



Urban Redevelopment Authority

REQUEST FOR PROPOSALS (RFP)

Larimer/East Liberty Park Planning and Design Services

RFP Issue Date: May 04, 2015

Proposal Due Date: May 28, 2015 at 4 PM ET

Larimer/East Liberty Park Planning and Design Services

Section 1. General Information

- 1.1 The Urban Redevelopment Authority of Pittsburgh (URA) requests proposals from urban design, landscape architecture and engineering professionals for park and open space planning and design services in the Larimer and East Liberty neighborhoods.
- 1.2 The project duration is estimated to be nine to 12 months. Interested parties are requested to submit a detailed Proposal Package that clearly defines the relevant experience of the proposed staff and sub-consultant team members, proposed methods and strategy to carry out the project scope of work, as well as a fee proposal.
- 1.3 Contact person for all queries and for receipt of proposals:

Emily Mitchell
Planning and Design Specialist
Urban Redevelopment Authority
200 Ross Street, 12th Floor
Pittsburgh, PA 15219

412 255-6695
412 255-6617 (fax)
emitchell@ura.org
- 1.4 Respondents shall restrict all contact and questions regarding this RFP and selection process to the individual named herein. Questions concerning terms, conditions and technical specifications shall be directed in writing to Emily Mitchell (See section 1.3). Questions will be answered in writing on the URA website by May 20, 2015 (http://www.ura.org/working_with_us/proposals.php). Questions submitted after May 18, 2015 will not be answered.
- 1.5 Consideration is expected to be given, but is not guaranteed to be given, to the criteria listed in this RFP. The URA reserves the right to reject any and all proposals, to waive any and all informalities outlined in the RFP and in the selection process and generally to make the award that, in its judgment, will best meet the objectives stated in this RFP.
- 1.6 Expenses incurred by the respondents in replying to the RFP or in making any appearance before the Selection Committee are at the respondents' own expense and risk.
- 1.7 Subconsultants may participate on multiple applicant teams. The URA reserves the right to make suggestions related to team structure during final contract negotiations.

Section 2. Background

The neighborhood of Larimer, located in the City's East End, is equipped to see a great deal of growth. Larimer is comprised of just over 1,000 households and is situated south of the Highland Park neighborhood and its large regional park, and northeast of the rapidly expanding East Liberty business district and public transit hub. Larimer, with a portion of East Liberty, was recently awarded a federal Choice Neighborhoods Grant for comprehensive redevelopment. The comprehensive redevelopment will focus on three core goals/components: Housing, People and Neighborhood. In the Housing component, there will be the new construction of 334 units of mixed-income rental housing (including replacing 155 units of distressed, affordable housing). As part of the People goal, the residents in the existing distressed housing units will receive social, educational and job training services. Park planning and development is a key strategy in the Neighborhood component which seeks to address issues of existing homeowner needs, vacant land, public infrastructure needs, and greening/park goals.

The Larimer community has been planning for redevelopment since 1998 when the community developed the Larimer Community Plan. This plan was updated in 2008, and in 2010 the Larimer Vision Plan was created. The Vision Plan set out to address the needs of current residents in the community as well as to attract new sustainable growth and development. The entire Vision Plan can be found at:

<https://larimerplan.wordpress.com/planning/larimer-vision-plan-2010/>.

A major goal of the Larimer Vision Plan is to establish Larimer's identity as a state-of-art green community. Green strategies outlined in the Larimer Vision Plan include:

- Stabilizing and greening vacant lots and creating the community garden;
- Expanding urban architecture and growing opportunities;
- Developing green infrastructure;
- Incorporating green building practices; and
- Creating new park land.

In 2013, the Larimer Consensus Group, ELDI, Kingsley Association and East Liberty Housing Inc. partnered with the Housing Authority of the City of Pittsburgh on a Larimer Vision to Action plan which builds on the goals of the Larimer Vision plan. The Larimer Vision to Action plan was submitted for the Choice Neighborhoods Grant and a presentation of the plan can be found at: <https://larimerplan.files.wordpress.com/2013/06/aprilshowfinalsm.pdf>.

The plan recommends a network of parks and open space along the northwest boundary of the neighborhood, which connects into the existing Highland Park. This network of parks will serve as a framework for development and other ongoing projects within the neighborhood, and is a key factor in the overall Choice Neighborhoods implementation strategy.

The community currently has two neighborhood scale parks, Larimer Park and East Liberty Park. In 2013, The City of Pittsburgh adopted its Open Space Plan (OPENSPACEPGH). It recommends that Larimer Park be relocated according to neighborhood planning efforts; and that East Liberty Park be redeveloped and designed. Specifically the Open Space Plan recommends that the ball field in East Liberty Park be eliminated and that the redesigned park follow neighborhood park design guidelines and complement the redevelopment efforts surrounding the neighborhood.

This study should align with the City’s Open Space Plan recommendations, as well as the Design and Development Guidelines. The Open Space Plan can be found at this link:

<https://www.dropbox.com/s/5mkyjoux0mhw1md/Appendices%20-%20Final%20%281%29.pdf?dl=0>

Section 3. Project Description

3.1 Description

Larimer/East Liberty Park Planning and Design Services will provide an overall blueprint for a parks and open space network, as well as schematic level designs for second phase implementation, and final design for phase one. A map of the study area and the planning zones are attached as Exhibit “A.”

Expected outcomes for the study include:

1. Conceptual Plan for the planning zones A, B and C;
2. Schematic level designs for planning zone A and B;
3. Design development drawings for planning zone A; and
4. Construction documents for public bidding, preconstruction services, and services during construction for planning zone A.

Currently, the URA owns a three-acre site of vacant land at the corner of Station Street and Larimer Avenue. In accordance with both the Vision Plan and the Choice Neighborhoods Grant, this area has been designated for development and use as a neighborhood park. This location, (planning zone A), will be the first phase of park development. Adjacent to the site, 85 units of mixed-income housing are currently under development. The housing and new street, Kalida Drive, are expected to be under construction later this year. A site plan of the new housing development and phase one park is attached as Exhibit “B”.

Larimer strives to be a state-of-the-art green community. Sustainability and green design will be guiding principles throughout the planning process. Best practices in stormwater management should be incorporated into the design to capture and manage stormwater within the parks and open space network. Stormwater management studies/projects are ongoing and will be happening concurrently with the Larimer/East Liberty Park Planning. A recent study led by the Larimer Consensus Group, Living Waters of Larimer, Project 15206, and other stakeholders has analyzed how stormwater flows into Negley Run Boulevard and Washington Boulevard. This study identified 14 potential stormwater green infrastructure strategies/projects that work to fulfill Larimer’s green infrastructure goals for the neighborhood, and is diagrammed in Exhibit “C.” The diagram shows a system of vegetated swales in the public right-of-way, private, on-lot infiltration chambers and rain gardens, dedicated storm pipes, collection pools and stormwater conveyance channels that create a network of inter-connected green infrastructure systems. This strategy is currently being advanced to estimate water collection volumes, provide conceptual drawings, construction and maintenance cost estimates, and to evaluate infrastructure development options. The parks and open space network is a vital part of the green infrastructure strategy and coordination with this strategy is an essential part of the planning and design services.

Community-driven development of the parks and open space network is key to the success of the revitalization of Larimer. Larimer/East Liberty Planning and Design Services must include a significant level of public engagement. It

is the goal of the public process for the Larimer and East Liberty community and other stakeholders to have multiple opportunities to inform the design. The URA has contracted with the Pittsburgh Parks Conservancy to help facilitate this process. The selected consultant/team will need to work closely with the Parks Conservancy and the URA to define and coordinate the public engagement. The Pittsburgh Parks Conservancy will also advise the URA and work closely with the consultant team in the planning and design, programming, and management and maintenance plan for the parks and open space network.

3.2 *Scope of Services*

1. **Community and Stakeholder Engagement**

- Participate in monthly project team meetings

The consultant/team will meet monthly with a project team made up of the URA, the Pittsburgh Parks Conservancy, the Department of City Planning (DCP), the Housing Authority of the City of Pittsburgh (HACP), the Department of Public Works (DPW), and community organization representatives to update them on progress. The project team will review the work, provide feedback and make suggestions for moving forward. The project team will be the body most familiar with the project, and will work to ensure it is implementable.

- Participate in stakeholder meetings

The consultant/team will meet with a larger stakeholder group at key project milestones. These meetings are central to the coordination and success of the project. Stakeholder meetings will be used to ensure that planning and design is integrated with ongoing Choice Neighborhoods Implementation Housing, Neighborhood, and People goals, development and other community projects, as well as in line with municipal design standards. It is anticipated that the City will own and maintain the public park.

Potential stakeholders include:

1. Larimer Consensus Group
2. Larimer Green Team
3. Kingsley Association
4. Living Waters of Larimer
5. Larimer Community Watchers
6. East Liberty Development, Inc.
7. East Liberty Housing, Inc.
8. Department of City Planning
9. Mayor's Office
10. Department of Public Works
11. Department of Parks and Recreation
12. Pittsburgh Water and Sewer Authority
13. Alcosan
14. Penn State Center/Project 15206
15. Housing Authority of the City of Pittsburgh

16. Tree Pittsburgh
17. Allegheny Land Trust
18. Elected Officials
19. Department of Public Safety

- Participate in neighborhood planning meetings

The consultant/team will present to the East Liberty Planning Committee as well as the Larimer Consensus Group at key project milestones.

- Participate in public meetings, charrettes or other engagement activities

The consultant/team will work with the Pittsburgh Parks Conservancy, the URA, and the project team to lead the design discussion in multiple community engagement activities. The goal of the community engagement process is for the Larimer and East Liberty communities and other stakeholders to have multiple opportunities to respond to, and provide authentic feedback on, the design. This study will require a comprehensive and creative approach to public engagement. Traditional and non-traditional methods of outreach and engagement should be incorporated. Outreach to surrounding communities will be an important component in light of the parks and open space network's linkages to public space assets beyond Larimer/East Liberty boundaries. The consultant/team will be responsible for providing all meeting materials.

2. **Field Survey**

A topographic and boundary site survey of zone A will be provided by the consultant/team, and will be shown on a plan.

3. **Conceptual Design (Zones A, B, and C)**

Planning Services will provide a blueprint for the park and open space network outlined as the study area in exhibit "A."

- Review existing conditions and prior planning documents.
- Review and coordinate design with ongoing planning and development, including, but not limited to:
 - Choice Neighborhoods Initiative and Housing, People, and Neighborhood Goals;
 - Larimer Vision to Action Plan;
 - East Liberty Community Plan;
 - OPENSOURCEPGH;
 - Stormwater green infrastructure strategies/projects including but not limited to Project 15206, Living Waters of Larimer, and the Community Well Project;
 - MBS/HACP housing development;
 - PHDC for-sale housing development; and
 - Larimer co-housing.
- Incorporate community and steering committee feedback into the programming and overall design of the parks and open space network.

- Incorporate best practices in sustainable design, OPENSOURCEPGH Design and Development standards, and Crime Prevention through Environmental Design (CPTED) Standards.
- Evaluate park boundary for Zones B and C.
- Illustrate at least two conceptual designs.
- Complete a finalized conceptual plan that will provide a framework for future design services.

4. **Schematic Design (Zone B)**

Schematic level design will be completed for planning zones A and B.

- Prepare schematic level designs within the framework of the conceptual plan.
- Prepare preliminary grading plan.
- Prepare preliminary landscaping plan.
- Prepare preliminary construction cost estimates.
- Prepare preliminary maintenance plan.

5. **Design Development (Zone A)**

Design Development documents will be completed for zone A. A portion of the site was designated as environmentally impacted in 2005 and enrolled in PADEP's Act 2 program. A plan for the remediation of the site and adjacent housing development site is outlined in Exhibit "D." Design must incorporate in place DPW standards and specifications for furnishings and site design.

- Prepare final grading plan with 1 foot contours. Grades will be established on the paved areas, including the curbs at critical sidewalk areas.
- Perform a complete utility investigation of the project. This investigation shall include location and ownership status of utility lines which exist on the site and adjacent to the site.
- Prepare a lighting design, using DPW standards, and including a photometric layout, and service point locations. Coordination with the electric utility provider will be required.
- Determine location of site amenities such as benches, trash receptacles, bike racks, drinking fountains, etc. Site furnishings must conform to DPW standards.
- Identify public art opportunities or features.
- Provide Design Development level drawings of any proposed structures.
- Submit preliminary design drawings for URA, PWSA and City review and comments.
- Submit for conceptual review by Art Commission
- Prepare a construction cost estimate
- Determine a phasing strategy for site development.
- Provide an illustrative site plan and a minimum of two perspective rendering to be used for marketing and fundraising purposes.
- Prepare a detailed maintenance plan and budget.

6. **Final Design (Zone A)**

- Prepare and submit final plans, specifications and cost estimates to enable the URA to publicly bid and award the contract.

- Submit a 60 percent (60%) and 90 percent (90%) complete design package for URA comments and approval, and incorporate all revisions.
- Final drawings shall be on 24" x 36" 4 mil thick mylar sheets with URA standard title blocks and presentation.
- Submit digital files with final drawings and specifications in relevant file formats.
- Contract technical specifications and special conditions shall be prepared in accordance with URA standards.
- Prepare a distribution of contract time schedule for URA's use in determining construction completion time and enforcement of liquidated damages clause.
- Submit original copies of bid documents (plans and specifications) prior to advertisement to the URA for reproduction.
- Attend pre-bid meeting, prepare and distribute meeting minutes, and prepare any required addenda.

7. Pre-Construction Services (Zone A)

- Review bids, prepare bid tabulation and make recommendations regarding award of the contract.
- Attend pre-construction meeting, give technical presentation and prepare meeting minutes.

8. Service During Construction (Zone A)

- Review shop drawings.
- Attend construction progress meetings as required.
- Provide design solutions to address problems that are identified during construction.
- Prepare final as-built field and record information on the final as-built mylar drawings. The consultant will also record other information on the as-built mylars as required, as provided by the URA's construction monitoring firm (to be selected at a future date).
- Submit digital files with final as-built drawings in relevant file formats.

Section 4. Organization and Required Submittals for Proposal

4.1 Submission Requirements and Deadline

1. Ten (10) hard copies, in 8 ½" x 11" format (graphics/maps can be in 11" x 17" foldout format) and one (1) electronic copy (Adobe PDF, 300dpi, character recognition, bookmarked, on CD or DVD) of the proposal must be **received by the Urban Redevelopment Authority of Pittsburgh before the date listed on the first page of the RFP**. Proposals received after the deadline will not be accepted. **Postmarks are not sufficient.**

Submissions should be delivered or mailed to the contact set forth in section 1.3.

4.2 Proposal Format and Content

The Consultant/Team shall submit a proposal that includes a Technical Section and Fee Section.

Technical Section

1. Cover Letter

Limit to one page; letter should include:

- Company name, contact name, address, and email address; and
- Why this team is the most qualified to complete this project.

2. Consultant Team and Firm Information

Briefly describe the roles of the consulting firm and subconsulting firms included on the team. Please include the following for each firm:

- Name, address, and telephone number;
- Number and location of offices;
- Managing principal, CEO, or president;
- M/WBE Status;
- Legal actions currently pending against firm;
- Role on the team; and
- Resumes for key staff members assigned to the project.

The URA requires that all consultants demonstrate a good faith effort to obtain minority- and women-owned business participation in work performed in connection with URA projects. The URA acknowledges the City of Pittsburgh’s goal of 18 percent (18%) minority and 7 percent (7%) female participation in planning and/or professional service activities such as design or legal as well as construction contracts and purchases and will strive to achieve these goals. Any questions about M/WBE requirements should be directed to Chuck Powell, director of Diversity Affairs and Community Outreach, at (412) 255-6611 or cpowell@ura.org.

3. Proposed Method and Schedule

- A detailed narrative of methods and plan to carry out the scope of work
- Description of approach to community engagement
- Project timeline with key milestones
- Description of Consultant’s current work load and availability of staff to deliver this project on schedule

4. Relevant Projects and References

Limit three (3) projects, one page per project. Relevant projects should include at least one project that emphasizes stormwater/green infrastructure experience and at least one built project.

Please include the following:

- Name and location of project;
- Size and cost of project; and
- Name, address, email, and telephone number of the client.

Fee Proposal

The fee proposal shall identify the derivation of the total fee by indicating:

1. The level of effort in man-hours for various tasks and subtasks corresponding to the Scope of Services and the technical proposal;
2. Job Classifications and Direct Hourly Rates applied to work tasks;
3. The total salary cost for the services;
4. The proposed overhead factor to be applied to the salary cost, with a detailed breakdown;
5. The fee or percentage of profit proposed for the services;
6. The direct costs projected, including subconsultant’s fees for various services; and

7. Assumptions made in estimating time and costs.
8. Include a master spreadsheet that includes total level of effort (man-hours) for each task. The spreadsheet shall list employee name, job classification, projected hours, pay rates, overhead factors, direct costs, and profit in separate columns. Prime subconsultants/subcontractors that make up your team must also be included in the master spreadsheet.

Section 5. Evaluation Criteria

All proposals will be evaluated based on the technical and professional expertise and the experience of the consultant team, the proposed method and the procedures for completion of the work, and the cost of the proposal.

5.1 *Technical Expertise, Experience and Access*

The technical expertise, experience and access of the consultant will be determined by the following factors:

- Overall experience of the consultant team;
- Expertise and professional level of the individuals proposed to conduct the work; and
- Demonstration of accessibility to the URA and of responsiveness to community needs.

5.2 *Procedures and Methods*

Evaluation of procedures and methods will be determined by the following factors:

- Clarity and completeness of the proposal and the apparent general understanding of the work to be performed;
- Proposed methods and plan to conduct the scope of work in a thorough, objective and timely manner;
- Sequence and relationships between major tasks;
- Approach to community engagement;
- Knowledge and understanding of the local environment; and
- Approach to project management, including efficient utilization of person-hours.

5.3 *Project Schedule*

5.4 *Fee Proposal*

5.5 *Sustainability Design Experience*

5.4 *Equal Employment Opportunity*

A willingness to make meaningful wide-range subcontracting and employment opportunities available to all interested qualified firms and individuals in the market place will be evaluated.

Section 6. Process

- 6.1 Responses to the RFP will be evaluated by a selection committee. Finalists of the RFP process will be asked to meet with the selection committee in a formal interview process. Final consultant selection will be made by the URA Board, which will be informed by the recommendation of the selection committee. The URA reserves the right to reject any and all proposals.

A tentative schedule has been prepared for this selection process. Firms interested in this project must be available on the interview meeting dates. The schedule is subject to change; however, the RFP due date will not be changed without notice on the URA website (http://www.ura.org/working_with_us/proposals.php).

Proposal Due Date: May 28, 2015

Firms notified for interview: June 11, 2015

Interviews: June 23-24, 2015

- 6.2 Upon notification of selection by URA staff, the successful respondent is required to deliver a contract within four weeks of notification. If the successful respondent is unwilling or unable to execute the agreement as required by the RFP, the URA has the right to request another respondent to enter into the contract with the URA.

Exhibit "B"



Larimer/ East Liberty Phase 1:

Illustrative Site Plan

Exhibit "C"



Summary of Environmental Remediation and Site Preparation Work Larimer Phase 1 Development

In order to prepare the Larimer Phase 1 Housing site for the new development certain earth work is necessary to address certain soil conditions which are unsuitable in terms of either their environmental or geotechnical characteristics.

A portion of the Larimer housing development site (Block D) was designated as environmentally impacted in 2005. As a result, this property along with other adjacent land described below in greater detail, was enrolled in PADEP's Act 2 program. Recent environmental assessments have identified comparable environmental impacts on a portion of the adjacent Blocks E and F, which also need be enrolled in Act 2 under a new, separate work plan. In addition, our recent work identified geotechnically unsuitable soils that must be reprocessed to support the new improvements. Please refer to the site plan at the end of this document.

MBS will manage environmentally impacted soils in Block D as required under its existing Act 2 work plan, which dates to 2005 (it was submitted to PADEP in July and approved by PADEP in November of that year). The work plan encompasses these areas:

- The prior housing development sites referred to as for Liberty Park and Fairfield – previously completed
- A portion of the Larimer Phase 1 Housing site (referred to as Block D) - pending
- The land area once planned for single family housing development and currently anticipated to be public green space/park area (referred to simply as park space). – pending

The existing PADEP approval allows the developer to select, or combine, these two cleanup options for the site so that future residents, workers, and visitors are not exposed to the impacted soil:

1. A "move, cap, and cover" strategy
2. A "remove and export" strategy.

Our site design and environmental engineering team has analyzed the alternatives for the earth work scope to meet the performance standards defined in the PADEP approved work plan. Our final design must address both the environmental as well as the geotechnical concerns while completing the work in the most cost effective manner possible. The conclusion we have reached is that it will be more cost effective to complete the work plan requirements for both the housing development site (Block D) and the adjacent park area concurrently, rather than confining the work to simply remediating the housing development site by itself. Addressing the environmentally impacted soils in the park area will actually save the housing development substantial earth work costs by eliminating the need to export a large (20,000 cubic yard) volume of soils, while providing the URA with a site area for future park development that has achieved clearance through PADEP.

What follows is a summary of the scope of work and the associated costs analysis our team completed to evaluate the various site development alternatives. The site design work is not finalized at this point in time and as such both the quantities of material as well as the associated preliminary estimate of probable costs provided in this summary is not final, but should however be a reasonable approximation of both actual quantities and costs. The conclusions and recommendations for the path forward should benefit all of the parties.

Scope of Work

Block D (This includes the area labeled Green Space)

- Excavate up to 9,500 cubic yards of demonstrated clean soil and stockpile for future use as a clean soil "cap".
- Level and rough grade Block D to prepare for the new improvements.
 - Move impacted soils removed during leveling and rough grading to impacted areas that require fill to achieve final grade.
 - Then, move approximately 3,400 cubic yards from the clean soil stockpile to cap these underlying impacted soils and meet PADEP requirements
- Request from PADEP for a release of liability under Act 2 for all of Block D.

Future Park Space Remediation (Optional)

- Cap and cover of impacted soils estimated to be roughly 22,000 square feet of the site area covered to a depth of 2 feet which totals about 1,600 cubic yards.

Blocks E and F

- Level and rough grade Blocks E, F₁ and F₂ for subsequent improvements.
- Import approximately 4,500 cubic yards of demonstrated clean soil from the Block D stockpile to properly "cap" impacts on Blocks E and F₁ and F₂.
- Request from PADEP a release of a release of liability under Act 2.

Anticipated Savings

A preliminary estimate of the costs and potential savings associated with this approach has been prepared.

Option A (Block D Only)

- As the required areas in Block D are remediated then export of up to 20,000 cubic yards of soils will be required, resultant costs range from:
 - If all soils can be re-used off-site @ \$40/cubic yard, the cost impact is \$800,000.
 - If only half the soils can be re-used off-site and the remainder must be disposed of as contaminated soils @ \$140/cubic yard, the cost impact is \$1,800,000.

Option B (Block D and the Adjacent URA Owned Future Park Space)

- In contrast to the costs described for Option A (above), if the soils from Block D can be re-used on site in the park space, then completing all of Block D's remediation is estimated to cost \$15/cubic yard. With 20,000 plus 9,500 (this includes the 1,600 CY of material to cap the park space) cubic yards requiring on-site management, this approach costs the project \$442,500. Thus, cost savings for the preferred approach range between:
 - \$357,500 to
 - \$1,357,500

The actual cost savings are expected to settle midway between \$652,500 and \$2,652,500, as we expect that constructability considerations would require a mix of impacted and clean soils be exported.

Be advised that these estimates do not include costs that need be incurred whatever option is chosen, such as environmental oversight, any additional soil sampling, and consulting fees for Act 2 management.

Other Benefits

It is clear that by including the park space in the scope of the Larimer remediation the project will benefit from having a site for future park space development that will be cleared by PADEP, at a substantial cost savings to the URA. Also, since a level playing surface will result, it can be much more readily improved and eventually transformed into viable park space. Lastly, the currently open (since 2005) work plan with PADEP will then be closed out for the entire site, producing a tangible asset to the City of Pittsburgh and the Urban Renewal Authority.

Based on our analysis it is our strong recommendation that we include the URA owned park space in the scope of the Larimer remediation. To do so, we need to we move forward with the necessary agreements authorizing HACP and MBS to carry out this remediation work in the park space on behalf of the URA.

