



**REQUEST FOR PROPOSALS
FOR DESIGN CONSULTANCY SERVICES FOR FOUR CORNERS PARK
APRIL 2025**

1.0 INTRODUCTION

Park Pride is seeking proposals from qualified firms for professional park design and construction administration services to develop a new playground, lawn, and pavilion at Four Corners Park in the Peoplestown community of Atlanta, Georgia.

This project is funded through a capital grant awarded to Friends of Peoplestown Parks by Park Pride, in partnership with the City of Atlanta—collectively, the Owners.

The Owners envision these improvements as a vibrant and meaningful addition to Four Corners Park, enhancing play, recreation, and community gathering while contributing to the overall quality of life in the neighborhood.

The selected consultant must specialize in landscape architecture and/or civil engineering and have demonstrated experience in community engagement, design development, construction documentation, and construction administration. Experience with public park projects, particularly within the City of Atlanta, is preferred.

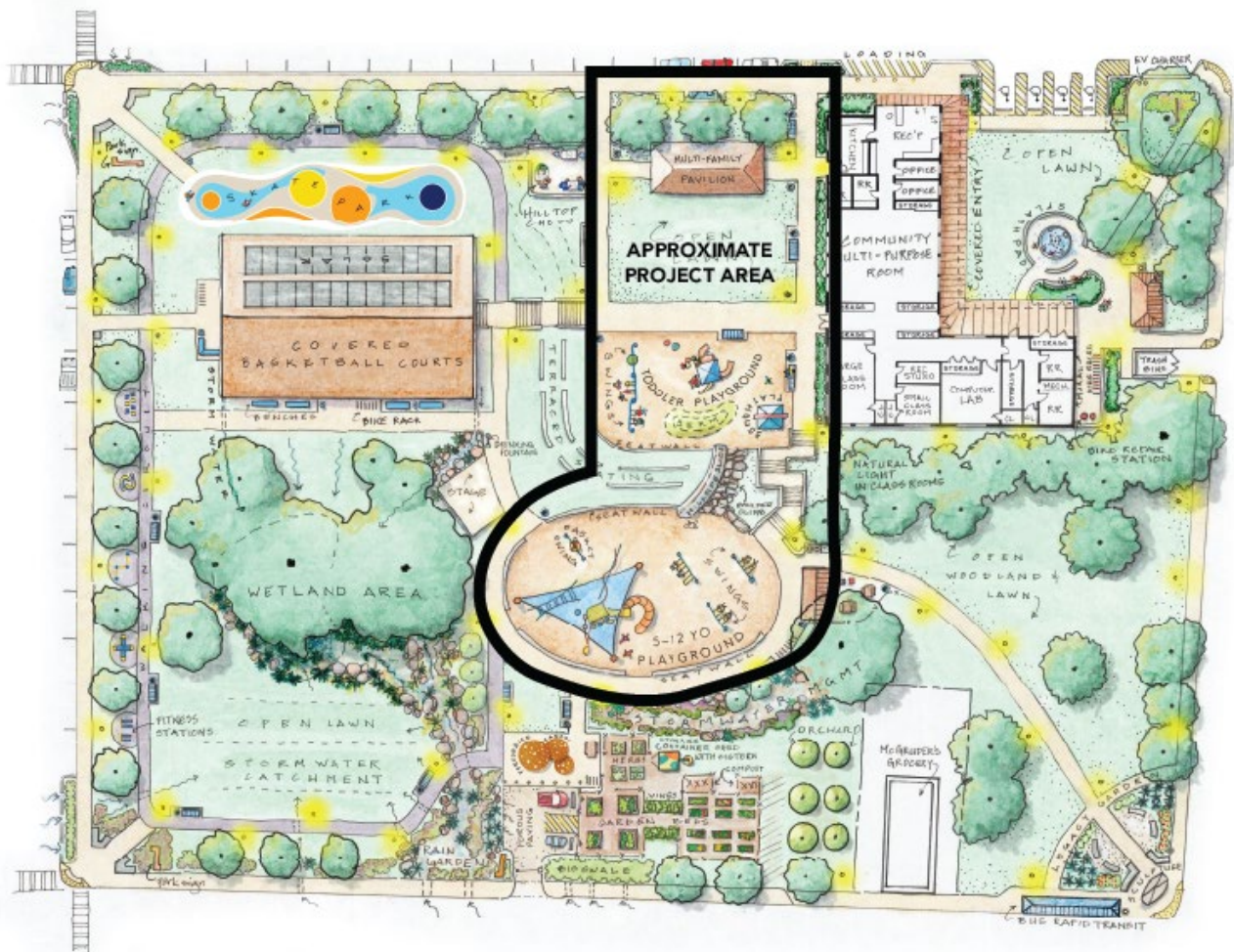
2.0 THE PROJECT

2.1 PROJECT BACKGROUND

In the summer of 2022, the Friends of Peoplestown Parks—stewards of D. H. Stanton Park and Four Corners Park—applied for and were awarded a Park Pride Visioning Grant to develop a vision plan for Four Corners Park. The public engagement process began in May 2023 and concluded in November 2023. A Steering Committee, composed of ten community residents and two City of Atlanta staff members, led the effort with facilitation from Park Pride. The process resulted in the vision plan seen

here: <https://parkvisioning.wixsite.com/fourcornerspark>

3.2 PROJECT DESCRIPTION



Approximate limits of project superimposed on the 2023 Vision Plan for Four Corners Park.

The design consultant team will provide professional landscape architecture, civil engineering, and structural engineering services for this project. Owners will provide a recent field-run topographic and boundary survey for the use of the consultant. Owners will also engage in a parallel administrative process to consolidate the City-owned lots at Four Corners Park to facilitate permitting.

The team will refine the conceptual design provided by the project Owners, developing it into construction drawings, specifications, and bid documents to support the competitive bidding process.

The scope of work will focus on the central portion of the vision plan, as indicated in the accompanying image.

The conceptual plan includes:

- **Two playgrounds**, positioned to integrate with the site's existing topography. The design envisions a **hillside slide** connecting the play areas, with equipment for younger children at the top and equipment for older children at the bottom.
- **Concrete walkways and stairs** to improve circulation and accessibility.
- **Seat walls** for gathering and enclosure.
- **At least one pavilion or shade structure** to provide shelter and seating.
- **Site furnishings** to enhance comfort and usability.
- **Sculpture relocation**, the Owners intend to relocate the sculpture *In Search of Awe* by Eleanor Hand (pictured) to the new playground. It is in the City's permanent art collection, and its relocation will need to be coordinated with the Office of Cultural Affairs.
- **Stormwater management**, with a focus on green infrastructure as the preferred approach
- **Solar Power**, if possible from a budget perspective, is desirable as a feature on the pavilion roof.



In Search of Awe, by Eleanor Hand

Playground Vendor Selection

The consultant will be asked to participate in and help select the playground vendor for this project in close collaboration with the Owners.

Continuous Use

It is the expectation of the Owners that the limits of disturbance, including material staging, will not exclude use of the Rick McDevitt Center, existing basketball courts, or other existing facilities during construction.

SITES Certification

The Owners are considering pursuing SITES Certification to demonstrate our commitment to sustainable design and land management best practices. The selected consultant may be called upon to advise Owners of the feasibility of this approach during the early stages of design. Familiarity or experience with SITES certification is a plus.

3.5 PROPOSED PROJECT SCHEDULE AND COSTS

The project as currently proposed, including schematic design, design development, and construction documentation, is anticipated to occur over an 8-12-month period.

The selected design firm will provide Construction Administration services once a contractor is selected.

The budget for construction is expected to be between \$800,000 and \$900,000.

3.6 PROJECT DELIVERABLES

The following phase and task breakdown is an overview of the Owner's understanding of the tasks required to attain the completed project. By submitting a response to this RFP, the park design consultant acknowledges that the scope of work shall include all tasks necessary to complete thorough construction documentation of Four Corners Park to the high standards of quality, durability and aesthetics desired by the Owners.

Over the course of the design and documentation process, the project will entail deliverables for permitting requirements and design review approval by the Owners, including the Friends of Peoplestown Parks and the City of Atlanta Department of Parks & Recreation.

Reviews of project deliverables will require the design consultant to appear before design review committees and community meetings.

SCHEMATIC DESIGN (30% Drawings)

Upon receiving written client approval, Consultant will develop schematic design documents for the landscape and hardscape elements using the Owner-provided survey and the Four Corners Park Vision Plan. The initial schematic plan will be refined with input from the Owners.

A. Design Coordination with Client

- Consultant will participate in a kickoff meeting and additional conference calls to review

program criteria, budget, and schedule.

- Consultant will present design concepts and relevant project information for client review.

B. Community Meeting - Consultant will attend up to two community meetings to confirm the design direction before advancing to design development.

C. Concept Plan & Sections

- Consultant will develop a Landscape Plan, which may include:
 - Layout and Materials Plan
 - Key schematic design sections

D. Grading - Consultant will prepare and present one grading concept study for review and coordination. Assume that impervious area (new or replaced) will trigger the need for a hydrology study.

E. Narrative - Consultant will develop a written site narrative outlining the design concept, approach, and key site strategies.

F. Cost Review - Consultant will provide schematic level cost estimates for review and discussion

G. Product Recommendations - Consultant will provide recommendations for sourced products available on the market for Owner's consideration, including pavilion, playground, and/or other site furnishing vendors. Owners anticipate the schematic site plan will be used to solicit playground proposals through a separate RFP process.

Anticipated Deliverables:

- Schematic Landscape Plan
- Schematic Grading Plan
- Hydrology Study
- Sections
- Plan Rendering
- Site Narrative
- Meeting Summary

DESIGN DEVELOPMENT (80% Drawings)

Upon receiving written approval and consolidated comments on the Schematic phase, the Consultant will prepare detailed construction documents for landscape and hardscape improvements.

A. Design Coordination with Client

- The Consultant will participate in up to three meetings and additional conference calls with the client to review program criteria, budget, and schedule.
- The Consultant will present concepts and relevant design details for client approval.

B. Construction Document Components

- Cover Sheet & General Notes
- Selective Site Demolition Plan – Indicates elements to be removed from the site.
- Grading & Stormwater Plan – Incorporates green infrastructure and stormwater management strategies.
- Utility Plan & Profiles (if required)
- Erosion Control Plan & Details
- Hardscape & Layout Plans
- Details for Sculpture Relocation (Owners have some construction documents from its original installation)
- Construction Sections & Details – Provides details for civil infrastructure and hardscape elements, such as steps, walls, trees, and walkways.
- Planting Plans – Indicates planting locations, with appropriate notes and legends.
- Tree Protection, Removal & Replacement Plans – Prepared for submission to the City of Atlanta Parks Department Arborist.
- Specifications – General requirements, materials, and execution methods.

C. Additional Services

- Cost Review – Consultant will refine cost estimates for review and discussion prior to competitive bidding

CONSTRUCTION DOCUMENTS (100% Drawings)

Upon receiving written approval and consolidated comments on the Design Development phase, the Consultant will make any requested adjustments and prepare a 100% construction set suitable for permitting and bidding.

BID AND PERMIT SUPPORT

Deliverables shall include the following:

- Respond to RFI's during the bidding process
- Issue bid addenda during the bid process in coordination with the Owners
- Attendance at one on-site pre-bid meeting with general contractors interested in bidding on the architectural/civil/landscape package
- Advise Owners throughout the bid and contract process
- Respond to plan reviewer's requests for revisions or clarifications
- Track and expedite the permitting review process
- Fill out forms and represent the Owners at scheduled meetings and hearings related to the City of Atlanta permitting process.
- Anticipate review by the following agencies:
 - Department of Parks & Recreation
 - Department of Watershed Management
 - Department of City Planning
 - Mayor's Office of Cultural Affairs (if sculpture is relocated)
 - Parks Arborist

- Urban Design Commission (review & comment only)
- Office of Buildings

CONSTRUCTION ADMINISTRATION

The Consultant will provide construction observation services to monitor project progress and ensure work aligns with the design intent of the approved construction documents.

A. Site Visits

The Consultant will conduct site visits with the project civil engineer as needed, including:

1. Pre-Construction ("Kick-Off") Meeting – Initial meeting or conference call before construction begins.
2. Milestone Site Visits –Visits at key construction milestones to assess progress.
3. Punch List / Final Walkthrough – Final site visit to evaluate project completion and acceptance.

B. Field Reports & Punch List

- The Consultant will prepare field reports for each site visit, documenting construction status and any necessary corrective actions.
- A punch list will be developed during the final walkthrough, identifying outstanding items for completion before project acceptance.

C. Shop Drawing Review

- The Consultant will review, provide comments, and process contractor shop drawings to ensure compliance with the design intent.

D. Requests for Information (RFI) & Document Clarifications

- The Consultant will respond to contractor RFIs and provide necessary clarifications to maintain project efficiency.

Anticipated Deliverables:

- Field Reports & Punch List
- Reviewed Shop Drawings
- Memos & Responses to RFIs

4.0 ROLES AND RESPONSIBILITIES

The primary parties in this collaborative effort are Friends of Peoplestown Parks, Park Pride, and the City of Atlanta Department of Parks and Recreation. The selected consultants and the client team will work collaboratively to design a comprehensive park space for the neighborhood.

Park Pride will be responsible for consultant procurement, overall project management acting as

the primary contact with the chosen firm, and coordinate involvement/project alignment with the City and community partners.

City of Atlanta will have review and approval authority over the final design.

Throughout the duration of the contract, the design team shall confirm project scopes and current conditions to ensure that all infrastructure needs, external impacts and existing site conditions are addressed by the plan.

5.0 RFP SUBMISSION INFORMATION

5.1 RFP OVERVIEW

Firms submitting in response to this RFP will be asked to state in no more than 10 pages their understanding and experience relating to the project and to offer their methodology for achieving the objective and producing anticipated deliverables. The finalists from the RFP Phase may proceed to an interview phase and be requested to participate in in-person interviews.

The selected firm will demonstrate experience in designing and building park projects of this size and scope and have a strong and successful background collaborating with community groups and municipalities during the design and construction process.

5.2 PROPOSAL FORMAT

1. Letter of Interest
2. Qualifications
 - a. Company Overview and Background
 - b. Relevant Experience
3. Project Team
 - a. Provide a project team organization chart reflecting the integration and reporting structure of the team members internally
 - b. Identification of Project Manager, all team members and sub-consultants who will play substantial roles on the project team
4. Scope of Work

- a. Preliminary scope of work based on project understanding and timeline
 - b. List of assumptions and exclusions
 - c. List additional project scope and services that your team could provide, if selected
 - d. List percentage of total hours allotted to each phase of work and how subconsultants will generally be allocated to each phase
5. Methodology
- a. Provide a written summary of the proposed approach your team will take for this project and what distinguishes your firm from others in the field.
 - b. Present an understanding of City of Atlanta design review and permitting process.
 - c. Identify the perceived challenges and/or obstacles to successfully completing the project.
6. Estimated Fees
7. References
- a. Provide three references with project description that includes relevancy to this project, size and type of project, duration, value in dollars), primary contact with phone number and email address.

5.3 EVALUATION CRITERIA

Proposals shall be evaluated by a selection committee to include representatives from Park Pride, Friends of Peoplestown Parks, and the City of Atlanta Department of Parks and Recreation. The following criteria will be used in evaluating and rating the proposals:

Project Experience & Qualifications (60%)

- Creativity, innovation, and overall quality of the proposed project approach.
- Demonstrated experience in designing and constructing successful public parks of similar scale, scope, and program.
- Proven ability to engage and incorporate community participation into the design process.
- Experience coordinating with the City of Atlanta Department of Parks & Recreation, permitting agencies, and private nonprofit partners.
- Expertise in integrating stormwater management and green infrastructure into park design.
- Strength and qualifications of the proposed project team, including relevant experience and technical expertise.
- Firm's capacity to meet project milestones and maintain schedule commitments.

- Positive references demonstrating successful past performance.

Estimated Fees (40%)

- Competitive and transparent fee proposal aligned with project scope and expectations.

The final selection will be based on an evaluation of the written responses to the RFP and, if conducted, interviews. The purpose of the interview will be to expand on the information provided in the RFP and not to repeat information already provided. Respondents selected for interviews will be provided additional instruction by Park Pride. Respondents not selected for further consideration will be notified. Award of the project will be made following contract negotiations to the most qualified respondent at a price which the Owners determine to be fair and reasonable taking into account the estimated value of services to be rendered, as well as the scope, complexity, and professional nature thereof.

Park Pride will enter into negotiations with the selected respondent and upon completion of negotiations shall execute an agreement with the same. If Park Pride is unsuccessful in negotiating with the highest ranked team, Park Pride may then negotiate with the second or third highest ranked team until an agreement is executed, or may decide to terminate the selection process.

5.4 RFP SCHEDULE

Request for Proposals Issued: March 31, 2025

OPTIONAL Onsite Pre-Bid Meeting: April 17, 2025, at 1pm

Deadline for Submitting Intent to Propose: April 15, 2025

Deadline for Submitting Questions (by email only): April 23, 2025

Email Distribution of Responses to Questions: April 25, 2025

Proposals Due: May 13, 2025

Firms Notified for Short-List Selection: May 28, 2025

Interviews of Shortlisted Firms: Week of June 2, 2025

Firm Notified of Selection: Week of June 9, 2025

Scoping Meeting: Week of June 16, 2025

Contract period (approx.): 8-12 months

This is an anticipated schedule only and may change.

5.5 SUBMITTALS

All proposals must be submitted in the following formats:

- Responses to this RFP shall be electronic and must be emailed to avery@parkpride.org
- Responses received after the submission date may not be considered.
- It is the responsibility of the design consultant candidate to ensure receipt of their proposal by Park Pride.

5.6 REQUESTS FOR CLARIFICATION

Candidates must acknowledge receipt of the RFP and notify the Project Owners of their intent to submit a proposal by emailing Avery Evans at avery@parkpride.org no later than April 15, 2025. The notification must include the candidate's name, email address, and phone number for the designated point of contact. Upon submission of intent, candidates will receive a topographic survey.

Questions related to this RFP must be submitted in writing to Avery Evans at avery@parkpride.org by 5PM on April 23, 2025. Questions related to this RFP or project may not be entertained after deadline. Written responses to all submitted questions will be provided to all interested bidders by COB on April 25, 2025.

Consultants are encouraged to visit the project site prior to submittal of a proposal. There will be an optional on-site pre-bid meeting, as shown in section 5.4 of this RFP. The site is located at: 1040 Crew St SW, Atlanta, GA 30315

5.7 COST OF PREPARATION

The applicant shall bear all costs and expenses associated with the preparation, submission and clarification of its response. The Owners will not be responsible or liable for any direct or indirect costs incurred by the consultant, regardless of, and without limitation to, the conduct or outcome of the evaluation and selection process.

5.8 RESERVATION OF RIGHTS

1. The issuance of this RFP and the acceptance of a submittal **do not** constitute an agreement by Park Pride, Friends of Peoplestown Parks, or the City of Atlanta that any entity submitting proposals will be chosen for this project, or that the Owners will enter into a contract for services with any such entity. Any or all disputes arising under this RFP shall be governed by the State of Georgia. Park Pride reserves the right to issue written

notices of any change in the submittal process, if determined that such changes are necessary or desirable.

2. In addition, and notwithstanding any other provision of this RFP, Park Pride reserves the right to:
 - a. Waive any immaterial defect or informality in a submittal;
 - b. Extend or otherwise revise the submittal due date;
 - c. Reject any or all submissions or portions thereof;
 - d. Cancel this RFP at any time;
 - e. Reissue a new or revised RFP; and
 - f. Request additional information or require one or more teams to submit a more detailed submittal.

3. Submittal of terms, conditions and/or agreements may result in rejection if such terms, conditions, or agreements are deemed unacceptable by the Owners. The Owners reserve the right to disqualify any entity who fails to provide information or data specifically requested herein or who provides materially inaccurate or misleading information or data or who attempts to influence the selection process outside the procedures established herein. Park Pride reserves the right to disqualify any entity on the basis of any real or apparent conflict of interest.