

**Kennett Area Park Authority
Historic Water Works Buildings
Schematic Architectural Design Services
Request for Proposal**

RFP Release Date: Friday, September 17, 2021
Mandatory Site Visit: Tuesday, October 12, 2021
Proposal Due Date: Monday, November 8, 2021

Points of contact for this RFP as follows:

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Richard Lyon
Chairperson

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Due to the unique scope of this RFP, a site visit will be scheduled and will further illuminate this project. All firms interested in this project must attend the mandatory site meeting to review the scope of work. No bids will be accepted by firms unrepresented at the mandatory site meeting.

Should you have any questions concerning the information contained in the Request for Proposal (RFP) document, please submit them via e-mail to both Sheila Tekavec, Office Manager, and Richard Lyon, KAPA Chair.

Each firm should submit an RFP response by Monday, November 8, 2021, no later than 4:30pm EDT.

Schematic Planning for the Proposed Historic Water Works Buildings Architectural Design Services

INTRODUCTION

Kennett Area Park Authority, a Pennsylvania Municipal Authority, KAPA

Anson B. Nixon Park is a park facility, owned and operated by KAPA, nestled just north of vibrant downtown Kennett Square, Pennsylvania, straddling both Kennett Square and Kennett Township. Located on North Walnut Road, just off of State Street, the park is comprised of 106 acres that was carved out of the historic woodlands of the late 18th through early 20th century Chambers family estate and features many different recreational uses including an entertainment stage, six picnic pavilions, three miles of walking trails, volleyball and tennis courts, basketball, an 18-hole disc golf course, two ponds, meandering streams, woodlands (including a beech grove with specimens dating back over 300 years), a dog park, and multi-use athletic fields. Kennett Area Park Authority is composed of eleven board members appointed by the Borough of Kennett Square and Kennett Township.

The historic Water Works buildings, located at the southwest corner of the park, south of the tennis courts and band shell, are the focus of this proposal. The former Kennett Borough maintenance site was the location of the Kennett Square Water Works from 1876 until 1984. Prior to its incarnation as a water works complex, the site was the location of a historic mill that operated from c. 1795 until 1876: throughout most of this period, the original building was a paper mill. It was at this site where the first circular saw was installed in Chester County and where some of the first asbestos products were produced in the United States. The mill was operated by the Chambers family, who also operated a farm on this site called "Bloomfield" in memory of Robert Bloomfield, a brigadier general who trained 3,000 Pennsylvania soldiers there during the War of 1812.

The Borough of Kennett Square, in order to improve its municipal water works, purchased the property and moved its equipment to this location in 1876. The water works operation was expanded in 1926, at which time two new buildings were built adjacent to the original stone building, essentially creating the present appearance of the complex. In 1984, the Borough decided to purchase water from the Chester Water Authority (about 1/2 of Kennett Square's water is supplied by CWA, the balance is provided by a well source) in lieu of completing costly repairs or replacement of the then 108-year-old facility. The three buildings that make up the complex have largely been in a state of slow decay since 1984, though all continue to be used for various purposes by KAPA.

The major initiatives of the Water Works project are to:

- interpret the history of the site and buildings in a way that promotes conservation education, sustainability and makes the reuse of the structures relevant today;
- to add to the public use facilities available in the park; and
- to enhance and make obvious the existing pedestrian path between the project site and downtown Kennett Square.

The challenge is to create a functional, multidimensional, and vibrant park center keeping within KAPA's purpose to preserve lands for environmental and open space and maintain passive recreation open to the public. Several other organizations in Kennett Square are planning capital improvements: the existing Kennett Library is being replaced with a new building in town. The municipal parking garage was recently expanded. New residential construction has increased in the Kennett area, and park use is at an all-time high since the Covid-19 pandemic shut down many indoor activities.

This project will also provide necessary service amenities for the park staff and the public that supports it.

Mission of KAPA

- Preservation of an open, natural, and largely passive environment that lends itself to both tranquil and rigorous pursuits, with free access to the public.
- Promotion of recreational interaction among the community's diverse ethnic, social, age, and economic groups by providing a safe outdoor venue that offers facilities compatible with a multitude of social, cultural, spiritual, and sporting endeavors.
- Collaboration with other established community educational, cultural, civic, and recreational organizations and institutions to further the principles of this mission statement.
- Establishment of an endowment that will ensure the financial stability of the park for generations to come.

Physical Master Plan

KAPA adopted and implemented a Park Master Plan in 2013. The Master Plan Study dated May 15, 2011, and prepared by Archer & Buchanan Architecture, LTD, is attached - see "Exhibit A". The Master Site Plan dated September 2013, and prepared by Simone Collins, is attached - see "Exhibit B". This Master Plan was informed by relevant documents from the following resources:

- Natural Lands Trust Stewardship Plan - March 2007
- Phase 1 Environmental Assessment Findings, Brownfield Associates - 2011
- Master Plan Study, Archer & Buchanan Architecture, LTD - May 2011
- Master Site Plan, Simone Collins Landscape Architecture - September 2013
- Public Participation Summary

This visionary plan was the first one for the park and was informed by emerging research and strategic planning work. It put forth a conceptual framework for organizing current thoughts on facility renewal and development and provided a foundation to build upon over time.

Goal

The primary goal of the Water Works project is to transform a neglected corner of an otherwise vibrant, community-supported park into a gateway from downtown Kennett Square to the larger park, and to educate the Kennett area community about its rich and varied history and the importance of a clean, safe, and healthy public water supply along with other conservation-related stewardship initiatives – while providing much needed service amenities for park staff and the public.

Scope of Work

The overall project scope includes the development of a schematic proposal based on several distinct and independent elements as outlined below, and in more detail in the Anson B. Nixon Park Master Plan.

Outdoor Space/Plaza: The Plaza will connect three buildings, the Settling Basin, The Filter Station, and the Pumping Station, to form a natural courtyard that overlooks the lawn to the south. This is the spot where the main events occur: a reception or dance, an award ceremony, concert, or field trip. Most of the plaza could be seasonably covered to allow many of these activities from April to October.

Interpretive Spaces: These three buildings each present an opportunity to create an authentic interpretive facility to educate park visitors and the wider public about the past, present, and future of the public water supply.

Multipurpose Spaces: These spaces would provide outside groups and schools a place to meet or use for instructional workshops and experiential learning that would be highlighted in the Interpretive Center. In addition, these rooms will serve as public meeting spaces for various organizations from the Kennett area.

Office Spaces: An office, serving park administrative and maintenance staff, board members, and volunteers would also include a kitchenette, private restroom, and shower for KAPA.

Support Spaces: An informational kiosk and meeting / reception space would facilitate public access to park amenities. This area would include a 3-season indoor / outdoor room.

Parking: The parking lot in the area for the Interpretive Center facility should accommodate school busses for both turnaround and parking.

Common Considerations: Certain design elements should be included to enhance the visitor's experience in the park, in keeping with the Kennett Area Park Authority's Mission - *for the benefit of all.*

- Accessibility
- Community Space
- Educational Outreach
- Environmental Stewardship
- Passive Recreation
- Water Features

Methodology & Project Schedule

It will be the responsibility of firms responding to this RFP to develop a methodology and comprehensive project schedule for this scope of work for all architectural, engineering, and interpretive design services. All requirements in the RFP should be addressed as outlined below.

Submittal Requirements

1. Participants must submit a proposal in a coordinated format to allow KAPA to fully evaluate each proposal individually as well as identify scope overlap and exclusions.
2. Cover Letter (page 1) - include date of submission, firm name and address, and list key members of the team, including sub-consultants. Provide contact information for the submission, including name, telephone and facsimile numbers and e-mail address. The cover page shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Proposer.

3. Key Personnel (Proposed for this project) - Describe the team composition. Identify the name, qualifications, role, and responsibilities for each key member of the team and provide a concise outline of experience relevant to this project. Position titles should be indicated and time commitment to the project specified. Provide only a brief description of the role and capability of each team member in this section and place resumes in the appendices, if desired.
4. Statement of Work Plan Methodology and Project Management - Provide a coordinated work plan methodology, organized by phase. Identify tasks and deliverables associated with recommended methodology and phases.
Identify recommended Project Schedule including phases for each component, with associated milestones and deliverables and fees by phases.
5. Provide a statement indicating you can meet the meet the Project Schedule, including the deliverable milestones. Note any conflicts you may have.
 - a. Include permitting schedule for agency review - zoning, building code, etc.
6. Basic Services Fee for preparation of Schematic Package as outlined below – Line item by task and deliverable, consultant, and subconsultant as defined in Work Plan. Include reimbursable (not-to-exceed).

Schematic Package - Deliverables

1. Evaluate all documents provided in “Exhibit A” related to Master Plan including existing programs and use of spaces. Provide statement identifying opportunities and risk associated with existing Master Plan.
2. Identify and make recommendations for creative sustainable elements that can be incorporated into this project – such as LEEDS or SITES certification and PA Climate Change Action Plan criteria. Special focus as related to the use of water conservation, such as Net Zero Water Systems, is preferred.
3. Recommended interpretive approach and interpretive conceptual design.
4. Perspective renderings to use for fundraising to include:
 - a. Outdoor Space/Plaza and 3 Associated buildings
 - i. One view from south looking north
 - ii. One view from west looking east
 - b. Office Space
 - i. One interior view
 - c. Multipurpose Space
 - i. One interior view
 - d. 3 Season indoor/outdoor Pavilion
 - i. One view from south looking north
 - ii. One view from west looking east

5. Schematic level cost estimate for Scope of Work as outlined in this Master Plan.
 - a. Payment expectations - invoices submission and payment expectations.
 - b. Rates for additional services if directed by KAPA.
6. Schematic package to include site plan, preliminary building plans, sections and elevations, major building systems & construction material - to be submitted as 1 original and 4 hard copies, a flash drive, and AutoCAD.

Response Costs

All costs incurred in the preparation and submission of RFP response and related documentation, including the proposer's presentation to KAPA, will be borne by the proposer.

Reservations

KAPA reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, fee negotiation or other marketing costs associated with this RFP. KAPA further reserves the right not to contract for the services described in the RFP.

KAPA may reject any or all proposals and may waive any immaterial deviation(s) in a proposal. KAPA's waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from compliance with the other provisions of this RFP.

Non-Liability of the Kennett Area Park Authority

KAPA shall not be liable to the firm for personal injury or property damage sustained in the performance of this project, however caused.

Terms Included and Order of Precedence

In submitting a proposal in response to this RFP, proposer acknowledges that this RFP, including all appendices and attachments, and including service, financial and program specifications, and terms and conditions may be incorporated in any award issued in response to this RFP. However, in the event of any conflict between the RFP and the proposal, the terms of this RFP shall control and govern any matter set forth therein that is not explicitly modified, added, or deleted by the provisions of the subsequent agreement.

Any contract awarded will adhere to contracting requirements for Pennsylvania Municipal Authorities.

Marketing Reference

Outside firms shall be prohibited from making any reference to the Kennett Area Park Authority or this RFP in any literature, promotional material, brochures, or sales presentations without the express written consent of the Kennett Area Park Authority.

Right to Negotiate

KAPA reserves the right to award all, part, or none of the item(s) covered by this RFP and to contract as the best interests of KAPA may require. KAPA reserves the right to negotiate each and every aspect of any offer received in response to this RFP, and to reject or negotiate additional terms and conditions offered by the apparent successful proposer prior to the execution of a contract. In addition, KAPA may require additional cost and pricing data or documentation prior to the award of any contract in whole or in part which may result from this RFP. KAPA reserves the right to award a contract for all technical requirements to one proposer, or to negotiate and award parts of the requirements to one or more proposers, in any combination deemed to be in the best interests of KAPA. KAPA reserves the right to negotiate minor deviations from the prescribed terms, conditions, and requirements with the selected proposer.