

REQUEST FOR PROPOSALS

September 30, 2010

LANDSCAPE ARCHITECTURE SERVICES: PEAVEY PLAZA REVITALIZATION PROJECT

THE CITY OF MINNEAPOLIS, MINNESOTA

INTRODUCTION AND BACKGROUND: PEAVEY PLAZA AND ORCHESTRA HALL

The City of Minneapolis (City) in cooperation with the Minnesota Orchestral Association (MOA) is pleased to issue this Request for Proposals (RFP) for Landscape Architecture design services related to the revitalization of Peavey Plaza, on Nicollet Mall in downtown Minneapolis.

The City of Minneapolis and the MOA are collaborating in the revitalization of Peavey Plaza and Orchestra Hall, which are adjacent to one another and together comprise a full city block, as a single project. The MOA, through the City as Fiscal Agent, was awarded \$16 million in bond funding from the Minnesota State Legislature in the 2010 session; \$2 million of which is earmarked for Peavey Plaza. (Additional funding will be sought for Peavey through private fundraising. The extent of this private fundraising support is unknown.) The MOA and the City hope to arrive at an arrangement that leads to the improvement of both Peavey Plaza and Orchestra Hall and that increases physical and programmatic connections between Orchestra Hall and Peavey Plaza and re-integrates the entire block into the surrounding urban fabric.

The MOA has established a Community Engagement Committee comprised of stakeholders including neighboring residents and businesses, neighborhood associations, MOA and City representatives, and members of the design and preservation communities. The MOA and the City anticipate that as a part of the programming and concept design process, the landscape architect and other members of the project team will meet with this committee initially and periodically throughout the design concept phase to seek input

The purposes of this RFP are to outline the scope of the design services and to solicit proposals from qualified landscape architecture firms selected from the earlier RFQ process.

Peavey Plaza

Orchestra Hall and Peavey Plaza are adjacent to one another and comprise the block bounded by 12th Street, Marquette Avenue, 11th Street, and Nicollet Mall, with Peavey Plaza fronting on Nicollet Mall. The property line between the two parcels runs through the middle of the block. Peavey Plaza is owned by the City of Minneapolis (see key plan)

Designed by renowned landscape architect M. Paul Friedberg and completed in 1975, Peavey Plaza is a modernist public park that takes up the western half of the block and is characterized by concrete steps, fountains, pools, and planters. Steps lead down from the street into a below-grade, hardscaped plaza with a large reflecting pool in the center that is used as an ice skating rink in winter. The plaza is used for orchestral and other public music events in good weather, although visual and physical connections between the hall and the plaza are limited. The western side of Orchestra Hall faces Peavey Plaza with administrative backstage functions on the lower level and offices above fronting on the plaza's sunken reflecting pool.

Peavey Plaza is owned by the City of Minneapolis and managed and maintained by the Department of Public Works. Due to financial pressures on the City, Peavey Plaza has suffered from a lack of investment over the years including some deferred maintenance, and certain modifications which some feel may have compromised the original design. Because of features inherent to its original design, including the large below-grade area and walls and fountains that obscure sight lines, Peavey Plaza presents unique challenges in terms of accessibility (there is a single ramp on 12th Street, near Orchestra Hall's Loading Dock), public safety, and nuisance crime. As the pumps and pipes that serve the water features have deteriorated and aged, Peavey Plaza has become increasingly costly for the City to operate and maintain and the fountains no longer function as they did when they were new.

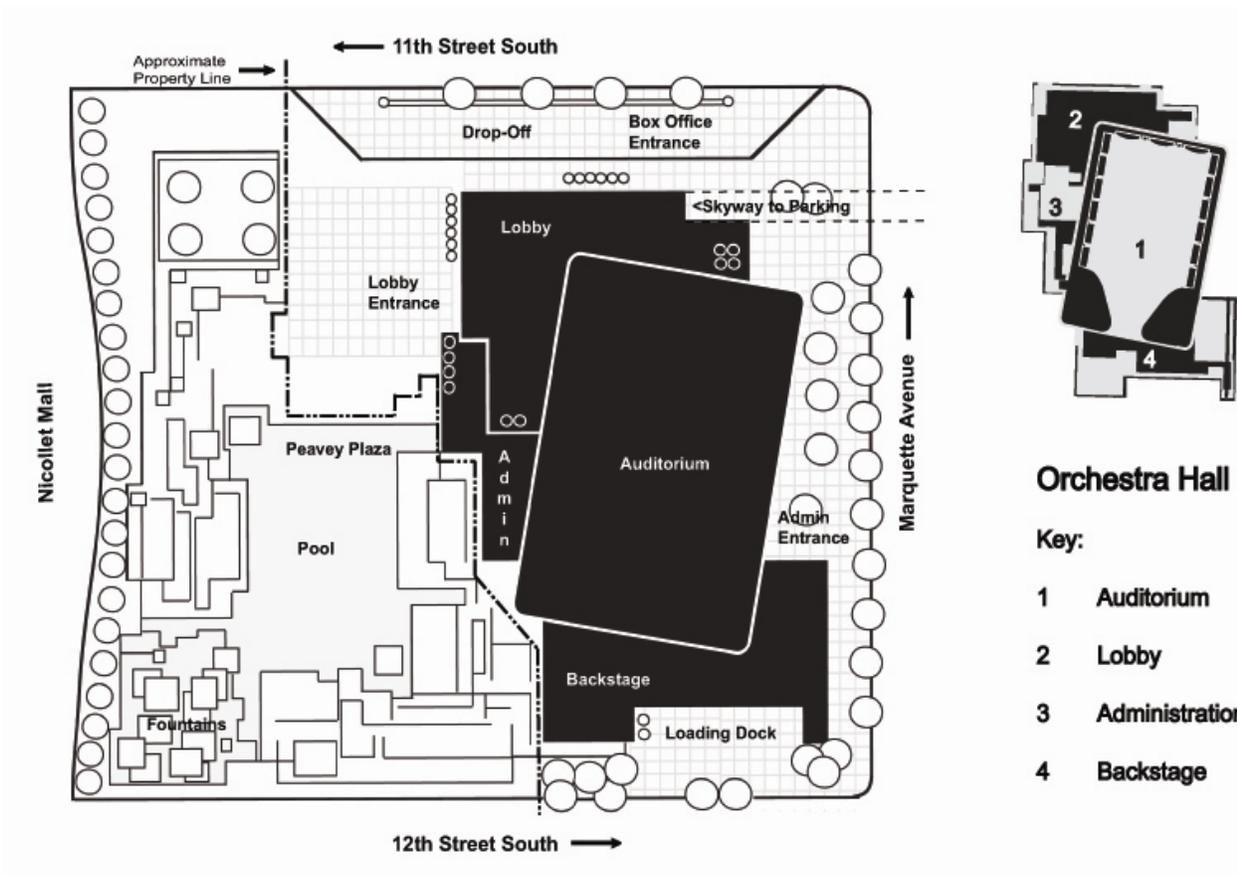
The Orchestra Hall Project

Orchestra Hall was designed by architect Hugh Hardy of Hardy Holzman Pfeiffer Associates (HHPA) in association with local architect Hammel, Green & Abrahamson, and completed in 1974, in time for the opening of the fall concert season. Since then, Orchestra Hall has established a strong position as the preeminent symphonic concert hall in the community, boasting some of the finest acoustics in the country and an excellent musical experience.

In 2008, the MOA began to plan for a \$40 million addition and renovation project to Orchestra Hall. The vision for a revitalized Orchestra Hall is of a high-quality architectural and urban design solution that is transformative, timeless, functional, and inviting and that dramatically improves the concert-going experience for patrons inside the hall while at the same time reintegrating the building with its surrounding urban context and reconnecting the Minnesota Orchestra to the public.

In June, 2009, the MOA retained the Toronto-based firm of Kuwabara Payne McKenna Blumberg (KPMB) as architect for the project, and the firms of Meyer Borgman and Johnson (Structural Engineering) and Dunham (Mechanical, Electrical, and Plumbing Engineering) have since been added to the design team. The MOA concept design for the Orchestra Hall project was completed in February 2010, construction documents will be completed in February 2011, and construction is scheduled to be completed in June 2013.

The purpose of this RFP is to define the scope of landscape architecture design services for this project and to solicit proposals from qualified firms.





Peavey Plaza fountains



Peavey Plaza and Orchestra Hall



Looking across Peavey Plaza towards Orchestra Hall



View towards fountains at southwest corner

LANDSCAPE ARCHITECT'S SCOPE OF WORK

The landscape architect will be responsible for leading a two-phase design process that will culminate in the revitalization of Peavey Plaza.

Phase I: Feasibility Study/Programming/Concept Design/Cost Estimate

The first phase of this process will entail gathering impressions and input from users and stakeholders and developing alternative schemes for the redevelopment of Peavey Plaza that offer maximum improvement in design quality and experience balanced with the best value. Landscape architect will be responsible for the preparation of cost estimates for alternative concepts. The MOA and City will work together to determine the best alternative based on the limited funds available for the project. Tasks will include:

- Programming/review/input session(s) with relevant stakeholders including representatives of the MOA, the City, and the Community Engagement Committee (CEC) for purposes of gathering input on programming and design concepts
- Development of a minimum of 3 alternative approaches, based on information gathering sessions and input from stakeholders.
- Final Report/Work Product:

- Detail project program document
- Diagrams, illustrative drawings, and narrative scope descriptions of the alternative concepts
- Cost estimates for each scheme (assume one or two work sessions with third party cost estimator retained by the landscape architect and acceptable to the City and MOA)

Phase II: Design and Construction

The second phase will entail the development of the alternative chosen at the completion of Phase I through detailed design development, construction documents (bid/award, and construction phases) and ending in a redeveloped Peavey Plaza. Tasks will include:

- Detailed design work as required to finalize the chosen alternative from Phase I.
- Periodic (assume quarterly) meetings with the Community Engagement Committee to make progress reports
- Development of construction documents and participation in bid/award/construction observation, and administration

PROJECT SCHEDULE

The MOA and the City anticipate an approximately 29 month project schedule with design beginning in January 2011, an 12 month construction period beginning spring 2012, and completion of all work by June 2013. The City and MOA will continue to work to expedite the schedule if possible. The proposed tentative schedule is as follows:

- | | |
|-----------------|--|
| ● December 2010 | Landscape architect under contract |
| ● January 2011 | Concept design begins |
| ● June 2011 | Concept design complete (Phase I) |
| ● July 2011 | Approval of final alternative by stakeholders, City, MOA |
| ● December 2011 | Construction Documents complete (Phase II) |
| ● May 2012 | Construction start |
| ● June 2013 | Construction complete, Peavey Plaza grand opening |

PROJECT BUDGET

The total project cost is estimated at between \$5-6 million. It is critical for proposers to note that the total project cost (\$5-6 million) must include all soft costs, contingency and escalation over the two-year project duration (2011-2013).

SUBMISSION REQUIREMENTS

Landscape architecture firms are requested to submit proposals not to exceed 25 pages that reflect services through all phases of the project from needs analysis and programming through design, bidding and award, construction administration, and project closeout for the scope described within this RFP. Specifically present in the order listed:

1. Provide a short description of your firm and prior project experience with your proposed consultants or team members.
2. Describe your understanding of the project, the scope of services as you understand them, and your approach to the project's identified goals and selection criteria.
3. Explain how your firm will work with the MOA architect (KPMB) and the entire design and construction team collaboratively throughout the design and construction process to ensure that the City and MOA obtain the best possible combination of design quality and value.
4. Identify any previous work with the City of Minneapolis or the Minnesota Orchestra.
5. Identify relevant project experience including renovations to existing urban parks and spaces, other projects on urban sites, and projects that entailed a public process. Please list three (3) projects and your team members' specific roles:
 - Name of Client/Owner
 - Description of Project
 - Please specifically cite examples of how you used CPTED principles effectively; how your design solutions encouraged active use of the space; and how your design was developed with cold weather usage and aesthetics in mind
 - Project Manager and Key Team Members
 - Completion Date
 - Client References (name, telephone number and e-mail address) for project Owner and Project Manager/Owner's Representative, if any
6. Design Team: Please identify the Partner-in-Charge, Project Manager, Project Designer(s), and any other key members of your proposed team for this project and provide the following information for each:
 - Name
 - Responsibility on this project
 - Current and projected workload (availability)
 - Experience with projects of this scope, scale, and quality
 - Years with the firm
 - Identify any specific projects where members of your proposed design team have worked together previously.
 - Please identify the individual who will assume overall leadership for the project and responsibility for the contract.

Identify the technologies your organization uses as a part of the design process that help to facilitate teamwork and coordination throughout the design, bidding and award, and

construction phases and how these technologies will benefit this project. Provide project-specific examples and explain how those examples relate to this project

7. Describe preconstruction experience with cost estimating and scheduling and identify representatives of your team who will participate in this phase of the work and their relevant contributions and experience. Identify third party cost estimator.
8. In a separate document, submit a fee proposal for design services for the total scope of the work that is based upon the scope, schedule, and budget described in this RFP.

Fee proposals must include the following:

Estimated fee for basic services as defined in this RFP and broken down as follows

- Fixed fee for Phase I Feasibility Study/Programming/Concept Design for the Plaza
- Fee range for Phase II, design through construction administration expressed as percentage of construction costs and assuming total project budget ranging from \$5-6 million for Peavey Plaza (as defined by the existing property line).
- Hourly rates for all personnel
- Estimated reimbursable expenses through all phases and including travel and lodging
- A comprehensive proposed fee summary that notes the total projected compensation to the landscape architectural team, stated as a percentage of the total project, including the fixed fee portion from Phase 1.

CONSENT FOR RELEASE OF RESPONSE DATA

Under the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, public disclosure of RFP response data prior to execution of a contract is restricted. In order to meet the City's and MOA's citizen participation goals, the City requires each proposer to execute and submit a "Consent for Release of Response Data" form as attached to this RFP as Exhibit A. Failure to submit the "Consent for Release of Response Data" will be grounds for rejection of the entire proposal as unresponsive.

SELECTION CRITERIA

- Completeness of submission and conformance with submission requirements.
- Demonstrated ability to generate creative, high quality design ideas and technical solutions
- Demonstrated experience with completed urban landscape projects that involved an extensive public participation process, facilitating the input of multiple and potentially conflicting constituencies and viewpoints, and integrating the input from this process into a program and a final design.
- Demonstrated success in developing designs for public urban park and plaza spaces that are actively used and that require a commitment to a detailed needs analysis and programming effort to address function and utility as a foundation for the design.

- Experience designing urban parks and plazas for cold weather environments, for winter use, and with attractive aesthetics under winter conditions (when fountains and water features, if any, are not in operation).
- Demonstrated success in developing designs for completed public spaces that effectively responded to capital cost and future operating, maintenance, and life-cycle cost limitations.
- Demonstrated experience enhancing historic cultural resources and incorporating the Secretary of the Interior's standards for historic resources.
- Familiarity with and demonstrated experience using Crime Prevention Through Environmental Design (CPTED) principles.
- Demonstrated experience in being a team player, receptivity to joining the team as a collaborator and internalizing and sharing the values of MOA and City leadership, the building architects, and the overall project team.
- Experience working in the Twin Cities metro area.

SELECTION PROCESS

Proposals: Proposals are due **Friday, October 15, 2010**, by 2:30 PM. Please provide an electronic version (CD) and twenty five hard copies of your proposal (24 bound copies and one loose copy) and 25 hard copies of your fee proposal and a separate electronic file of this document. Deliver all copies to:

City of Minneapolis
 Department of Community Planning and Economic Development
 105 Fifth Avenue South, Suite 200
 Minneapolis, MN 55401
 Attention: Charles T. Lutz

Tour of Peavey Plaza and Orchestra Hall A tour of Orchestra Hall and Peavey Plaza will be open to all proposing Landscape Architects. The tour is scheduled for Wednesday October 6 at 1:30 pm and will begin in the lobby of the stage door entrance at Orchestra Hall, on the Marquette Avenue side of the building near the corner of 11th Street. The tour will last approximately 60 minutes.

Interviews: Following review of the proposals, all four firms will be invited to a formal interview and meeting process on Tuesday November 16. The principals of the design team who will be involved in the work should attend. A public "meet and greet" session will be held from 9:30-11:00 am, followed by public interviews with the Peavey Plaza Review Committee from 11:30-3:30 p m (individual interview times will be assigned by November 1). The forty-five minute interviews will include twenty-minute presentations (during which proposers should include descriptions of how the team's previous work relates to this project) and twenty-five minutes for questions and answers. Fifteen minutes are provided for transition between sessions. More information will be transmitted to proposers in coming weeks. Proposers have been asked to reserve this date.

Selection: The Review Committee will make a recommendation of a landscape architect to the City Council's Transportation and Public Works Committee. Staff anticipates this committee will meet on Friday, November 19 before the regular City Council meeting. Staff further anticipates the City Council will act to select the landscape architect at that meeting.

The City and MOA reserve the right to reject any and all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific work elements with a proposer into a project of lesser or greater magnitude than described in this RFP or the proposer's reply.

All questions should be directed via e-mail to Charles F. Lutz at chuck.lutz@ci.minneapolis.mn.us. Questions will be answered in writing and posted on the City's website at: http://www.ci.minneapolis.mn.us/cped/docs/RFP2010_PeaveyPlaza.pdf

CITY OF MINNEAPOLIS GENERAL CONDITIONS

The complete set of general conditions were detailed in the [RFQ document issued August 6, 2010](#); these provisions will be required in the contract for services with the landscape architect ultimately selected.

ADDITIONAL RESOURCES AVAILABLE VIA PROJECT WEBSITE

Additional background information that may be helpful to proposers is available on the City's website:

Peavey Plaza History and Information

- ["Peavey Plaza: Surviving Adolescence." In *Architecture Minnesota*, September/October 2008, pages 21, 57, 64.](#)
- ["Death of a Thousand Patches: Shoddy maintenance nibbles away at a Minneapolis gem." In *Landscape Architecture*, September 2004, pages 30-37.](#)

New Design Plans for Orchestra Hall

- [Peavey View](#)
- [11th Street View](#)
- [Floor Plan](#)
- [Site Plan](#)

Downtown Minneapolis Park Space Initiative

- Report funded in 2008 by The McKnight Foundation that analyzes opportunities and constraints of creating signature park space in Downtown Minneapolis. The report reviews national best practices; existing green spaces and related conditions in Downtown; funding methods, management structures, and cost scenarios; site selection criteria; and economic feasibility for implementation of a new park. The report can be found on the City's website at: http://www.ci.minneapolis.mn.us/cped/DT_Mpls_Park_Space_Initiative.asp.

EXHIBIT A

Form of Consent for Release of Response Data

_____, 20__

City of Minneapolis Department of Community Planning and Economic Development

105 5th Avenue S.

Minneapolis, MN 55401

Re: Landscape Architecture Services Request for Proposals: Peavey Plaza Revitalization Project
Consent for Release of Response Data

_____, on behalf of _____, hereby
consents to the release of its development proposal in response to the Peavey Plaza Revitalization
Project Landscape Architecture Services Request for Proposals and waives any claims it may have under
Minnesota Statutes Section 13.08 against the City of Minneapolis for making such information public.

