



# Request for Qualifications

for

## Architectural, Landscape Architectural and Engineering Services

**RFQ Issue Date: Tuesday, April 27, 2021**

**RFQ Opening Date: Monday, May 17, 2021**

**RFQ Opening Time: 4:00 pm CT**

BREC  
Recreation and Park Commission  
for the Parish of East Baton Rouge  
6201 Florida Boulevard  
Baton Rouge, LA 70806

PLANNING & ENGINEERING DEPARTMENT

Reed Richard  
ASSISTANT SUPERINTENDENT SYSTEM PLANNING

## **REQUEST FOR QUALIFICATIONS**

For

Architectural, Landscape Architectural and Engineering Services

**UNTIL:** Monday, May 17, 2021 at 4:00 pm CT

**FOR:** Request for Qualifications (RFQ) for Architectural, Landscape Architectural and Engineering Services

The Recreation and Park Commission for the Parish of East Baton Rouge (BREC) is issuing this request to solicit Request for Qualifications (RFQ) from qualified Architectural, Landscape Architectural, and Engineering firms to provide professional services related to planning, design, bid advertisement/award, construction documentation, and construction administration for BREC capital improvement projects throughout the parish on an “as needed” basis.

The Request for Qualifications (RFQ) document is available upon request for pickup at the BREC Finance Department Purchasing Office, 6201 Florida Blvd, Baton Rouge, Louisiana, or by email in PDF format by contacting Lori Foreman, Purchasing Manager at (225) 273-6421 or [Lori.Foreman@brec.org](mailto:Lori.Foreman@brec.org). The document may also be downloaded from the website at [www.brec.org/bids](http://www.brec.org/bids).

\*Note: BREC has elected to use LaPAC, the state’s online electronic bid posting and notification system, in addition to its standard means of advertising this requirement. LaPAC is resident on State Purchasing’s website at [[www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp)] and is available for vendor self-enrollment. In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting dates. Though not required if receiving solicitation and addenda notices from LaPAC, BREC will mail addenda to all vendors contacting our office and requesting to be put on our office Vendor Listing for this solicitation.

Deadline: Only RFQ submittals received by 4:00 pm CT on Monday, May 17, 2021 will be accepted for consideration. Completed Request for Qualifications (RFQ) submittals will be received by the BREC Purchasing Department, 6201 Florida Blvd., Baton Rouge, Louisiana 70806. RFQ submittals received after 4:00 pm on Monday, May 17, 2021 shall not be considered.

Recreation and Park Commission for the Parish of East Baton Rouge (BREC)

/s/Corey K. Wilson, Superintendent

Publish one time:

Date: April 27, 2021



## REQUEST FOR QUALIFICATIONSS (RFQ)

**First Advertisement Date:** Tuesday April 27, 2021

**To:** All interested licensed Architectural, Landscape Architectural, and Engineering firms

**From:** Recreation and Park Commission for the Parish of East Baton Rouge (BREC)

**Subject:** Professional Services (Engineering/Landscape Architectural/Architectural/Hazardous Material Testing and Abatement Planning)

The Recreation and Park Commission for the Parish of East Baton Rouge (BREC) is soliciting Request for Qualifications (RFQ) from Architectural, Landscape Architectural, and Engineering firms for professional services related to planning master planning, design, abatement, bid advertisement/award, construction documentation, and construction administration for upcoming projects.

BREC's building program may include project types such as new or renovated or repurposed recreation centers, maintenance buildings, athletic/sports facilities, greenway trails, community parks, neighborhood parks, conservation areas, cultural/historic areas, support areas, parking, fishing areas, and special use facilities (dog parks, golf course facilities, horse activity center, etc.), as well as modifications, renovations and enhancements to existing recreation, park and other special use facilities. Modifications to existing buildings may include structural modifications, re-roofing, facility expansion and other related activities.

It is the intention of BREC to contract with a number of professional service firms for planned construction projects. These firms may be selected for a single project or for multiple projects through the end of 2024. BREC will pre-qualify firms based on qualifications and experience shown in their response and criteria specified in this RFQ. Consultants selected will be considered the lead consultant and will be responsible, as part of the project and project fee, for contracting with typically needed sub consultants. A short description of projects is listed in this RFQ under section 8.

Firms will be selected by a BREC Professional Services Selection Committee. To keep a balanced approach, please do not contact the Professional Services Selection Committee or BREC staff for additional information in regard to these projects.



## REQUIREMENTS FOR SUBMISSION

### 1. Firm Description

Provide a short overview of your firm's history. Describe how your firm typically manages multiple projects while meeting all client deadlines and commitments. Please indicate if your firm is officially recognized as a small or disadvantaged business and provide written evidence of DBE status. Provide a physical address for your firm. Lead firms must have full time staff properly licensed for the work.

### 2. Staff

Identify principals and key staff members within the firm who would typically be assigned to a project such as the types checked in Item 8, Projects Being Considered for Professional Services. For each person listed, include a resume, description of typical responsibilities, years of experience (total experience as well as experience with current firm), and list of specific projects worked on, noting whether performed with current firm or previous firms. List Louisiana licensed staff with clear indication of the type of license.

### 3. Experience

List the total number of projects undertaken by your firm that are representative of the project types you have checked in Item 8, Projects Being Considered for Professional Services. For each project type you have checked, you should indicate applicable projects for which your firm has completed professional services. For each listed project include name, location, scope, construction cost, graphics or photographs that illustrate the project and a knowledgeable contact person (name, current address, email address and current telephone number). Additionally, the staff that worked on the project is to be included with their roles. It should be noted if the work was done by staff while not part of the current firm. Limited graphics and written material for the projects is expected. The material may include representative samples of construction drawings, photographs of completed projects, colored renderings, and other graphics that you believe will help demonstrate your firm's capabilities and experience.

### 4. Additional Samples (optional)

You may provide additional graphical and written information regarding your qualifications that you believe are appropriate for consideration for Parks and Recreation related work.

### 5. Criteria for Selection

Experience relevant to the particular projects, staff qualifications, previous experience with BREC, currently working for BREC, and familiarity with a particular project will be considered in the selection process along with other considerations. It is the intent of BREC to engage a wide range of firms in the parish. BREC works only in East Baton Rouge Parish and is supported by taxes from East Baton Rouge Parish. Firms residing in East Baton Rouge Parish will be given additional consideration unless otherwise noted in this document.

### 6. Agreement

Although the professional service firms selected under this RFQ shall be considered as being pre-qualified to provide consulting services for a selected number of BREC projects, BREC makes no representation as to the frequency, number or types of projects, if any, which will be assigned to a given firm. Some projects will be contingent on future funding which may not become available. The pre-qualified firms will each agree to perform their professional services in accordance with the BREC fee curve shown below:

Curve Calculator = "CC"

Fee Computation:  $\text{Fee \%} = \frac{50.00}{\text{Log (CC)}}$



Note for renovation projects requiring greater than ordinary work a renovation factor of 1.05 to 1.2 can be applied, depending upon degree of difficulty. Additionally, simple projects, such as parking lots can have a simplicity factor up to .8 applied. The CC provides an interim fee, which can be adjusted for actual construction costs. Also note that some projects require less than full services such as a project that has been master planned and plans that have been taken through design development. A reduced fee can be expected on these projects.

As an example, a fee for a \$500,000 project with no mitigating factors would be:

$$\text{Fee \%} = \frac{50.00}{\text{Log } (\$500,000)} = 8.774\% \text{ or } \$43,868$$

Note that in limited cases where the Fee Curve may not be appropriate, BREC may require additional information, including requesting detailed proposals on specific projects. Though a firm may be selected through this process for a particular project, selection does not guarantee that BREC will actually contract for a particular project. Anticipated projects may be cancelled or delayed for reasons such as new initiatives or unavailable funding.

For any contract with BREC for professional design services, required documents include a contract agreement, RS 38:2224 Affidavit, proof of insurance, Form W-9, and a corporate resolution if applicable. All vendors contracting with BREC must be registered in good standing with the Louisiana Secretary of State.

## 7. Submission

It is preferred that material be submitted in 8.5"x11" format following the order of this request. Graphic examples of projects can include 11"x17" or other sizes. Submit two hard copies of your material and an electronic copy. Please be careful to include the sheet in number eight below. Submittals can be delivered or mailed to:

BREC Finance Department  
6201 Florida Boulevard  
Baton Rouge, LA 70806  
ATTN: Reed Richard – RFQ for Projects

**Submittals are due by 4:00 pm CT on Monday, May 17, 2021 at the address above. If submittals are mailed or shipped, they must be done in a manner that will meet this timeline.**

Objections to any provisions in this request must be identified in writing in the Request for Qualifications submittal. NO RESPONSE WILL SIGNIFY THAT THE AGREEMENT IS ACCEPTABLE AS WRITTEN.

## 8. Projects Being Considered for Professional Services

Please see **Exhibit A** on the attached three (3) pages for the list of projects for which BREC may need the use of professional services. Please indicate which project(s) your firm is qualified for, interested in, and is able to serve as the lead consultant by checking the box under the column titled "Selection" and in the row next to the project. Please include this Exhibit A list with your submittal. Before entering into a contract with BREC the scope of each project below will be defined.



# EXHIBIT A – 2021-2024: SYSTEM-WIDE PROJECTS

## LANDSCAPE ARCHITECTS

Item #	Selection (please check)	Park Class	Park Name	Project Scope of Work Summary
1		Community Park	Anna T. Jordan Community Park	New Community Park-Level Playground Design -includes Master Plan development, Public Engagement, Schematic Design, Design Development, Construction Documents, Bidding & Construction Administration
2		Community Park	Perkins Community Park	Phase 2 of Master Plan Implementation - Schematic Design, Design Development, Construction Documents, and Construction Administration of Master Plan Phase 2. (Master Plan and Master Plan Phase 1 implementation is currently under separate contract)
3		Community Park	Sandy Creek Master Plan & Phase 1 Construction	Master Plan development, public engagement and Phase 1 & 2 Schematic Design, Design Development, Construction Documents, and Construction Administration
4		Greenway/Blueway	Scotlandville Parkway Park and Greenway Trail	Phase 1 Design Development, Construction Documents, and Construction Administration (Master Plan is currently under separate contract)
5		Neighborhood Park	Kernan Street Park	Master Plan development, public engagement and Phase 1 & 2 Schematic Design, Design Development, Construction Documents, and Construction Administration
6		Neighborhood Park	Expressway Park	Phase 2 of Master Plan Implementation - Design Development, Construction Documents, and Construction Administration of Master Plan Phase 2. (Master Plan and Phase 1 is currently under separate contract)
7		Neighborhood Park	Kerr - Warren Park	Master Plan development, public engagement and Phase 1 & 2 Schematic Design, Design Development, Construction Documents, and Construction Administration
8		Neighborhood Park	Doyle's Bayou	Master Plan development, public engagement and Phase 1 & 2 Schematic Design, Design Development, Construction Documents, and Construction Administration
9		Neighborhood Parks	Package 1 - BREC Neighborhood Park Improvements - up to 5 Neighborhood Park Improvements	Scope includes master plan development, public engagement, schematic design, design development, construction documents, bidding, and construction administration of up to five (5) neighborhood park site improvement projects. Baseline improvements include, but are not necessarily limited to, playground redesign and improvements, pedestrian walkways, sport court facilities, ballfields, lighting, pavilions, site furnishings, and other site amenities. Specific neighborhood parks will be based on the projects identified in the 2014 IYP2 Strategic Plan, BREC's 2019 Needs Assessment, and other recent prioritizations.
			Package 2 - BREC Neighborhood Park Improvements - up to 5 Neighborhood Park Improvements	Scope includes master plan development, public engagement, schematic design, design development, construction documents, bidding, and construction administration of up to five (5) neighborhood park site improvement projects. Baseline improvements include, but are not necessarily limited to, playground redesign and improvements, pedestrian walkways, sport court facilities, ballfields, lighting, pavilions, site furnishings, and other site amenities. Specific neighborhood parks will be based on the projects identified in the 2014 IYP2 strategic Plan, BREC's 2019 Needs Assessment, and other recent prioritizations.
			Package 3 - BREC Neighborhood Park Improvements - up to 5 Neighborhood Park Improvements	Scope includes master plan development, public engagement, schematic design, design development, construction documents, bidding, and construction administration of up to five (5) neighborhood park site improvement projects. Baseline improvements include, but are not necessarily limited to, playground redesign and improvements, pedestrian walkways, sport court facilities, ballfields, lighting, pavilions, site furnishings, and other site amenities. Specific neighborhood parks will be based on the projects identified in the 2014 IYP2 strategic Plan, BREC's 2019 Needs Assessment, and other recent prioritizations.
10		Conservation	Bluebonnet Swamp and Nature Center	Comprehensive Master Plan update and development, public engagement and Phase 1 & 2 Design Development, Construction Documents, and Construction Administration for this 103-acre sensitive swamp and watershed habitat facility dedicated to conservation, education, and recreation. Original master plan is twenty years old.
11		Conservation	Frenchtown Road Conservation Area	Phase 1 of Master Plan Implementation for this 500-acre bottomland hardwood forest containing rare and imperiled habitats. Scope includes Design Development, Construction Documents, and Construction Administration of Master Plan Phase 1 & 2. (Master Plan is complete)

# EXHIBIT A – 2021-2024: SYSTEM-WIDE PROJECTS

## ENGINEERS and/or LANDSCAPE ARCHITECTS

Item #	Selection (please check)	Park Class	Park Name	Project Scope of Work Summary
12		Greenway/Blueway	Package 1 - BREC Off-Road Greenway Trail Segment Design - Up to 2 Trail Segments. Segments to be identified	BREC Urban Trails and Greenways - Master Plan development, schematic design, design development, construction documentation, bidding and construction administration of up to two off-road greenway trail segments for prioritized segments in accordance with the EBRP Parish-Wide Bike/Ped Master Plan. Segments to be identified
			Package 2 - BREC Off-Road Greenway Trail Segment Design - Up to 2 Trail Segments. Segments to be identified	BREC Urban Trails and Greenways - Master Plan development, schematic design, design development, construction documentation, bidding and construction administration of up to two off-road greenway trail segments for prioritized segments in accordance with the EBRP Parish-Wide Bike/Ped Master Plan. Segments to be identified

## ENGINEERS

Item #	Selection (please check)	Park Class	Park Name	Project Scope of Work Summary
13		Greenway/Blueway	Package 1 - BREC Urban Trails and Greenways - administration, facilitation, management, and securement of servitude agreements	Administration, facilitation, management, and securement of servitude agreements for Prioritized off-road greenway trail segments based on the EBRP Parish-Wide Bike/Ped Master Plan (scope and specific Segments TBD)
14		Greenway/Blueway	Package 2 - BREC Urban Trails and Greenways - administration, facilitation, management, and securement of servitude agreements	Administration, facilitation, management, and securement of servitude agreements for Prioritized off-road greenway trail segments based on the EBRP Parish-Wide Bike/Ped Master Plan (scope and specific Segments TBD)
15		Special Use - Other	Farr Park Equestrian Center (Alice and Warren)	Phase 2 of Master Plan Implementation - Design Development, Construction Documents, and Construction Administration of Phase 2 Drainage improvement plan for approximately 100 acres of this horse activity and RV campground facility. (Master Plan is currently under separate contract and Phase 1 implementation around the existing arena is underway)
16		Special Use - golf	Beaver Creek Park & Golf Course	Existing 18-hole golf course subsurface drainage system analysis and recommendations for repair, construction documents, bidding and construction administration
17		System-Wide/Multiple	Package 1 - BREC structures and facilities demolition - up to 3 buildings	Testing & Demolition of Structures to determine the presence of hazardous materials. Scope also includes the potential hazardous abatement removal and demolition plans, bid documents, bidding and demolition administration. Specific Facilities to be identified.
			Package 2 - BREC structures and facilities demolition - up to 3 buildings	Testing & Demolition of Structures to determine the presence of hazardous materials. Scope also includes the potential hazardous abatement removal and demolition plans, bid documents, bidding and demolition administration. Specific Facilities to be identified.
			Package 3 - BREC structures and facilities demolition - up to 3 buildings	Testing & Demolition of Structures to determine the presence of hazardous materials. Scope also includes the potential hazardous abatement removal and demolition plans, bid documents, bidding and demolition administration. Specific Facilities to be identified.
18		System-Wide/Multiple	Package 1 - Parking Lot Improvements and Overlays - up to 4 Facilities	New parking Lot and drive paving or repaving existing parking lots. Paving material may include concrete or asphalt pavement. Scope of work for existing parking and drives may include removal of existing pavement or milling of existing asphalt pavement, new or improved base course, and curbing
			Package 2 - Parking Lot Improvements and Overlays - up to 4 Facilities	New parking Lot and drive paving or repaving existing parking lots. Paving material may include concrete or asphalt pavement. Scope of work for existing parking and drives may include removal of existing pavement or milling of existing asphalt pavement, new or improved base course, and curbing



# EXHIBIT A – 2021-2024: SYSTEM-WIDE PROJECTS

## ARCHITECTS

Item #	Selection (please check)	Park Class	Park Name	Project Scope of Work Summary
19		Special Use - Other	BREC Milton Womack Administration Building	Near term Temporary Space Planning and Permanent Renovations, Design and Construction including master plan, staff engagement, schematic design, design development, phased construction documents, and phased construction administration for the BREC Administrative offices at 6201 Florida Boulevard
20		Special Use - golf	Webb Memorial Park And Golf Course	Implementation of Phase 1 of recommended building master plan and long-range improvements based on highest and best use assessment study (separate contract). Scope will include schematic design, design development, construction documents, and construction administration.
21		Community Park	Anna T. Jordan Community Park	Pool House Improvements - Renovations plans including master plan, staff engagement, schematic design, design development, construction documents and construction administration.
22		Community Park	City-Brooks Community Park	Pool House Improvements - Renovations plans including master plan, staff engagement, schematic design, design development, construction documents and construction administration.
23		Special Use - Cultural	Magnolia Mound Historic Site	Visitor Center Building Repairs, CD's and Construction Administration based on recently completed building system assessment.
24		Special Use - Cultural	City Park Club House, Gallery, and Golf Pro Shop	Clubhouse/Pro-Shop/BR Gallery Building & Building Assessment/Study - Highest and Best Use Analysis and Phase 1 Schematic Design, Design Development, Construction Document and Construction Administration Services is included as funds become available.
25		System-Wide/Multiple	ADA Transition Plan Phase 1 Site & Building Implementation	Implementation of Phase 1 of BREC's system-wide ADA Transition Plan - includes site and interior ADA improvements. Deliverables include design development and construction documents, bidding and construction administration. Specific projects and scope TBD.
			ADA Transition Plan Phase 2 Site & Building Implementation	Implementation of Phase 2 of BREC's system-wide ADA Transition Plan - includes site and interior ADA improvements. Deliverables include design development and construction documents, bidding and construction administration. Specific projects and scope TBD.
26		System-Wide	Gender Neutral Restrooms - Site & Building Study prioritization and Implementation Plan,	System-wide analysis, assessment and prioritization plan of BREC's current system-wide inventory of restrooms. Design Guidelines to be based on best practices of design and access that complies with current federal and State law, which will be determined as part of this scope. categorization of different types and sizes of BREC current restrooms will be analyzed with schematic design-level solutions developed for each type as part of the deliverables.
27		System-Wide	Gender Neutral Restrooms Phase 1 Implementation - Site & Building Study & Implementation Plan.	Implementation of Phase 1 & 2 of the prioritization plan (separate contract) including design development, design, construction documents, and construction administration of restrooms - either new, or renovated (dependent upon assessment study). More than one firm may be assigned/selected for this work.
28		System-Wide/Multiple	Package 1 - BREC Recreation Center Re-purposing/Re-design- up to 3 recreation Center facilities.	The scope of this work is dependent upon the results of a study underway in 2021 for a new delivery model for BREC's Recreation Centers. Possibilities of reduction in current inventory, repurposing, adaptive re-use, of specific recreation centers is forthcoming and will determine scope. Work may also include interior improvements, HVAC-Mechanical system improvements, roof and other structural design improvements, and possible additions.
			Package 2 - BREC Recreation Center Re-purposing/Re-design- up to 3 recreation Center facilities.	The scope of this work is dependent upon the results of a study underway in 2021 for a new delivery model for BREC's Recreation Centers. Possibilities of reduction in current inventory, repurposing, adaptive re-use, of specific recreation centers is forthcoming and will determine scope. Work may also include interior improvements, HVAC-Mechanical system improvements, roof and other structural design improvements, and possible additions
			Package 3 - BREC Recreation Center Re-purposing/Re-design- up to 3 recreation Center facilities.	The scope of this work is dependent upon the results of a study underway in 2021 for a new delivery model for BREC's Recreation Centers. Possibilities of reduction in current inventory, repurposing, adaptive re-use, of specific recreation centers is forthcoming and will determine scope.