

Request for Proposals
LANDSCAPE ARCHITECTURAL CONCEPTUAL DESIGN SERVICES

Signal Hill Community Association, Calgary

Issue Date: April 20, 2021

INTRODUCTION

The Signal Hill Community Association (SHCA) is seeking proposals from qualified landscape architects that are interested in providing conceptual design landscape architectural services for site beautification of the SHCA community rink area and associated green space.

Firm will be selected for this project based on the stated Selection Criteria. Only firms submitting proposals by the deadline date will be considered.

The proposals are due by Thursday, April 30, 2021 at 4:00 pm to:

Signal Hill Community Association
Laurel Madro, VP Signal Hill Community Association

veepee@shca.ca

BACKGROUND

The SHCA Board of Directors has approved proceeding to make grant applications to Parks Foundation Calgary for an overall site beautification and placemaking program of its Signal Hill License of Occupation (LOC) community site at 489 Sienna Park Green SW, Calgary, as well as possibly other public spaces within the community in the future. The primary grant being sought will be the *Inspiring Neighbourhood Grant* that is a matching grant intended to support communities in creating a city of safe and inspiring neighbourhoods. The *Inspiring Neighbourhoods Grant* aims to support communities in becoming more socially cohesive with safe, inclusive spaces and programs that respond to residents' needs; help residents feel an increased sense of belonging and contribute meaningfully to their neighbourhood; and develop community groups that are resilient and working towards achieving greater sustainability.

More information pertaining to the *Inspiring Neighbourhoods Grant* program is available at the following website:

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjklfSSgovwAhUIup4KHRLBCIcQFjABegQIBhAD&url=https%3A%2F%2Fwww.calgary.ca%2Fcsps%2Fcns%2FInspiring-Neighbourhoods-Grant.html&usg=AOvVaw3aa3KUUtjC-3o17fbtzNpb>

The first step in this process is to submit a conceptual plan for consideration as part of the submission. In support of this requirement, the Calgary Parks Foundation offers the *Stella Conceptual Drawing Grant* program to hire a landscape architect to provide a professional drawing for up to \$5,000.00 that reflects the innovative vision SHCA would like to create. The landscape drawing must also be accompanied by a preliminary cost estimate for the project, and a visual aid to show donors, stakeholders, and city representatives during the first stages of approvals.

The *Stella Conceptual Drawing Grant Applications* are reviewed and evaluated by Parks Foundation staff and approved by our Board of Governors using the following criteria:

- Project has a clear vision and showcases the community need as it relates to park development and community use
- Project idea is complex and innovative. Ensure a local contractor/supplier cannot produce the same work without a concept design. Ex. Traditional playgrounds, rink improvements
- Project has considered the benefit and flexible use of the park space and considers how a variety of demographics will use it

There are three main conditions associated with accepting a Stella Conceptual Drawing Grant:

- All invoices will be paid directly to the landscape architects by the Parks Foundation Calgary.
- Recipients must recognize the support of Parks Foundation Calgary by placing the Foundation's logo on the final concept design.
- The grant must be used towards the project within one year of approval.

More information regards the *Stella Conceptual Drawing Grant* is available at the following website:

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjS-p6ZgYvwAhVXvZ4KHR8sBNMQFjAAegQIBBAD&url=https%3A%2F%2Fwww.parksfdn.com%2Fconceptual-drawing&usg=AOvVaw2bEzi7WdssBO717Uz1URAi>

SHCA VISION

The Signal Hill community site is a year-round used facility comprising of two outdoor rinks and a skate change/maintenance building. The site includes a large paved parking lot and extensive landscaping around the site. While well used in the winter months, the area is under-utilized in the summer months, offering little in the way of opportunities for community use and gathering. SHCA would like to develop this area into a multi-seasonal, multi-generational, and multi-cultural area for the community members to gather informally or for Community Association lead events.

The site is broken into essentially two main areas

- the southern area between the skating rinks and associated skate change/dressing room building; and
- the landscaped area north of the paved parking lot.

Southern Area

The community association is looking to improve and soften the area between the rinks and the skate change building by introducing seating and tables while taking advantage of and enhancing the existing amenities such as the gas fire pit by incorporating it into an art installation. The area is currently asphalt and provides little in the way of shade so possibilities of creating shade by use of awnings or structures as well as through raised planting boxes. The design must also be vandal resistant as well as easily accommodate use in winter for skating as well as permit snow clearing and rink maintenance by ice resurfacing machinery.

Northern Area

The landscaped area north of the parking lots is a well-established area that was landscaped in the late 1990's and comprises a gazebo, paved paths, an art installation, raised planting beds and mature trees and shrubs. It is primarily a summer orientated area. However, it lacks amenities that might attract community members to utilise it such as picnicking opportunities and play.

The SHCA Board of Directors wishes to address these shortcomings and undertake a beatification of the site as well as improve its overall functionality.

A set of hard copy plans of the circa 2000 SHCA development are available.

The community association is also in the midst of an on-line survey of residents of the community to gather their thoughts as to improvement to the site that will help inform the conceptual design as well as meet one of the requirements of the *Inspiring Neighbourhoods Grant* application.

SCOPE OF WORK

Phase I: Concept Designs / Cost Estimates

The first phase of the process will entail gathering impressions and input from SHCA representatives as well as considering input from a survey of Signal Hill residents conducted separately by the SHCA. Then developing concept(s) for the development of the site that offer maximum design quality and experience balanced with the best value that meets the objective of benefit and flexible use of the space and considers how a variety of demographics will use it.

Work will include:

- Programming/input session with SHCA representatives for purposes of gathering input on programming and design.
- Development of a minimum of one or more alternative concepts and estimated costs, based on an information-gathering session and input from stakeholders.
- Assist in the preparation of the Inspiring Neighbour Grant application

Phase II: Design

The second phase (to be negotiated separately and not part of this request for proposals) will entail the development of the conceptual design to detailed design development and construction plans upon approval of the SHCA receiving an *Inspiring Neighbourhoods Grant*.

SUBMISSION REQUIREMENTS

Firms or individual landscape architects are requested to submit proposals not to exceed 10 pages to the SHCA by 4:00 P.M. local time Friday April 30, 2021, via e-mail to veepee@shca.ca. Selected firm will be notified following SHCA Board of Directors approval.

A site visit with SHCA representatives can be scheduled to view the site and answer any questions. Please contact veepee@shca.ca if you wish to schedule a visit.

SHCA will require the following items as part of the proposal:

- Firm name and contact information.
- Key team member resumes/qualifications.
- Samples of similar types of work that have successfully been completed.
- References, with contact information, preferably from comparable projects.
- Overview of project approach and schedule indicating when the project may be undertaken and completed.
- Explain how your firm will work with the SHCA representatives collaboratively throughout the design process to ensure that the community association obtains the best possible combination of design quality and value.
- Total fee estimate (excluding GST) to complete the project, including sub-consultant fees, travel costs and disbursements.

SELECTION CRITERIA

The SHCA reserves the right to reject any and/or all proposals and to waive informalities in any and/or all proposals.

Proposals will be evaluated based on the following criteria:

Criteria

Weighting

- Quality and completeness of the proposal; 20%
- Experience and qualifications in comparable projects 20%
- Suitability and thoroughness of project approach; 25%
- Availability to complete the project within a given timeline; 10%
- Monetary amount of the proposal. 25%

PROJECT SCHEDULE

The SHCA anticipates a schedule as follows:

2021:

April 30 – Deadline to submit proposals.

May 5 – SHCA Board selects a design firm and makes *Stella Conceptual Drawing Grant Application*

June 1 – Application approved and conceptual design commences

June 15 – Conceptual design completed and *Inspiring Neighbourhoods Grant* application submitted

August 1 – Grant application successful and detailed design commences

August 15 – Detailed design complete and tenders sought.

September 1 – Work commences

GENERAL INFORMATION

All work shall comply with the requirements of federal, provincial and local laws, professional architectural and engineering standards, current building codes, and other regulations that may apply.

The SHCA reserves the right to waive any informality or to reject any and/or all proposals.

Questions with respect to this request for proposals should be directed to veepee@shca.ca in writing.