smithson Park (See Attachment A)
2. Druid Square (See Attachment B)

BUDGET

To provide approximate indication of size and complexity of each project, the Baltimore Green Network’s capital resources for turn-key construction for these projects are listed below. They include complete project delivery, including permits, construction, testing and inspection approval process.

1. Smithson Street Park $1,035,000
2. Druid Square $675,000

SCOPE OF WORK

The scope of work for each of the projects shall include the following tasks. A timeline for each of these tasks should be included in the proposal.

TASK 1: Meet with Key Representatives for the Baltimore Green Network and the Planning Department, including the Project Manager and the Western District Community Planner to get an overview of the projects and finalize timelines.
TASK 2: Meet with the area’s community development corporation and/or neighborhood association to get information on their vision and planned development that is scheduled around the community square/green space.

TASK 3: Host at least two public meetings with the residents to get their input on what they would like to see in the conceptual plan.
   a. Coordinate the engagement with the residents
   b. Conduct outreach to invite residents and organizations to answer surveys, present at their regularly scheduled group meetings and attend a city commission meeting.
   c. Participate in two community meetings for the chosen project.

TASK 4: Provide a draft design concept for the chosen community square/green area from the input of the residents and community development corporation/neighborhood association in consideration with a phase approach with the first stage matching the funding of project’s existing construction funds and subsequent stages matching potential funding.

TASK 5: Meet with Baltimore City’s Planning Department, Baltimore City Department of Recreation and Parks’ staff and the Department of Public Works’ stormwater management staff to get their input on the draft design concept.

TASK 6: Once the initial conceptual design has been presented to the residents at the second community meeting hosted by the firm for community members, update the conceptual design with the revisions submitted by the residents, community organizations/neighborhood associations and Planning staff and submit the final design for approval to City staff.

TASK 7: After the design is approved by City staff, the consultant will provide all materials required for City submittal. This includes but is not limited to:
   a. Site Survey
   b. Topographic Map of the site
   c. 50% design
   d. Project Description including any proposed grading and the square foot amount that the grading will entail
   e. Data sheet

TENTATIVE SCHEDULE

The consultant is expected to propose a detailed timeline for each project which should include the dates on which the consultant expects to start the project and meet the above Tasks 1-7. The Baltimore City Planning Department reserves the right to reject any or all bids.

The timeline should assume the following estimated dates:

10/5/2018 Publication of the RFP
10/26/2018 Questions Due Back to the Baltimore Green Network
11/8/2018 Voluntary Pre-proposal conference at each park
   (9:00 a.m. Smithson Park and 10:30 a.m. Druid Square)
11/15/2018 Proposals Due by 4:00 p.m.

1/18/2019 Consultant for Each Park is Selected

2/18/2019 Consultant has signed the agreement

3/4/2019 Agreement has been approved by pre-Board of Estimates process

3/27/2019 Agreement has been approved by the Board of Estimates process

**PROPOSAL CONTENT**

Each proposal shall include each item outlined below within the described format. The proposal shall not be more than 20 pages.

1. **Letter of Interest**
   - Maximum of two (2) pages. Must list the project that the proposal is addressing. Letter must be signed by the principal-in-charge.

2. **Project Team**
   - Identify key personnel proposed for this project, including the Project Manager. Provide bios for the Project Manager, Community Engagement Consultant, Landscape Architect, Civil Engineer and the Principal-in-Charge. In the bio, note any certifications of the Project Manager, the Principal in Charge and any other member of the team, including landscape architecture, civil engineering, stormwater management and other certifications.

3. **Experience**
   - Provide a listing of at least three constructed park or green space projects of one acre or more that included a stormwater management component that was led by the Project Manager and the Landscape Architect. The list for these three or more projects needs to include project name, location, brief description and results, completion date, project costs, client name and contact, client address and contact telephone number.
   - Consultants shall describe their experience in working with residents, presenting at community meetings, creating projects on vacant demolition sites, creating community spaces on limited funds, and working in underinvested communities.

4. **Scope of Work**
   - Describe your detailed approached and methodology of completing Tasks 1-7 listed above
   - Include details on the processes necessary for providing the deliverables described in this RFP
   - List items that will be need from the City of Baltimore’s Baltimore Green Network staff and expected review turn-around time
   - Provide a detailed project timeline for the project, including milestones for each task, the deliverables and City review
5. **Price**
   - Provide a statement of proposed cost for each separate project. Cost shall include all work to be performed and all costs for which the contractor expects to be paid, divided according to the tasks and deliverable enumerated above
   - Provide proposed hourly billing rate for all key personnel
   - Provide cost per additional meetings that are not specified in this Request for Proposals

The proposal must be received before November 15, 2018 at 4:00 p.m. The proposal must be submitted electronically in PDF form via email to Kimberley M. Knox, Baltimore Green Network’s Greening Coordinator at Kimberley.knox@baltimorecity.gov.

**SELECTION PROCEDURE**

A. All proposals received by the specific deadline will be reviewed for their content, completeness, qualifications, and experience. After those firms deemed the most qualified are selected, further evaluations and interviews of the selected firms shall be conducted as part of the final selection process. The City reserves the right to not award the projects based on the proposals that they receive for these projects.

B. The following criteria will be used in the evaluation of responses to this request for this Request for Proposals:
   1. Responsiveness to the RFP and each of the tasks listed above, proposed methodology and timeline to complete the project, breadth and depth of response
   2. Project Manager’s Experience with similar projects
   3. Landscape Architect’s Experience with similar projects
   4. Principal’s experience with similar projects
   5. Team’s experience with working with residents and presenting at community meetings, creating projects on vacant demolition sites, creating community spaces on limited funds, and working in underinvested communities.
   6. Certification and Licenses of Project Manager, Landscape Architect and/or Principal in landscape architecture, civil engineering, stormwater management and similar certifications
   7. References from at least three prior clients (references will be contacted)
   8. Price

C. For further information, please contact Kimberley M. Knox at Kimberley.knox@baltimorecity.org

**PROPOSAL QUESTIONS AND PREPROPOSAL MEETING**

Questions regarding the proposal are due by November 8, 2018 at 5 p.m. and are to be submitted by email to Kimberley M. Knox at Kimberley.knox@baltimorecity.org. Voluntary pre-proposal meetings are scheduled for November 8, 2018 at 9 a.m. for Smithson Park at 1011 N. Carey Street and at 10:30 a.m. for Druid Square at 534 Gold Street.

**INDEMNIFICATION**

If selected, the firm agrees to indemnify, defend and hold harmless the Mayor and City Council of Baltimore, its departments, agencies, directors, commissioners, elected/appointed officials, employees, agents and representatives against and from any and all claims, demands, suits and actions of every nature and description, including attorneys’ fees and court costs connected therewith, brought against
the Mayor and City Council of Baltimore, its departments, agencies, directors, commissioners, elected/appointed officials, employees, agents and representatives arising from or in connection with any willful or negligent act or omission of the firm, its employees, agents, representatives, assigns or successors with respect to the rights, duties, or obligations provided for this project.

IX. **INSURANCE:**

If selected, the firm shall procure and maintain during the life of the project the following required insurance coverages:

A. Commercial General Liability Insurance at limits of not less than One Million Dollars ($1,000,000) per occurrence for claims arising out of bodily injuries or death, sexual molestation and abuse, and property damages. With those policies with aggregate limits, a minimum limit of Three Million Dollars ($3,000,000) will be required. Such insurance shall include contractual liability insurance.

B. Business Automobile Liability at limits of not less than One Million Dollars ($1,000,000) per occurrence for claims arising out of bodily injuries or death, and property damages. The insurance will need to apply to any owned, non-owned, leased or hired automobiles used in the performance of the project.

C. Commercial Blanket Crime Coverage at a limit of One Hundred Thousand Dollars ($100,000) per occurrence will be required. The Mayor and City Council of Baltimore will need to be named as Loss Payee, if the firm’s proposal is accepted.

D. Environmental Insurance, if applicable, with minimum limits of not less than One Million Dollars ($1,000,000) per occurrence and One Million Dollars ($1,000,000) aggregate.

E. Workers’ Compensation coverage as required by the State of Maryland, as well as any similar coverage required for this work by applicable Federal or "Other States" State Law.

F. The Mayor and City Council of Baltimore, its elected/appointed officials, employees, departments, agencies, directors, agents, and representatives will need to be covered, by endorsement, as additional insured with respect to: liability arising out of activities performed by or on behalf of Grantee in connection with the project.

G. Grantee’s insurance shall apply separately to each insured against whom claim is made and/or lawsuit is brought, except with respect to the limits of the insurer’s liability.

H. If the firm is selected, the firm’s insurance coverage will need to be primary insurance as respects the City, its elected/appointed officials, departments, employees, agencies, directors, agents, and representatives. Any insurance and/or self-insurance maintained by the City, its elected/appointed officials, departments, employees or agents will not be able to contribute with the firm’s insurance or benefit the firm in any way.

I. If selected, the firm’s coverage will not be able to be suspended, voided, canceled, reduced in coverage or in limits, except by the reduction of the applicable aggregate limit by claims paid, until after forty-five (45) days prior written notice has been given to the City. There is an exception for non-payment of premium, which is ten (10) days’ notice of cancellation.

J. Insurance will need to be placed with insurers with a Best’s rating of no less than A:VII, or, if not rated with Best’s, with minimum surpluses the equivalent of Best’s surplus size VII and must be licensed/approved to do business in the State of Maryland.
K. Upon request, the selected firms will need to furnish the City a “Certificate of Insurance” with a copy of the additional insured endorsement as verification that coverage is in force. The City reserves the right to require complete copies of insurance policies at any time.

L. Failure to obtain insurance coverage as required or failure to furnish Certificate(s) of Insurance as required may render the project null and void; provided, however, that no act or omission of the City shall in any way limit, modify, or affect the obligations of the selected firms under any provision of this project.

X. **MBE/WBE:**

If applicable, Article 5, Subtitle 28 of the Baltimore City Code, as amended, is incorporated into this Agreement by reference. The failure of the selected firms to comply with this subtitle is a material breach.

**NONDISCRIMINATION:**

1. The selected firms shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, handicap or national origin.

2. The selected firms shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, gender identity or expression, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, suppliers, or commercial customers. The selected firms shall provide equal opportunity for subcontractors to participate in all of its public sector and private sector subcontracting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace, such as those specified in Article 5, Subtitle 28 of the Baltimore City Code, as amended from time to time. The firms will need to understand and agree that violation of this clause is a material breach of the contract and may result in termination, debarment, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

3. Upon the City’s request, and only after the filing of a complaint against Grantee pursuant to Article 5, Subtitle 29, of the Baltimore City Code, as amended from time to time, the selected firms agrees to provide the City, within 60 calendar days, a truthful and complete list of the names of all subcontractors, vendors, and suppliers that Grantee has used in the past 4 years on any of its contracts that were undertaken with the Baltimore City Market Area as defined in Article 5, Section 28-1(d) of the Baltimore City Code, as amended from time to time, including the total dollar amount paid by the selected firms for each subcontract or supply contract. The selected firms agrees to fully cooperate in any investigation conducted by the City pursuant to the City’s Commercial Non-Discrimination Policy, as contained in Article 5, Subtitle 29, of the Baltimore City Code as amended from time to time. The selected firms understand and agree that violation of this clause is a material breach of the contract and may result in contract termination, debarment, and other sanctions.
Smithson Park

Sandtown-Winchester Neighborhood

There is significant planned demolition at this site, which should be developed into a new, large neighborhood park, per the Focus Area community charrette process.

Next steps:

- **Identify demolition and relocation needs for the park footprint; non City-owned properties will need to be acquired through tax sale or other means (2-4 year process).**
- **Identification of funding for demolition, relocation, acquisition, and green renovation is underway.**

| Location: 4 acres Bounded by Riggs Ave, N Carey Street, N Arlington Street, and Mosher Street. | City Agencies: DOP, HCD, BCRP | Partners: Sandtown South Neighborhood Alliance, Western District Community Relations Council |
**Druid Square (2.7 acres)**

**Druid Heights Neighborhood**

A public square in this community-identified location could provide residents access to high-quality green space, including active space and a Kaboom playground; it could also become the asset needed to attract renovation and development to the surrounding residential blocks. This new park would support the Bakers View Townhomes (500 block of Baker Street), and would increase absorbent surfaces, by removing the Etting Street and vacant buildings; thus improving water quality.

**Next steps:**
- **The identified location includes 88 total properties: 60 vacant lots, 19 vacant buildings, and 9 occupied structures; non-City owned properties will need to be acquired, and properties on Druid Hill Avenue will need to be demolished.**
- Identification of funding for acquisition, demolition, and green renovation is underway.
- A design process with existing neighborhood residents will be conducted to plan the new park.

**Estimated Completion:** Fall, 2021 (Gap funding will determine timeline)

**Location:** Square bordered by Baker Street, Druid Hill Avenue, Gold Street, and Division Street

**City Agencies:** DOP; HCD; BCRP

**Partners:** Druid Heights CDC
## Druid Square (2.6 acres)

<table>
<thead>
<tr>
<th>Action</th>
<th>Cost</th>
<th>Timeline (Subject to funding)</th>
<th>City Owned: 47 (53%)</th>
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<tbody>
<tr>
<td>Demolition</td>
<td>$625,000</td>
<td>April 2018-June 2019</td>
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<tr>
<td>Acquisition *</td>
<td>$470,000</td>
<td>April 2018-July 2020</td>
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<tr>
<td>Relocation</td>
<td>$265,000</td>
<td>April 2018-June 2019</td>
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<tr>
<td>Design Drawings</td>
<td>$80,000</td>
<td>September 2018-April 2019</td>
<td></td>
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<tr>
<td>Construction</td>
<td>$675,000</td>
<td>August 2020-August 2021</td>
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<td>Contingency</td>
<td>$67,500</td>
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<tr>
<td><strong>Total</strong></td>
<td>$2,182,500</td>
<td>Completion: Fall 2021</td>
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### Source of Funds

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
<th>Fiscal Year Allocated</th>
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<tbody>
<tr>
<td>Project CORE</td>
<td>$1,050,000</td>
<td>FY 2018</td>
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<tr>
<td>Allocated City Capital Funding</td>
<td>$380,000</td>
<td>FY 2018 and FY 2019</td>
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<tr>
<td>Additional Funding Needed</td>
<td>$752,500</td>
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<tr>
<td>Maintenance Plan</td>
<td>BCRP/Non-Profit Partners</td>
<td>On-going</td>
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* Includes Ground Rent