PLANNING, DESIGN, AND CONSTRUCTION DOCUMENT
& ADMINISTRATION SERVICES
FOR
East Phillips Parks and Open Spaces Plan

Release Date: Friday, November 3\textsuperscript{rd}
Non-Mandatory Pre-Submittal Meeting: Monday, November 13\textsuperscript{th} at 4pm
Questions Due: Wednesday, November 15\textsuperscript{th}
Final addenda issued: Tuesday, November 21\textsuperscript{st}
Qualifications DUE: Friday, December 1\textsuperscript{st} at 5pm
Shortlisted Firms notified no later than: Tuesday, December 12\textsuperscript{th}
Interview Date: Monday, December 18\textsuperscript{th}

Submit to: Emma Pachuta
Project Manager, Planning Division
Minneapolis Park & Recreation Board
2117 West River Road
Minneapolis, MN 55411
EPachuta@MinneapolisParks.org
PROPOSAL OVERVIEW

The Minneapolis Park and Recreation Board seeks design services from a registered Landscape Architect teamed with other professional consultants, if necessary (collectively “Design Team”), to collaborate with MPRB staff on the creation of the East Phillips Open Spaces Plan and implementation of a number of construction projects following plan adoption. This project will involve extensive community engagement to create a vision for East Phillips Park, revisit and update the plan (if needed) from 2017 for Cedar Avenue Field Park and it will most likely include some high-level concept planning for public or private property adjacent to parkland. The goal is to outline a holistic vision for open space and park connectivity within this portion of the East Phillips neighborhood.

PROJECT BOUNDARY
The project will include the parks and some land parcels between E 22nd Street and E 26th Street, Bloomington Avenue to the west and Hiawatha to the East. It includes lands owned and managed by Little Earth, other public or private identified land parcels, and/or city and county streets. The project area will not include MNDOT right-of-way.

SCOPE OF SERVICES
MPRB seeks a collaborator to work hand-in-hand with MPRB staff on the execution of this parks and open spaces planning process. The consultant should provide design expertise, staffing, logistical support, knowledge of trends and innovations in neighborhood parks, and, ideally, knowledge of and relationships within the East Phillips neighborhood. This approximately 12 to 18-month park planning process will conclude with the preparation of a written and graphic document that will be an amendment to the South Service Area Master Plan and is anticipated to include:

- Community supported and Board adopt-able conceptual design plans for both East Phillips Park and Cedar Avenue Field Park
- Concept guidance for other private green spaces and connections to parkland
- Concept-level construction and operations cost estimates
- Guidance on implementation
- Coordination with adjacent and complementary inter-agency projects (ie City, County, MWMO, Met Council, etc.)

We seek a firm that is qualified to prepare construction documents and oversee construction administration following the East Phillips Parks and Open Spaces Plan adoption. There is funding
available to implement a portion of the park vision following completion of the park planning process, and we anticipate the Landscape Architect will lead the schematic design through construction administration of a capital project (or projects). The anticipated design and construction work will be completed through a separate contract(s) from the planning work with MPRB, however, the interview will include questions regarding the experience and knowledge in both planning and construction management.

We seek a team that is versed in the following skills:

**General Knowledge**
- Familiarity working with the Minneapolis Park and Recreation Board and other local agencies
- Familiarity working with a diverse set of stakeholders with a diverse set of needs and interests
- Experience in consensus building, public interactions, and public engagement procedures
- Experience in summarizing and communicating stakeholder feedback to multiple audiences
- Experience in generating estimates of construction and operations costs
- General knowledge about the neighborhood parks and programming in Minneapolis
- General knowledge of and/or relationships within the East Phillips neighborhood
- Employ systems thinking to identify opportunities to collaborate with or complement concurrent Agency projects to create spaces that are more than the sum of their parts.

**Landscape Knowledge**
- Demonstrated experience in landscape architecture, park planning, public space design, and regional planning
- Provide an understanding how parks can address climate change and be resilient in a changing climate while still meeting the recreational and social needs of neighborhood residents
- Experience working with park districts
- Experience in recreational, environmental, and/or community planning
- Experience with culture-specific landscapes and materials
- Experience overseeing landscape and design projects from planning to implementation

**Cultural Competency**
- Experience working with a diversity of cultures, ethnicities, and languages
- Comfort adapting timelines to accommodate community partner timelines and capacity
- Openness to identifying opportunities to hire or train local residents/companies for engagement/planning/design/construction specific maintenance

**AGENCY INFORMATION**

**MPRB Mission:** The Minneapolis Park and Recreation Board permanently preserves, protects, maintains, improves, and enhances its natural resources, parkland, and recreational opportunities for current and future generations of our region including people, plants, and wildlife.

The Minneapolis Park and Recreation Board dismantles historic inequities in the provision of park and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, community, and the environment.
The Minneapolis Park and Recreation Board ("MRPB") is an independent, semi-autonomous body responsible for maintaining and developing the Minneapolis Park system to meet the needs of residents of Minneapolis.

The neighborhood parks in the city are scattered throughout the city. They bring recreational opportunities to residents close to where they live. The neighborhood park system includes major athletic facilities, idyllic parks with grand trees and fun playgrounds, small green triangles, and recreation center buildings. They see approximately 16 million annual visits.

PROJECT DESCRIPTION

HISTORY
The neighborhood park system is large, comprising of more than 120 park units. To help plan in a digestible way, MPRB planned neighborhood parks in five service areas: North, Northeast/Southeast, South, Southwest, and Downtown. In September of 2016, the Board officially approved the South Service Area Master Plan (SSAMP).

SSAMP planned 26 of the 30 neighborhood parks in south Minneapolis. The borders of the park planning area stretched from I-35W on the west to the eastern city limit and is bounded on the north by the I-94/I-35W loop around downtown. During the 2016 South Service Area Park planning process, East Phillips Park was one of the four parks did not get planned at that time. Currently, East Phillips Park amenities include: a rec center, softball and baseball fields, basketball court, picnic area, playground space, indoor and outdoor bathrooms, and a wading pool. The narrative in SSAMP explains:

“East Phillips Park is considered a “special case” in the SSAMP process. No park plan has yet been created for this park. Because this park recently underwent a master planning process that concluded in 2010 with implementation of many facilities in the park, it was considered by the community to be too soon to master plan it again. Therefore, no master plan is included in the SSAMP. Instead, a full master plan for the park will be performed at which time the first major asset in the park needs replacement... replacement of that asset will trigger a community-engaged master plan to create a new vision for the entire park. That plan will then be amended into the SSAMP.”

A park plan for Cedar Avenue Field Park, also in the East Phillips neighborhood, though not originally included in SSAMP, was amended in to the 2016 SSAMP Plan in 2017. The park plan, included in Chapter 4 (page 84-1) of SSAMP, includes retaining and upgrading the playground, basketball court, and multi-use diamond court, plus new added elements such as a formalized outdoor gathering space, interactive water feature, a picnic shelter, linear skate park and volleyball court.

AMENDMENT TO SSAMP: East Phillips Open Spaces Plan
Since 2017, MPRB staff have received feedback from some Little Earth residents, specifically staff who work with Native youth at Little Earth, that the design for Cedar Avenue Field Park that was proposed in SSAMP may not adequately address the needs of Native youth or the safety issues that Little Earth community members experience at Cedar Avenue Field Park. For this reason, MPRB staff believe it is important to revisit the park planning conversation for Cedar Avenue Field Park to be able to reconnect with community members and ensure Native voices are represented in the final design. Both park designs should speak and align with each other as they are closely connected.
MPRB anticipates that the process will include concept planning for some adjacent properties to parkland, including the property of Little Earth, streets, and/or other parcels.

RESOURCES

- Here are links to the map of the project area as well as the project’s Community Engagement Plan.
- See “Appendix I: CEPRO Site” attached to this RFQ to see an example of the type of outline anticipated for each park site. It is anticipated there will be additional community context and high-level graphics for sections of and/or the full project area incorporated into the final document(s), as well.
- Updated surveys for both parks will be provided to the selected team.
- MPRB anticipates issuing a Professional Services Agreement for the planning work. Template can be provided upon request.

PROJECT TIMELINE

- **Summer 2023/Fall 2023: Park Plan Start-Up:** Preliminary conversations and engagement with community partners to assess upcoming issues, completion of a landscape analysis, identify consultants for project, complete/update boundary and topographic surveys for both parks.

- **Winter 2023-Summer 2024: Discovery and Assessment:** Work closely with the project team, community partners, and groups to understand physical and social conditions for the park and recreation needs. Engage community about the vision for these parks.

- **Summer 2024-Winter 2024: Park Planning:** Initiate park planning design iterations for the public for East Phillips Park and Cedar Avenue Field Park (if applicable). Staff will rely heavily on input from the general public, as well as engage significantly with established neighborhood organizations and service and outreach providers that work with diverse populations.

- **Winter 2024-Spring 2025: Park Plan and Approval:** Prepare draft plan document for 45-day public. Revise draft plan following public comment period and after final approval by Board of Commissioners, as applicable.

  **Summer 2025:** Begin park project implementation work. Based on the approved park plans, MPRB will determine what projects may fit within the allocated CIP budgets for each park. This work will include Schematic Design through Construction Administration.

ADDITIONAL INFORMATION INFORMING SCOPE OF SERVICES

In addition to the MPRB park planning process, there are a number of additional projects and/or studies being completed by other agencies in the neighborhood, including a previous engagement process for 18th Avenue by City of Minneapolis, a current redesign for Cedar Avenue by Hennepin County and City of Minneapolis, and a watershed feasibility study by MWMO. As these processes may inform the final park designs, MPRB staff and the project consultant will stay connected with the work of adjacent partners and projects, as it is anticipated they will inform the park planning process.

MPRB staff have begun initial relationship building and engagement in the neighborhood. While it is anticipated that MPRB will lead and implement the majority of engagement for the project, staff hope
to identify a design team who may have existing relationships/knowledge within the community and are ready and willing, at times, to support the convening of community meetings or attend community events alongside MPRB staff.

As outlined in the Community Engagement Plan, this project will not have a formal Community Advisory Committee (CAC), which is traditionally how the design team interfaces with the public process. For this reason, MPRB staff is interested in working with a design team that can be adaptable and a creative thinker around how their team could interact with the public to build trust and an understanding of the issues during the project.

It’s anticipated that local community organizations and leaders will inform the project through different advisory channels, which could include receiving input from organizational board members/formal letters of support, hosting Open Houses or meetings where community members/organizations work with MPRB and the design team to find consensus on policy or design elements, and other strategies that may not yet be identified.

MPRB seeks out a design team who may be able to support multi-lingual engagement, specifically Spanish, which is the primary language of many residents in the neighborhood. Knowledge or experience with cultural communities and languages represented in the neighborhood (such as Native American or Indigenous, Black or African American, East African or Somali, Hispanic or Latinx, etc.) are seen as a benefit to the project.

East Phillips Park has $2,071,000 allocated and Cedar Avenue Field Park has $1,040,589 allocated. These amounts include the park planning work and soft costs from design through the construction stage. We anticipate the design costs to be ~8-12% of the total cost of design through CA services. Including the park planning contracted work, we anticipate the overall costs for the design team to total ~$325,000-475,000.

CENTERING EQUITY

The project supports the following goals and strategies in Parks for All, the MPRB Comprehensive Plan 2021-2036:

- **Goal 1: Foster belonging and equity**
  - **Strategy 5:** Identify and remove barriers to park access as a way of fostering economic, psychological, social and cultural resilience for new and current park users.
  - **Strategy 14:** Elevate voices of those most impacted by health disparities and environmental injustice to inform policies, programming, activities and services in parks.

- **Goal 3: Provide core services with care**
  - **Strategy 11:** Design and implement parks that are welcoming, climate resilient, ecologically healthy, playful, beautiful and safe as they age.
  - **Strategy 20:** Prevent violence and mitigate impacts on public health, perceptions of safety and safety in the park system through multiple models of community safety and harm reduction.
REQUEST FOR QUALIFICATIONS DATES AND DEADLINES

A pre-submission meeting will be held on Monday, November 13th on zoom. This meeting is not mandatory for the RFQ submittal and is open to firms who would like to ask questions regarding this RFQ.

Zoom meeting link for pre-submittal meeting on Monday, November 13th:
https://us06web.zoom.us/j/82638339209?pwd=ALma444Hv98YGiMPH9nmhRt9xP9Bfw.1
Join by phone: 1-312-626-6799, Meeting ID: 826 3833 9209, Passcode: 332884

Firms may email additional questions to Emma Pachuta at epachuta@minneapolisparks.org up to Wednesday, November 15th. Please use the email title “East Phillips RFQ Questions.” An addenda with responses to questions received will be posted by Tuesday, November 21st to the MPRB Business Opportunities webpage.

**Submittals are due by 5pm on Friday, December 1st.** MPRB will notify teams about interviews by Tuesday, December 12th.

SUBMISSION CONTENTS

Please follow the page limits associated to the sections below. Submittal packages should present, in a manner that is easy to understand, the qualifications the firm has associated to landscape design based on similar MPRB context, properties, and assets.

The minimum font size is 11 and each page should be noted as “page __ of __.” The submittal shall clearly identify the date the qualification package was submitted to the MPRB.

1. **Cover Letter (page limit: one)**

2. **Firm Overview (page limit: three)** Illustrate the firm’s and any subconsultant’s name, address, authorized point of contact, email and phone number (Office and / or cell).

3. **Experience of the Team (page limit: five)** Provide a description of your team’s prior experience and qualifications associated with landscape design, neighborhood park planning, working with underrepresented communities, and construction administration. Basically, help us understand why your team is a good fit for this project.

4. **Key Personnel Experience (page limit: four)** Identify key personnel, their role, and their qualifications to perform the work. Include for all personnel their credentials, related certifications to support the qualifications of the firm, and experience with the East Phillips neighborhood and any other applicable project related knowledge.

5. **Project Approach (page limit: two)** Outline your team’s approach to this project and describe why this approach is unique and appropriate for these spaces. List important project milestones/approvals.

6. **Risks (page limit: one)** What risks might be encountered in this process and how will the consultant mitigate those risks?

7. **Other (page limit: two)** Provide any other supporting information to illustrate your qualifications for community engagement, utilizing stakeholder input, neighborhood/park design, and working on multi-jurisdictional projects.
Emailed submissions must be emailed by 5:00 PM on December 1st to Emma Pachuta at epachuta@minneapolisparks.org.

Hard copies must be received no later 5:00pm on December 1st and dropped off or mailed to:
Minneapolis Park and Recreation Board (ATTN: Emma Pachuta)
2117 W River Rd North
Minneapolis, MN 55411

EVALUATION CRITERIA

The following criteria will be used to screen and rank the firms qualified to receive an RFQ.

1. Qualifications of the Firm (20%)
   Firms who have planning and design experience associated with open spaces similar in context to the MPRB parks and properties.

2. Qualifications of the Project Team (Key Personnel) (20%)
   Review will be based on those firms with key personnel having team members who are experienced, licensed and qualified for park planning, engineering, and other necessary skillsets/experiences outlined in the RFQ.

3. Experience and knowledgeable about requirements, standards, guidelines associated with landscape design, engineering, community context, and completing projects for government agencies. (20%)
   Review of the qualifications will be evaluated based on the firms demonstrated knowledge of the requirements, practices and standards associated with park amenities within park properties, recreational, natural, and/or open spaces that are open to the public.

4. Project Approach (30%)
   Review of the qualifications will be evaluated based on the approach and process the firm has used to engage and reach consensus on design and engineering. Review will also include review of the firm’s project experience with adapting a project to context, political, social and economic factors.

5. Ability to meet Project Requirements (10%)
   Review will be based on how the team may be able to meet project timelines and fit within the general cost estimate that is anticipated. Is the value of what they are able to bring to this work commensurate with the costs available?

EVALUATION OF RESPONSES

Responses to this Request for Qualifications will be reviewed by staff in the following departments at MPRB:

- Strategic Planning
- Design and Project Management
- Community Connections and Violence Prevention
- Recreation
• Environmental Management