

InterPark LLC

presents for your consideration this

Request for Proposals

LOVE Park Improvement Project

1 August 2014

SECTION 1 – INTRODUCTION

InterPark, LLC (“**InterPark**”), working with The City of Philadelphia (“**City**”) and UGP-Love Park, LLC (“**Garage Owner**”) and, collectively with InterPark and City, the “**Client**”), is seeking proposals for architectural, engineering and landscape architectural services from professional firms (each, a “**Respondent**”) for the following project in Center City, Philadelphia:

"LOVE Park Improvement Project"

This Project consists of redesigning John F. Kennedy Plaza, more commonly referred to as LOVE Park (“**Park**”), which sits above an underground parking garage (“**Garage**”), and renovating or replacing the existing Fairmount Park Welcome Center building located in the southwest corner of the Park (“**Welcome Center**”). The scope also includes all Garage elements which “exhibit themselves” in the Park, i.e. stairs and elevators, headhouses and exhaust systems. Finally, the scope includes the separation of MEP services of the Municipal Services Building Loading Dock (“**Loading Dock**”), which is located within the physical structure of the Garage but serves the Municipal Services Building located at 1401 John F. Kennedy Boulevard, and the Garage.

The Garage was owned by the City until June 2014, at which time it was purchased by Garage Owner. The City continues to own the Park. InterPark, an affiliate of Garage Owner, is managing this Request for Proposals, the resulting consultant contract(s) and much of the eventual construction.

Built in the late 1960's, the 810 space underground Garage is a cast in place structure, the roof of which, a structural concrete platform, supports the Park above. The Garage spans underground from 15th Street to 16th Street and from Arch Street south to portions of the underground the regional rail system and concourse (“**Concourse**”). Promptly following the issuance of this RFP, an email link to a ShareFile folder will be sent to all bidders, where they will be able to download all bidding documents. This ShareFile folder will be referred to in this RFP as the “**Project File Folder**,” and will include, without limitation, a survey showing the Garage and Loading Area and their locations in relation to the Park (the

“Perimeter Plans”), as well as a survey of existing conditions (the **“Existing Conditions Plan”**).

Vehicular access to and from the Garage is provided through two entrance and exit ramps, one off the south side of Arch Street and the other off the south side of Cherry Street, each shown on the Perimeter Plans. Pedestrian circulation to and from the Garage is provided through stairways leading to 16th and 15th Streets, as well as the Concourse, each shown on the Existing Conditions Plan. Currently, there is no operational vertical transportation system in the Garage.

By taking a comprehensive, cost efficient approach to this Project, it is the intent of the Client to maximize the benefit of increasing safety and accessibility not only for the Garage, but also for the Park.

Necessary repairs to the Garage require that the Park and adjacent sidewalks and curbs be demolished and excavation be performed down to the waterproof membrane above the Garage’s concrete roof. This excavation provides a unique opportunity to redesign the Park, a significant public space between City Hall and the Benjamin Franklin Parkway. One important goal of the Park redesign is create a safe and vibrant place for gathering and enjoyment, as well as serving as the beginning of a sequence of high quality public spaces along the Parkway, terminating at the Philadelphia Museum of Art.

The work that is the subject of this RFP requires coordinated architectural, landscape architectural and engineering services for improvements to the Park. In addition, high quality sustainable design consulting services are essential to this RFP.

The design philosophy and engineering solutions to be developed for this Project shall be undertaken in an all-encompassing, comprehensive manner so all components relate appropriately to one another in the site’s urban context. Sustainability of the proposed design in terms of landscape architectural and engineering solutions, as well as material choices, is essential for this Project. Design and construction of this Project will require close coordination with the Client, its consultants, staff and all stakeholders identified in the RFP, as well as other agencies that may have jurisdiction over various aspects of the Project.

Close coordination with other projects and activities occurring within the area surrounding the site of the Project will be required with regard to program development, design, methods and phasing of construction activities and constructability considerations.

Close coordination of the design, construction and phasing of construction processes with all governmental and other agencies having jurisdiction over the various aspects of the Project, including but not limited to the Streets Department, the Art Commission and SEPTA, will be part of the basic scope of services.

All architectural, landscape architectural, engineering and sustainability consulting services required for this type of project, including but not limited to MEP, civil engineering, geotechnical engineering and survey services, as may be necessary, are parts of the scope of this Request for Proposals. The basic scope of services does not include providing Hazardous Materials assessment services.

END OF SECTION 1

SECTION 2 – PROJECT PHILOSOPHY

Given the visibility, location and importance of the Project site to a broad range of stakeholders and constituents, it is expected that the improvements contemplated in this RFP will generate a great deal of public interest and attention.

It is clear that the success of this Project will be judged by the quality of the design of the Park and how well it contributes to making this space more enjoyable for all users.

Early involvement of the citizenry and design community in the redesign of the Park is essential to the overall process and success of the Project. The City, through Philadelphia Parks & Recreation, has retained Penn Praxis of the University of Pennsylvania's School of Planning and Design to lead a robust civic engagement process. This process will conclude in January 2015 with the issuance of a series of guiding principles and suggestions which are to be considered and incorporated by the successful Respondent into the design of the new Park.

The overall goal of the Project is to create a space that is bold and innovative, yet inviting and welcoming not only to tourists, but more importantly to residents and nearby workers.

Selected design solutions, systems, materials and finishes are to be as cost effective and efficient as possible to produce, install and maintain. Principles of sustainability are to be integral to the design process whenever economically and environmentally beneficial.

These principles must be applied as much as possible to all components of the Project.

For example, use of confirmed reliable alternative energy sources, rainwater harvesting, reuse of existing LOVE Park materials and buying material from local producers to avoid wasteful transportation related energy use must all be considered.

The Project schedule must take into consideration that construction is to interfere as little as possible with the operation of the Garage and surrounding streets and buildings. The Respondent must also design to meet the Project's budget and schedule as outlined in Section 4.

END OF SECTION 2

SECTION 3 – PROJECT DESCRIPTION

The Client is seeking proposals from Respondents who can demonstrate high levels of competence, creativity and experience in:

- a. Designing urban parks that achieve ‘place making’ as well as evoke their geographic, historical and cultural context,
- b. Designing, to the extent permitted by the budget, vertical circulation systems (stairs, elevators) and exhaust systems for the Garage which fit seamlessly into the Park design,
- c. Designing and implementing proven and effective sustainable solutions within a high density urban context,
- d. Renovating parking facilities that remain operational during construction,
- e. Understanding the local approval and permitting processes.

This Project includes four (4) separate and distinct packages:

- a. Park Improvements – To be managed by InterPark.
- b. Garage Improvements which “Exhibit Themselves” in the Park – To be managed by InterPark for Garage Owner.
- c. Welcome Center Renovation or Replacement – Design, documentation, approvals and permitting to be managed by InterPark. Bidding for construction and the construction process itself to be managed by the City as a separate package.
- d. Separation of Utilities - Design, documentation, approvals and permitting to be managed by InterPark. Bidding for construction and the construction process itself to be managed by the City as a separate package (except as specifically noted in Section 3.4).

The description, as outlined below, is generalized and is not to be considered a complete and detailed account of the Project components.

3.1 Park Improvements

These improvements relate to work associated with redesign of the Park. It is intended that the Park redesign be informed by the *'Principles of the Redevelopment of JFK Plaza'* prepared by the Philadelphia City Planning Commission and Fairmount Park Commission staffs in 2006 and amended in 2011 (included in the Project File Folder), the principles of Greenworks Philadelphia (available at <http://www.phila.gov/green/greenworks/2009-greenworks-report.html>), and the most current approaches to sustainability, green technologies, material reuse and minimizing the waste stream. It is the Client's intent to lower, where feasible, the Park elevations along the east (15th Street) and south (JFK Boulevard) sides to match the adjacent sidewalk elevations in order to eliminate grade changes entering the Park.

The redesign of the Park must recognize the elements that must be replicated, those that must be preserved and those that could be redesigned in order to improve the overall accessibility, safety and quality of this urban park.

3.1.1 Elements Which Must be Replicated

A. The circular fountain: The redesigned Park must contain a central water feature on par with the height and scale of the current fountain. The successful Respondent is to envision a water feature which would not result in a large dry basin when the water is turned off. Any proposed water feature must continue to visually connect with the Swann Fountain in Logan Square, the Eakins Oval fountains and the East Terrace fountain at the Philadelphia Museum of Art.

The water feature must create a dynamic, flexible space when the fountain is not operating. Sustainable, reliable waterproofing to prevent leaks into the Garage and ease of operation and maintenance will be at the core of the design of the new water feature.

B. The large at-grade planting areas at the northwest corner of the Park must be replicated to create a connection to the high-level of horticulture along the Parkway leading up to the Swann Fountain in Logan Square.

C. The diagonal pedestrian movement through the Park connecting the corner of

15th Street and JFK Boulevard and the corner of 16th and Arch Streets must be replicated. Pedestrians must always sense that they are walking along the diagonal axis that links City Hall and the Art Museum. No element other than the LOVE statue and water feature may interrupt this deliberate view corridor.

3.1.2 Element that Must be Preserved at its Current Location

The "LOVE" Sculpture by Robert Indiana, an iconic symbol of Philadelphia, must be reinstalled at its present location upon completion of the Park improvements. Any redesign of the Park must provide unobstructed views of the sculpture, as it introduces the Benjamin Franklin Parkway and the mile long vista to the Philadelphia Museum of Art.

3.1.3 Elements that Must be Improved

- A. Pedestrian access and visibility from JFK Boulevard and 15th Street into the Park must be enhanced. As mentioned in the introduction to this Section 3.1, it is believed that, from JFK Boulevard, this can be achieved by lowering the Park to a grade approximately equivalent to the adjacent sidewalks.
- B. The scope of this RFP includes evaluating the integration of ventilation shafts along the south, east and west perimeters of the Park. It is the intent that redesign of the Park will take advantage of technological advances in air handling equipment and efficiency to reconfigure the ventilation of the Garage and Concourse so as to reduce the number and size of shafts. Ventilation grilles might be made smaller or relocated so that they only minimally impact the overall aesthetics of the Park. Design related to ventilation shafts serving the Garage will be part of the Garage Improvements and must be designed within budgetary constraints described in Section 3.2, and design regarding ventilation shafts related to the Concourse will be part of the Park Work.
- C. The redesigned Park's lighting must be aesthetically meaningful and cost efficient to construct, operate and maintain. Power is to be furnished as much as technically and financially possible by a reliable source of renewable energy that

is easy to construct and maintain in a cost efficient manner.

- D. The Park redesign should consider using, to the maximum extent reasonably possible, rainwater harvesting for possible irrigation and other purposes.
- E. All soft surface / planted areas in the redesigned Park are to be irrigated.

3.1.4 Percent for Art Program

Per Section 16-103 of The Philadelphia Code, the Project requires a public art component that is a commissioned, artist-designed element integrated into the design. Therefore, the scope of services submitted in response to this RFP should include working with an artist selected by the City to integrate the artwork into the final design and engineering of the Project. The scope of services does not include the commissioning of the artwork, although a representative of the successful Respondent will participate in the commissioning process and throughout the artwork implementation. The artwork will be commissioned by the City through a competitive process reflecting "best practices" in the field. It is anticipated that the budget for the artwork, including artist commission, the artwork fabrication, transportation and installation will be between \$150,000 and \$200,000. The cost of design, documentation, permitting and installation for foundations and electric and plumbing services related to the artwork (if needed) is to be included in the scope of services of this RFP.

3.2 Garage Improvements

The following Garage improvements which “exhibit themselves” in the Park are part of the scope of this RFP.

3.2.1 Compliance with the Americans with Disabilities Act of 1990

Separate from the scope of this RFP, Garage Owner has completed design plans and construction documents for a new headhouse structure containing two elevators and a stair to access all levels of the Garage from both street and Park levels along 15th Street. The design has received Final Approval from the Philadelphia Art

Commission. The successful Respondent will be expected to incorporate the headhouse design (included in the Project File Folder) into the new Park design.

3.2.2 Signage

Incorporation of any signage in the Park necessary to direct users to Garage entrances. This signage should be consistent with and complimentary of signage developed separately by Garage Owner for the Garage itself.

3.2.3 Stairways

This scope includes, but is not limited to, replacing, and within the constraints of the budget for this Project, possibly relocating existing stairs between the Park and the Garage with new code compliant stairs and railings. Currently, the Garage has four (4) metal stairs, three (3) of which link the Garage to street level. The 4th stair is internal only. New roof canopies are to be constructed to shelter each of the Park level entrances to the stairs. While protecting the stairs from weather, the canopies are to be architecturally compatible with the design of the new headhouse (included in the Project File Folder) and the Park materials and features. The canopies are to be as unobtrusive as possible, increase visibility of the stair entrance and incorporate lighting for safety and aesthetics.

3.2.4 Ventilation Shafts

The scope includes the redesign of ventilation shafts serving the Garage, as more particularly described in Subsection 3.1.3(B).

3.2.5 Waterproof Membrane

The existing waterproofing membrane below the Park and above the Garage (but not above the Concourse) must be removed and replaced, as more particularly shown on Schedule 1. The Respondent should submit their bid with Carl Walker Engineering (“CWE”) as part of their design team for this portion of the Project. The Respondent shall incorporate all drawings, details and specs from CWE as part of

their design and bidding sets of drawings. This additional cost will be paid directly by Garage Owner to CWE. Design team may add a fee to incorporate the CWE set of drawings into the permit/bid set of drawings.

3.3 Welcome Center Renovation or Replacement

The Welcome Center, also known as the round building, was built in the early 1960's prior to the construction of the Garage and Park. For decades it housed the City's Visitor's Center. After the Visitor's Center relocated to its current location at 6th and Market Streets, the building was reopened in 2006 as the Fairmount Park Welcome Center. Operated in a partnership between Philadelphia Parks & Recreation and the Independence Visitors Center Corporation, the Welcome Center today plays an essential role providing tourism information for City and Park institutions. Additionally, the Welcome Center houses Parks and Recreation staff who program and maintain LOVE Park.

3.3.1 Renovate or Replace Alternatives and Evaluation

The successful Respondent will first be charged with evaluating whether it is financially, functionally and culturally more appropriate to renovate the existing Welcome Center or to replace the building with a new structure. The programming of the renovated or new Welcome Center will be informed by the findings of a revenue generation study being prepared by HR&A Advisors.

The renovated or new Welcome Center should include an area for the dissemination of tourist information, a small tourism gift area, public displays, a revenue generating function (such as a café), staff offices, storage and meeting space and publicly-accessible restrooms.

A. Renovation: If the decision is to renovate the existing structure, then the scope of services for this RFP includes:

- Replacement of the existing roof and perimeter glazing material with more sustainable, energy saving materials that do not compromise the building's architectural character. A green roof should be considered.
- Providing appropriate, code-compliant pedestrian and disabled access from

the Park to the Welcome Center's upper and lower levels.

- Upgrading and making ADA compliant the Welcome Center's restrooms. Replacing all plumbing, fixtures and finishes. The design should consider relocating the restrooms so they can be accessed by the staff and public from both within the Center and directly from the Park.
- Improving the interior and exterior lighting so the Welcome Center functions as a 'lantern' and encourages pedestrian movement to and through the Park .
- Upgrading all electrical systems and providing high quality communication and security systems.
- Replacing the Welcome Center's HVAC systems.
- Upgrading staff work and storage spaces.
- Replacing all interior finishes – floors, walls and ceiling.

B. Replace: If the decision is to replace the existing structure, then the scope of services for this RFP includes:

- Development of full architectural plans and specifications for the construction of a new building to include the functions described in Section 3.3.1 above.

3.4 Separation of Utilities

The Loading Dock for the Municipal Services Building is located within the structure of the Garage. The Loading Dock and the Garage must have all mechanical services (i.e., all lighting, mechanical, sprinklers, etc.) separated from each other, as more particularly described in Schedule 2. The design of this scope is part of this RFP.

The design, documentation, approvals and permitting are to be managed by InterPark. The bidding for construction and the construction process itself (other than elements specifically described in Schedule 2 as being the responsibility of the Garage Owner) will be managed by the City as a separate package.

END OF SECTION 3

SECTION 4 – PROJECT SCHEDULE AND BUDGETS

4.1 Project Schedule: The Client has developed, in consultation with stakeholders, the following Project schedule.

<i>June – October 2014</i>	Revenue Generation Study (not part of this RFP), prepared by HR&A Advisors, Penn Praxis, Philadelphia Parks & Recreation and the Fairmount Park Conservancy.
<i>Sept – December 2014</i>	Civic Engagement (not part of this RFP), undertaken by Penn Praxis, Philadelphia Parks & Recreation and the Fairmount Park Conservancy
<i>October 2014</i>	Consultant team selection.
<i>Oct – December 2014</i>	Consultant team ‘shadows’ the Civic Engagement process and begins project work
<i>Jan – December 2015</i>	Schematic Design, Design Development, Construction Documents and Bid Documentation production. This period must include the Charette described in Section 5.7, two public presentations, and Conceptual and Final presentations to the Philadelphia Art Commission. Respondents are to propose a more detailed schedule for this period (see Section 7.8).
<i>December 2015</i>	Ceremonial ground breaking for Park renovations.
<i>Jan – March 2016</i>	Issue bid packages, evaluate responses and award contract.
<i>April – Dec 2016</i>	Construction

4.2 Project Budgets: The Client has developed, in consultation with stakeholders, the following Project budgets. These are hard cost budget estimate figures.

A. Park Improvements

\$9,000,000 to \$11,000,000	Includes all construction costs with contingencies, expenses and permitting fees for the Park improvements. (This work will be bid and managed by InterPark.)
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B. Garage Improvements

\$2,000,000 to \$2,500,000	Includes all construction costs with contingencies, expenses and permitting fees for the Garage Improvements described in Section 3.2. (This work will be bid and managed by InterPark on behalf of Garage Owner.)
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C. Welcome Center Renovation or Replacement *

\$1,000,000 to \$1,200,000	Includes all construction costs with contingencies, expenses and permitting fees for the renovation to the Welcome Center. *ALTERNATE: Provide an alternate design fee if the existing Welcome Center building is recommended to be torn down and a new building is to go in its place, including all MEP services and structural fees. NOTE: no budget has yet been established for this alternate. (This work will be bid and managed by the City.)
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D. Separation of Utilities

\$,800,000 to \$1,000,000	Includes all construction costs with contingencies, expenses and permitting fees associated with completing the separation of utilities between the Loading Dock of the Municipal Services Building and the Garage. (This work will be bid and managed by the City except as expressly provided in Section 3.4.)
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END OF SECTION 4

SECTION 5 – SCOPE OF SERVICES

Through a collaborative process with the Client and its designated representatives, the services for which proposals are requested include, but are not limited to, the following:

- 5.1 Verification and refinement of the program outlined in this RFP, resulting in a final program.
- 5.2 Design of the Project as described in Section 3 of this RFP in full compliance with all applicable codes, rules and regulations, including without limitation the Americans With Disabilities Act (“ADA”), 42 U.S.C. §§ 12101-12213 and all applicable regulations promulgated thereunder.
- 5.3 Perform all investigative surveys and studies as necessary to meet the goals and intent of the Project and timeline. The Client has prepared an Existing Conditions Survey that is included in the Project File Folder.
- 5.4 Prepare Schematic Design, Design Development, Construction Documents and any and all documentation necessary for bidding the Project, in multiple packages as directed by the Client, to accommodate the Project schedule in a manner that is as time and cost efficient as possible.
- 5.5 Prepare and submit for review and approval Schematic Design drawings in accordance with an agreed-upon Project schedule.
- 5.6 Prepare and submit for review and approval Design Development drawings at 50% and 90% in accordance with an agreed-upon Project schedule.
- 5.7 Prepare and submit for review and approval Construction Documents, including drawings and written specifications, at 50% and 90% in accordance with an agreed-upon Project schedule.
- 5.8 Prepare and submit for approval complete bidding specifications using standard Construction Specification Institute (“CSI”) format or such other format as determined by the Client in accordance with an agreed-upon Project schedule. Specifications must be provided in hard copy and in electronic format compatible

with Microsoft Word, latest edition.

- 5.9** Prepare Construction and Bid Documents for three bidding packages. Park Improvements and Garage Improvements will be bid together, privately by InterPark and Garage Owner. Replacement of or renovation to the Welcome Center and Separation of Utilities (other than those expressly stated in Schedule 2 to be the responsibility of the Garage Owner) will be publicly bid by the City as a separate project. For the Welcome Center and Separation of Utilities projects, bid documents must be developed in accordance with all City bidding requirements.
- 5.10** Participate as required in the Project's coordination and permitting process with any and all stakeholders and government agencies having jurisdiction over the Project, including but not limited to the Art and Planning Commissions, Licenses and Inspections and Zoning.
- 5.11** Prepare all required sealed building and zoning drawings and application packages necessary at part of the permitting process.
- 5.12** Coordinate as required with the Client's other Project consultants, including an artist commissioned by the City within the context of the Percent for Art Program.
- 5.13** Perform all design and engineering services required for a project of this type. These services include but are not limited to:
- a. Architectural
 - b. Landscape Architectural
 - c. Structural
 - d. Civil
 - e. MEP
 - f. Geotechnical
 - g. Graphics/Signage
 - h. Sustainability Consultant
 - i. Security Consultant
 - j. Other Related Disciplines
 - k. Cost estimating at each phase of the process

The successful Respondent will coordinate these design services and all materials to be provided under the Contract and review and check all design services and materials prior to submission to the Client.

- 5.14** Develop coordinated design and logistic plans that consider phasing of construction to impact as little as possible vehicular and pedestrian traffic near and around the Project.
- 5.15** Develop coordinated design and logistic plans that consider requirements and phasing of other nearby projects that may be occurring at or about the same time.
- 5.16** Provide timely and effective coordination with the Client, their designated representatives and consultants, for all aspects of the Project.
- 5.17** Organize and host a one (1) day charette prior to the start of Schematic Design. Charette attendees, to be selected by the Client in consultation with the successful Respondent, will include representative of the Client, stakeholders, the design community and sustainability experts.
- 5.18** Advertise and host two (2) public presentations of the Project, the first during Schematic Phase and the second during Design Development. The venue should accommodate no less than one hundred (100) persons. Locations and dates of the presentations will be subject to the Client's approval. Following each public meeting, prepare for distribution to the Client a report documenting public comments, along with the successful Respondent's responses, within ten (10) calendar days. Incorporate into the Project design elements of public comments that are approved by the Client.
- 5.19** Provide at the end of the Schematic, Design Development and Construction Document phases cost estimates in CSI format for review and approval by the Client. The estimates must identify critical cost items, risk events and determine associated contingency cost and escalation to include in the cost estimates for each phase. If at the end of any phase the cost estimate exceeds the current budget, the successful Respondent will be responsible to value engineer the design to be within budget. All meetings, redesign and A&E effort necessary to value engineer the design will be borne by the successful Respondent.
- 5.20** Provide Construction Administration, design compliance and quality assurance services throughout the construction period, inclusive of the punch list and full

completion of work.

- 5.21** Throughout the construction process, assist the Client with coordination and engineering issues, as may be necessary.
- 5.22** Throughout design and construction, provide continuous interaction in meeting, telephone conferences and presentations with the Client, designated representatives, stakeholders and any other party at the direction of the Client.
- 5.23** Provide detailed design schedule updates at each Project phase such that it meets the completion dates and intent of the Project goals. The schedule should include each sub-consultant, their duration and interaction with other sub-consultants.
- 5.24** Complete and document a final Punch List upon substantial completion of the work. Upon completion of the Punch List, the primary architect/engineer and any appropriate sub-consultants are required to complete and document a final inspection.
- 5.25** Provide all required sealed drawing packages to obtain zoning approvals and the permit on behalf of the Client. The successful Respondent is required to attend all zoning hearings and apply for zoning permits.
- 5.26** Obtain sign-off of all utility service providers and any other government agencies having jurisdiction.
- 5.27** Prepare all drawings for design submissions using AutoCAD Systems, latest edition, or such other edition as determined by the Client and in accordance with the American Institute of Architects (“AIA”) “CAD Layer Guidelines” or such other guidelines as determined by the Client. Final drawings must be provided in electronic format. In addition to providing submissions in accordance with the Project schedule, the successful Respondent will furnish four (4) sets of sealed plans for permitting purposes and permit applications, each with required supporting documentation. The successful Respondent will furthermore transpose the as-built information onto a final constructed set and provide two hardcopies to the Client as well as two disks including a PDF and AutoCad set of drawings.

- 5.28** All plans shall be performed by, or reviewed, approved and sealed by, a design professional duly licensed to practice in the Commonwealth of Pennsylvania, accompanied by a certificate of that design professional certifying that the plans are in conformity with the requirements of the Contract.
- 5.29** Coordinate and incorporate into the Project's design and engineering the elements of the artwork developed by the artist commissioned by the City as part of the Percent for Art Program.
- 5.30** Incorporate the latest developments in energy conservation measures into the design where applicable as requested by the Client.

END OF SECTION 5

SECTION 6 – SELECTION PROCESS AND SCHEDULE

6.1 Selection Process: A selection committee comprised of representatives of the Client will review submissions and select for interview and further presentation of their proposals no more than three (3) firms and/or teams whose proposals have been deemed the most responsive and most qualified using the selection criteria in Section 8 of this RFP.

Following the interviews, the Client will select for award the firm and/or team or members of teams whose proposal and presentation have been deemed the most responsive and most qualified using the selection criteria.

The Client intends to make an award for these services approximately 60 calendar days from the due date of the proposals, and enter into a contract with the successful Respondent in substantially the form included in the Project File Folder (the “**Contract**”). The Client expects to have the selected Respondent commence work in October 2014.

6.2 Submissions: No later than 3:00 PM Central prevailing time on Wednesday, 17 September 2014, the Client must receive two (2) hard copies and one (1) electronic copy of submissions in response to this RFP, at the following address:

InterPark LLC
200 N. LaSalle Street, Suite 1400
Chicago, Illinois 60601
Attention: Alex Pappas, AIA
alex.pappas@intpark.com

And four (4) hard copies and one (1) disc of submissions in response to this RFP at the following address:

City of Philadelphia Department of Parks and Recreation
One Parkway Building – 10th floor
1515 Arch Street

Philadelphia, PA 19102

Attention: Mark A. Focht, PLA, FASLA

- 6.3 Mandatory Pre-Proposal Meeting and Site Tours:** A mandatory pre-proposal meeting is scheduled for 10:00 am Eastern prevailing time on Monday, 18 August 2014. Attendance at the pre-proposal meeting is mandatory for any firm considering submitting as prime consultant. Firms considering serving as sub-consultants are not required to attend the pre-proposal meeting, but such firms are welcome to attend one of the two site tours. Failure to attend the pre-proposal meeting and site tour will result in the rejection of the Respondent's proposal. **The pre-proposal meeting will be held at the Municipal Services Building, 1401 John F. Kennedy Boulevard, 16th Floor, Room X.** Mandatory tours of the Park will be held at 1:00 PM and 3:00 PM Eastern prevailing time on Monday, 18 August 2014. **Firms must preregister for one of the two tour times so the Client can insure that all firms are accommodated.** Time requests will be accommodated on a 'first come, first served' basis. Please confirm your participation in one of the two tours by contacting Alex Pappas at alex.pappas@intpark.com with the name of your firm and number of people attending the tour.
- 6.4 Familiarity with the Project:** A response to this RFP by Respondents shall be considered as a full representation and acknowledgment that the Respondent has had a full and appropriate opportunity to become familiar with the Project, the physical constraints of both the Park and the surrounding environment, and the Respondent has carefully investigated all conditions and has full knowledge of the scope, nature and quality of work required, and is fully familiar with all applicable city, state and federal regulations and requirements that do or may impact or affect the performance of the obligations and requirements set forth in this RFP.
- 6.5 Submission of Detailed Project Schedule:** Respondents must submit a detailed Project schedule that demonstrates Respondent's intent and capability to comply with the goals, terms and requirements of the RFP and the Project timeline at

described in Section 4.1.

6.6 Inquiries: Questions regarding any aspect of this RFP, including questions regarding terms and requirements of the form of Contract included in the Project File Folder must be submitted in writing only to the attention of: Alex Pappas at alex.pappas@intpark.com no later than Monday, 25 August 2014 at 3:00 PM Central prevailing time. Questions submitted by phone will not be addressed. Questions that are addressed in the body of this RFP will not be answered. Oral responses by the Client or any agent of the Client are not binding and shall not in any way be considered as a commitment by the Client.

END OF SECTION 6

SECTION 7 – SUBMISSION REQUIREMENTS

To facilitate consistent review, submissions must correspond in format to the title, sequence and content of Subsections 7.1 through 7.13 below. Respondents to this Request for Proposals must include in their submissions the following information:

7.1. Relevant Experience: Respondent must demonstrate significant relevant experience in managing the design and construction of complex, time and budget sensitive projects of the type described in this RFP. These projects must be located in highly visible and significant urban environments. They also must demonstrate Respondent's ability and experience in utilizing fast-track design and construction techniques. Respondent's proposal must demonstrate evidence of relevant work accomplished by the Respondent, consultants and team members.

The proposal must include supporting materials that provide the following information for each relevant project:

1. Detailed description with emphasis on the project complexities and solutions
2. Relevant pictures or drawings
3. Name of the project and client
4. Name of other key design professionals
5. Total actual cost of construction work compared to the original budget
6. Actual completion date as compared to the anticipated completion date

'Relevant Experience' will be deemed to be experience with the renovation of similar, high visibility urban projects with significant annual usage serving the needs of a wide array of users. This also includes the design of distinguished and sustainable public space.

7.2 Client Reference List: Respondent must include a list of references from clients of projects listed in Subsection 7.1. Each reference must include:

1. Name of project
2. Name of client and primary client contact
3. Address

4. Telephone number
5. E-mail address

It is preferred that the listing includes:

- a. Person(s) who served as the Respondent's client contact throughout the relevant work and
- b. Person(s) who served as the principal manager or operator of the completed project.

This list must indicate whether the work was performed by the Respondent individually or as a consultant in collaboration with other professionals.

7.3 Team History and Relationship: Respondent must include a list of projects where the Respondent and its proposed consultants/team members have worked together and how that relationship was structured in each such prior project. Client references for those projects must be provided, including the name, address, telephone and e-mail address for the most knowledgeable client representative.

7.4 Proposed Consultants: Respondent must include a list identifying all firms, and their area of relevant expertise, that the Respondent is likely to engage as consultants/team members. The Respondent should include a listing of relevant projects, and in what capacities, the consultants/team members have worked the Respondent in the past.

The Client reserves the right, in its sole discretion, to approve or disapprove of any and all consultants. In the event of disapproval the Client reserves the right to select a qualified consultant(s) as part of the Design Team.

7.5 Other Work: Respondent must include a list and brief description of work currently under engagement or anticipated for the period January 1, 2015 through January 1, 2017 for any and all members of the team.

7.6 Key Individual Team Members: Respondent must include a statement identifying and listing:

1. The principal(s) of the Respondent and other consultants/team members, their qualifications and longevity of their working relationship with the firm

who would be in charge of the Project.

2. The project managers who will have the day-to-day responsibility for this Project, their qualifications and longevity with their respective firm.

Respondent must include, for each identified person, a resume which demonstrates their suitability for this assignment. The statement should also include, for each person, an estimate of the percentage of time allocated to work on the Project and any of the projects identified in response to 7.5 above.

7.7 Project Approach: Respondent must include a narrative of their design philosophy and approach to the Project. Each Respondent is requested to provide a statement of its approach to the design and construction of the Project.

7.8 Proposed Project Schedule: Respondent must include a detailed Project schedule that is in accordance with the RFP and meets the goals and intent of the Project timeline as contained in Section 4 of this RFP.

7.9 Pending Claims and Litigation: Respondent must include a description of any pending, contemplated or ongoing administrative or judicial proceedings material to Respondent's business, personnel or finances including, but not limited to, any litigation in which the Respondent or any proposed consultant is a party.

7.10 Evidence of Insurability: Respondent must include a brief description of the professional errors and omissions and general liability insurance each team member firm currently has in effect, including the per claim and aggregate limits of liability, the identity of the insurer(s) and the identity of the insurance agent/broker through which the insurance was secured. Respondent should include in their proposal their firm's rating with regard to insurance.

7.11 Respondent's Hourly Rates and Expense Reimbursement Policies: Respondent must include:

1. A statement as to the Respondent's and consultants current hourly rates for professional personnel (including the key personnel identified in Subsection 7.6).

2. A statement as to the Respondent's, and consultants and team members', policy and rates for standard authorized reimbursables such as reproduction of prints, copies and delivery services. Travel and parking fees will not be considered as authorized reimbursable expenses.

7.12 Respondent's Proposed Fee: Using the form attached as Schedule 3, Respondent must include the firm's fee as a Lump Sum inclusive of all services and expenses with the exception of the authorized reimbursable expenses listed in subsection 7.11.2 above. The proposed Lump Sum shall identify the fee associated with each of the following components:

- a) Park Improvements described in Section 3.1;
- b) Garage Improvements described in Section 3.2;
- c) Welcome Center Renovation or Replacement described in Section 3.3; and
- d) Separation of Utilities described in Section 3.4.

Change Orders will not constitute a reason to renegotiate the fee when the Change Order, or the desire to alter or modify in a significant manner the design after award of construction contracts, has not been initiated by the Client.

Fees will be paid monthly, proportional to work completed as agreed to by the Client and successful Respondent.

7.13 Minority Participation: Respondent must make good faith efforts to include registered minority, women and disabled owned businesses as part of the Project team. Efforts to engage such businesses, and results of these efforts, must be a part of the response to this RFP.

7.14 Comments on Contract: Respondent must submit any modifications, waivers, objections or exceptions it requests to the Contract ("**Requested Exceptions**"). For each Requested Exception, the Respondent must identify the pertinent Contract provision, state the reason for the request, and propose alternative language or terms. Requested Exceptions to the Contract Terms will be approved only when the Client determines in its sole discretion that a Requested Exception makes business sense, does not pose unacceptable risk to the Client, and is in the best interest of the

Client. By making a submission, a Respondent agrees to accept all Contract terms to which it does not expressly seek a Requested Exception in its submission.

END OF SECTION 7

SECTION 8 – SELECTION CRITERIA

In selecting a successful Respondent, the Client will take into consideration the Respondent and design team's demonstrated:

- 8.1** Professional experience with projects of the type described in this RFP.
- 8.2** Technical competence, including experience of personnel, consultants/team members and subconsultants.
- 8.3** Understanding of the Project's schedule, budget and complexity. The evaluation will be based on the viability of the methodology of design and construction proposed to successfully complete this Project within the given schedule.
- 8.4** Relevant experience working collaboratively, effectively and efficiently together and with a client to produce outstanding design within an urban environment.
- 8.5** Experience in creating effective design solutions while controlling costs, meeting schedules within schedule limitations and defined budgets, and effectively resolving problems in the field.
- 8.6** Experience in creating respectful, accessible and effective working relationships with clients and their representatives, other design professionals, stakeholders, community representatives, public officials and the public.
- 8.7** Geographic and contextual familiarity with Philadelphia, including the cultural, political, design, approval, permitting and construction environment.
- 8.8** Ability to have a local presence for short notice meetings in Philadelphia at no extra cost or expense to the Client.
- 8.9** Ability and capability to design, document and implement a prominent and significant project per Respondent's detailed Project schedule and in compliance with this RFP.
- 8.10** Competitive fee, hourly rates, billing and budgeting philosophy.
- 8.11** Key personal, experience, capabilities and availability.

8.12 Appropriate insurance coverages.

8.13 The number and type of Requested Exceptions to the Contract, and the alternative terms proposed.

END OF SECTION 8

SCHEDULE 1

Drawing Showing Extent of Membrane Replacement

(Schedule 1 is saved in the Project File on ShareFile)

SCHEDULE 2

Description of Separation of Utilities

EXISTING CONDITIONS:

- The approx 6500 square foot truck loading and unloading area (the “**Loading Dock**”) for the City Municipal Service Building (“**MSB**”) is separated from the truck ramp from Cherry Street entering the third level of the Garage with an open mesh fence and a gate. A storm drainage trench is located at the bottom of the ramp serving both the ramp and the Loading Dock and is piped to the Garage storm drainage system. The fire suppression system in the Loading Dock is fed from the Garage utilities. The Garage ventilation system currently provides all ventilation for the Loading Dock. Exhaust fans at the north east corner of the Garage provide exhaust air for the Loading Dock. A total of two wall-mounted exhaust grilles are in the wall that separates the Loading Dock from the Garage; and two ceiling-mounted grilles are located in the Loading Dock.

NEW CONSTRUCTION - REQUIRED FOR SEPARATION OF LOADING DOCK FROM GARAGE

- **Architectural/Structural**
 - Install a new overhead garage type door and a new 36” wide separate man door in the same geometric configuration as the existing open mesh chain link gate, including matching its approximate existing open width.
 - Wall and doors to meet all applicable building codes and ADA standards.
- **Building Systems**
 - GENERAL REQUIREMENTS:
 - The general requirements for separation of building systems will include selective demolition, isolation and capping at the new overhead door partition of all existing and new systems and installing new systems for the Loading Dock as required.
 - The source for all utilities and location of new equipment shall be further investigated.
 - SPECIFIC REQUIREMENTS:
 - HVAC:
 - Investigate the feasibility and cost of a new ventilation system including fans, shaft ways to street level & ductwork, exhaust and supply, including possible locations of the equipment and routing of all the ductwork, in order to completely separate the Loading

Dock from the Garage including any code-required air quality systems such as carbon monoxide detection.

- Should this not be feasible or should it be too costly, the City shall retain an easement for ventilation and will use the existing system in place.
- If the carbon monoxide detection system currently located on the Loading Dock side of the shared wall with the Garage serves the Garage, the Garage Owner would be required to install its own system.

▪ **FIRE SUPPRESSION:**

- The sprinkler system needs a new main feed, demolition of existing distribution and all new piping and device installation per applicable codes.
- Contractor must certify the installed system once completed and place it into service for the City to own and operate.
- Any power feeds required for pumps and controls will need to be separated as well.
 - Currently this system is powered from meter serial number 908mu-49616 for both the Loading Dock and the Garage and is fed from the Garage.

▪ **STORM WATER DRAINAGE:**

- Investigate the feasibility and cost of a new trench drainage system consisting of a new sump-pump and piping tied to the existing storm drainage system.
- Should this not be feasible or should it be too expensive, the City will retain an easement for drainage and will use the existing system in place.

NEW CONSTRUCTION - IMPROVEMENT OF LOADING DOCK (IF FUNDS ARE SUFFICIENT).

• **Architectural/Structural**

- Repair any spalled or cracked concrete in Loading Dock walls, ceiling, and floors.
- Epoxy coat the Loading Dock driveway floor.
- Replace any HVAC grates and repair any existing concrete shaft ways in Loading Dock.

- **Building Systems**

- ELECTRIC POWER and LIGHTING

- Separation of any potential power feeds that exist in MSB or the Loading Dock that support the current Garage booth at level 3 (but only after Garage Owner has installed new power feed to Parking Garage equipment on level 3)

- LIGHTING:

- Install all new energy efficient lighting and panels as required to upgrade the Loading Dock.
- Electrical Power/Lighting is served from the MSB for the Loading Dock via a 208 volt service.
 - Account Number: 3139302008
 - Meter Number 777996349

- EQUIPMENT:

- New trash compactor and controls for Loading Dock.
- Power for the existing compactor comes from MSB via a 408 volt panel.

- SECURITY ELECTRONICS

- Install two new security cameras and wiring as required at the new overhead door and at the upper Loading Dock.
- Currently one Pan-Tilt-Zoom camera exists at the open mesh fence gate.

- ELECTRIC DOOR CONTROLS

- New controls for the new overhead door and 36” man door. The existing gate is currently fed from MSB
 - Account Number: 3139302008
 - Meter Number 777996349

SCHEDULE 3

Bidding Sheet for Fees Broken out by Scope of Work

(Schedule 3 is saved in the Project File on ShareFile and must be completely filled out and submitted by the RFP due date.)

RFP Due Date: Wednesday, September 17, 2014 at 3:00 p.m. CST, to:

InterPark LLC
200 N. LaSalle Street, Suite 1400
Chicago, Illinois 60601
Attention: Alex Pappas, AIA
alex.pappas@intpark.com