



City of Columbus
Columbus Redevelopment Commission
Request for Proposals for Professional Services Regarding
Riverfront Redevelopment
Issue date: September 30th, 2016

General Information

The Columbus Redevelopment Committee herein referred to as “CRC” is seeking a Request for Proposals (RFP) regarding the contents herein. The CRC is seeking qualified Design Teams to provide design services for the Riverfront Redevelopment project.

The response to this RFP must be received by Heather Pope, Director, Columbus Redevelopment Commission, 123 Washington Street, Columbus, IN 47201, no later than October 28, 2016 at 3:00 p.m. local time. Late or emailed proposals will not be accepted.

The Project Evaluation Team or their designee may request, after the submission date, additional information or clarification of the proposals. However, proposals may not be amended after the submittal date unless permitted by the Project Evaluation Team or the CRC.

The designated point of contact for this RFP is Karen Valiquett, Project Manager, CORE Planning Strategies, karen@coreplanningstrategies.com, 317.643.1452. Contact by or on behalf of prospective Design Team regarding this RFP must be made with the designated point of contact only. Questions pertaining to this RFP shall be directed to the designated point of contact no later than October 18, 2016 at 5:00 p.m.

The CRC reserves the right to reject any or all RFP’s, to waive any informality or irregularity in any RFP received, and to be the sole judge of the merits of the respective RFPs received.

The CRC is not responsible for any costs incurred by the prospective Design Teams for creation of the responses to this RFP.

All materials submitted as the response to this RFP shall become the property of the CRC.

Background

The CRC wishes to move forward with the conceptual design of a portion of the East Fork of the White River and the enhancement of the banks between the 2nd and 3rd Street Bridges in Columbus, IN.

A Citizens Committee has been created to help identify the community’s needs and wishes for the area. The design shall include the following components:

- 10’-12’ Multi-use trail on the east bank of the river that connects to other pathways and trails in the vicinity.
- River overlook areas
- Low-maintenance materials, including those that will withstand flooding
- Lighting to promote safety
- Removal of low-head dam
- Improvements to increase use of the river for recreational activities, including but not limited to the addition of riffles, rapids, or other water features to replace the dam

- Repair of the erosion on the west bank of the river due to the low head dam and protection of both banks from future erosion
- Beautification of the land on the west bank of the river, which may include trails or park-like features
- Areas of public art to be incorporated in the future. It is anticipated that the selected design team will coordinate with the Columbus Area Arts Council for placement of the art.

Several potential obstacles for redevelopment were identified early, and the CRC has begun due diligence and preliminary site and stream studies to determine realistic parameters for the redevelopment. A topographic survey of the east bank of the river was also previously commissioned by the CRC. The Design Team will be expected to utilize the reports and information to determine the best overall design that also complies with regulatory agencies. The reports and reference material can be found here:

<https://www.dropbox.com/sh/1wla06151wb1s5b/AACqiCeTTsxKdOZnHRr4STVNa?dl=0>

Below are findings of considerable significance.

- The low head dam is considered eligible for the National Register for Historic Places. Removal or modification of the dam will require going through the Section 106 process.
- Most of the project area is within the floodway. Indiana Department of Natural Resources (IDNR) regulates all construction within a floodway. The Design Team should be familiar with all IDNR regulations including tree removal within a floodway, and the loss of the effective cross sectional flow area. The location, elevation, and type of trail will be greatly affected by these regulations.
- The land on the west side of the river is a former Superfund site and is protected by Institutional Controls in the form of two Environmental Restrictive Covenants on the property. Any construction on the site needs to be approved by IDEM and the USEPA. This area is also in the floodway.
- The removal of the dam and addition of any riffles, rapids, water features, or grade control structures within the river will require a permit from the US Army Corp of Engineers. The Design Team should be familiar with all USACOE regulations for Jurisdictional Waters of the US.
- The wetland investigation and delineation shows that there are no wetlands in the area between the two bridges.

Additionally, CRC has partnered with the 'Indiana Silver Jackets' to conduct a Geomorphic Assessment of the East Fork of the White River from the confluence of the Driftwood and Flatrock Rivers to the confluence of Haw Creek. The entire scope of the assessment can be found here:

<https://www.dropbox.com/sh/1wla06151wb1s5b/AACqiCeTTsxKdOZnHRr4STVNa?dl=0>

The East Fork of the White River is a highly mobile river. The path of the river may be altered by the low head dam removal. One purpose of the Geomorphic Assessment is to determine the effect of the dam on the river and the likely effects of the removal of the dam on the river, including determining a 'safe' location for trails and any other structures.

The Geomorphic Assessment includes a bathymetric survey of the riverbed, sediment sampling, and hydraulic modeling including sediment transport. The study is scheduled to be complete in January 2017. The Design Team will be provided the study and information to help determine the best dam removal process, as well help guide the location of the trail or other structures near the river.

The CRC has engaged the services of the Ohio River Foundation to assist in locating and procuring grants to fund the removal of the low head dam. It is expected the Design Team will work within the boundaries of any grants that are accepted.

Anticipated Scope of Work

The initial scope of work associated with this RFP is for the conceptual design of the entire Riverfront Redevelopment Project between the two bridges, as described above. The CRC expects to utilize multiple funding sources, including Public Private Partnerships, grants, and community fundraising. The design shall be developed in a way that future phasing is possible, dependent on funding options. While the CRC intends to utilize the selected Design Team to complete all design phases of the Riverfront Redevelopment project, the CRC reserves the right to terminate the contract at the end of the conceptual design phase.

Conceptual Design

The Design Team shall prepare conceptual design drawings, schedules, and cost estimates for the Riverfront Redevelopment Project based upon the preliminary information received with this RFP, conceptual design meetings, and field review and data collection- which may include additional survey, base plans, and past reports.

- The Design Team shall prepare 2-3 Preliminary Conceptual Designs. The CRC and Citizens Committee will review and select the preferred conceptual design.
- The Design Team shall prepare a conceptual design package that includes site plan(s), site cross section(s), 3 renderings/vignettes, written narrative of the anticipated scope including identifying project phases, anticipated timeline for each phase, and cost estimates for each phase. This conceptual design package will be submitted for final approval by the CRC.
- The Design Team shall incorporate public art areas in the space, and shall coordinate placement of the art with the Columbus Area Arts Council. The actual art pieces will be designed by others.
- All teams should include 3-4 Citizens Committee and/or public/community meetings and 2-3 CRC presentations as part of their scope, including development of presentation materials and participation in the meetings.
- The Design Team shall modify the plans based on the comments at public meetings and by CRC and the Citizens Committee.
- The Design Team shall coordinate with any utilities as necessary.



- The design must comply with all current applicable state and local codes and regulations, including coordinating with USACE (Section 106 & 404), IDNR (Division of Water and DHPA), IDEM (401 & OLQ), USEPA, and any other applicable regulatory agencies. The Design Team should include 2-3 agency coordination meetings as part of their scope.

Pre-Proposal Meeting

It is highly recommended that interested parties attend the on-site Pre-Proposal Meeting.

Date: October 11th, 2016
Time: 2:30 p.m.
Location: Upland Columbus Pump House
148 Lindsey St.
Columbus, IN 47201

Submittal Requirements

Respondents shall submit eight (8) paper copies of their proposal along with one electronic version via flash drive. The submittal shall be received by the date and time indicated on Page 1. The outside of the envelope should clearly be marked with "Riverfront Redevelopment Design Team Proposal".

Proposals shall be limited to a maximum 20-pages total – 8-1/2 x 11 inches, single-sided (or ten such pages double-sided). Table of Contents and section divider pages do not count towards the total page count. Resumes for each key team member shall be limited to no more than two pages and shall be attached as Appendix A. Submitted proposals should include the following items:

1. Cover Letter (1-page) containing at a minimum:
Company name, contact name, address, phone number, and email address
2. Qualifications Criteria
 - A. General Information:
 - i. Description of firm/team
 - ii. Legal company organization
 - iii. Organization chart with names of the companies, responsibilities, and the people proposed for the project
 - iv. List of applicable licenses
 - v. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
3. Relevant Experience
 - A. Outline applicant's overall reputation, service capabilities and quality as it relates to this project.
 - B. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role and project history. For each project, include: contract



- value, project owner, project location, contact name and title, address, current/accurate telephone number, and email address. Listed project experience should address all aspects of the project, including conceptual design, trails, and dam removal projects.
- C. Please supply a minimum of three additional referrals/references from other agencies and owners.
 - D. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project. List all occurrences within the last 5 years.
4. Design Team Qualifications and Team Experience
 - A. Describe each team member's position within each firm and their role on the project. Provide resumes of each proposed team member in Appendix A.
 - B. Provide "team" experience working together on similar projects.
 5. Project Understanding and Approach
 - A. Describe your understanding of the project.
 - B. Describe your work plan for completing this project and expected timeline.
 - C. Identify and discuss any potential problems.
 - D. Identify and discuss methods to mitigate those problems.
 6. Proposed Fee
 - A. Provide a fee range for the conceptual design and fee range for reimbursables (mileage, travel, printing, etc), as well as a standard hourly rates schedule.

Selection Process and Schedule

A Project Evaluation Team will evaluate each Proposal, as well as past performance evaluations, and select a minimum of three finalists that will be Short Listed for the project. The Short Listed teams will meet with the Project Evaluation Team for interviews. The purpose of the interview will be to expand on the information provided in the Proposal, not to repeat information already provided. Those firms selected for the Short List will be provided additional instruction by the Project Evaluation Team.

The following tentative schedule has been prepared for this project. Design Teams interested in this project must be available on the interview meeting date.

Activity	Date
Pre-proposal Meeting	October 11th, 2:30 p.m.
Questions due	October 18th, 5:00 p.m.
Addendum Issued	October 21st
Proposals Due	October 28th, 3:00 p.m.
Firms Notified for Interview	November 10th
Proposed First Interviews	November 18th
Teams Notified of Selection	November 21st
Recommendation of selection to CRC and CRC approval	November 28th
Negotiation with selected team	November 29 th – December 16th
Contract executed by CRC	December 19 th



Following the interviews, the Project Evaluation Team will determine a ranking for each Short Listed Firm. Consideration will be given to both the written Proposal and any oral discussion. The highest ranked Design Team will be recommended to the CRC for contract award.

After the CRC approves the Design Team, the CRC's legal representative will enter into negotiations with the selected Design Team and recommend contract approval to the CRC upon completion of negotiations. If the CRC is unsuccessful in negotiating a contract with the highest ranked vendor, the CRC may then negotiate with the second or third highest ranked vendor until a contract is executed, or may decide to terminate the selection process.

Reference documents located at:

<https://www.dropbox.com/sh/1wla06151wb1s5b/AACqiCeTTsxKdOZnHRr4STVNa?dl=0>

Historic Resource Inventory

Waters of the U.S. Determination Report

Hazardous Waste Site Inventory

Geomorphic Assessment Scope

Topo Survey of East Bank

