

# REQUEST FOR QUALIFICATIONS

FMA-RFQ-130-2014



# FORT MONROE

*Where Freedom Lives*



Landscape Architecture and Site Programming

Fort Monroe Authority, FORT MONROE, VA

DEADLINE FOR SUBMISSION: Monday April 14 @ 2:00 PM

## TABLE OF CONTENTS

1.0	PURPOSE .....	3
2.0	HISTORY OF FORT MONROE.....	3
3.0	OPTIONAL PRE-PROPOSAL CONFERENCE.....	6
4.0	PREFERRED EXPERIENCE AND QUALIFICATIONS .....	6
5.0	INTERPRETATION OF RFQ AND CONTRACT DOCUMENTS.....	6
6.0	CONCEPT PLAN SCOPE OF WORK.....	7
7.0	PROPOSAL PREPARATION AND SUBMITTAL .....	9
8.0	SPECIFIC INSTRUCTIONS.....	10
9.0	EVALUATION CRITEREA .....	11
10.0	AWARD OF CONTRACT .....	11

## **1.0 PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to solicit information from those firms, herein “Offerors”, interested in providing Landscape Architecture and Site Programming services to Fort Monroe Authority (FMA), the Owner, for the purpose of designing a Concept Plan for a Waterfront Park and Trail System.

## **2.0 HISTORY OF FORT MONROE**

Fort Monroe’s current boundaries encompass 565 acres, including 110 acres of submerged lands and 85 acres of wetlands. The namesake stone fort completed in 1834 and 180 contributing buildings, sites, structures and objects make up the Fort Monroe NHL District. Fort Monroe was built for coastal defense and housed one of the Army’s first field schools of military education for the coastal artillery.

The site was originally named Cape Comfort in 1607 by English explorers, prior to the founding of Jamestown. The first fortifications were erected in 1609. Further exploration of the James River and Chesapeake Bay led to the early renaming as Point Comfort, the site of the arrival of the first Africans on English-occupied territory in 1619, then Old Point Comfort, the designation it has held until today.

The site currently contains one museum, the Casemate Museum, now operated by the Fort Monroe Authority under an agreement with the U.S. Army Center of Military History. The museum interprets the history of Fort Monroe and Old Point Comfort and includes the cell where former Confederate President Jefferson Davis was imprisoned in 1865. Other noted individuals associated with Fort Monroe include Chief Blackhawk, Edgar Allan Poe, Robert E. Lee, Abraham Lincoln, and Ulysses S. Grant. The fort remained in Union hands throughout the Civil War and was a key staging ground for the Union campaigns in Virginia and along the Atlantic.

In 1861, Commanding General Benjamin Butler gave refuge to three runaway slaves, declaring them Contraband of War. The decision earned the site the name Freedom’s Fortress and contributed to the Emancipation Proclamation eighteen months later. During the course of the War, more than 10,000 slaves sought refuge at Freedom’s Fortress. Efforts to educate this newly freed population led to the founding of Hampton Institute, now Hampton University.

### **2.1 THE FMA**

The Fort Monroe Federal Area Development Authority (FMFADA) was created by legislative action of the Virginia General Assembly in 2007. The Fort Monroe Authority (FMA) is the successor in interest by law to the FMFADA as the result of legislation passed in 2010 and is led by a 12-member Board of Trustees. The FMA is the Local Redevelopment Authority (LRA) recognized by the Department of Defense and is charged with implementing reuse, preservation and the future evolution of this priceless historic treasure.

To assist in the reuse planning the FMA has engaged the services of consultants in various fields including BRAC law, environmental and civil engineering, residential and commercial property management and leasing, educational and recreational public programming, commercial and retail economic analysis and tourism. The reuse plan was approved in August 2008 and contains the conceptual vision for the future Fort Monroe. The reuse plan can be viewed on the FMA web site, [www.fmauthority.com](http://www.fmauthority.com). Portions of Fort Monroe were designated as a National Monument on November 1, 2011.

There are five key elements to the approved reuse plan that remain central to all future planning efforts:

1. Respect the site's historic assets
2. Open the site to the public
3. Achieve economic sustainability
4. Create an open space park
5. Allow new development under strict limits.

## 2.2 HERITAGE ASSET MANAGEMENT

The majority of the site was named a National Historic Landmark District in 1960. As part of the base reuse planning process, the U.S. Army and the FMA (as well as other parties) entered into a Programmatic Agreement ("PA") under Section 106 of the National Historic Preservation Act ("NHPA"). The PA recognizes the US Army's federal role in the closure of Fort Monroe and specifies actions to mitigate the closure's effects on historic properties covered by the NHPA and future requirements in order to avoid, minimize, or mitigate adverse effects.

Provisions of the PA require certain items to be underway or complete prior to the army's departure (completing view shed and cultural landscape studies, hiring a Fort Monroe Historic Preservation Officer, adopting Design Standards, etc.). Responsible parties are identified for each task with performance deadlines. The Fort Monroe PA is located online at: [http://www.fmauthority.com/wp-content/uploads/PROGRAMMATIC\\_AGREEMENT.pdf](http://www.fmauthority.com/wp-content/uploads/PROGRAMMATIC_AGREEMENT.pdf)

The FMA is also a party to a state-level Memorandum of Understanding (MOU) among the Governor of Virginia, Secretary of Administration and Department of Historic Resources for the redevelopment and management of Fort Monroe. The MOU also sets forth the Commonwealth's responsibilities to ensure that all rehabilitation, renovation, maintenance, and development activities are carried out in a manner consistent with Fort Monroe's status as a National Historic Landmark District. The Fort Monroe MOU is online at: <http://www.fmauthority.com/wp-content/uploads/MOU-12-5-11.pdf>

## **2.3 REAL ESTATE**

The objective of the real estate department is to utilize the assets and land to create an economically viable place to live, play, work, learn and visit. Given the NHL status of the site, new construction will be strictly limited in amount, height, and design. The historic buildings will be adaptively and creatively reused with some considered for use in organized cultural programs for the public. Fort Monroe will be transitioned from an active military base to a small community and will involve many “stakeholders.” The Fort Monroe Authority currently leases and manages approximately 176 residential units on the property. The FMA’s commercial property management and leasing service contractor has begun securing tenants for the office and industrial properties.

## **2.4 SPECIAL EVENTS AND PUBLIC PROGRAMS**

The rich heritage of Fort Monroe and Old Point Comfort form the foundation for future special events, educational and interpretive programs at the site. In addition, the FMA offers a wide variety of recreational opportunities for residents, workers and visitors to the site. Fort Monroe faces the entrance to the Chesapeake Bay and Hampton Roads Harbor, boasts water on three sides, and has 3.2 miles of waterfront on the Bay, miles of beaches, and jogging tracks, shallow water at Mill Creek suitable for canoeing, sculling and small boat usage and is home to many birds.

Other amenities include:

- 176 single-family homes, duplexes, and apartments for rent
- 197,500 square foot Chamberlin Hotel offering luxury rental apartments
- 716,500 square feet of existing office space
- 208,000 square feet of storage and industrial shop space
- 324,800 square feet of community and recreational facilities
- 332 slip marina with 31,400 square feet of support space
- Special event venues
- A travel park for recreational vehicles
- Casemate Museum, Fort Monroe moat, and coastal defense batteries

## **2.6 LAND USE ENTITLEMENTS AND PERMITTING**

The FMA as a political subdivision of the Commonwealth of Virginia is solely responsible for all land use entitlements, and it will coordinate with Virginia Uniform Statewide Building Code officials or their designees regarding plan checking, building permits, dig permits, permit inspection, and issuance of certificates of occupancy for all buildings as may be required. As needed, the FMA will coordinate with other agencies having jurisdiction regarding permits for construction activity at Fort Monroe, including the Army Corps of Engineers for any projects impacting wetlands.

Changes to historic structures or landscapes will be subject to review and approval by the State Historic Preservation Officer in the Virginia Department of Historic Resources (see also "Draft Historic Preservation and Design Standards"). A Fort Monroe Historic Preservation Officer on site at the FMA will coordinate this process.

### **3.0 OPTIONAL PRE-PROPOSAL CONFERENCE**

An optional pre-proposal conference will be held at Fort Monroe Building 12 for interested Offerors to tour the property, take pictures, view amenities and ask questions.

**DATE & TIME:** Wednesday, April 2, 1:00 pm to 4:00 pm  
**LOCATION:** Building 12, 81 Patch Road, Fort Monroe, VA 23651  
**R.S.V.P. REQUIRED BY:** Wednesday, March 26, 2014  
**RESPOND BY EMAIL TO:** ycash@fmauthority.com

### **4.0 PREFERRED EXPERIENCE AND QUALIFICATIONS**

- Experience programming outdoor venues
- Experience working in NPS sites
- Experience with shoreline, waterfront or coastal projects including shoreline restoration
- Knowledge and experience with programming historic properties
- Experience in park and trail design including active and passive recreation design
- Design of public amenity buildings/structures such as picnic shelters, public restrooms, concert stages
- Knowledge and experience evaluating infrastructure to support public activities
- Experience producing high quality renderings and presentation materials

### **5.0 INTERPRETATION OF RFQ AND CONTRACT DOCUMENTS**

No oral interpretations as to the meaning of the RFQ will be made to any proposer. Any explanation desired by a proposer regarding the meaning or interpretation of the RFQ, specifications, etc., must be requested in writing a minimum of ten (10) calendar days before date set to receive proposals. Any interpretation or change made will be in the form of an addendum to the RFQ, specifications, etc., as appropriate, and will be posted on eVA no later than five (5) calendar days prior to the proposal due date. All Addenda will become part of the RFQ and any subsequently awarded Contract. Oral explanations, statements, or instructions before the award of the Contract will not be binding.

## **6.0 CONCEPT PLAN SCOPE OF WORK**

Upon receipt and evaluation of the RFQ responses, the FMA will select three (3) or more qualified firms who may have the opportunity to provide proposals for development of a Concept Plan for a Waterfront Park and Trail System.

The Waterfront Park will connect the loosely associated green spaces identified in the Fort Monroe Master Plan designed by Sasaki and Associates and approved by the Governor of Virginia on December 13, 2013. The Fort Monroe Master Plan is available online at [http://www.fmauthority.com/wp-content/uploads/Board Master Plan Presentation Final 2013-10-23.pdf](http://www.fmauthority.com/wp-content/uploads/Board_Master_Plan_Presentation_Final_2013-10-23.pdf). The Concept Plan is not intended to produce final design documents but must be based upon enough engineering knowledge, competent site design, and event programming that estimates can be provided for the construction of the components within the plan. Additionally, the final Waterfront Park Concept Plan deliverable shall be an attractive marketing tool which may be used to launch a capital campaign.

### **6.1 Programmed Spaces**

The selected Offeror will work closely with FMA staff to discuss how areas within the intended Waterfront Park currently operate and how other spaces could be used. The infrastructure requirements associated with the programs that occur in the space may influence the final design of the Waterfront Park in terms of sidewalks, shelters, electrical connections, water and sewer service, lighting, landscaping, etc.

### **6.2 Individual Park Vignettes**

The Concept Plan will include “plan view” vignettes for specific areas within the Park. These “plan view” vignettes will be enlargements of specific sites within the Concept Plan and show more detail in terms of sidewalks, landscaping, traffic calming devices, shelters, parking spaces, etc.

### **6.3 Existing Structures**

The Waterfront Park may incorporate existing structures such as historic Coastal Artillery Batteries, residential and commercial buildings. The Concept Plan will include recommendations for the removal or preservation of these buildings and structures.

### **6.4 Recreation Sites and Activities**

The Concept Plan will identify existing recreation fields and sites and make recommendations for the removal, relocation, or additional recreation fields. Recreation activities may be either passive or active.

## **6.5 Vistas to and from the Water**

Vistas to and from the bay are important to the historic interpretation of Fort Monroe. Additionally, historic residential construction has created another level of importance for vistas to the bay from the historic waterfront homes along General's Row. The Concept Plan will be required to identify the most important vistas and how these views can be preserved or enhanced.

## **6.6 Historic Interpretation**

The Concept Plan will need to include opportunities for the historic interpretation of Fort Monroe and over 400 years of history at Old Point Comfort. Significant events such as the discovery of Point Comfort by English explorers in 1607, the first trade of Africans as property in 1619, the Contraband Decision in 1861, and other important dates clearly call for the commemoration of these moments by public displays of art. The final Concept Plan must include suggested locations and opportunities for public art as well as public gatherings.

## **6.7 Special Events**

The proposed Waterfront Park is currently the site of numerous outdoor Special Events such as weddings, concerts, exhibit shows, biking, walking, and jogging. The final Concept Plan for the Waterfront Park should consider the infrastructure necessary to support these activities as well as the possibility for new events such as larger concerts, wine festivals, and active recreation programs such as soccer or other sports. Currently the infrastructure, to support many of the present activities, is installed temporarily during events. The final concept plan must identify and permanently locate the required infrastructure including, but not limited to power, lighting, facilities, etc.

## **6.8 Waterfront Park Design Standards**

The final Concept Plan will include recommendations for design features and elements such as paving materials, shelters, bath houses, light fixtures, benches, play structures, etc.

## **6.9 Link to National Park Service Sites**

Fort Monroe is jointly managed by the FMA and the NPS. Each agency is responsible for portions of the property. The Concept Plan must include specific design recommendations to seamlessly link the National Park Service sites to the Waterfront Park.

## 7.0 PROPOSAL PREPARATION AND SUBMITTAL

In order to be considered for selection, Offerors must submit a completed response to the RFQ. Failure to provide the requested information may be grounds for rejection of the proposal. **One (1) UNBOUND Original, three (3) bound copies, and ONE (1) electronic version on CD as a single PDF file** of each proposal must be submitted to the FMA. No other distribution shall be made by the Offeror.

A. Proposals shall be signed by an authorized representative of the Offeror. All information requested shall be submitted. Failure to submit all information requested may result in the Offeror receiving a lowered evaluation. Submittals which are substantially incomplete or lack key information may be rejected by the FMA. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

B. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

C. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The submittal should contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the FMA is unable to find where the RFP requirements are specifically addressed.

D. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.

E. Ownership of all data, materials, and documentation originated and prepared for the FMA pursuant to the RFP shall belong exclusively to the FMA and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however,

the Offeror must invoke the protections of § 2.2 4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

## **8.0 SPECIFIC INSTRUCTIONS**

Proposals should be as thorough and detailed so that the FMA may properly evaluate the Offeror's capabilities to provide the required Scope of Services. Offerors are required to submit the following items as a complete proposal.

- A. One (1) completed RFP submittal sheet signed and filled out as required. The completed RFP submittal sheet shall not be included within the bound or unbound Proposals but shall be readily visible when the box, envelope or package is opened. The RFP submittal sheet is used for identification and tracking after submittal packages are opened. Failure to include the completed, signed submittal sheet as directed herein may be cause for rejection.
- B. Forms FMAQ-1, FMAQ-2, FMAQ-3, FMAQ-4, FMAQ-5, FMAQ-6, and FMAQ-7 must be completed as required. No other form shall be substituted. Fields shall not be left blank. If the answer is not applicable, please enter N/A.
- C. Qualification submittal shall be limited to no more than 40 pages, single sided 8-1/2 x 11 inch. Photographs may be included for representative projects.
- D. All forms shall be signed by an authorized representative of the Offeror.

## 9.0 EVALUATION CRITEREA

Proposals will be evaluated using the following criteria and point values:

Evaluation Criteria	Maximum Points
Technical and professional experience	50
Qualifications of key personnel	20
Representative projects	25
Certified SWaM	5
<b>TOTAL</b>	<b>100</b>

## 10.0 AWARD OF CONTRACT

FMA reserves the right to utilize any or all of the components in the proposals and thereby contracting with more than one agency to undertake specific activities. Selection shall be made of the Offeror(s) deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria noted above. The Issuing Agency may cancel this Request for Proposals or reject all proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was deemed to be most advantageous (11-65D, Code of Virginia.).