

**ANNOUNCEMENT**  
**REQUEST FOR PROPOSALS**

**Spring Garden Connector Street Design**

The Delaware River Waterfront Corporation (DRWC) is hereby seeking proposals from reputed, qualified and experienced firms to design streetscape improvements to Spring Garden Street between Columbus Boulevard/Delaware Avenue and 2<sup>nd</sup> Street to include landscape architecture, engineering, art, and lighting services for streetscape design which may include all or some of the following elements; street trees and other landscaping including possible stormwater management techniques, paving, crosswalks, I-95 underpass treatment, public art, and lighting.

Attached is information relating to submitting a proposal including specific requirements.

A pre-proposal meeting will be held on Monday, October 15, 2012 at 1:30 pm at the DRWC offices at 121 N. Columbus Blvd. The DRWC will accept all questions in writing until 5:00pm on October 17, 2012. The DRWC will post a written response to all questions on its web site by October 19, 2012.

Sealed proposals (seven hard copies; one CD/flash drive) must be received by October 26, 2012 at 4:30 P.M. EST. The proposal should be addressed to:

Karen Thompson  
Planner/Project Manager  
Delaware River Waterfront Corporation  
121 North Columbus Boulevard  
Philadelphia, PA 19106

Brief interviews will be held with selected respondents on November 5, 2012 in the afternoon.

If you have any additional questions, please contact Ms. Thompson at:  
[kthompson@delawareriverwaterfrontcorp.com](mailto:kthompson@delawareriverwaterfrontcorp.com)

## I. INTRODUCTION

### **Project Background:**

The Master Plan for the Central Delaware, a plan for the redevelopment and revitalization of six miles of Central Delaware River waterfront in Philadelphia, was released in October of 2011 and adopted by the Philadelphia City Planning Commission in March of 2012. This plan makes recommendations for a wide range of waterfront improvements including new development, open space, transportation networks, and programming. Both the full 300-page Master Plan as well as the 24-page Summary Report can be downloaded here:

<http://www.plancentraldelaware.com/project-info/current-work/>

The Master Plan identified that a primary challenge in re-connecting people to the waterfront is the infrastructure of I-95, which acts as a mental and physical barrier. However, an early discovery during the analysis phase of the planning process was that even though I-95 is perceived as a barrier, the structure of the interstate is actually much more porous than generally thought. In the six-mile planning area there are actually 47 streets which proceed over or under I-95. The problem is therefore not a lack of connection but that the connections are unattractive, uninteresting, or feel unsafe. The interstate creates interruptions in the urban character of these important lateral streets that connect the waterfront with its adjacent neighborhoods. Creating cohesive streetscapes on these connector streets can begin to mitigate the negative effects of the interstate.

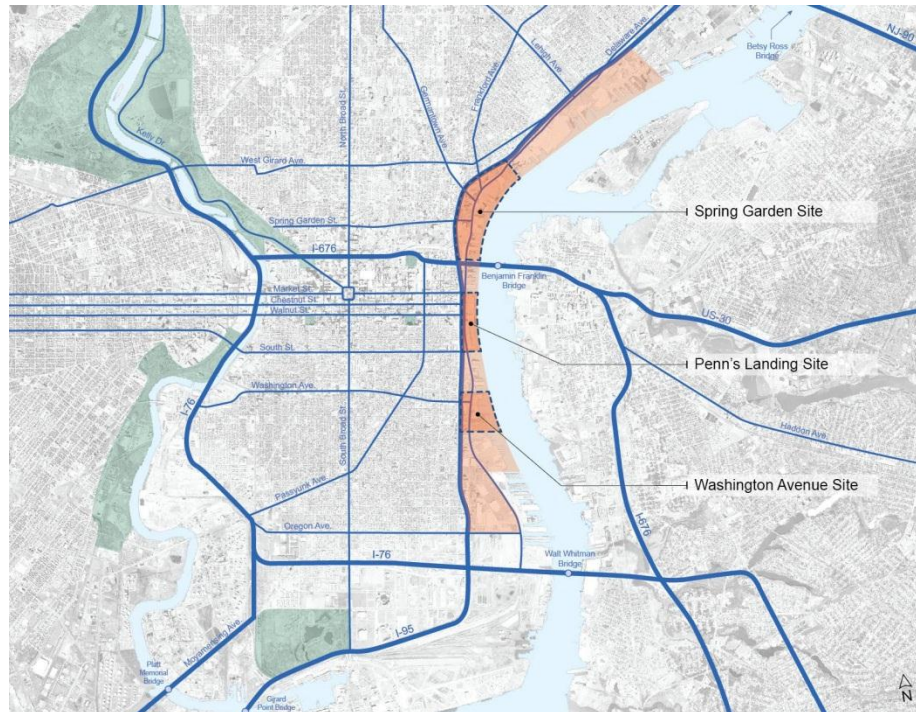
A critical step in implementing the master plan, therefore, is making high-impact improvements to both the connector streets themselves and I-95 infrastructure, specifically in the locations where key connector streets pass over or under the interstate. Currently the interstate underpasses are dark, dirty, and poorly maintained; a fairly simple way to improve the conditions is to improve the lighting and vertical surface treatments. In addition, the master plan recommends an overall cohesive treatment of these lateral streets starting at a point within the neighborhood and stretching to the waterfront with improvements such as lighting, landscaping, signage, and improved sidewalks and bicycle lanes in order to increase pedestrian, cyclist, and motorist safety as well as creating a visual connection with the waterfront.

In order to identify and prioritize improvements, the 47 streets were first divided into a hierarchy of primary and secondary streets, then specific improvements were recommended for each type of street. “Primary Connector Streets” are those which connect to one of the planned waterfront parks, which are spaced at approximately ½ mile intervals along the waterfront. These parks are specifically located at the ends of more prominent streets that connect directly back to adjacent neighborhoods. Therefore the primary connector streets act as an important component of the public realm plan for the entire waterfront, providing easy, safe access to multiple types of waterfront users.

In addition to the basic streetscape elements listed above, Primary Connector Streets are also intended to have high-impact art and/or design elements that identify these streets as direct waterfront connections and provide an “identifying threshold moment” as they pass under or over I-95. These more intensive treatments could be in the form of public art, widened sidewalks, and/or wayfinding signage.

As shown on the map below, Spring Garden Street, located in the Northern Liberties neighborhood, is identified as a Primary Connector Street in the Master Plan for the Central Delaware. Spring Garden Street is also one of Philadelphia's key east-west streets connecting the Delaware and Schuylkill Rivers. In addition, Spring Garden Street has been identified as part of the East Coast Greenway, a nearly 3,000-mile, city-to-city, urban trail that will run from Maine to Florida. The underpass is also the site of the SEPTA Market-Frankford El Spring Garden Station, which is a heavily used transit stop and a key public transit link to the waterfront. The station platforms are located above Spring Garden Street between I-95 Northbound and Southbound lanes. Pedestrian access and bus loading points are located at grade on both sides of Spring Garden Street.

Map showing Spring Garden as key east-west street and Delaware-Schuylkill connector



Detail of Master Plan for the Central Delaware connector street map



Spring Garden Street will be the third Primary Connector Street project by the DRWC as a part of the implementation of the Master Plan, following the highly successful Race Street Connector and Columbia Avenue Connector projects. These two projects are described in detail below. These projects should be used as a reference for the type and quality of improvements that DRWC would like to see on Spring Garden Street.

A number of stakeholders have vested interests in the improvement of this corridor and have already worked on developing plans in the area. The Northern Liberties Neighborhood Association (NLNA) received a grant from the Delaware Valley Regional Planning Commission in 2008 as a part of the “Take Me to the River” grant program. NLNA used this funding to hire a design team to develop preliminary designs for the streetscape.

Additional project partners were the Philadelphia Water Department, Morris Arboretum, and the Mural Arts Program who each brought financial and/or staffing resources to the project. In the end, the portions of the project that were implemented were the following:

- Improvements to Madison Memorial Park with a significant storm water management component by the Philadelphia Water Department;
- Extensive tree planting in the area was executed by the Morris Arboretum and numerous neighborhood volunteers. Trees were planted both as street trees in the sidewalk and also on the PennDOT-owned property on the northeast corner of Spring Garden and Second Streets; and
- A commissioning for an artistic lighting design by the Mural Arts Program for the I-95 underpass. The lighting project was designed, but not implemented due to technical and cost constraints.

More information on these projects is included on the following pages, and Appendix A contains all of the plans that were previously completed for the corridor.

### **Adjacent Relevant Projects:**

#### **Madison Memorial Park**

Madison Memorial Park, colloquially known as “Doughboy Park” because of its statue of a World War I soldier, is a small triangle park in the northeast quadrant of intersection of Spring Garden and 2nd Streets. The Northern Liberties Neighborhood Association commissioned a redesign the park, which now features new seating, a rain garden, a sunken courtyard, and new landscaping. Grant funding was provided by DVRPC and the William Penn Foundation, and the project was completed in the fall of 2011.

Rendering of Madison Memorial Park (Courtesy of DIGSAU)



### **Spring Garden Underpass Lighting**

The Mural Arts Program and the Northern Liberties Neighborhood Association commissioned a design for lighting improvements to address the I-95 underpass that also contains the entrances for the Spring Garden station of the Market-Frankford Line. The current conditions of the underpass are dark and uninviting to pedestrians. A lighting scheme was proposed for the underpass that used Lightwild Pixel LED lights and motion sensors to create an interactive and engaging environment. The proposal used the motion of passing automobiles, bikes, and pedestrians to activate the motion sensors, causing the LED pixels to react. The initial minimal funding for the project was not enough to do a complete lighting installation; therefore the project partners jointly decided to postpone this project and consider a new lighting design as a part of this Request for Proposals.

### **Spring Garden Street Greenway**

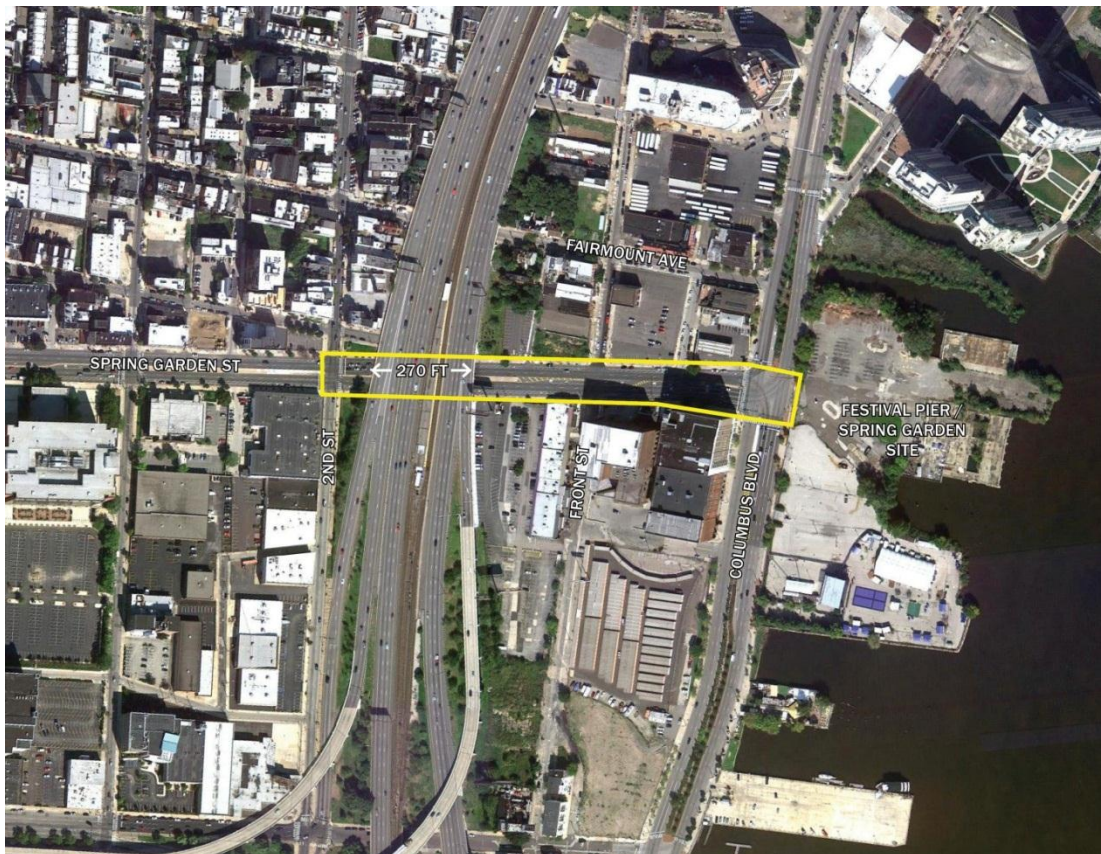
The Pennsylvania Environmental Council is spearheading an ongoing plan to transform Spring Garden Street, a 2.2 mile long east-west corridor, into a green boulevard, linking the Schuylkill River Trail to the Delaware River Trail. The Spring Garden Street Greenway is a proposed urban trail that will consist of new bike and pedestrian lanes along Spring Garden Street that are separated from vehicular traffic. The new greenway will offer additional recreation and commuting space for walkers, joggers and cyclists and manage stormwater runoff more sustainably. The goal of the Spring Garden Greenway is to connect Philadelphia's rivers while tying together the many planned exciting investments around Spring Garden Street — at the riverfronts, in Northern Liberties, along Broad Street, and just outside the Art Museum, to create a street that unifies and leverages those investments, expands business opportunities, creates new transportation and social connections, improves the environment, and increases access for everyone.





## **SPRING GARDEN STREET** ← **FROM PENNSYLVANIA AVE** **TO COLUMBUS BLVD** →

### **Festival Pier / Spring Garden Site Development**



DRWC has begun the necessary pre-development work in preparation for the development of the current Festival Pier site into a mixed-use, waterfront development, as shown in detail in the Master Plan for the Central Delaware. DRWC is currently undertaking the remediation work necessary to raise the site from a modified industrial standard to a residential standard. Additionally, DRWC is undertaking an extensive pier structural engineering survey with the Army Corps of Engineers. The future new development planned for this site will serve as the Delaware River terminus and anchor of Spring Garden Street, and an important junction of trails, where the East Coast Greenway proceeds west across the city. Therefore the Spring Garden Connector Street will act as a gateway to this important waterfront development site.



### **Penn Street Trail Project**

This trail segment is currently in final design by DRWC and expected to commence construction in fall/winter of 2012. The project will start at the northeast corner of Spring Garden Street and Delaware Avenue, extend on the east side of Delaware Avenue and Penn Street, and continue north to the existing SugarHouse waterfront trail. This trail segment will complete a gap between the SugarHouse trail and the existing bicycle lanes on Spring Garden Street for short-term use. In the long term, this trail will connect to the completed Spring Garden Greenway, mentioned above.



Penn Street Trail Segment



### **PennDOT I-95 Girard Avenue Interchange (GIR) Project**

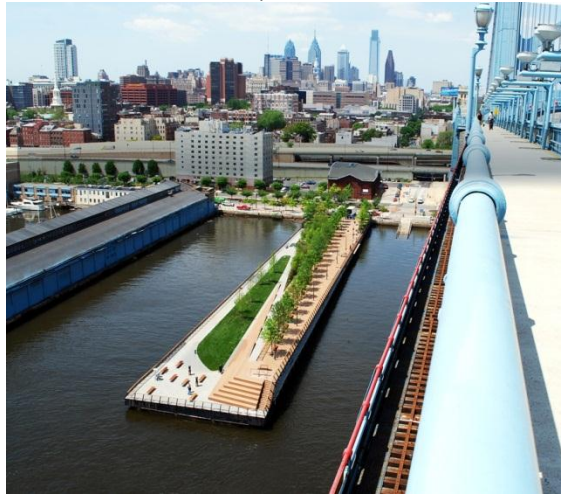
The Pennsylvania Department of Transportation (PennDOT) is undertaking an extensive revitalization project for the I-95 corridor. Current highway reconstruction activities within the Central Delaware project area are centered on the area surrounding the Girard Avenue interchange in the Fishtown neighborhood. Work on the segment of I-95 around Spring Garden Street is currently under final design and is estimated to commence construction in 2017. The project will involve widening the highway on both sides by approximately 15 feet, including widening of the Spring Garden Street structure itself. The bridge's superstructure (i.e. deck and beams) will be removed and reconstructed.

### **Race Street Pier and Race Street Connector**

The Race Street Pier is a spectacular new park that DRWC completed and opened to the public in May of 2010. It uses high-end materials, furnishings, and plantings to be a premier waterfront destination and set high standards for future waterfront improvements. The simple and elegant design complements the park's spectacular location adjacent to the Benjamin Franklin Bridge and the sweeping views up and down the Delaware River.

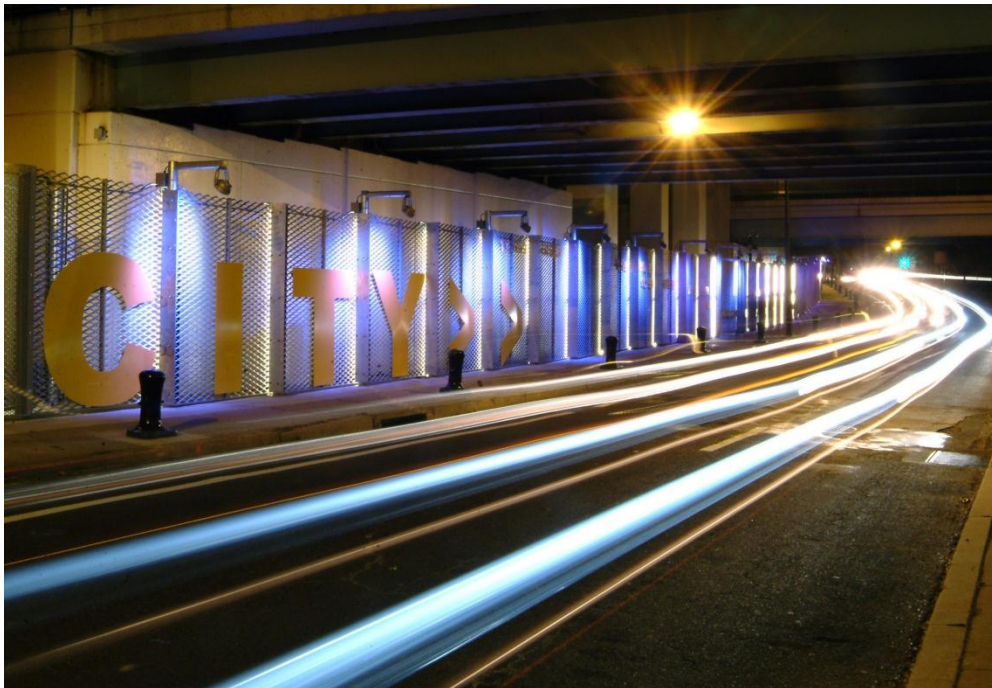


Aerial of the completed Race Street Pier



The Race Street Connector was designed simultaneously with the Race Street Pier and Phase 1 of this project (the south side of the street) was completed in October of 2011. The design of this Primary Connector Street used similar furnishings, plantings, and lighting as the park and incorporated a large-scale lighted metal screen element as a wrap for the multiple adjacent bridge abutments. The project also included a significant public art installation. Phase 2 of this project (the north side of the street, which will use similar design elements as Phase 1, is currently in final design and is scheduled to begin construction in late 2012.

Race Street Connector Phase 1



### **Columbia Avenue Connector Street**

This project will construct streetscape elements and will install a public art component for DRWC's second primary connector street project, Columbia Avenue, between Girard Avenue and Penn Treaty Park. Additionally, through a partnership with PennDOT, high-impact lighting and wall treatments for three underpasses (Columbia Avenue, Marlborough Street, and Shackamaxon Street) have been designed will be constructed by PennDOT as a part of their reconstruction of I-95. The public art and the PennDOT portion of the project will begin construction in fall of 2012. The streetscape improvements west of the underpass to Girard Avenue are currently unfunded, but DRWC will work with other project partners for funding this section when conceptual designs and cost estimates are completed. Plans and renderings for this project are included in Appendix A.

Rendering of I-95 Underpass at Columbia Avenue



## PROJECT SCOPE

### Qualifications:

It is anticipated that the selected firm on this project will have strong qualifications in Landscape Architecture and/or Urban Design. Additional qualifications required on the team are Civil Engineering, Lighting Design.

### Project Limits:

The design will apply to Spring Garden Street from 2<sup>nd</sup> Street to the east curbline of Columbus Boulevard/Delaware Avenue as shown on the below graphic, including portions of PennDOT-owned land/embankments on both the east and west sides of the highway. It is anticipated that all improvements will be within the existing right-of-way of Spring Garden Street. Additionally it is anticipated that for this project curb realignment will be minimized to bump-outs and bus layover areas. Cartway and bicycle lanes will remain in their same locations. Therefore the project is generally limited to a streetscape improvement project and not a transportation engineering project to solve bicycle or vehicular access.



### Objective and Scope:

The overall objective of the project is to create a unified, inviting streetscape and pedestrian lighting design for Spring Garden Street from 2<sup>nd</sup> Street to Columbus Boulevard.



### *Streetscape Design*

A visually-appealing streetscape and pedestrian design will be developed for both sides of Spring Garden Street from 2<sup>nd</sup> Street to Delaware Avenue. Work in this area is expected to construct improvements within the existing curb and sidewalk area. Curblin modifications will be limited to possible sidewalk bumpouts at 2<sup>nd</sup> Street, Front Street and Delaware Avenue as well as minor adjustments to provide adequate shoulder width for SEPTA bus layovers in the vicinity of the Spring Garden Station. Any adjustments at these areas will require coordination with the Pennsylvania Environmental Council's ongoing Spring Garden Greenway project, which is developing a green boulevard concept for the corridor as discussed previously in this document. Careful consideration should be given to accommodation of curb ramps that are compliant with the Americans with Disabilities Act. Other anticipated streetscape elements include sidewalk reconstruction and aesthetic improvements, pedestrian lighting, landscape improvements, and stormwater management elements such as raingardens or other best management practices. All materials and improvements for this project must be designed to be cost-effective, yet durable and vandal-resistant.

### *Lighting Design*

A high-impact design for the I-95 underpass is a critical component of this project. The length of this underpass is currently 270 feet, making this one of the longest and darkest underpasses in the Central Delaware working area. At a minimum, the design for the underpass should contain an architectural and pedestrian lighting scheme that provides a well-lit environment during both the daytime and nighttime. The selected firm will be required to perform all necessary calculations and renderings to demonstrate the effectiveness and suitability of the proposed lighting design. Respondents may decide to apply the public art component of the project to the underpass lighting or underpass design, making this a more substantial portion of the project. Traditional pedestrian level lighting design for the full corridor between 2<sup>nd</sup> Street and Delaware Avenue is also anticipated.

### *Traffic Engineering*

The City of Philadelphia is currently investigating proposed safety improvements to the intersection of Front and Spring Garden Streets. These improvements may include the installation of a new traffic signal. The selected firm will be required to coordinate such safety improvements with the Department of Streets Traffic Unit and DRWC.

### *Public Art*

Inclusion of public art is critical to this project as this street has been identified as a Primary Connector Street in the Master Plan for the Central Delaware; therefore respondents to this RFP should be familiar with the incorporation of large public art installations in urban landscapes/streetscapes and include a significant art component in their proposals. Refer to the goals for waterfront public art in the "Activation" chapter of the Master Plan as well as DRWC's completed Race Street Connector project, which is also a Primary Connector Street. It is envisioned that the chosen public art component will emerge from the design process; teams do not need to have selected an artist as part of the team or preselect an art medium in order to respond to this RFP. Respondents should demonstrate their familiarity and experience working with artists to obtain engineering and regulatory approvals for public art within the public right of way, as well as for incorporating public art into engineering and construction bid documents. Creative and cost-effective approaches that make the art an integral part of the streetscape design are encouraged rather than singular or cost-prohibitive pieces. Among many other options, the art component could be a creative lighting design for the underpass, a piece that is integrated into the sidewalk, or an iconic approach to the 2<sup>nd</sup> Street and Columbus Boulevard/Delaware Avenue intersections.

### *PennDOT Coordination*

There are numerous constraints on the design due to the presence of both PennDOT and SEPTA facilities that the selected firm will have to account for while advancing their design.

PennDOT is responsible for the right of way carrying Interstate 95 through the project area, including the structure carrying Interstate 95 northbound and southbound, above. PennDOT is in the midst of a phased reconstruction of I-95 between Ann Street and Race Street, which is referred to as Section GIR. The area of the Interstate surrounding Spring Garden Street and involved in this project is currently in final design and is scheduled to commence construction work in 2017. Therefore any improvements made to the underpass must be coordinated and designed to avoid impacts by future construction activities or must be able to be easily removed and reinstalled after PennDOT completes construction. The designs must also be able to be easily expanded in the future to accommodate the ultimate width of the underpass, which will be extended by approximately 15 feet on each side to accommodate widening of the roadway above in both the northbound and southbound directions. The existing bridge abutments will be repaired and will remain in place while the existing superstructure (deck and beams) will be replaced.

All fixtures in the vicinity of the structure must also be attached or configured in such a way to allow for regular bridge safety inspections and future maintenance repairs to the I-95 structure. For example, any cladding or material added to the underpass must be far enough from the walls to allow PennDOT engineers to inspect important parts of the bridge, or attachments must be designed in such a way as to be temporarily removed or opened for regular inspections. In addition, any loading that will impact the structure, even in an interim condition, must be coordinated with the PennDOT design team.

Lastly, as a part of the interstate reconstruction, PennDOT will be constructing permanent stormwater management components on or near the embankments of the highway. In coordination with PennDOT, the selected consultant should consider stormwater management installations in the existing vegetated area in the southeast quadrant of the Spring Garden Street / 2nd Street Intersection. It is anticipated that a majority of this area will not be impacted during I-95 reconstruction and could be utilized for best management practices that meet the goals and needs of PennDOT, the Philadelphia Water Department and DRWC. The selected consultant will also be asked to provide conceptual recommendations for stormwater management applications for other vegetated areas within the PennDOT right of way immediately adjacent to Spring Garden Street. PennDOT will consider the recommendations for incorporation into their designs for the future reconstruction project.

PennDOT has committed design team resources to assist the selected consultant and the consultant is encouraged to use these services to facilitate development of effective, efficient designs that will work within PennDOT design parameters.

### *SEPTA Coordination*

SEPTA's Spring Garden Street Station of the Market-Frankford Elevated line is located between Interstate 95 northbound and southbound. The structure which elevates the station was built in tandem with the interstate, giving the appearance of one common underpass structure. However, it is separately owned and maintained by the transit agency. The underpass also serves as a transfer area for the Route 25 and 43 bus lines and as a layover area for bus operators, making the area an important intermodal facility.

The selected respondent will coordinate with SEPTA regarding near and long-term improvements to the station entrances/exits, which consist of narrow openings in the bridge abutments with stairways to the station above. SEPTA is currently evaluating long-term improvements to improve accessibility and the aesthetics of the station that will not be constructed as part of this project. Such long-term improvements could include enlargement and reconfiguration of the openings at the station entrances and installation of an elevator system. SEPTA will provide the selected respondent with conceptual plans to illustrate such improvements.

Anticipated near-term improvements related to SEPTA facilities that will be part of this project include the high-impact lighting design described in preceding paragraphs, the installation of highly-visible signage on either approach to the structure, as well as at the station entrances, the minor adjustment of curblines to provide adequate shoulder width for bus layovers in designated spaces, and the installation of street furniture and bicycle racks. It is the intention of SEPTA and DRWC to jointly develop a coordinated, and greatly enhanced visual marking system for SEPTA facilities. As stated previously, these near-term installations must be designed in anticipation of planned reconstruction of the adjacent highway.

Proposal responses should include a discussion related to potential underpass design components demonstrating the firm's ability to address the above described elements in a creative yet satisfactory manner.

#### *City of Philadelphia Coordination*

Because Spring Garden Street is a State Route (SR 2009) within the City of Philadelphia, all improvements and plans must be reviewed and approved by the City of Philadelphia Department of Streets and PennDOT's Philadelphia County Permits Unit. Items of particular interest to these organizations include, but are not limited to:

- Constructing sidewalk facilities that are compliant with the Americans with Disabilities Act and related City and PennDOT design manuals. The selected designer will be required to develop and submit detailed grading plans for the sidewalk and related curb ramps at driveways and intersections to demonstrate their compliance.
- Pedestrian lighting designs are expected to be owned and maintained by DRWC, but will require coordination with the Street Lighting Unit of the Streets Department. Conduit locations/designs will require coordination with PECO Energy, and approval by the Streets Department Right of Way Unit and the City's Committee of Highway Supervisors.
- Maintenance and Protection of Traffic plans for vehicles, bicycles and pedestrians must be developed, with particular attention paid to maintaining access to adjacent properties and the SEPTA facilities at all times.

Because of the numerous constraints associated with the City of Philadelphia, PennDOT and SEPTA facilities, extensive coordination with these agencies will be necessary throughout the design process. It is the intention of DRWC to work cooperatively with these key stakeholders to develop a design that meets the expectation of the master plan while addressing the needs and requirements of these and other stakeholders.

#### **Design Deliverables:**

The consultant team shall provide professional services for the design of the Spring Garden Connector, through to construction of the streetscape improvements. This includes the following phases:



Schematic Design (SD) – Development of plans, renderings and drawings to facilitate the development and evaluation of alternatives through acceptance of a preferred alternative. This phase will include stakeholder meetings, and the development of conceptual-level cost estimates.

Design Development (DD) – Development of preliminary construction plans to an approximate 50% level of completion, including preparation of initial construction, landscape, lighting, maintenance of traffic and supporting plans. The level of detail shown on the plans should sufficiently convey the designer's intent and demonstrate constructability of all items to facilitate an initial plans review by DRWC, the City of Philadelphia Department of Streets, SEPTA, and PennDOT. Survey, right of way and utility information should be collected and shown on the plans. An updated cost estimate will be required.

Construction Documents (CD) – Development of final construction plans to a 100% level of completion, inclusive of all plans, specification, details, estimates, schedules and approvals needed to bid the project and permit construction to commence. This phase should address all comments from previous submissions. The following section provides a list of approvals that may be required for this project. This includes a Highway Occupancy Permit from PennDOT, followed by a final submission to the Department of Streets, culminating in a Street Opening (i.e. construction) Permit.

Construction Administration (CA) – Including assistance with bid reviews, RFI's, , shop drawing reviews, planting selection and inspection, and final walk-throughs and punchlist.

The project is fully funded for construction and because no federal or state funding is being utilized, the project will NOT require that the design process utilize PennDOT's ECMS system.

#### **Anticipated Approvals:**

The project will be coordinated through a City of Philadelphia Department of Streets (DOS) review process being developed by DRWC and DOS for streetscape projects. Sample plans of a format acceptable to DRWC and DOS will be provided to the selected respondent as a guideline to streamline the review process. This process generally requires two formal plan reviews along with a number of other City and third-party reviews and approvals, prior to the project being granted a Street Opening Permit (i.e. Construction Permit) by DOS. The formal plan reviews will be conducted simultaneously by all applicable DOS units. Other approvals can include, but are not limited to:

- *Fairmount Park Review* - This review of all planting materials can be coordinated with the DOS submissions.
- *Art Commission Review* - This review of all public art components can be coordinated with the DOS submissions.
- *SEPTA Approval* – A written letter of approval from SEPTA's engineering division is required.
- *PennDOT Approvals* – Completed plans should be submitted to PennDOT concurrently with the second submission to DOS. DOS will typically not approve the project until PennDOT HOP approval is obtained. Installations on PennDOT embankments may require a Right of Way lease agreement.
- *Maintenance Agreement* – DRWC will enter into a maintenance agreement(s) prior to final DOS approval. The selected firm may be asked to provide plans and data to support the drafting of this agreement. DOS will typically not approve the project until maintenance agreements are executed.
- *City Plan Change Approval* – This is documentation of proposed curblane modifications in coordination with the DOS Survey Unit.

- *Right of Way Encroachment Ordinance* – For all physical barriers (i.e. street furniture, sculptures, etc.) proposed within the right of way (other than landscaping) a Right of Way Encroachment Ordinance will be required from City Council. Depending on the complexity of the proposed design, the selected firm may be required to develop and submit detailed designs prior to drafting of the ordinance (i.e. to show structural capacity). In simpler cases, cut sheets or specifications may suffice. The ordinance will require the detailed location (by curblin offset), description of the encroachment, and ownership of the installation. Encroachment ordinances are coordinated by DOS and/or the local City Council Representative. DRWC will secure the ordinance, but the selected firm will be required to supply detailed information and plans as described above, and must be cognizant that the timeframe for obtaining ordinances is dependent upon City Council schedule.
- *City Right of Way / Utility Clearances* – The DOS requires that designers utilize the PA One Call system to identify and locate all aerial and underground facilities. Prior to issuing a Street Opening Permit, DOS will utilize its Guaranteed Pavement Information System (GPIS) to provide project information and secure clearance from all utilities and organizations operating within the right of way. This process can allow up to 45 working days for each utility to respond. To expedite this process, the designer is expected to obtain full written clearance from all utilities having facilities within the project limits prior to the final submission to DOS. For proposed underground conduits, the designer will be asked to provide a plan showing offsets to all conduit locations from adjacent curblines to facilitate entry into GPIS.
- *Philadelphia Water Department (PWD) Approval (including Erosion and Sediment Control / NPDES)* – The designer is expected to obtain City of Philadelphia Water Department approvals based on procedures available on PWD’s website.

#### **Project Management:**

This project will be managed by DRWC, a 501(c)(3) nonprofit organization, and overseen by the Planning Committee of the DRWC Board of Directors. DRWC may assign an independent consultant project manager to work with the selected firm to act on their behalf in day-to-day management of and interaction with the selected firm, assist with the review and approval process, and provide additional support as-needed.

#### **Public Outreach and Stakeholder Meetings**

DRWC includes civic engagement and participation as a critical element of all design and construction projects. The Master Plan for the Central Delaware incorporated extensive public input and coordinated closely with the Central Delaware Advocacy Group (CDAG), a coalition of the 14 civic associations in the project area.

DRWC will establish a stakeholder steering committee for the project, including representatives of PennDOT, Philadelphia Streets Department, Philadelphia Water Department, SEPTA, DVRPC, Pennsylvania Environmental Council, and others. The steering committee will meet periodically throughout the project at key design decision points.

Additionally, at least three large-format public meetings shall be held to present to the general public and gather input, one during the Schematic Design phase, one during the Design Development phase, and one at the completion of the project to unveil the final design. These public meetings may be preceded by and/or followed by small focused meetings with neighborhood representatives as required. The design team will provide content and/or presentations for these meetings, and DRWC will

coordinate the location, logistics, etc. as well as advertising for the meetings. For each meeting, the design team will produce meeting minutes/results and circulate to DRWC and the steering committee.

Two focus group meetings will be conducted for input into the public art development process. DRWC will establish a public art focus group for the project, including but not limited to the Philadelphia Mural Arts Program and City of Philadelphia Office of Arts, Culture and the Creative Economy, and will coordinate the location, and logistics for the meetings. The selected firm will be responsible for presenting art concepts and securing input from the participants. For each meeting, the design team will produce meeting minutes/results and circulate to DRWC and the focus group.

**Project Schedule: DRWC anticipates a six-month design and permitting schedule.**

10/1/2012	Request for Proposals released
10/15/2012	Pre-Proposal Meeting
10/17/2012	Questions due to DRWC in writing (email is acceptable) by 5:00pm
10/19/2012	DRWC to post answers to questions online by 5:00pm
10/26/2012	Proposals due to DRWC
Week of 10/29	DRWC will short-list firms
11/5/2012	Interviews with short-listed firms
November 2012-December 6, 2012	Firm selected and contract awarded by DRWC board

**Fee:**

DRWC anticipates a construction budget of approximately \$1.5 to 2.0 million. Fee proposals should be based accordingly and broken down by deliverables, and including reimbursable expenses. Fee proposals can be either in a dollar value or a percentage range of the overall budget.

## **II. SUBMITTAL CONTENTS AND REQUIREMENTS**

1. **Letter of Transmittal** including:
  - A statement indicating your understanding of the work to be performed;
  - An affirmation of the firm's qualifications for professionally and expertly conducting the work as understood;
  - The firm's contact person concerning the proposal and a telephone number and email where that person can be reached.
  - Complete itemized summary of services to be provided and their costs.
2. **Qualifications** including professional practice, areas of specialization, practice philosophy, and project/client mix as well as examples of a minimum of three (3) projects conducted by the firm of a similar scope, including past experience with the incorporation of public art in similar settings. Please disclose any professional engagements, relationship, conflicts of interest or potential conflicts of interest with developers of projects, their contractors, subcontractors and consultants that might impact the project, both as it relates to design and construction.
3. **Project Understanding and Approach:**  
The proposal must include a project vision and a detailed description of the procedures and methods you propose to use to complete this scope of work.



4. **Project Team**, including:
  - Team organization/organization chart
  - Services to be provided by each team member Technical resources
  - Key principal, project, technical, and support personnel with resumes showing experience with similar projects
  - Statement regarding proposed Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), and Disabled Business Enterprises ("DSBE") participation
5. **References**

List three references for the prime consultant and sub-consultants indicating project names, firm's role, total design fee, start and completion dates, and full client contact info (including telephone and email).
6. **Fees**: Submit Fee Proposal which includes the following:
  - Lump sum cost proposal for each project phase. Costs related to development, design and approval of public art components should be clearly identified for each phase.
  - Allowance for reimbursable expenses
  - Hourly rate schedule for additional services
7. **Schedule**:

A detailed project work schedule should be provided which includes time frames for each major work element, target dates for agency and public meetings, and dates for completion of draft and final documents, including permits and approvals. Design and approval efforts are expected to be completed within 12 months from DRWC's notice to proceed.
8. **Administrative Forms**: The following forms, found on the DRWC website RFP page must be filled out and submitted by all individuals and/or firms, including sub-consultants:
  - a. Campaign Contribution Disclosure Forms
  - b. DRWC Conflict of Interest Form
  - c. Solicitation for Participation and Commitment Form
9. Sealed proposals (seven hard copies; one CD), must be received by October 26, 2012, at 4:30 P.M. EST. Proposals should be addressed to:

Karen Thompson  
Planner/Project Manager  
Delaware River Waterfront Corporation  
121 North Columbus Boulevard  
Philadelphia, PA 19106

### III. SELECTION PROCESS

The DRWC will be working closely with the Pennsylvania Department of Transportation throughout the entirety of the project. The DRWC will review the proposals, select approximately three firms for a short list, and will hold interviews with the short-listed firms during the week of October 20, 2011. The interview will be an opportunity for consultants to introduce staff members that would be assigned to the project and make a 10-15 minute proposal presentation. Shortly after conducting interviews, DRWC staff will recommend a selection to the DRWC board of directors which will approve the final selection

of the consultant. The staff of the DRWC will finalize the scope of work and execute a contract, in a form satisfactory to both parties. The DRWC reserves the right to reject any or all proposals received in response to this request.

DRWC encourages the response and inclusion of Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), and Disabled Business Enterprises ("DSBE") (collectively, "M/W/DSBE") in its contracts. The goal of DRWC is to ensure that all businesses desiring to do business with DRWC have an equal opportunity to compete by creating access to DRWC's contract opportunities by M/W/DSBEs and meaningfully increasing opportunities for the participation by M/W/DSBEs in DRWC's contracts at all tiers of contracting.

Respondents to this RFP should provide a description of any efforts it has made within its company and proposal which will help DRWC achieve these goals. These efforts may include, but are not limited to the following:

1. A description of respondents written diversity program identifying the race, gender and ethnic composition of its board of directors
2. Firm employment profile
3. A list of all M/W/DSBE vendors that the respondent does business with and a statement of the geographic area(s) where its services are most concentrated
4. A description of the respondent's efforts to maintain a diverse workforce, to maintain a diverse board of directors or administer a fair and effective M/W/DSBE contracting process.

Respondents should fill out and attach the Solicitation for Participation and Commitment Form, found on the DRWC website RFP page, for any M/W/DSBE firms that will be working on the project.

## **IV. RESERVATION OF RIGHTS AND SELECTION CRITERIA**

### **Reservation of Rights:**

The DRWC reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the proposal submission, evaluation and selection process under this RFP:

- (a) To reject any proposals if, in the DRWC's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the respondent does not meet the qualifications set forth in the RFP, or it is otherwise in the DRWC's best interest to do so;
- (b) To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;
- (c) To accept or reject any or all of the items in any proposal and award the contract(s) in whole or in part if it is deemed in the DRWC's best interest to do so;
- (d) To reject the proposal of any respondent that, in the DRWC's sole judgment, has been delinquent or unfaithful in the performance of any contract with the DRWC or with others, is financially or technically incapable or is otherwise not a responsible respondent;
- (e) To reject as informal, non-responsive, or otherwise non-compliant with the requirements of this RFP any proposal which, in the DRWC's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way that is unacceptable to the DRWC, deviates from this RFP and its requirements, contains erasures, ambiguities, or alterations, or proposes or requires items of work not called for by this RFP;

- (f) To waive any informality, defect, non-responsiveness and/or deviation from this RFP and its requirements that is not, in the DRWC's sole judgment, material to the proposal;
- (g) To permit or reject at the DRWC's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submission;
- (h) To request that some or all of the respondents modify proposals based upon the DRWC's review and evaluation;
- (i) To request additional or clarifying information or more detailed information from any respondent at any time, before or after proposal submission, including information inadvertently omitted by the respondent;
- (j) To inspect and otherwise investigate projects performed by the respondent, whether or not referenced in the proposal, with or without the consent of or notice to the respondent;
- (k) To conduct such investigations with respect to the financial, technical, and other qualifications of each respondent as the DRWC, in its sole discretion, deems necessary or appropriate; and
- (l) To waive and/or amend any of the factors identified in the RFP as pertaining to the respondent's qualifications.

**Contract Negotiation and Award:**

The DRWC reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the contract negotiation and award process resulting from this RFP:

The DRWC reserves the right to enter into post-submission negotiations and discussions with any one or more respondents regarding price, scope of services, and/or any other term of their proposals, and such other contractual terms as the DRWC may require, at any time prior to execution of a final contract. The DRWC may, at its sole election, enter into simultaneous, competitive negotiations with multiple respondents or negotiate with individual respondents seriatim. Negotiations with respondents may result in the enlargement or reduction of the scope of services, or changes in other terms that are material to the RFP and the submitted proposals. In such event, the DRWC shall not be obligated to inform other respondents of the changes, or to permit them to revise their proposals in light thereof, unless the DRWC, in its sole discretion, determines that doing so is in the DRWC's best interest.

In the event negotiations with any respondent(s) are not satisfactory to the DRWC, the DRWC reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other respondents; to enter into negotiations with firms that did not respond to this RFP and/or to solicit new proposals from firms that did not respond to this RFP, including but not limited to negotiations or proposals for components of the System, if any, that are deleted by the DRWC from the successful proposal or the contract resulting from it. The DRWC reserves the right not to enter into any contract with any respondent, with or without re-issue of the RFP, if the DRWC determines that such is in the DRWC's best interest.

**Proposal Evaluation:**

Proposals that the DRWC determines, in its sole discretion, are responsive to the RFP will be reviewed by a selection committee designated by the DRWC. The DRWC, in its sole discretion, may require any respondent to make one or more presentations of its proposal to the selection committee, in DRWC offices, at no cost to the DRWC, addressing its ability to satisfy the requirements of this RFP. The DRWC shall not be required, however, to permit any respondent to make such a demonstration.

Cost to the DRWC is a material factor, but not the sole or necessarily the determining factor in proposal evaluation. The DRWC may, in its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible and qualified respondent submitting the lowest price. The contract will be awarded to the respondent whose proposal the DRWC determines, in its sole discretion, is the most advantageous to the DRWC and in the DRWC's best interest.

The DRWC, in its sole discretion, may, but shall not be required to, reject without further consideration the proposal of any respondent that has not demonstrated, in the DRWC's sole judgment, that it satisfies the qualifications criteria provided in the RFP. The DRWC reserves the right, in its sole discretion and without notice to respondents, to modify this evaluation procedure as it may deem to be in the DRWC's interest.

Evaluation factors to be considered by the DRWC include, but are not limited to, the following (no particular order of importance, weighting, or other priority is assigned to these factors or reflected by their order in the list):

- (a) Project understanding and soundness of proposed project methodology, including but not limited to the detail and accuracy of the proposed scope and statement of work and implementation plan
- (b) The respondent's financial and technical qualifications to perform the work required by the RFP, as presented in its proposal and determined by any other investigations conducted or information obtained by the DRWC
- (c) References provided by the respondent, particularly from projects of similar complexity and scope;
- (d) Commitment and ability to complete the project and secure approvals and permits within a reasonable time frame
- (e) Superior ability or capacity to meet particular requirements of contract and needs of the DRWC and those it serves
- (f) Superior prior experience of applicant and staff
- (g) Superior quality, efficiency and fitness of proposed solution for the DRWC
- (h) Superior skill and reputation, including timeliness and demonstrable results
- (i) Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
- (j) Administrative and operational efficiency, requiring less DRWC oversight and administration
- (k) Anticipated long-term effectiveness
- (l) Meets qualification/prequalification requirements as set forth in this RFP
- (m) Inclusion of M/W/DSBE participation as prime contractors, subcontractors, joint venture partners and employees in respondent's proposal;
- (n) Any other factors the DRWC considers relevant to the evaluation of the proposal.

## **V. CONFIDENTIALITY, RESPONSIBILITIES, AND NON-DISCRIMINATION**

### **Confidentiality and Public Disclosure:**

The successful applicant shall treat all information obtained from DRWC which is not generally available to the public as confidential and proprietary to DRWC. The successful applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant agrees to indemnify and hold harmless DRWC, their officials

and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful applicant or any person acquiring such information, directly or indirectly, from the successful applicant or through this RFP process.

By submission of a proposal, applicants acknowledge and agree that DRWC is subject to state and local disclosure laws and, as such, are legally obligated to disclose public documents, including proposals, to the extent required hereunder. Without limiting the foregoing sentence, DRWC's legal obligations shall not be limited or expanded in any way by an applicant's assertion of confidentiality and/or proprietary data.

**Prime Provider/Contractor Responsibility:**

The selected applicant will be required to assume responsibility for all services described in their proposals whether or not they provide the services directly. DRWC will consider the selected applicant as the sole point of contact with regard to contractual matters.

**Disclosure of Proposal Contents:**

Subject to the public disclosure requirements stated above, cost and price information provided in proposals will be held in confidence and will not be revealed or discussed with competitors. All material submitted as part of the RFP process becomes the property of DRWC and will only be returned at DRWC's option. Proposals submitted to DRWC may be reviewed and evaluated by any person other than competing vendors. DRWC retains the right to use any/all ideas presented in any reply to this RFP. Selection or rejection of a proposal does not affect this right.

**Non-Discrimination:**

The successful vendor, as a condition of accepting and executing a contract with DRWC through this RFP, agree to comply with all relevant sections of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act, hereby assuring that:

The provider agency does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, handicap or disability in providing services, programs or employment or in its relationship with other provider contractors.

**Miscellaneous:**

DRWC reaffirm their right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful applicant selected will perform a variety of duties as agreed upon in the final negotiated contract. The selected applicant and DRWC will finalize the contract terms and conditions. If DRWC and the selected applicant are unable to agree on terms and conditions, DRWC may exercise its right to negotiate with other eligible vendors.