

**CAROUSEL COMMISSION
CITY OF EAST PROVIDENCE, RI**

**REQUEST FOR PROPOSALS (RFP) #EP1516-9
BID OPENING: WEDNESDAY, FEBRUARY 17, 2016 at 2:00PM**

**PREPARE A LANDSCAPE MASTER PLAN FOR THE
CHARLES I.D. LOOFF CAROUSEL PROPERTY**



**ISSUED BY
THE EAST PROVIDENCE CAROUSEL COMMISSION
On Behalf of the City Of East Providence, R. I.**

I. INTRODUCTION

The East Providence Carousel Commission is seeking the services of a professional Landscape Architect firm to prepare a landscape master plan for the Charles I.D. Loeff Carousel property, a 3.5 acre site owned by the City and bounded by Bullocks Point Avenue, Crescent View Avenue, and Carousel Drive.

Built in 1895 by Charles I.D. Loeff, one of the earliest and foremost carousel designers, the Charles I.D. Loeff Carousel is one of the finest surviving examples of its type in the United States. Designated as a National Historic Landmark in 1987, the Loeff Carousel features 56 hand carved wooden jumping horses, 6 stationary horses, 4 chariots, and a Wurlitzer military band organ. Originally built as a showcase for prospective buyers, the Loeff Carousel is the largest and most elaborate of the few remaining Charles I.D. Loeff carousels. The Loeff Carousel is open to the public and for private events from April to October, and attracts over 100,000 visitors per year.

II. SCOPE OF SERVICES

The Carousel Commission seeks the services of a Landscape Architect for the design and placement of site features that include, but not limited to:

1. A pavilion to accommodate fundraising events and private parties (i.e. clam bakes, catered events, birthdays and wedding receptions). The firm will assist the Carousel Commission in selecting an appropriate design (size, height, and style) and the location of a pavilion that will compliment and not detract from the architectural features and historical character of the carousel;
2. A Sprinkler feature either incorporated into the Pavilion or stand alone
3. A path including storage shed for an off-track, rubber wheeled train ride
4. Museum, gift shop, restrooms and a small scale restaurant
5. Trash receptacles, benches and bike racks
6. ADA compliant handicap ramps/walking paths and redesign of the back stairs of the carousel to accommodate either a deck or terrace (or a combination). All of the existing and proposed site features (i.e. walking paths, parking, pavilion, restrooms, and gift shop) must be ADA compliant
7. Removal or rehabilitation of existing miscellaneous buildings
8. Minimize impacts to historical sensitive areas and maintain views of the carousel from Bullocks Point Avenue
9. Identify obsolete overhead wiring

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10. Identify all existing conditions such as drainage, electrical, Right of ways, Easements, sewer and water lines, and any other conditions that would need consideration for implementation of plan
11. Compliance with federal, state, and local handicap accessible requirements to encourage the use and enjoyment for physically handicapped and the elderly
12. A pedestrian connection/traffic calming between the carousel and Rose Larisa Memorial Park
13. Identify preferred locations for interpretative sign panels and/or kiosk
14. Low maintenance plant materials (i.e. perennials and drought resistant)
15. Stand alone permanent storage building screened by landscaping
16. An improved access road to the carousel for maintenance vehicles and employee parking
17. A lawn area to be used for car shows, farmer's markets, flea markets and other outdoor appropriate activities with electrical service for weekly outdoor events
18. Promote the use of recycled materials, pervious surfaces, green design techniques and low impact development (LID) site planning

A. Assessment of Existing Conditions

1. Conduct field visits to gain a thorough understanding of the site. A class I survey showing existing conditions and topography was recently completed by the City and will be made available to the selected firm.
2. At a minimum facilitate one public meeting (Public Meeting 1) to gather input from the Carousel Commission and residents of the City to determine current and future uses of the site, and a clear direction of site design priorities to ensure the needs of the Carousel Commission and residents of the City are met.
3. Create a project concept plan for all aspects of the project to be presented and reviewed by the Carousel Commission, City staff, and residents.

B. Preliminary Site Design & Public Input

1. Based upon field visits and feedback from Public Meeting 1 referred to in A3 above, the selected Landscape Architect firm will prepare preliminary conceptual design plans. A minimum of three (3) design scheme alternatives will be presented to the Carousel Commission during an advertised public workshop with residents of the City invited to attend to solicit comments from the commission

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members, city staff, and residents of the City (Public Meeting 2). Preliminary conceptual design plans shall include:

- Sketches, renderings, cross sections, and other graphics to depict preliminary design ideas;
 - Identify all existing conditions;
 - Identify all existing and proposed plant materials;
 - Existing and proposed topography (if needed);
 - Proposed site features (i.e. pavilion, restrooms, museum, benches, trash receptacles, ramps, walkways, and interpretative signs/kiosk);
 - Grading plan (all site features must be handicap accessible); and
 - Landscape plan.
2. Modify preliminary designs based upon input received from Public Meeting 2 (if necessary).
 3. Submit preliminary plans to the Rhode Island Historical Preservation & Heritage Commission (RIHPHC) to ensure compliance with the historical preservation easement between the City and RIHPHC that requires the authorization from the RIHPHC for any alterations of the interior and exterior of the Carousel, as well as alterations of sites topography, buildings, plant materials and signage.

C. Final Site Design

1. Once approved by the Carousel Commission and RIHPHC, prepare final plans incorporating input received at the preliminary plan stage. Final plans shall specify layout, grading, landscape materials, and all current and proposed site features.
2. Identify appropriate phases for improvements to be installed. It should be noted that funds are currently available for the installation of a Pavilion feature. It is anticipated that as federal, state, City and private funding becomes available, items identified on the master plan will be installed.
3. Determine if any state and federal environmental permitting is needed for any of the proposed site features.
4. An itemized construction budget estimate for all proposed site features including design, permitting, material and labor costs based upon Prevailing Wage Rates provided by RI Department of Labor. The source of the estimate must be identified such as vendor's name or recent similar project. This is an important component of the master plan intended to assist the Carousel Commission in fundraising, grant writing and budgeting.
5. Plans shall be stamped by a Professional Engineer (PE) for civil and structural design, as needed, a licensed Landscape Architect (LA) and a Professional Licensed Surveyor (PLS) for boundary information, as needed, all of which shall be registered in the State of Rhode Island.

6. Provide five (5) paper copies of the final approved design plans and an electronic version as pdf files.

III. TIMETABLE FOR COMPLETION

A timetable shall be included for each of the above-referenced project components. All of the above mentioned services must be completed by April 14, 2016.

IV. SUBMISSION REQUIREMENTS

A. Insurance

The selected firm shall hold either: a) general liability coverage of \$1,000,000 and workman's compensation insurance, as required by the State of Rhode Island, for itself and any of its employees, and/or project participants. Proof of such insurance shall be provided by the institution chosen, prior to the signing of a Memorandum of Understanding with the Carousel Commission; or b) provide waivers of liability for all those participating in the project.

B. Proposals

Written proposals from all interested parties shall be submitted to the Office of the City Manager, Room 102, City Hall, 145 Taunton Avenue, East Providence, RI 02914, no later than 2:00 PM on Wednesday, February 17, 2016. Bids will be opened and recorded at this time in City Hall Conference room A located at 145 Taunton Ave, East Providence, R.I. Responses to this RFP shall include the following information:

1. Name of Firm.
2. Business address, including city, state, zip code and phone/fax number.
3. Name and phone numbers of three (3) references.
4. If not incorporated, name of owner(s).
5. Have you ever defaulted on an agreement? If so, where and why?
6. Description of the background and relevant experience of the team to be responsible for the scope of work outlined above including a designated point of contact.
7. Description of the background and experience of the designated project manager and others who will actually participate in the project design and implementation, including a description of the function of each designated participant and their projected time commitments with specific hours.
8. Demonstrate ability to provide accurate construction cost estimates including materials and labor. At a minimum, submit cost estimates and actual construction costs (materials and labor) of 3 similar projects within the last 3 years.
9. A time schedule for completing each task of the project.

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10. A minimum of 3 references.

V. SELECTION PROCESS & CRITERIA

Proposals will be reviewed by the Carousel Commission, City Engineering, DPW, Recreation, and Planning Departments. This is a Request for proposal. Responses will be evaluated on the basis of the relative merits of the proposal.

The following criteria will be used to evaluate the responses to this RFP.

1. Qualifications of the participants. Please list projects and dates.
2. Qualifications of individuals to be assigned to the project, along with recommendations.
3. Ability to work effectively with municipal government.
4. Demonstrated ability to provide accurate construction cost estimates (labor and materials).
5. Response of references.
6. Demonstrated ability to complete project within 7 weeks of entering a contract with the Carousel Commission and City.

VI. GENERAL CONDITIONS

1. The Carousel Commission and City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate services in the best interest of the City.
2. All Federal, State and City regulations will be conformed to in the performance of the scope of work specified in this RFP.
3. The Carousel Commission and City reserves the right to accept all or part of any proposal.
4. Provide all necessary personnel, materials, equipment and facilities to perform and complete all work under this proposal.
5. The Carousel Commission intends to make a decision for the requested services within fifteen (15) days of the proposal deadline. The work shall begin immediately upon the execution of a Contract with the Carousel Commission and City and shall be substantially complete with all deliverables submitted to the Carousel Commission and City within seven (7) weeks of contract date.

VII. CONTACTS

Any questions of a technical nature, procedure, and/or process for submission regarding this RFP may be directed to:

David Bachrach, CDBG Coordinator

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East Providence City Hall
(401) 435-7500 x11163
dbachrach@cityofeastprov.com

Or

Tracy Johnson, Carousel Clerk
(401) 435-7518
carouselclerk@cityofeastprov.com

Or

Gerald Leach, Purchasing Agent
(401) 435-7500 x11093
gleach@cityofeastprov.com