



REQUEST FOR PROPOSALS DESIGN CONSULTANCY SERVICES FOR HARPER PARK & JUNE ELOIS MUNDY PARK AUGUST 2026

1.0 INTRODUCTION

Park Pride is soliciting proposals from qualified landscape architecture firms to provide professional design services for two separate park improvement projects. Firms may submit qualifications and fee proposals for any one individual project or for both projects. Park Pride reserves the right to award the projects separately or to a single consultant, whichever is determined to be in the best interest of the projects. The projects are summarized below.

PROJECT 1: Harper Park—Design development, 90% construction documents, bid & permit support, and construction administration for a portion of the conceptual vision plan for Harper Park, created by Park Pride.

PROJECT 2: June Elois Mundy Park—Conceptual design, design development, 90% construction documents, bid & permit support, and construction administration for June Elois Mundy Park pedestrian circulation and landscape improvements.

While the projects are independent and differ in scope, Park Pride has elected to advertise them under a single Request for Proposals to streamline procurement. Each project will be evaluated and awarded independently.

Park Pride, in partnership with the respective Friends of the Park organizations and the City of Atlanta (property owner), will serve as the client for the selected consultant(s).

All projects are intended to advance a community-supported concept to a shovel-ready condition through preparation of a complete, biddable, and permittable construction document set. The selected consultant may be retained for permit and bid support and

construction administration should funding be awarded to construct the project.

The selected consultant(s) must demonstrate expertise in public park design, City of Atlanta permitting, including arborist and stormwater requirements, community engagement, and preparation of biddable and permittable construction documents.

2.0 PROJECT DESCRIPTION

2.1 Project Overview

The selected consultant(s) will provide professional landscape architecture, civil engineering, and (if required) structural engineering services to develop and refine the conceptual design for each project and prepare complete construction documents.

Park Pride will procure a topographic and boundary survey for each project that shows underground utilities.

PROJECT 1—Harper Park

In 2024, the Friends of Harper Park received a Park Pride Visioning Grant to develop a comprehensive conceptual master plan for Harper Park, a sixteen-acre neighborhood park in southeast Atlanta. A steering committee of neighborhood residents led a community engagement process from May through December 2025, resulting in a community-supported vision for future park improvements.

This solicitation seeks professional design services to advance a priority phase of that vision from concept to construction documents. The selected consultant will prepare: schematic design (30%), design development drawings (60%), and construction documents (90%) for improvements centered on the park's oval multipurpose lawn and playground. The project area includes a paved circuit walking path around the edges of the lawn, a new expanded playground, trailhead for the hiking trails, and associated site improvements necessary to produce a complete, biddable, and permittable set of construction documents.

The selected consultant will also prepare schematic design (30%) for nearby elements, including the proposed splashpad, restroom/pumphouse, shade structures, and adjacent active sports courts to ensure they can be implemented in a future phase.

This project will require meetings with the community, Park Pride, and DPR to select a playground vendor and play equipment and confirm design decisions at key milestones.

PROJECT 2—June Elois Mundy Park

June Elois Mundy Park (formerly Vine City Park) is a 1.5-acre playlot, which has been developed in phases since 2005. The most significant recent improvements were completed in 2016 and include an expanded network of gravel walking paths and green infrastructure that extended the park into its northwest quadrant. While these improvements have been well used, the gravel pathway system has proven difficult to maintain and no longer provides the level of accessibility and durability desired by the City and community. In

addition, the topography in this area presents maintenance challenges due to erosion and exposed urban soils.

This project will develop a comprehensive design to improve pedestrian circulation, make maintenance easier, and enhance key gathering spaces within the park. The selected consultant will prepare conceptual plans (10%), schematic design (30%), design development drawings (60%), and construction documents (90%) for replacement of the existing gravel walkways with concrete paths, including associated grading, retaining walls, steps, and stormwater management improvements as needed. The project will also include improvements to the terraces located west of the playground, with the middle terrace proposed for unit paving and the lower terrace proposed for artificial turf, as well as evaluating opportunities and making recommendations for shade structures and other landscape enhancements.

This project will require meetings with the community, Park Pride, and DPR to select a playground vendor and play equipment and confirm design decisions at key milestones.

2.2 Scope of Work

The selected consultant(s) shall provide all professional services necessary to prepare complete, biddable, and permittable construction documents for the assigned project(s), including landscape architecture, civil engineering, and other subconsultants as required.

These shall include:

- Client and stakeholder meetings
- Site reconnaissance and existing conditions analysis
- Permit requirements research
- Pre-submittal meetings with Site Development & Parks Arborist
- QA/QC
- Cost estimating
- Bid and permit support
- Construction administration

PROJECT 1—Harper Park

Phase 1: Due Diligence

Review existing plans and documentation, including the Harper Park vision plan & report; conduct site reconnaissance; evaluate existing conditions including grading, drainage, tree canopy, utilities, and accessibility; identify permitting requirements.

Phase 2: Schematic Design (30%)

Develop schematic design for improvements to the multipurpose lawn and existing sports courts, including the paved circuit walking path around the lawn, new playground area, shade structures, splashpad & restroom/pumphouse, court improvements, and nature trailhead. Deliverable should be thought through well enough to assess constructability, including impact to trees, stormwater management approach, and ADA considerations.

Present concept to Park Pride, community, and DPR representatives.

Phase 3: Design Development (60%) & Cost Estimate

Refine playground, lawn, walking circuit, and trailhead designs; develop stormwater management approach and begin required hydrology analysis; confirm ADA compliance and material selections.

Schedule pre-submittal meetings with Site Development and Parks Arborist and document results of each meeting.

Support community engagement process for playground vendor selection and play equipment.

Present 60% design development package and cost estimate to Park Pride, community, and DPR representatives.

Phase 4: Construction Documentation (90%)

Prepare complete, biddable, and permittable construction documents including drawings, specifications, hydrology report, and final cost estimate for all improvements advanced to the 90% level.

Phase 5: Bid and Permit Support (NTE/Hourly)

Submit 90% design package for permit through Atlanta's Accela system (Park Pride will pay for required permit fees). Respond to plan reviewer comments and adjust design as necessary to secure permit

Develop a bid package for advertisement and competitive contractor bidding process so bids can be easily compared. Review bid proposals and offer written analysis to Park Pride and Friends group.

Phase 6: Construction Administration

Attend regularly scheduled OAC meetings with Park Pride, DPR, and selected contractor. Respond to RFIs and approve submittals.

PROJECT 2—June Elois Mundy Park

Phase 1: Due Diligence

Review existing plans and documentation; conduct site reconnaissance; evaluate existing gravel pathway conditions, grading, terraces, playground area, drainage, accessibility, and utilities; identify permitting requirements.

Phase 2: Conceptual Design (10%)

Develop conceptual-level alternatives for pedestrian circulation improvements primarily addressing replacement of the existing gravel walkway system and addressing difficult slopes and soils. Identify opportunities and constraints related to terrace improvements west of the playground, including shade structure locations. Present conceptual alternatives to Park Pride, community, and DPR representatives for feedback.

Phase 3: Schematic Design (30%)

Advance the preferred pedestrian circulation concept, including concrete path alignments, associated grading, and preliminary approach to necessary retaining walls, steps, and stormwater management. Develop schematic-level recommendations for terrace improvements (middle terrace unit paving, lower terrace artificial turf) and shade structure or other landscape enhancement opportunities. Deliverable should be sufficient to assess constructability, including impact to trees and ADA considerations.

Present concept to Park Pride, community, and DPR representatives.

Phase 4: Design Development (60%) & Cost Estimate

Refine path alignments, grading, retaining wall and steps design, stormwater management systems, terrace improvements, and material selections. Confirm ADA compliance. Present 60% design development package and cost estimate to Park Pride, community, and DPR representatives.

Schedule pre-submittal meetings with Site Development and Parks Arborist and document results of each meeting.

Phase 5: Construction Documentation (90%)

Prepare complete, biddable, and permitable construction documents including drawings, specifications, hydrology report, and final cost estimate for all improvements advanced to the 90% level.

Phase 6: Bid and Permit Support (NTE/Hourly)

Submit 90% design package for permit through Atlanta's Accela system (Park Pride will pay for required permit fees). Respond to plan reviewer comments and adjust design as necessary to secure permit

Develop a bid package for advertisement and competitive contractor bidding process so bids can be easily compared. Review bid proposals and offer written analysis to Park Pride and Friends group.

Phase 7: Construction Administration

Attend regularly scheduled OAC meetings with Park Pride, DPR, and selected contractor. Respond to RFIs and approve submittals.

3.0 PROJECT SCHEDULE & PROCESS

Initial design work is anticipated to occur over six to seven months from Notice to Proceed. Because the projects differ in phase structure and permitting complexity, milestones are provided separately below for each project and are subject to change.

Project 1—Harper Park Milestones (subject to change)

No later than February 28, 2027 – Kickoff Meeting

April 2027 – 30% Schematic Design and Community Meeting

June 2027 – 60% Design Development with Cost Estimate

August 2027 – 90% Construction Documents
September 2027–February 2028 – Bid and Permit Support (6 months)
Construction anticipated to begin approximately March 2028 and conclude by August 2028 (6 months)

Project 2—June Elois Mundy Park Milestones (subject to change)

No later than February 28, 2027 – Kickoff Meeting
March 2027 – 10% Conceptual Design and Community Meeting
May 2027 – 30% Schematic Design
July 2027 – 60% Design Development with Cost Estimate
September 2027 – 90% Construction Documents
October 2027–March 2028 – Bid and Permit Support (6 months)
Construction anticipated to begin approximately April 2028 and conclude by September 2028 (6 months)

Friends group intend to apply for a 2028 Park Pride grant to cover project construction costs.

Coordination meetings as needed and DPR presentations at required milestones are expected.

4.0 SUBMITTAL REQUIREMENTS

Firms may propose on one or both projects. Submittals shall be organized as follows:

The Firm-Wide Submittal (Section 4.1) shall not exceed ten pages, excluding resumes and references. Each Project-Specific Submittal (Section 4.2) shall not exceed five pages per project, excluding fee tables.

4.1 Firm-Wide Submittal

Submit once, regardless of the number of projects proposed on:

1. Cover letter, identifying which project(s) the firm is proposing on
2. Firm qualifications
3. Project team, including any subconsultants or specialists required for specific projects (e.g., ISA-certified arborist, cost estimator, civil engineer, etc.)
4. Relevant project experience (minimum of three projects; firms proposing on multiple projects should include at least one example relevant to each project type proposed on)
5. References

4.2 Project-Specific Submittal

For each project the firm is proposing on, clearly labeled (e.g., “Project 1—Harper Park”), include:

1. Project approach & work plan, addressing the phases outlined in Section 2.2 for that

project, including schedule and exclusions/assumptions

2. Fee proposal, broken out by phase, using the phase numbering established for that project in Section 2.2

5.0 SELECTION PROCESS & PROCUREMENT TIMELINE

The selection process may include proposal review, shortlisting, interviews, and contract negotiation. Park Pride reserves the right to reject any or all proposals. The time and materials required to prepare a submission of any proposal shall be at the proposer's sole cost.

Contract will be contingent on the Friends group receiving a Park Pride grant, which will not be finalized until January 2027. This is the reason for the long time lag between the proposal due date and notification of awards.

Anticipated timeline:

RFP Issued – August 14, 2026

Intent to bid due – August 21, 2026

OPTIONAL onsite pre-bid meetings

- Harper Park – September 1, 2026, 4:30pm
- June Elois Mundy Park – September 2, 2026, 3pm

Questions due – September 4, 2026

Proposals Due – October 2, 2026, by 4:30pm

Shortlist & Interviews – November/December 2026 (only if necessary)

Selection & Notification – January/February 2027

To submit a proposal, please email all requested information in a single, consolidated PDF format to andrew@parkpride.org. If the file is too large, you may send a link to download it from a server.

It is the proposer's responsibility to confirm receipt by Park Pride by deadline. Park Pride will respond by email confirming receipt of proposal.

6.0 EVALUATION CRITERIA

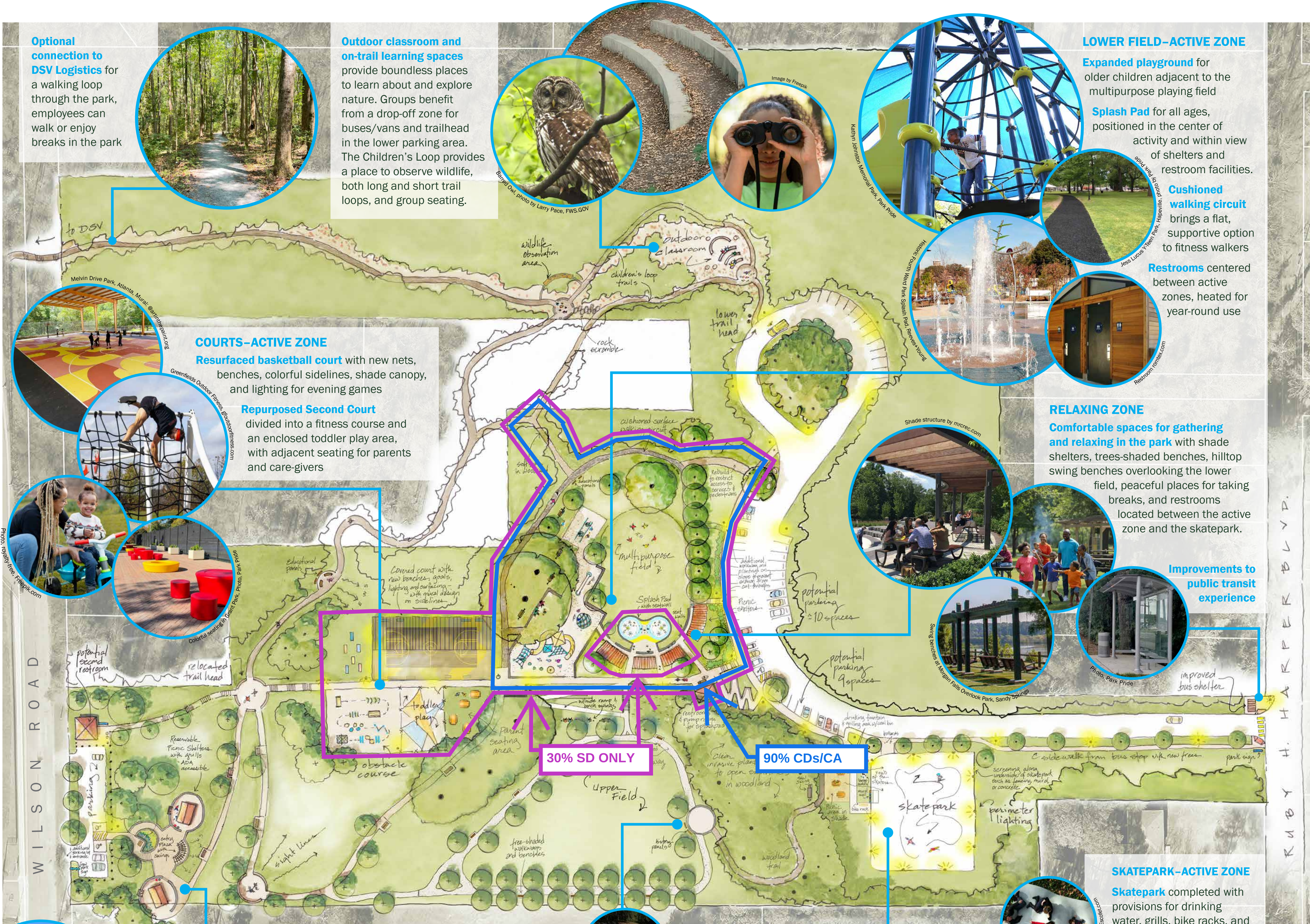
Proposals will be evaluated based on:

1. Relevant Experience (25%)
2. Project Team & Capacity (20%)
3. Project Approach & Understanding (20%)
4. Proposed Fees (20%)
5. Quality of Proposal & References (15%)

7.0 GENERAL REQUIREMENTS

The selected consultant(s) shall be required to meet the following prior to or upon contract execution:

1. Commercial general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. City of Atlanta and Park Pride shall be named as additional insured by separate endorsement, not just certificate holders on this policy.
2. Professional liability (errors & omissions) covering liability arising out of providing professional advice and service; with a combined single limit of not less than \$1,000,000.
3. Statutory Workers' Compensation Insurance in accordance with the laws of Georgia.
4. Comprehensive Automobile Liability Insurance covering liability arising out of any auto (owned, hired and non-owned); with a combined single limit of not less than \$1,000,000.
5. Current business license and good standing to conduct business in the City of Atlanta.



Optional connection to DSV Logistics for a walking loop through the park, employees can walk or enjoy breaks in the park

Outdoor classroom and on-trail learning spaces provide boundless places to learn about and explore nature. Groups benefit from a drop-off zone for buses/vans and trailhead in the lower parking area. The Children's Loop provides a place to observe wildlife, both long and short trail loops, and group seating.

LOWER FIELD-ACTIVE ZONE

Expanded playground for older children adjacent to the multipurpose playing field

Splash Pad for all ages, positioned in the center of activity and within view of shelters and restroom facilities.

Cushioned walking circuit brings a flat, supportive option to fitness walkers

Restrooms centered between active zones, heated for year-round use

COURTS-ACTIVE ZONE

Resurfaced basketball court with new nets, benches, colorful sidelines, shade canopy, and lighting for evening games

Repurposed Second Court

divided into a fitness course and an enclosed toddler play area, with adjacent seating for parents and care-givers

RELAXING ZONE

Comfortable spaces for gathering and relaxing in the park with shade shelters, trees-shaded benches, hilltop swing benches overlooking the lower field, peaceful places for taking breaks, and restrooms located between the active zone and the skatepark.

Improvements to public transit experience

SKATEPARK-ACTIVE ZONE

Skatepark completed with provisions for drinking water, grills, bike racks, and a place to spectate and relax. **Perimeter lighting** installed to promote skating during cooler hours of the evening.

Picnic tables in shaded areas, renewed bench swing and woodland trail to upper field.

Cultural heritage panels in the upper field face the site of the former Caroline F. Harper Elementary and former site of the Hapeville School. Graphics and text reveal the determination needed to access education in the South, including that of Ruby H. Harper, for which the park is named. Panels will be installed throughout the park with various topics such as ecology and history of former neighborhoods.



harper park

Blair Villa
Poole Creek

2025 VISION PLAN

Guiding Principles

Nature - offering trails and stopping places to enjoy nature

- Woodland walking trail with observation points
- Outdoor classroom and nature-focused learning area
- Manage invasive exotic plants to protect native woodland and open sightlines in natural areas

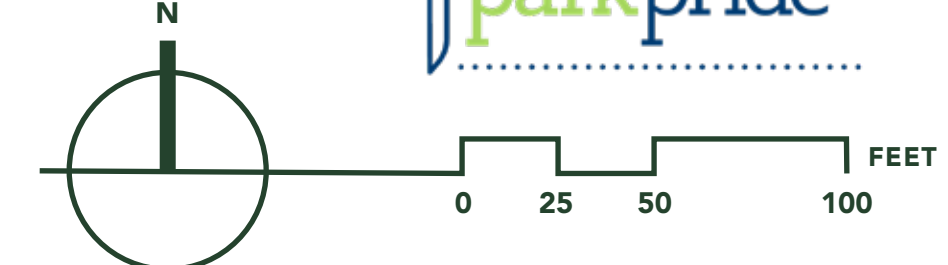
Access—provide access to safe, comfortable areas throughout the park

- Shade—provide over walkways, active areas, and gathering spaces
- Connections—provide accessible ways to move throughout the park

Culture—stories of the park's people

- The park's namesake, Ruby H. Harper
- Schools: Hapeville Rosenwald School, Caroline F. Harper Elementary
- Neighborhoods and people that made this area home over time: Poole Creek, Blair Village, Gilbert Gardens

Facilitated by
Park Pride
and
The Friends of
Harper Park



November 18, 2025