Request for Qualifications

Design and Construction Document Services for Hall Park Phase 1 & 2 Improvements AND Design and Construction Document Services for Farwell Park Phase 1 Improvements

Park Locations:
Hall Park – 1524 Aldrich Ave N, MN 55411
Farwell Park – 1201 N Sheridan Ave, Minneapolis, MN 55411

Issued by the Minneapolis Park and Recreation Board

Release date: 10 September 2021
Qualifications due: 30 September 2021, 3:00 pm Central Time

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PART 1 GENERAL INFORMATION

1.1 REQUEST FOR QUALIFICATIONS
This Request for Qualifications is intended to solicit responses from qualified consultants or consultant teams for:

- Preparing a program review, concept and schematic designs, community engagement, and preparing construction documents for Hall Park Phase 1 Improvements project AND/OR Farwell Park Phase 1 Improvements project;
- Assisting Minneapolis Park and Recreation Board staff in reviews and submittals to permitting authorities and other agencies with jurisdiction; and
- Performing construction contract administration services oriented to compliance with documents and implementation schedules.

This Request for Qualifications is offered through the Minneapolis Park and Recreation Board (MPRB), which will act as the contracting authority for work resulting from this request.

This Request for Qualifications is organized around the following core elements:

- Part 1 General Information
- Part 2 Project Information
- Part 3 Request for Qualifications
- Part 4 Contract Requirements
- Part 5 Additional Information

All information related to this Request for Qualifications shall be obtained as described in Section 1.2. The Minneapolis Park and Recreation Board is the sole authority to speak to issues related to this Request for Qualifications.

This Request for Qualifications is open to any qualified parties.

A Scope of Work and a fee for services will be negotiated with the successful responder.

1.2 CONTACT INFORMATION
The MPRB has assigned staff to manage the Request for Qualifications process, including any needs related to clarifications or questions. Any communications related to this request shall be directed VIA EMAIL ONLY to:

Hall and Farwell Park

Crystal Passi,

cpassi@minneapolisparks.org

No other staff is authorized to respond to questions or requests for clarification of this Request for Qualifications. Failure to follow this instruction may be cause for disqualification.
Questions or requests for clarification must be received by the date indicated in Section 1.3. Responses and will be provided to all known proposers via email by the date indicated in Section 1.3.

Responses to questions or requests for clarifications and the summary of the pre-submittal meeting will be posted to the MPRB’s website under MPRB Business Opportunities.

1.3 REQUEST FOR QUALIFICATIONS SCHEDULE
The Minneapolis Park and Recreation Board will pursue the following schedule related to this Request for Qualifications and the engagement of a consultant or consultant team:

- Release of Request for Qualifications: 10 September 2021
- Questions or requests for clarifications due: 20 September 2021
- Last addenda posted, including MPRB responses: 23 September 2021
- Qualifications due: 3:00 pm, 30 September 2021
- Interview notifications, if required: 1 October 2021
- Interviews, if required: 5 October 2021

Updates to the schedule and answers to submitted questions will occur only via an addendum to this Request for Qualifications. All addenda will be posted on the MPRB Business Opportunities site.

PART 2 PROJECT INFORMATION

2.1 BACKGROUND
The Minneapolis Park and Recreation Board (MPRB) adopted park master plans for the North Service Area (2019) setting goals for long-term development and improvements to parks guided by extensive engagement from the communities MPRB serves. MPRB prioritizes the replacement and repair of park facilities and amenities through a Capital Improvement Program (CIP). Hall Park and Farwell Park are neighborhood parks that have been allocated funding through the CIP to implement a phase 1 of improvements that have been identified in master plans for each park. Throughout the summer of 2021 MPRB staff held a series of open houses with the community to hear feedback on what projects should be priorities for first phases of improvements for Hall and Farwell. MPRB has also met multiple times with the Neighborhood Organization representing both Hall and Farwell, the Northside Residents Redevelopment Council (NRRC), to broadly understand community needs for each park. MPRB has also met with park keeper staff to discuss priorities from an operational standpoint. These efforts have shaped a general priorities list and scope of work that will help guide design consultants in this first phase of improvements for the parks.

The MPRB requires the services of a consultant team qualified to design a buildable project and prepare construction documents, including documents suitable for bidding, and perform construction contract administration services. The Consultant team will also be responsible for assisting MPRB staff in securing approvals and permits required to advance the project.
The MPRB follows a policy that requires engagement of interested parties and the community for every project. MPRB staff will coordinate the engagement process and facilitate required community engagement meetings. The consultant team will support the engagement process by providing documents (drawings, illustrations, and other graphics) that are in-process. It is not anticipated that the consultant team will prepare documents beyond those necessary to directly prepare and advance the design.

Consultant teams may submit qualifications for one or both projects.

Work related to the project must be pursued so that substantial completion of the park improvements occurs by December 31, 2022.

2.2 GENERAL SCOPE OF WORK

The MPRB is soliciting qualifications with the intention of entering a contract as separate projects for the preparation of design and construction documents and the performance of construction contract administration services for phase 1 & 2 improvements at Hall Park and phase 1 improvements at Farwell Park.

The budget for the constructed project for Hall Park (inclusive of design and engineering fees, administrative costs, misc. expenses) has been established at $750,000.00. For this project $750,000.00 is available now for Phase 1 and an additional $240,000.00 will be available for a phase 2 in 2025. As part this contract the consultant will be designing for projects selected as part of the phase 2 improvements however, they will not be responsible for construction contract administration for phase 2.

The budget for the constructed project for Farwell Park (inclusive of design and engineering fees, administrative costs, misc. expenses) has been established at $700,000.00 for Phase 1 Improvements.

It will be important that the development of a design of these park improvements that they can be achieved within the project budget.

The scope of work, at a minimum, is expected to:

Both Projects:

a) Must have experience with neighborhood park design and construction, community engagement, and special experience required per description below;

b) It is anticipated that a licensed landscape architect will lead the design team;

c) Use master plan items, community input, and MPRB staff input to design and deliver a project according from preliminary design, design development, final design through construction documentation;

d) Support, but not necessarily facilitate, engagement of the public and project stakeholders in conformance with the MPRB’s Community Engagement Policy;

e) Identify and provide supporting materials for any municipal permits and approvals, but not necessarily participating in meetings associated with those permits and approvals;
f) Provide incremental estimates of construction costs, including any fixtures, furnishings, and equipment and prepare recommendations for aligning estimated costs and community input with project budget; and

g) Perform other services necessary or intended to deliver a superior design and compelling project.

**Hall Park Specifics**

The scope of work for improvements for Hall Park will include improvements for both the East and West side of the park indicated in the Park Master Plan.

**Scope**

**West Side:**
- Playground
- Orchard and vegetative screening
- Minor pool improvements
- Basketball court (depending on playground design)

**West Side:**
- 5-12 adventure playground
- Lighting, Signage and Grading/Sightline Improvements
- 2-5 Adventure Playground (Design Only)
- Bicycle Skills Area (Design only)
- Pavilion (Design only)

**West Side**

The first phase of improvements for the West side of Hall park will include a new accessible playground. To develop the playground, expand and shift it away from the residents to the north, this project would include the orchard/vegetative screening along the edge of the new playground. The Master Plan identifies general locations for these improvements, but locations will need to be carefully assessed to maintain existing trees. The topography of the site will also need to be considered to minimize construction costs. This may mean adjusting the current and master plan proposed location slightly and the size and orientation of the playground. To accommodate separated 2–5-year-olds and a 5–12-year-olds play spaces, the new orchard/vegetative buffers while maintaining trees, could mean the existing half basketball court would be reconstructed and shifted slightly towards Lyndale Avenue. If the consultant determines this is the best course of action a new court will be included in the scope of the project as part of the first or second phase.

The playground equipment for the new playground on the west side of the park will involve working with a vendor who has a Joint Powers Agreement (JPA) under the MN State Contract. This would be a separate contract/contractor from the site work portion of the project and would be bid separately from site work. The consultant would be involved in developing the design and details for the playground, selecting the play equipment vendor, and overseeing implementation of the playground. MPRB staff would manage the JPA agreement with the play equipment vendor through the City of Minneapolis Procurement Department.
Additional improvements in this first phase may include reconfiguring pathways to improve access to the new amenities and adjustments to the playground location and minor upgrades to the existing wading pool such as adding shade structures.

**East Side**
The East side of Hall park is more residential and secluded. It feels somewhat disjointed from the more actively used West side. In effort to unify the two sides, the Master Plan calls for enhancing and creating new amenities on the East side including a new adventure playground, bicycle training track and shelter.

Based on the budget, and community feedback, the first phase of improvements will prioritize developing a new adventure playground for 5–12-year-olds. This playground would utilize the existing topography and should incorporate improvements to sightlines and safety from Lyndale Ave into the park. The new play area would likely be best situated up on the hill towards the bridge and could involve a combination of standard manufactured and custom elements.

Custom features could be fabricated and designed by a local artist or builder or potentially through the playground vendor if possible. MPRB will administer any contract with this artist or builder and would work with the consultant team to determine the scope of work. MPRB would also work with the consultant to facilitate fabrication and implementation. It’s possible that this part of the project could pair well with the City of Minneapolis’s public art program and could also involve collaboration with Franklin Middle School Students, MPRB Youth Design Team and Miller Dunwoody Institute students. The specifics of collaboration is yet to be determined and the consultant team hired would be involved in this process.

Phase 1 funding will likely not accommodate costs for implementing the new 2–5-year-old play area indicated in the park Master Plan. These improvements would occur in phase 2 in 2025 when additional funds are available. However, the consultant will develop designs for this area for future implementation. The consultant but will not be responsible for administering any construction contract associated with the 2–5-year-old play area improvements. The existing 2-5 play area concrete curbing is in good condition and should be retained while replacing the play equipment and sand surfacing. The paths surrounding the playground should be evaluated for accessibility or improvements to circulation. This area should also consider an adventure play style play area for younger children.

The first phase of funding will not include construction of the bicycle training track and a shelter. However, the consultant will include design of these features in their scope of services. These features would be bid and constructed as part of the phase 2 improvement funds. Again, the Consultant would not be involved in managing the construction contract for these features. Having a team member with experience designing bike skills facilities is desired.

The scope of work in phase 1 & 2 will include lighting upgrades or additional lights for both sides of the park. The consultant will be involved in developing signage and wayfinding to
improve access to both the East and West sides of the park with particular attention to access from Lyndale Avenue.

Key to the success of the projects identified in the scope for the East and West sides of Hall Park will be the consultant’s ability to creatively buffer new amenities from the neighboring residential backyards and balance the scale of new amenities to the scale and use of each side of this neighborhood park. The consultant will need to work to maintain and/or enhance sightlines into the park while minimizing tree loss and creating more shade. Having a team member with experience in themed, innovative, and/or one-of-a-kind play or adventure design and having a creative approach to creating and fitting these components into the budget is desired. Detailed design of the new play areas and amenities will be developed incorporating results of community engagement and feedback and will likely require additional engagement with the community.

**Farwell Park Specifics**

The scope of work for improvements for Farwell Park will include the following projects indicated in the Park Master Plan.

**Scope:**
- Playground (2-5 and 5-12)
- Improved and accessible pathways
- Site amenities (Bike racks, benches etc.)
- Native Planting Areas
- Kiosk (Concept design only)
- Splash Pad (Concept design only)

The scope of work for improvements for Farwell Park will include improvements to the playground for both 2–5-year-old and 5–12-year-old play areas located where the current playground sits. The project will include new equipment and accessible surfacing. This project will also include new native planting areas, landscaping changes to improve sightlines, and path upgrades to increase accessibility into the park. Currently there are not accessible ramps into the park. The paths surrounding the playground containers are in good condition but may need adjustment to allow space to accommodate new safety standards in play equipment. The consultant should retain existing play curbing where possible. The project will also include adding amenities such as bicycle rack(s), a bike repair station, new picnic tables and benches. If the budget allows, the project will include a new portable toilet area with decorative screening as indicated in the park plan.

Because the playground and the portable toilet area configuration could be dependent on the design of the future kiosk and splash pad, the consultant would likely need to include these features in the scope of design services. While these features will not be built in this phase, their general scale and design could impact the play areas and will need to be factored into the design. Critical to the success of this project will balancing new amenities within the small scale of this neighborhood park while maintaining existing shade trees.
Community Engagement for Hall and Farwell Parks

MPRB has held multiple community engagement open houses this July and August to help determine priorities for projects for this first phase of funds. Engagement included surveys and feedback on playground design and preferences on all projects indicated in the master plans for the parks. The scope of work for the first phase has been determined based on this and staff feedback for each park. Future engagement will be needed to refine design decisions and develop a concept plan for the proposed improvements. The concept plan will need to be shared with the community for feedback and go to the Board for Approval. MPRB expects the consultant would be involved but not necessarily lead this engagement.

2.3 PROJECT DEVELOPMENT STAGES

In order to guide the work, the MPRB anticipates deliverables according to logical stages of plan development. To align the work with expectations of staff review and any associated public engagement, the following general thresholds shall be considered by the consultant in defining a Scope of Work as part of a Professional Services Agreement:

At the completion of **Preliminary Design/Schematic Design**, the work shall be approximately 30 percent complete and:

- The project basis (need, scope, and intent) has been fully articulated;
- Investigations informing project directions and feasibility have been completed or scheduled in concert with other project activities and tasks;
- Key project criteria are defined and documented;
- Major project elements and systems have been defined according to criteria established by the MPRB and the consultant;
- Major project decisions have been made and are demonstrated in initial design drawings;
- Initial estimates of cost can be reasonably achieved;
- Regulatory compliance has been reviewed such that the project can be reasonably achieved;
- Engagement of the public has occurred such that knowledge of the project, its scope, and impacts on the park and neighborhood are understood by members of the public who have chosen to participate in meetings;
- The project has received “concept” approval from the Board of Commissioners, establishing the Preliminary Design as the proper path to implement; and
- A robust initial project development review has been completed with a log of issues and comments recorded.

At the completion of **Design Development**, the work shall be approximately 60 percent complete and:

- Design of major project elements and systems have been completed and the type, size and location of those elements and systems are fixed relative to the project site and building configuration;
• The relationship of elements and systems of the project can be fully assessed for agreement or conflict;
• The constructability of the project can be fully demonstrated;
• The project’s conformance with standards, regulations, and best practices can be determined;
• Updates to project costs can be reasonably determined;
• Methods of perpetuating the completed project can be reasonably assessed by the MPRB relative to cost, operational parameters, access, and other factors determined through the design process;
• Changes to the Preliminary Design in terms of scope, magnitude, cost, and program impacts have been communicated to MPRB staff and, if necessary, from the perspective of MPRB staff, to the public and the Board of Commissioners;
• Issues and comments identified in the initial project development review are resolved; and
• A project development review commensurate with this stage of design has been completed with a log of issues and comments recorded.

At the completion of Final Design and Construction Documents, the work shall be approximately 95 percent complete and:

• Project deliverables necessary to construct the proposed improvements have been substantially demonstrated in a set of drawings and associated specifications;
• Details associated with the construction of elements and systems of the project have been considered for compliance with standards, regulations, and best practices;
• Permits have been obtained or all documentation necessary to obtain permits is in place;
• Issues and comments identified in the project development review are resolved;
• Reviews by functional units within the MPRB have been accomplished with written comments provided to the design and engineering consultant;
• A final estimate of project construction costs can be reasonably delivered; and
• The application of signatures or stamps of responsible professionals can be reasonably assumed to be occurring within two weeks of the review.

2.4 PROJECT OUTCOMES

The MPRB has defined the following as necessary outcomes of the design process:

*Park design-related outcomes*

• A design addressing needs and opportunities related to the master plan developed for the park, community, and staff input;
• A design aligning with the sources and magnitude of funding available for the work and that demonstrates a path to implementation aligned with available funding;
• A design that can be implemented incrementally, if necessary, with respect for future needs and opportunities;
• A design that can be perpetuated with the latest and evolving technologies;
• A reliable opinion of probable cost, established in year-of-implementation dollars;
• A design that is efficient and demonstrates ease of operations, even to such a degree that it sustains itself; and
• A design that is compelling for the setting but does not overwhelm the intrinsic character of the park particularly the scale of the amenities to the size of the park and relationship to the neighboring houses.

Process-related outcomes
• A process that respects the MPRB’s Community Engagement Policy;
• A process that encourages innovation and invention, particularly relative to sustainability and function;
• Documents supporting a rich understanding of the design by staff and a community that may not be familiar with design processes;
• A vision for the project that can be realized in a relatively short timeframe, demonstrates consistency with input from the public and especially where that input can be elevated to new degrees of potential for the project;
• A design that can be approved by the MPRB and any jurisdictions with authority over the project; and
• A process that keeps MPRB staff assigned to this project at the forefront of interactions with the community.

Community-related outcomes
• A design capable of serving the community surrounding these parks well into the future; and
• A design that is unique and wholly appropriate for Hall and/or Farwell Parks.

2.5 CONTRACTED SERVICES
While the MPRB assumes the above listed tasks as core to the delivery of the project, it also believes that through this solicitation a fully qualified expert will be engaged. As a Scope of Work will be negotiated between the MPRB and the responder determined as most qualified through this solicitation process, it will rely significantly on the qualified expert to deliver the project. In that process, outcomes as indicated in Section 2.4 will need to be fully considered by the selected consultant.
2.6  PROJECT SCHEDULE
The MPRB anticipates a process related to the preparation of design and construction documents allowing for construction to begin in 2022. The following generalized schedule is provided as a guide for anticipated work and deliverables:

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2.7  PROJECT BUDGET

2.7.1  Hall Park Phase 1 Improvements
The MPRB has established a budget for the Hall Park Phase 1 Improvements at $750,000.00 of NPP20 funds which shall include all project costs. An additional $240,000.00 of NPP20 funds will be available in 2025 for a phase 2 Improvements. Design and engineering fee for phase 1 will include designs for phase 2. On a preliminary basis, the budget might generally be directed to the project as follows:

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<tr>
<th>Uses</th>
<th>Amount</th>
<th>Percentage</th>
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<tr>
<td>Construction Including Contingency</td>
<td>$640,600</td>
<td>85.40%</td>
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<td>Landscape Architecture, Engineering Fees</td>
<td>$65,000</td>
<td>8.60%</td>
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<td>Survey, geotechnical</td>
<td>$10,900</td>
<td>1.50%</td>
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<td>PM Admin</td>
<td>$30,000</td>
<td>4%</td>
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<td>Misc Expenses</td>
<td>$3,500</td>
<td>0.50%</td>
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2.7.2 Farwell Park Phase 1 Improvements
The MPRB has established a budget for the Farwell Park Phase 1 Improvements at $700,000.00 of NPP20 Funds, which shall include all project costs. On a preliminary basis, the budget might generally be directed to project as follows:

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<th>Uses</th>
<th>Amount</th>
<th>Percentage</th>
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<tr>
<td>Construction Including Contingency</td>
<td>$614,400</td>
<td>87.7%</td>
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<tr>
<td>Landscape Architecture, Engineering Fees</td>
<td>$40,000</td>
<td>5.7%</td>
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<td>Survey, geotechnical</td>
<td>$8,900</td>
<td>1.3%</td>
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<td>PM Admin</td>
<td>$35,000</td>
<td>5%</td>
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<tr>
<td>Misc Expenses</td>
<td>$1,700</td>
<td>0.3%</td>
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2.8 PROJECT GUIDANCE
In addition to coordination of project activities provided by a consultant through MPRB staff, the design process in anticipated to include engagement and review by staff groups and members of the community around Hall and Farwell parks. Such engagement and review will be led by MPRB staff with support, as appropriate and necessary, by the consultant. The frequency and timing for engagement sessions and project reviews will be determined in concert with the selected consultant or consultant team, but MPRB staff will be primarily responsible for this work.

PART 3 REQUEST FOR QUALIFICATIONS

3.1 RESPONSES, IN GENERAL
A response to this Request for Qualifications shall contain information in the order indicated in the chart in Section 3.2. Where responses to questions are required the responder shall prepare a narrative response that may include graphic information, diagrams, or other means of communicating key messages. The MPRB anticipates a creative, unique response specific to this request such that all aspects demonstrate a clear relationship to the effort of designing Hall Park Phase 1 & 2 Improvements project AND Farwell Park Phase 1 Improvements project. Standardized or “boilerplate” information, including firm descriptions, personnel resumes, and project narratives shall not be provided as a part of a response.

One qualifications response can be sent for both projects; however, be clear in your response if you are responding to one or both projects. If preferred, applicants may instead submit two separate responses - one for each project.

Failure to follow the requirements for content and format may result in disqualification of the response.
3.2 FORMAT AND CONTENT OF RESPONSES
A response to this request shall be provide in PDF (portable data file) format, delivered digitally as noted in Section 3.7. Responders shall direct particular attention to the order and requirements of information to be included in a response as indicated in the following chart:

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<tr>
<th>Section</th>
<th>Description</th>
<th>Requirements</th>
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<td>1</td>
<td>Cover letter</td>
<td>• There is no limitation on the content presented as part of this section.</td>
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<td>Team identification</td>
<td>• The respondent shall provide the following information:</td>
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<td>1) The name, address, and telephone number of the lead consultant, and the</td>
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<td>office location from which the work would be conducted for a lead consultant</td>
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<td>not located in the Twin Cities area;</td>
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<td>2) The name, address, and telephone number of other members of the consultant</td>
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<td>team, and the office location from which the work would be conducted if</td>
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<td>the consultant team member is not located in the Twin Cities area; and</td>
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<td>3) The name, title, email address, and telephone number of the person who</td>
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<td>is primarily responsible for preparation of the response.</td>
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<td>• This section shall contain no descriptive information about the consultant</td>
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<td>or consultant team other than the information requested.</td>
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<td>Project understanding</td>
<td>• The respondent shall respond to the following information:</td>
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<td>4) Beyond information contained in this Request for Qualifications, describe</td>
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<td>the consultant’s or consultant team’s understanding of the need and intent</td>
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<td>5) How will the lead consultant ensure the work of this request is fully</td>
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<td>responsive to the outcomes identified in this request?</td>
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<td>Skills and experience of the lead</td>
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6) What single project performed by the lead consultant is most similar to the focus of this request and what role did the lead consultant play in the project? Provide narrative, graphic, and pictorial support for that project.

7) What role did the Key Personnel play in the referenced project and how did their performance contribute to the project’s success?

8) Who may be contacted as a reference for detailed questions about the project identified as relevant similar experience?

9) What other projects demonstrate the lead consultant’s capacity to perform the work? Provide abbreviated narrative, graphic, and pictorial support for those projects.

- No other information shall be included in this section.
- This section shall be limited to three pages.

5 | Skills and experience of other consultant team members | The respondent shall respond to the following information:

10) What single project performed by each member of the consultant team is most similar to the focus of this request and what role did the consultant member play in the project? Provide narrative, graphic, and pictorial support for that project.

11) What role did the Key Personnel play in the referenced projects?

12) Who may be contacted as a reference for detailed questions about each project identified as relevant similar experience in the response?

- No other information shall be included in this section.
- This section shall be limited to five pages.

6 | Key Personnel | The respondent shall respond to the following information:

13) What roles or areas of expertise are needed to fully satisfy the requirements of the requested work?

14) Which members of the consultant or consultant team will be assigned to those roles or areas of expertise? Why are those individuals best positioned to perform those roles or address the areas of expertise?

- No other information shall be included in this section.
- This section shall be limited to five pages.
15) Provide a summary of projects or other experience demonstrating capacity for performing this work for each Key Personnel.

16) What roles necessary to perform this work has the consultant or consultant team not included as part of its team?

- Key Personnel shall be those individuals responsible for assuming significant tasks and assuring the quality of key deliverables.
- In submitting a response and identifying Key Personnel, the MPRB assumes the individuals have sufficient time to fully serve in their respective roles. Substitutions after the project has commenced shall require review and confirmation by the MPRB. In the event of a departure of any Key Personnel, the consultant or consultant team assumes all responsibilities related to “onboarding,” gaps of information, delays of the project, or other similar issues resulting from a transition in high level project personnel.
- No other information shall be included in this section.
- This section shall be limited to four pages.

7 Approach

- The respondent shall respond to the following information:

17) In general terms, describe the general approach that will be pursued in the consultant’s or consultant team’s design process. Describe approaches that encourage a high degree of interaction between the MPRB, the consultant or consultant team, and the public. Highlight milestones and primary checkpoints in the consultant’s or consultant team’s design process. Frame the description in ways that the outcomes shared in this Request for Qualifications might be realized. Outline the general deliverables that will be important in demonstrating directions of the design at various stages of this process.

18) What tasks will be directed to the MPRB as a part of anticipated deliverables?

- No other information shall be included in this section.
- This section shall be limited to three pages.

8 Schedule

- The respondent shall respond to the following information:
19) **What are the key points for the consultant’s or consultant team’s deliverable and any incremental reviews by the MPRB?**

- No other information shall be included in this section.
- This section shall be limited to two pages.

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<th>9</th>
<th>Quality management</th>
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<td>The respondent shall respond to the following information:</td>
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20) **What methods will be used to ensure the quality, completeness, and timeliness of interim and final deliverables?**

- No other information shall be included in this section.
- This section shall be limited to one page.

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<th>10</th>
<th>Review of standard agreement for professional services</th>
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<td>The respondent shall respond to the following information:</td>
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21) **What components of the MPRB’s standard agreement for professional services are not acceptable to the consultant or consultant team (AIA B101 Attached)?**

- No other information shall be included in this section.
- This section shall be limited to two pages.

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<th>Certification</th>
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<td>The respondent shall respond to the following information:</td>
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22) **The consultant or consultant team shall provide and agree to the following statement, executed by an individual with authority to represent fully the activities and interests of the responder:**

I hereby certify that I am a duly authorized representative of the company and that the information contained within this response to the Minneapolis Park and Recreation Board’s Request for Proposal is current, true and correct to the best of my knowledge. I hereby authorize and request any person, agency or firm to furnish any pertinent information requested by MPRB deemed necessary to verify the statements made in this application.
In addition to the requirements indicated in the chart above, responders shall note the following:

- In the requirements outlined above, the term “page” shall refer to the face of each page, such that one page is equal to one face (side) of a sheet of paper;
- No page shall be larger than 8-1/2 inches by 11 inches;
- No text shall be smaller than 11 point for any portion of the primary narrative or smaller than 9 point for any other text; and
- No other material or information shall be appended to a response.

3.3 EVALUATION OF RESPONSES

Responses to this Request for Qualifications will be reviewed by, at a minimum, the following representatives of the MPRB and any project partners:

- Andy Schilling, Design Project Manager, MPRB
- Colleen O’Dell, Senior Planner and Landscape Architect, MPRB
- Crystal Passi, Design Project Manager, MPRB
- Cliff Swenson, Director, Design and Project Management, MPRB

Responses shall be reviewed using the following criteria:

- Adherence to the required format of the response: No consideration will be given to proposals failing to follow the format
- Clarity and directness of the response: 10 percent
- Experience of the consultant or consultant team, particularly with regard to Key Personnel: 30 percent
- Demonstrated understanding of the project: 20 percent
- Coherency of approach to the work, especially directed to design process, interactions with project staff, and appropriateness of anticipated deliverables: 30 percent
- Acknowledgement and understanding of project risks, the need for managing quality of the work, and the timeliness of milestones leading to full delivery: 10 percent

Any determination relative to the selection of a consultant or consultant team made by the MPRB shall be considered final.

3.4 SELECTION OF CONSULTANT OR CONSULTANT TEAM
Should it be determined after a detailed review of responses that interviews are necessary to determine the best qualified consultant or consultant team, the MPRB will organize interviews as follows:

- The consultant or consultant teams selected for an interview will be notified not less than five calendar days prior to the date scheduled for the interview;
- Participation in the interview will be limited to four members of the consultant or consultant team;
- The interview format will be provided to those selected for interviews at the time of notification. The MPRB requests that responders selected for an interview allow up to 45 minutes for an interview.
- The interview may require the consultant or consultant team to develop and present an initial scope of work and associated fees. Such presentation may be used in selecting a consultant or consultant team, but the scope and fee shall remain subject to negotiation.

The MPRB reserves the right to negotiate a scope and fee with more than one responder in order to determine the best value for the services requested.

The consultant or consultant teams selected for an interview shall consider information contained in a response to this Request for Qualifications to be read and understood, with no need to repeat or review that information during an interview. Additional information regarding interviews may be provided to the consultant or consultant team at any time up to the start of the interview.

It is intended that the same individuals identified as reviewers in Section 3.3 will conduct the interviews. The interview panel may be expanded based on reviews of the responses received.

3.5 QUESTIONS AND CLARIFICATIONS
Questions regarding this Request for Qualifications shall be directed VIA EMAIL ONLY to:

Crystal Passi, cpassi@minneapolisparks.org

Questions or requests for clarification must be received by the date indicated in Section 1.3. Responses will be provided to all known proposers via email by the date indicated in Section 1.3.

3.6 SUBMITTAL OF RESPONSES
Responses will be accepted only up to the time indicated in this Request for Qualifications. Responses shall be submitted in portable data file (PDF) format. Proposals shall be submitted VIA EMAIL ONLY to:

Crystal Passi, cpassi@minneapolisparks.org

The email submittal must clearly state in the subject line that the communication contains:
Statement of Qualifications for DESIGN AND CONSTRUCTION DOCUMENT SERVICES RELATED TO HALL PARK PHASE 1 & 2 IMPROVEMENTS AND/OR FARWELL PARK PHASE 1 IMPROVEMENTS

PART 4 CONTRACT REQUIREMENTS
Attachment A - MPRB standard professional services agreement

PART 5 SUPPORTING INFORMATION

5.1 Attachment B - MPRB Master Plan Sheets for Hall Park - See below or Link to Master Plans page, click on ‘North’, click on ‘Final Documents’, click on ‘Chapter 4: Neighborhood Park Plans F-G’

Attachment C - MPRB Master Plan Sheets for Farwell Park – See below or Link to Master Plans page, click on ‘South’, navigate to ‘Chapter 4: Neighborhood Park Plans’, click on ‘Parks H-J’