



Park Avenue & Liberty Street | Dog Park & Open Space Design Landscape Architect & Design Team Request for Proposals



**DOWNTOWN
PARTNERSHIP**

Downtown Partnership of Baltimore

RFP Issued: April 22, 2024

RFP Due: June 21, 2024

Prepared & Managed by Margrave Strategies

WARNING: Prospective bidders who have received this document from a source other than the Issuing Officer should immediately contact the Issuing Officer and provide their name and mailing address in order that amendments to the RFP or other communications can be sent to them. Any prospective bidder who fails to notify the Issuing Officer with this information assumes complete responsibility if they do not receive communications from the Issuing Officer before the closing date.

Letter from Downtown Partnership of Baltimore, President

Dear Prospective Bidders,

On behalf of the Downtown Partnership of Baltimore (DPOB), I am delighted to extend this Request for Proposal (RFP) for the design of Park Ave & Liberty Street, Dog Park & Open Space, formerly known as Liberty Dog Run. As President of the DPOB, I am excited to share with you our vision and goals for this transformative project.

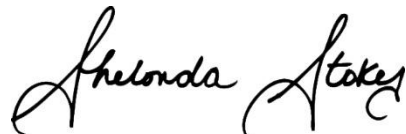
The Liberty Dog Run stands as a cherished retreat for residents in the vicinity, offering a haven for canine companions and their owners amidst the urban landscape. However, we recognize that our community yearns for more than the space an old traffic median can offer. The demand for green spaces and communal areas transcends the boundaries of residential and professional life, permeating the daily rhythms of downtown living.

In the pursuit of placemaking excellence, we recognize the pivotal role that innovative design and creative ingenuity play in weaving together the fabric of our downtown community. The transformation of Park Ave & Liberty Street into a dynamic nexus of leisure, recreation, and cultural exchange is not merely an infrastructure endeavor—it is a testament to our commitment to fostering vibrant, inclusive spaces that resonate with the diverse tapestry of Baltimore.

Through this RFP, we invite you, esteemed landscape architects and design teams, to embark on this journey with us—to pick up work already completed and craft a destination that transcends the boundaries of function and form, breathing life into the aspirations of our community. Together, let us seize this opportunity to not only address a pressing need but to redefine what it means to belong to the heart of Baltimore.

We eagerly anticipate your proposals, each a testament to your creativity, expertise, and passion for placemaking. Together, let us embark on this transformative endeavor, shaping the future of Park Ave & Liberty Street and leaving an indelible mark on the landscape of our downtown district.

Warm regards,

A handwritten signature in black ink that reads "Shelonda Stokes". The signature is written in a cursive, flowing style.

Shelonda Stokes
President
Downtown Partnership of Baltimore

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Project Background

In 2021, [Downtown Partnership of Baltimore](#) (DPOB) in collaboration with the Office of the Mayor and the Economic Alliance of Greater Baltimore (EAGB) engaged with the [Urban Land Institute](#) (ULI) to identify key areas of improvement of Baltimore's downtown core. From the study, it was determined DPOB should lead the charge in linking and connecting Downtown's assets through development, transportation, infrastructure and placemaking. [ULI DPOB Baltimore Findings](#)

Currently referred to as Liberty Dog Run, a transformed traffic median, into a dog run, symbolized an effort, while creative and important, calls for an evolution of the space to meet the needs for the newly renovated, [CFG Bank Arena](#) sits as an asset looking to be better connected to the community as well as other thriving businesses and the fastest growing residential neighborhood in Baltimore, the downtown core.

The Park Avenue & Liberty Dog Park & Open Space project will provide a desperately needed green and open space for the area and serve as a place for residents and visitors to enjoy. Additionally, this will be an activated park that will need to support programming, food trucks and gatherings.

It is the hope of DPOB for this park to be so loved and successfully visited that it will inspire economic and real estate development to some of the vacant and blighted properties adjacent to the park.

Department of General Services, State Grant Project

In 2022, DPOB sought funding through the State Legislature for The Park Avenue & Liberty Dog Park & Open Space Project. This resulted in an award through SB0291e, which provided capital funding for a myriad of DPOB projects including this project.

Because this is a State-funded capital project, it must meet the requirements of a state capital project and certain protocols. A full briefing of these requirements is included in the Capital Grants Project Booklet [here](#).

Most notably below are some high-level requirements that should be acknowledged:

- All firms to be contracted for this work will need to meet the Contractor Eligibility requirements from DGS. [Appendix E](#) within the Capital Grants Project Booklet.
- MBE/WMBE requirements should be met, especially considered with design team partners brought along with the prime firm to be selected.
- Certain expenditures are eligible, and ineligible based on the capital nature of this project. The design team should be hyper aware of those requirements to ensure

DPOB has a full understanding of materials, products, etc. that are going into the design that may not be eligible for the DGS funding so that DPOB can identify other sources of funds for those design elements.

- The state will not release funds for the payment of ineligible expenses. See [Appendix A](#) within the Capital Projects Booklet for more information regarding what constitutes an eligible and ineligible expense.
- The selected firm must be part of DGS project close out to include support of the paperwork drafting to be prepared for the space.

Landscape Architect & Design Team Scope

The awarded firm will be tasked with managing the project through all design and permitting phases and providing construction administration for the construction project, including project close-out.

Also, the design team will be asked to be part of the general contractor selection committee, of which the solicitation and committee will be led by Margrave Strategies and DPOB for this project. This inclusion will ensure that the selected Landscape Architecture firm can convey document intent and to ensure ease is project phase progression.

Additionally, the selected firm will aid in community, stakeholder and DPOB Board engagement at critical times to ensure that the park design is well received and input from various entities is captured. However, Margrave Strategies, operating as DPOB's consultant, will support the efforts as forward facing as possible, only calling upon the Design team to join specific groups/meetings where the design team's expertise is most needed.

Below summarized is a list of the scope areas

- Schematic Design/Design Documents, Construction Documents & Permitting
- Construction Administration
- General Contractor Selection Committee Participation
- DPOB, Community & Stakeholder Engagement

Project Considerations

Site Considerations

Site Description

The project is at 8 Park Ave, Baltimore, MD 21201 in Baltimore’s Downtown Core. Currently, there is no survey or drawings produced by the City of Baltimore for this area. The survey and base drawings will need to be complete as a part of this work. There are several items that will need to be coordinated, including traffic changes, coordination with BGE infrastructure under Park Avenue as well as addressing parking changes.



Concept Planning Phase

DPOB and Margrave Strategies had the pleasure of working with a local landscape design firm on the concept and intention setting of this park. There were various levels of community engagement to get us through this phase and the concept plan is linked below. As this is a preliminary phase of work, study will need to be done to ensure that the design intent is possible in some of this work. [Concept Plan](#)

Additionally, DPOB and Margrave Strategies procured a traffic study for the area, to ensure that the concept would be able to work with the traffic changes it may require. That study can be found here. [2023 Traffic Study](#)

Additional Items to Consider

Within the project are two major pilot programs that will be included here to convey the future of open spaces in our Downtown Core. The public bathroom or [Portland Loo](#), as noted as “N” on the concept plan will be a fully public restroom to allow all those who come into the Downtown Core to use. This is a means of providing dignity for those who are unhoused and convenience to those residents and visitors who may need it. This program will be accompanied by The Security Hub, noted as “O” in the concept plan is a 24/7 security booth in which a DPOB hired security guard and park steward will occupy. These products will be procured separately from this contract but must be coordinated for power, plumbing and sight lines as a part of this project.

Submission Requirements

Respondents interested in being DPOB’s selected firm should prepare and submit the following materials with as much detail as can be reasonably provided (“Submission”). Please clearly mark each section of your proposal to align with the following elements:

I. Firm Qualifications

1. Overview of Firm Expertise and Services

Provide a comprehensive overview of your firm's expertise, services offered, and portfolio highlights. Highlight experience in developing projects of similar size, scope, and character, with a focus on urban areas and compliance with state procurement requirements, images are encouraged. Examples should include:

- **Narrative & Description**

- **Role**
- **Timeline & Project Duration**
- **Cost:** Total Project Cost
- **Size:** [Square Feet, Acres, City Blocks, etc.]
- **Lessons Learned:** Highlight key insights gained from the project, such as effective community engagement strategies or innovative design solutions.
- **Similarities:** Emphasize parallels between this project and the current RFP, such as urban context, community involvement, and adherence to state procurement requirements.
- **Project References:** Provide contact information for project stakeholders or relevant parties for verification.

3. Assurance of Comprehensive Services

Demonstrate your firm's capacity to provide all necessary services for surveying, design, stakeholder/community engagement, timeline management, budget adherence, and compliance with DGS Grant requirements for urban park development.

4. Narrative for Firm Selection

Provide a compelling narrative outlining why your firm is uniquely qualified to serve as the selected firm for DPOB. Highlight key strengths, such as expertise, experience, innovative approaches, and a commitment to meeting project objectives and community needs.

5. Project Team

- Provide the names and resumes of the members of your team, including design partners and project managers, who will play key roles in this project.
- Identify the single point of contact (preferably executive level) for your organization with whom to communicate during the selection process, along with their contact information.
- **Subcontractors-** Please identify and include the engineering firms, specialists (estimators, arborists, etc.) required, and other consultants as applicable to meet the requirements of the scope of work. DPOB will favor hiring the Landscape Architect as the Prime Contractor and the coordinated work to be subcontracted under the prime. If you are proposing a different structure, please be sure to alert the RFP manager, at the time of intent to bid.

II. Milestone Schedule

Time is of the essence for this work, while DPOB looks forward to other capital projects, this endeavor is a priority. DPOB is looking for insight on how this project can layout in terms of a larger capital projects schedule and the initial insight and value a team with expertise in urban landscape and park design, including navigating City processes is key.

Provide an initial and estimated milestone schedule in which lays out the timing of Surveying, Schematic/Design Documents, Construction Documents including permitting. This schedule should be based on park size and experience with City permitting processes. Please also provide important points for stakeholder engagement/approvals as needed.

Separately, provide the cadence in which meetings should be held for this size of project with Margrave Strategies and DPOB project management.

III. DPOB/Community/Stakeholder Approach

Include a narrative regarding your firm's approach for gaining feedback from community and stakeholders. Please include a narrative describing your experience with this type of role.

IV. Construction Administration Approach

Please include a narrative regarding your firm's approach to conducting efficient construction administration and your best practices for this work.

V. Cost Proposal & Fee Schedule

Please include a cost proposal and fee schedule. Each firm will need to bill using American Institute of Architects (AIA) style pay applications.

VI. Acknowledgement of DGS Requirements & Protocols

Include a statement that acknowledges the mandatory requirements outlined in the DGS Grant requirements. Describe any experience complying with similar requirements in other projects.

Solicitation Administration

Key Dates & Submission Instructions

DPOB expects the RFP process to meet the following schedule, but reserves the right to amend this schedule or, in its sole discretion, to cancel the RFP at any time. Margrave

Strategies, works on behalf of DPOB as a consultant and will be managing the RFP Process, as well as the project after kick-off in collaboration with DPOB Staff.

Issue Date:	April 22,2024
Pre-Bid Meeting/Site Tour:	Week of May 6th
Deadline for Questions:	May 17, 2024
Answer Distribution:	May 22, 2024
Submissions Due:	June 21, 2024
Interview Period/Award Period: <i>(DPOB Reserves the right to not invite respondents to the interview round of this solicitation)</i>	Week of July 8th
Project Kick-Off:	Week of July 22 nd

Proposals are due no later than 5:00pm on June 21, 2024. Proposals should be delivered, via email, to Jordann Montoya with Margrave Strategies at jordann@margravestrategies.com. The subject of the email must be “Submission of [insert your firm’s name and remove brackets] in Response to RFP, Park Ave & Liberty Street, Dog Park & Open Space Design.”

Unless requested by DPOB, additional information cannot be submitted by the Respondent after the deadline set for receipt of the Submissions.

By tendering a Submission in response to this RFP, the Respondent acknowledges and agrees that the Submission may not be modified by the Respondent.

DPOB will review the proposals, considering each element of the response. The selection criteria will include analyzing:

Firm Qualifications:	20 Points
Design Team Qualifications:	15 Points
Milestone Schedule:	15 Points
DPOB/Community/Stakeholder Approach:	5 Points
Construction Administration Approach	5 Points
Cost Proposal & Fee Schedule:	15 Points

Acknowledgement of DGS Requirements & Protocols & Experience:

5 Points

Notification of Intent

Parties who are interested in responding to the RFP should notify DPOB of their interest in formulating a response by emailing jordann@margravestrategies.com. These parties will be placed on a distribution list for notice of any amendments to the RFP, send responses to questions asked during the Q&A period, and will receive any other updates/notices pertaining to the RFP. The failure of an interested party to notify DPOB of their desire to be added to the solicitation distribution list could result in the party missing key information about the solicitation and its requirements.

Amendments

DPOB reserves the right to make amendments to the RFP as necessary. Any amendments will be sent to the Respondents who have notified DPOB of its intent to participate in the process, as well as be posted on DPOB’s website, located [here](#).

Affidavits

Those whom intend to provide a proposal for this work, will be subject to below qualifications upon contracting with Downtown Partnership of Baltimore:

1. Communication Language Inclusion:
 - a. Public Communications. All initial public announcements or statements regarding this Agreement or the work being contracted must be cleared through DPOB’s Communications Department in advance of a public release. This includes press releases, external newsletters, comments made to reporters or bloggers, and social media posts (Facebook, Twitter, Instagram, personal or third-party blogs, etc.), and applies to the signatory, its employees, and its external vendors. DPOB reserves the right to request that certain subjects be avoided, to withdraw certain posts, and to remove inappropriate comments.

In addition to complying with the above, statements or promotions about the Agreement or work being contracted must:

- i. Not include logos or trademarks associated with Downtown Partnership of Baltimore, Downtown Baltimore, and its affiliated entities unless permission is asked for and granted;

- ii. Neither claim nor imply that signatory, its employees, and its external vendors are speaking on behalf of the project or of Downtown Partnership of Baltimore;
- iii. Respect copyright, privacy, fair use, financial disclosure, and other applicable laws; and
- iv. Refrain from re-posting or re-Tweeting false or injurious content created by third parties or making anonymous comments in any public or private forum, including on blogs, news websites, and web or broadcast productions that take public comment.

2. Indemnification Language Inclusion:

- a. **INDEMNIFICATION BY CONTRACTOR.** CONTRACTOR hereby indemnifies and agrees to indemnify, defend, and hold harmless the Mayor & City council of Baltimore, the Downtown Management Authority, The Center Plaza Foundation, the Downtown Partnership Foundation, their respective agents, employees, representatives, officers, directors, partners, affiliates, successors and assigns from and against all costs, liabilities, fines, claims, damages, losses, judgments and expenses arising out of or from (i) any failure of CONTRACTOR to comply with the terms, conditions, or covenants of this Agreement, (ii) any allegations of copyright, trademark, patent, or other intellectual property violations related to its work hereunder, or (iii) any negligence or willful misconduct of CONTRACTOR or its agents, employees or representatives in connection with services provided under this Agreement, except to the extent any of the same results from the negligence or willful misconduct of DPOB, the Downtown Management Authority, or the Downtown Partnership Foundation.
- b. **INDEMNIFICATION BY DPOB.** DPOB hereby indemnifies and agrees to indemnify, defend, and hold harmless contractor, its respective agents, employees, representatives, officers, directors, partners, affiliates, successors and assigns from and against all costs, liabilities, fines, claims, damages, losses, judgments and expenses arising out of or from (i) any failure of DPOB to comply with the terms, conditions, or covenants of this Agreement, or (ii) any negligence or willful misconduct of DPOB or its agents, employees or representatives in connection with services provided under this Agreement, except to the extent any of the same results from the negligence or willful misconduct of Agency.

3. Insurance. RFP respondents must comply with the following insurance requirements:

a. Minimum limits required:

i. General Liability:

- | | |
|----------------------------|-------------|
| 1. Each Occurrence | \$1,000,000 |
| 2. General Aggregate Limit | \$3,000,000 |
| 3. Medical Expense Limit | \$5,000 |

Aggregate limit to apply per project.

- b. All policies must be written with insurers maintaining an A.M. Best Rating of A-IX or better and admitted to do business in the State where the contract is to be performed.
- c. General Liability must be on an occurrence basis. "Claims Made" is not acceptable.
- d. General Liability must contain a per-project aggregate limit or a limit dedicated to this project.
- e. All coverage must be primary and not contributory.
- f. The certificate of insurance must state the following: "Downtown Partnership of Baltimore, Downtown Partnership of Baltimore Foundation, Downtown Management Authority, and all officers, directors, employees, attorneys, agents, successors and assigns of said organizations, are named as additional insured for the work being performed through this RFP and the length of the Dog Park project.
- g. The following documentation must be submitted prior to the start of any work and at each renewal thereof until insurance is no longer required:
- Certificates of Insurance evidencing requirements above; and
 - Copy of Additional Insured endorsement.

4. Notice. Any notice required or permitted hereunder or by law to be given by either party to the other shall be in writing and shall be deemed effective upon mailing if sent (i) by registered or certified mail, return receipt requested, by overnight delivery service, or by hand delivery at the address hereafter stated for such party, or (ii) by electronic mail at the email addresses below and followed by delivery in the foregoing manner. Either party may, by notice given to the other party in the manner herein specified, designate a different address for receipt of notices and other communications:

Appendices Included, Linked Throughout:

1. ULI, Downtown Baltimore, Presentation-
<https://www.dropbox.com/s/kq74d3iq8m2m76j/ASP%20Baltimore%20FINAL%20presentation%20edited.pdf?dl=0>
2. DGS Capital Grants Program Book-
<https://www.dropbox.com/scl/fi/7tcqkka88l8gog5wq245a/Capital-Grants-Program-Booklet-Link.pdf?rlkey=hbm3au2lm4aaxwa585kfjyb1&dl=0>
 - a. Appendix E-
<https://www.dropbox.com/scl/fi/gln1ira8tt5adlowev141/Appendix-E-Contract-Eligibility-Cover-Sheet-Link.pdf?rlkey=5rq2ahrx2vcf1dhpajtyx5syg&dl=0>
 - b. Appendix A-
<https://www.dropbox.com/scl/fi/27w0fjel230786gfdqbou/Appendix-A-Eligible-Project-Expenditures-Link.pdf?rlkey=tms43b9u4qw2cj00fdjru1grj&dl=0>
3. Liberty/Park Concept Plan-
https://www.dropbox.com/scl/fi/g06m092xq57m8c41vm239/DPOB_LibertyPark_ConceptPlan.pdf?rlkey=1yqn934z4l6pz23ys326trhiy&dl=0
4. 2023 Traffic Study-
<https://www.dropbox.com/scl/fi/v6djcmu0ehbsi7of1gy1a/Liberty-Dog-Park-Traffic-Assessment-Final-9.11.2023.pdf?rlkey=vowkd8g0sdnttagt1nq0zy2tb&dl=0>

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