Addendum #1

Request for Proposals: Planning, Design, and Construction Document & Administration Services for the East Phillips Parks and Open Spaces Plan

QUESTIONS AND ANSWERS

Non-mandatory Pre-Submittal Meeting

List of participants who chose to sign-in via entering their name and affiliation in the chatbox (may not be representative of all meeting attendees):

- Zakcq Lockrem, Mend Collaborative
- Sarah Evenson, HKGi
- Rob Stein, EOR
- Ben Waldo, SWA
- Katherine Gould, Bolton & Menk
- Mattie Wong, Radicle Land Collective
- Rachel Burand, Stantec
- Sara Zewde, Studio Zewde
- Will Linscott, Radicle Land Collective
- Julia Burke, TEN x TEN

Pre-Submittal Meeting Questions and Answers

Q #1: Can you clarify how the contract is broken down between Planning and Design/Implementation?
A #1: MPRB staff plan to select a design team that will support both the planning and design services work through this RFQ process. Following team selection, MPRB staff will negotiate a contract for the park planning services which are anticipated to begin in Q1 2024 and run through Q1 or 2 of 2025. Following MPRB approval of the East Phillips Open Spaces Plan, MPRB staff will then work to complete separate contracts for both East Phillips Park and Cedar Avenue Field Park improvements with the selected team.

Q #2: Have surveys been completed for each park?
A #2: Surveys were originally completed for both East Phillips Park and Cedar Avenue Field Park in 2016 during the previous South Service Area Master Plan project. MPRB staff recently completed updated surveys in 2023 for both parks. Survey information will be shared with the selected team.
Q #3: I noticed that a Community Collaborators opportunity was distributed in the community by MPRB; 
A #3: MPRB staff will take the lead on the community engagement for the East Phillips Open Spaces planning process. The Community Collaborators opportunity is one of several strategies that MPRB has employed to begin relationship building and initial input gathering with organizations and residents in the neighborhood. As noted in the RFQ, the East Phillips Open Spaces planning process will not include a Community Advisory Committee (CAC); the CAC meetings are how a design team would traditionally engage with the public during a MPRB planning process. Staff believed that following a traditional CAC process for this specific project may result in some important voices being left out of the process and determined that having greater flexibility with the process would result in more equitable and community-grounded final recommendations. MPRB staff hope to find a design team that is willing to be a creative thinking partner to help determine and navigate a thoughtful and transparent community process for East Phillips.

Currently, staff anticipate hosting, what we’re calling, a Park Summit at the end of Phases 1 and 2 of the park planning process. The current vision for the Park Summit is a large public meeting format that ideally is co-led by community stakeholders, and would include a facilitated dialogue to outline potential park recommendations. We anticipate hosting 1-2 open houses prior to each Park Summit to help build momentum with the public and share information leading up to these community conversations. Based on the current outline, the design team should expect to help prepare visuals for and attend at least six public meetings and also anticipate that there will be some additional meetings or conversations that may be deemed important for them to attend over the course of the project. This current plan is subject to change based on new information from the design team and/or community.

It is anticipated that there will also be some level of engagement completed during the park improvements work, however, that scope will be determined during future improvement contract negotiations.

**Proposed Project Timeline**

**EAST PHILLIPS OPEN SPACES PROJECT TIME**

Q #4: Can you post the presentation? 
A #4: Yes, the presentation is included within the Addendum.

Q #5: Will the design team be responsible for identifying and solidifying additional grants or funding for the work? 
A #5: We do anticipate that there may be additional funding opportunities for improvements, for example: stormwater management improvements through our partnership with the MWMO, however, the design team is not responsible for identifying or solidifying grants for this project. It is anticipated that MPRB would lead any additional fundraising work, so this work should not be factored into the design team’s RFQ submittal.
Q #6: Are there any WBE or MBE goals for this project?
A #6: There are no specific requirements for this hiring process, although as outlined in the RFQ, we are hoping to identify a design team that can help us further relationships within East Phillips’ diverse population.

Q #7: Is it required for a landscape firm to be the lead for this project?
A #7: It is not required for a landscape architecture firm to be the lead for the project. It will be up to the design team to make a case in the RFQ submittal about how their team reflects the experience and knowledge required to complete the Scope of Work outlined in the RFQ.

Q #8: I have heard that there are tensions amongst different communities in the neighborhood. Can you speak about this?
A #8: Through MPRB’s initial engagement completed in the community since August 2023, some community members have shared that each park may not feel welcoming to all community members. Residents from Little Earth, which is a Native housing complex that has land parcels adjacent to each park, have noted that Cedar Avenue Field Park feels like “their park”. Little Earth hosts their annual Pow Wow at Cedar Avenue Field Park and due to its close proximity to the Little Earth main building, they often host community events at Cedar, as well.

East Phillips Park has a larger park footprint that includes more amenities, both indoors and outdoors. The many amenities help serve a broad number of park users. East Phillips Park provides indoor programming and also hosts a large number of athletic events that draw in people from outside of the neighborhood.

It has been communicated that some Little Earth residents don’t feel welcome at East Phillips Park and some East Phillips residents who are not Native do not feel welcome at Cedar Avenue Field Park.

Q #9: Should we plan for architectural services as part of the submittal?
A #9: Currently, there is one rec building located at East Phillips Park within the project area, which was built ~2010. Because the building is so new, staff do not anticipate proposing to demolish and rebuild a rec center building in a different location on site, however, there may be a need to revisit circulation based on some safety concerns and also identify whether the current building adequately meets the needs of residents. We do not anticipate there will be a need for architectural services within the park planning process, and if there is a need for architectural services during the park improvement phase, MPRB staff and the design team can negotiate that during the contract conversation for improvements.

Emailed Questions

Q #10: Please confirm that the selected consultant team for the current RFQ will not be precluded from the subsequent phases of this park project, namely the CD/and CA/CO phases.
A #10: On the contrary, this RFQ process will select a team for both park planning services as well as the design and construction administration of future improvements at East Phillips Park and Cedar Avenue Field Park. Once a team is selected through this RFQ process, MPRB staff will work to negotiate a contract for park planning services for 2024-2025 and then following the adoption of the park plan, it is anticipated that MPRB staff will then negotiate a new contract or contracts with the same design team for the subsequent design and construction administration work for East Phillips Park and Cedar Avenue Field Park.

Q #11: Please clarify the amount of professional service fees that are available for each parcel for the selected consultant team, if that information is available.
A #11: The RFQ outlines that the anticipated costs for the design team for the combined park planning work and improvements will be between $325,000-475,000.

These costs have been calculated based on the anticipated work and amount of CIP funding available for each park:

- Cedar Avenue Field Park: $1,040,589
- East Phillips Park: $2,071,000
- TOTAL: $3,111,589

Work that is included within these amounts includes the budget for the entire park planning process, and soft and hard costs for the future park improvements. We anticipate that the contract for the park planning work with the selected design team to be ~$110,000-150,000. Staff anticipates the DD/CA work to range ~8-12% for each improvement project. Staff will determine which improvements should be prioritized based on the community engagement completed during the park planning process.

Staff is aware that the more careful we are with the park planning budget, the more funding will be available for follow-up improvements, but is also aware that the planning process needs to be robust enough for the community to feel good about where the designs land and see that the process unpacked the issues that needed to be discussed.

Q #12: Have topographic surveys / geotechnical reports / arborist’s report / infrastructure reports been completed for this site? If so, can these reports be provided prior to the submission of the RFP?
A #12: Alta/NSPS Land Surveys have been completed for both parks in 2023 and will be shared with the selected design team. Geotechnical reports will not be completed until after improvements have been identified following the completion of the park plan. The geotechnical report will the responsibility of MPRB and consultants do not need to budget this item into their scope of work.

Survey information will be shared with the selected design once they are under contract and not at this phase for a couple of reasons: 1. MPRB staff do not believe design teams need this level of detail to propose their scope of work for the park planning process; 2. There are a number of layers of technical data that will be shared with the selected team that may consist of DWG files, PDF files, conversations with MPRB staff, and/or some interactive GIS mapping. Because of this, it is not possible to succinctly share one survey or map that communicates all of the relevant and requested data.

Q #13: How much community outreach is the selected consultant expected to perform? Will there be a pre-existing list of community / business members that should be included in possible outreach meetings?
A #13: Please see response to Q #3. Additionally, MPRB has begun a list of community stakeholders and partners and anticipates that MPRB will take the lead on communications with stakeholders and community members during the process.

Q #14: Please let us know whether there will be a proposal stage where consultants will present fees and schedules, and whether there is a preliminary schedule for procurement of that stage, if that information is available.
A #14: Design teams who are invited to participate in an interview on December 18th should plan to present a fee to MPRB associated with the park planning work during that interview. It is anticipated that the selected team will finalize the fee during follow-up negotiations as we outline and execute the contract together. We hope to select a team to begin negotiations with before the holidays and aim to have an executed contract completed no later than mid-February 2024.

Q #15: Can you make the presentation from the pre-proposal available to all prospective teams?
A #15: Yes, the pre-submittal presentation is attached within the Addendum.

Q #16: Please clarify the page number limit for this RFP/Q submittal

A #16: Page limits are outlined as follows:
1. Cover Letter - page limit: one
2. Firm Overview - page limit: three
3. Experience of the Team - page limit: five
4. Key Personnel Experience - page limit: four
5. Project Approach - page limit: two
6. Risks - page limit: one
7. Other - page limit: two

More information provided on page 8 of the RFQ.

Q #17: Please clarify how many printed copies should be submitted on Dec 1st.

A #17: Is it not required to submit printed copies of the RFQ submittal, although MPRB will accept either an online submittal or paper copies for review. Teams who choose to mail in their RFQ submittal should submit no less than 2 copies.
East Phillips
Open Spaces Plan
Pre-Submittal Meeting

MPRB Presentation
Monday, November 13
East Phillips Neighborhood Demographics

- White 21.5%
- Of Color 73.5%
  - Black or African American alone 41.4%
  - American Indian and Alaskan Native alone 5.1%
  - Asian or Pacific Islander alone 2%
  - Two or more races 4.3%
- Hispanic or Latino (any race) 24.8%
Percentage of the Population that's American Indian/Alaska Native by Census Tract

- 0.00%-0.62%
- 0.63%-1.67%
- 1.68%-3.40%
- 3.41%-8.47%
- 8.48%-19.47%

East Phillips Open Spaces Plan
Why a park plan?
Why now?
South Service Area Master Plan (SSAMP) was adopted in 2016.

* These parks are considered as a part of the overall service area master plan but are considered special considerations parks. More on these special considerations parks can be found in chapter 4.
EAST PHILLIPS

ABOUT

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. This is expected to be the artificial turf soccer fields around 2020. Normally, such a replacement would be done in the same location and at the same general size. At East Phillips, however, replacement of that asset will trigger a community engaged master plan to create a new vision for the entire park. That plan will also be amended into the SSAMP (see Chapter 6: Amending the Plan). The implementation checklist therefore involves only planning and land use related items—no physical construction.

LOCATION AND HISTORY

East Phillips Park is an active park in the neighborhood that shares its name. It sits adjacent to Highway 55/Huaiava Avenue and is bounded by 22nd Street, 17th Avenue, and 24th Street. The Phillips name (for both neighborhood and park) comes from the Phillips School, which was in turn named for abolitionist orator Wendell Phillips.

The park was acquired from the Minneapolis Community Development Agency (MCDA) in 1977, making it a relatively recent acquisition in the Minneapolis park system. The land became available after the MCDA decided not to develop the site for housing. Development of the park began in 1978 with construction of playing fields, playgrounds, and a swimming pool, as well as general landscaping. A shelter was built in the park in 1979. Additional improvements continued into 1981 with the construction of tennis courts and additional paths.

At the time the land was acquired the Police Athletic Council used a concrete block building on the site. The park board leased that building to the American Indian Movement when MPRB acquired the land. In 2006 the building was demolished due to structural deterioration.

In 2007, the state legislature approved funds for a new community center in the park. Ground was broken for the new center in late 2008 and the center was substantially completed in 2010. The 14,000-square foot center includes a gym, teen center, computer room, kitchen, and multi-purpose rooms. Also in 2010 artificial turf soccer fields and a premier baseball diamond were built. The outdoor hard courts were resurfaced in 2011. The major overhaul of the park met several underground issues, namely contaminated soil, which was piled up and capped in the northwestern corner of the park, and a major gas line, which runs under the center of the park and governed the location of the building.

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. This is expected to be the artificial turf soccer fields around 2020. Normally, such a
2017 Cedar Avenue Field Park Design

**UPDATE EXISTING**
- Traditional Play Structure
- Basketball Court
- Multi-use Diamond

**NEW/ ADDED**
- Outdoor Gathering Space
- Interactive Water Play
- Group Shelter
- Linear Skate Park
- Volleyball Court
Agency Overlap

MWMO Watershed Study

City street projects

County street projects

E 22nd Street

E 24th Street

Bloomington Avenue

10th Avenue S

Cedar Avenue

East Phillips Park

Cedar Avenue Field Park

Project Boundary

MPRB Parks
EAST PHILLIPS OPEN SPACES PROJECT TIME

- **Fall '23**: PHASE 1: VISION AND DISCOVERY
- **Winter '23**: PHASE 2: DESIGN ITERATIONS
- **Spring '24**: Initial concepts
- **Summer '24**: Preferred concept
- **Fall '24**: PHASE 2: DESIGN ITERATIONS
- **Winter '24**: PHASE 3: PLAN APPROVAL
- **Spring '25**: Summer '25

Begin park improvements
Early feedback that we’re hearing from community

- Both parks are used all the time
- Interest in amenities needed for older youth
- Safety concerns at both parks
- Different demographics and audiences use each park
Park Planning Outcomes

• Community-supported and Board-adoptable conceptual design plan for both East Phillips Park and Cedar Avenue Field Park
• Conceptual 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.)
• Begin improvements following park plan approval
Available Funding

- Cedar Avenue Field Park
  $1,040,589
- East Phillips Park
  $2,071,000

- Total anticipated design team costs:
  ~$325,000-$475,000
Information for Submitters

RFQ Release: Friday, November 3
Pre-Qualifications Information Session: TODAY
Last Day for Questions: Wednesday, November 15
Final date for Addendum: Tuesday, November 21
Qualifications Due: Friday, December 1 @ 5pm
Firms notified by: Tuesday, December 12
Consultant Team Interview: Monday, December 18 (10am-3pm)
**Evaluation of Responses:**

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Questions?

www.minneapolisparks.org