



FAIR PARK FIRST

Fair Park, A National Historic Landmark

FAIR PARK PROFESSIONAL ARCHITECTURE & ENGINEERING SERVICES NEW STRUCTURED PARKING FACILITY – FITZHUGH AVE REQUEST FOR QUALIFICATIONS: DALLAS, TEXAS

Fair Park First is releasing this Request for Qualifications (RFQ) from design teams with the team of consultants best suited to deliver Professional architecture and engineering services for a new multi-level parking facility adjacent to the new signature community park along Fitzhugh Ave, inside the Fair Park boundary. This parking facility will support existing and new operators and operations, as well as potential new operators and operations and new programs outlined in the recently adopted Fair Park Master Plan Update or future enhancements to Fair Park.

FAIR PARK HISTORY

Fair Park is a 277-[acre](#) park campus located in [Dallas, Texas](#). Fair Park is approximately three (3) miles southeast of downtown Dallas and is registered as a [Dallas Landmark](#) and [National Historic Landmark](#). The State Fair began in 1886 on land donated to the City of Dallas, land that is now known as Fair Park. Fair Park hosted the Texas Centennial Exposition in 1936 and most of the Art Deco Buildings were built in preparation for the celebration of Texas' Centennial. Over the years Fair Park has grown to include many cultural institutions, including performance venues, museums, and sports venues. The historic Cotton Bowl sits inside Fair Park, serving as one of the many identifiable landmarks that populate the landscape. The Hall of State and the Tower Buildings evoke historic milestones and reflect the many cultures inhabiting Texas.

BACKGROUND

In 2014 Mayor Rawlings' Fair Park Task Force recommended a public private partnership led by a non-profit organization. During 2017 & 2018 the City of Dallas sponsored a competitive process to determine which non-profit organization would manage Fair Park as a private professional manager. Fair Park First was selected through a lengthy evaluation, review, and public process to become the City of Dallas' partner. Fair Park First, a 501c3, was selected to lead the 20-year private professional management through public-private partnership with partners Spectra, Biederman Redevelopment Ventures (BRV) and In The City For Good.

After unanimous approval by the Dallas City Council on October 24, 2018, a transition period was initiated and Fair Park First began the daily management of Fair Park on January 1, 2019.

FAIR PARK NATIONAL HISTORIC LANDMARK

As reflected in its designation as a National Historic Landmark, Fair Park is one of the nation's most important historic sites. Fair Park is home to many resident institutions, such as the African American Museum, Dallas Summer Musicals, Texas Discovery Gardens and the State Fair of Texas, in addition to playing host to many other major events and daily attractions.



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THE CLIENT: FAIR PARK FIRST

As the manager of Fair Park, Fair Park First sets policy and direction with Spectra as the operator; to learn more about their mission and Board of Directors please visit www.fairparkfirst.org.

Fair Park First has adopted four key pillars to guide their management of Fair Park - Activation, History, Community and Culture.

- **Activation** involves bringing more visitors to the park on a daily and weekly basis for community programming, recreation, and events.
- **History** respects and protects Fair Park's National Historic Landmark status, preserving the largest collection of Art Deco architecture on one campus, while also being home to historically significant venues and events.
- **Community establishes** a deeper connection to the local neighborhood residents in significant, thoughtful, and sustainable ways, creating a mutually beneficial relationship for all.
- **Culture** enhances the current resident institutions, the collection of visual and tactile art, in addition to creating a new destination for residents near and far.

It is our intent to repopulate various unoccupied historic facilities on campus with unique offerings unlike anything in the Dallas-Fort Worth Metroplex. Fair Park First is seeking organizations and operators that share in the collective vision that Fair Park is the crown jewel of the City of Dallas Park Systems, shining brightly as a destination for locals and visitors alike. Fair Park First seeks operators that understand the dynamics of a year-round destination and who maintain and update their operations to attract new and repeat visitors.

Fair Park and its buildings are owned by the City of Dallas and managed through the public-private partnership described previously.

DIVERSITY, EQUITY, AND INCLUSION

As a partner to the City of Dallas, Fair Park First has adopted the same goals outlined by City of Dallas Business Inclusion and Development. Subsequently, Fair Park First has also committed to seeking opportunities for our neighboring citizens in all activities associated and held at Fair Park during our lease term and encourage and advice firms and organizations seeking opportunities to seek to meet and/or exceed these goals and objectives.

PROJECT NARRATIVE

We are seeking an engaged, creative, and motivated team of design professionals to embark on the creation of a parking structure in support of and adjacent to the planned new Signature Community Park for Fair Park and its neighbors. This parking structure will include between 1,500 and 1,700 parking spaces as an offset to existing surface parking that will be eliminated by the construction of the new Signature Community Park. The final count will be determined after a Traffic and Parking Study of Fair Park is completed prior to Notice to Proceed.

Besides providing parking that is both contractually required and economically essential for existing Fair Park tenants, this structure is expected to respect the scale, function and general quality of life of the traditionally underserved surrounding neighborhoods. Selected team will be expected to observe and participate in community engagement meetings that are conducted by Fair Park First and the Signature Community Park design team, in order to understand the issues, needs, and sensitivities of the adjacent neighborhoods. Fair Park First, Spectra, and BRV have adopted the mantra that Fair Park has no "back side", thus the parking facility needs to be of sufficient architectural character to present a welcome face from all sides.



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It is critical that this structure enhance and not detract from the fabric of Fair Park, the adjacent Signature Community Park, and the surrounding areas inside the park and neighborhoods bordering Fair Park. Consideration for the aesthetics of any exterior wall system or façade should be done in thoughtful manner, consistent with recommendations in the Fair Park Master Plan Update. Sustainable, naturalized or “green” design projects and elements are strongly encouraged.

The selected design team will be required to coordinate closely with the Signature Community Park design team so that the operation, aesthetics, and delivery schedule of the two projects work seamlessly together, as though they were a single project. The multi-level parking facility must be completed and operational prior to groundbreaking of the signature community park. Creative methodologies should be employed and presented such as phasing or innovative delivery methodologies in order to accommodate operational needs and maximize available parking inventory to meet seasonal demand in this area during both pre-construction and construction timeframes.

Conversely, the parking structure should have a life cycle similar to any other municipal facility managed and operated. Fair Park First is seeking a facility with low first costs and low operational costs.

Time will be of the essence, as this project must be open and available for before construction begins on the signature community park and the existing associated parking is taken offline.

You are invited to assemble a team whose proposal will be evaluated and considered to implement this design project. Following the guidelines below, demonstrate to us how you and your team are the perfect choice for this effort. Use this document response to convey your team’s talent, enthusiasm, experience and understanding of the issues and the challenges that lay ahead. Through the assembly of this response, demonstrate organization and the ability to communicate the needed information that will tell a compelling story of how you and your team rise to the occasion and exceed expectations when presented with such a challenge and opportunity.

PROJECT SITE

Through a recently completed master planning process, an existing parking lot of 14+ acres was selected for this park complex, and includes an adjacent public parking area. The selection of this site was chosen based on urban planning principles driven through deep engagement and the responses of the surrounding neighborhoods it will serve. The parking area on the campus of Fair Park, but it is not within the boundaries of the 1936 Centennial Exposition site that gives Fair Park its designation as a National Historic Landmark. It is therefore not subject to the regulations that protect the historical integrity of Fair Park.

Nonetheless, there is important and complex history at this site, history that goes beyond a simple parking lot. In comparatively recent times, it was part of the surrounding neighborhood, covered with the homes of friends and relatives. This painful story is shared with many of the parking lots that surround Fair Park. We expect the design team’s design solutions to be reflective of this difficult history, with a responsive approach that tells a story of healing and reflection. to respond to this history in some way, to help the neighborhoods remember and to acknowledge that Fair Park remembers.

PROJECT GOALS

The establishment of an effective structured parking multi-construction phase design solution;

The project represents a significant opportunity to support a destination park in Dallas, drawing visitors



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from across the Metroplex and the greater North Texas region;

Effective and efficient utilization of proposed site with current infrastructure and/or proposed recommended changes for ingress-egress as well as support for current and future operators and major events.

Suggestions or recommendation from your team for flexible operations accommodating daily and surge/event parking demands.

SCOPE OF WORK

Primary components of the project may include, but shall not be limited to:

- Design Review Submissions to Fair Park First:
 - The Design Team shall prepare and submit design documents prepared for review to any and all authorities having jurisdiction (AHJ) for the review and permitting.
 - The documents will be reviewed at
 - Conceptual & Scope-to-budget
 - 50% Schematic Design,
 - 100% Schematic Design
 - 50% Design Development
 - 100% Design Development
 - 50% Construction Documents
- Submission Requirements
 - Each review submission package shall include five (5) hard copy sets and two (2) sets on digital media.
 - Budget due at 100% and 95% for each deliverable stage
- Authorization prior to proceed to subsequent phase
 - Prior to moving to each subsequent phase, the design team will need to receive written authorization from Fair Park First or their designee.
- Design Review Meetings:
 - A review meeting to resolve design issues will be held for each design review package submitted.
 - The meeting will include discussion of Fair Park First comments on functional relationships and technical peer review comments.
 - Participants will include Fair Park First staff, Spectra representatives and Design Team or, and other stakeholders or consultants as appropriate for the specific package to be reviewed .
 - The Design Team members will each allow for one (1) full day for each discipline/package design review meeting.
 - Design Team management will be present at each review meeting.
 - The Design Team shall allow a minimum of ten (10) working days for each review period.
 - Professional Licensing
 - Design professionals and all firms providing service under this assignment are required to have personal registration as a Texas Registered Architect or Texas Professional Engineer and present their respective firm's business licenses from the State of Texas.
 - Approved Construction Documents:
 - The final construction document submission package will be submitted by the Design Team for approval by Fair Park First after completion of the 95%



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submission for the final package to be submitted by the Design team. Fair Park First will have 10 days to take approval action.

- Design Requirements - Compliance with Authorities Having Jurisdiction
 - Project design shall be in compliance with applicable standards and codes, as well as conform to the Fair Park Master Plan Update.
 - Design Team shall provide prompt, written notification to Fair Park First staff concerning conflicts with or recommended deviations from codes, laws, regulations, standards, and opinions of review officials as described above.
 - No work altering the scope of this contract shall be undertaken prior to receipt of written approval.
- Quality Assurance/Quality Control:
 - , The Design Team shall develop and execute a QA/QC plan that demonstrates the project plans and specifications will go through a rigorous, thorough, review and coordination effort.
 - Within two weeks of receipt of Notice to Proceed, the Design Team will submit a QA/QC plan describing each QA/QC task that will be taken during the development of the various design submission packages and the name of the Design Team member responsible for QA/QC.
 - Upon its completion, each task shall be initialed and dated by the responsible Design Team member.
 - A 100% completed QA/QC plan shall be submitted with the Conceptual Design/Scope-to-Budget submission package and followed for duration of project.
- Other submittals
 - The Design Team or Design Build Team shall submit test results, certificates, manufacturer's instructions, manufacturers' field reports, etc. as required by the Fair Park First RFQ specifications, to staff.
- Shop drawings and submittals
 - The Design Team shall review submittal, shop drawings and RFI's in timely manner and make recommendation to Owner and/or designee, checking compliance with local jurisdictions and construction documents.
- Design Project Schedule
 - Project Design Start : June 14, 2021
- Construction Project Schedule
 - Construction Start : November 1, 2021
 - Substantial Completion : July 15, 2023
 - Phased completion of garage is preferred to allow for construction start of adjacent Signature Community Park which is contractually mandated to be open between FPF and the City of Dallas in 2024
 - Construction Activity Disruptions
 - Contractor may not be able to work during Black-out periods
 - August 2022 through Mid-October 2022 – Unmoving
 - Others may be initiated during conversations between Fair Park First and their designee, Spectra and/or the City of Dallas.
 - Contractor will need to prepare site to maintain safe environment for visiting patrons at all times but most importantly during any potential black-out periods
 - Innovative Schedule and Phasing Completions encouraged
 - Fair Park First is seeking design team to lead innovative thought on delivering a



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project that can be constructed to allow incremental use and phased mobilization/construction of Signature Community Park

- Fair Park First is seeking creative solutions allowing use of partially completed multi-level parking facility by existing or new Fair Park Operators
- Site Visits and Inspections
 - During the construction period, the Design Team shall conduct Owner's Architects Contractor (OAC) meetings on a weekly basis.
 - Fair Park First may also request visits for special purposes.
 - Fair Park First expects registered architects and engineers thoroughly familiar with the project make these site visits.
 - Fair Park First may request and require other design professionals on your team conduct site observation/inspections as determined by FPF to keep the project on schedule.
 - The Design Team shall observe the construction, advise Fair Park First of any deviations or deficiencies, with the expectation that the Design Team will offer alternative solutions for review and approval by FPF.
 - A site inspection report which includes the purpose of the inspection, items reviewed, deficiencies observed, recommendations and additional actions required, shall be furnished to Fair Park First within three working days following the site visit date.
- Project record drawings
 - The Design Team will maintain a set of record drawings to record construction changes during the construction process as required.
 - The project record drawings will be available for review by Fair Park First and their designees at all times.
 - The Design Team is required to ensure the local Authorities Having Jurisdiction have a current set of documents at all times.
- Project Close-Out
 - The Fair Park First staff and/or relevant authorities' technical staff shall comply with the requirements for submission of final RFQ as built drawings, manuals, and other documents as noted.
 - All required as built drawings and specifications will be submitted in the same format required for the construction documents within thirty days.

Consultants shall generally be on an aggressive schedule to produce documents after project assignment. Time is of the essence for performance, as projects may be funded through various sources requiring specific timeframes for submission of documents.

REQUEST FOR QUALIFICATION (RFQ) CRITERIA

To be considered, respondents are required to provide Fair Park First with the following:

- **Project Approach**
 - Consultant shall describe its understanding of the project and the proposed technical and management approach. Consultant shall describe its approach to completing each of the items and identified deliverables. Also describe how it will expand on the scope of the work where appropriate to accomplish the overall objective of the project and provide suggestions on how it might enhance the results or usefulness of the study.



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- Include assumptions about the number of meetings needed with Park staff and designated stakeholder groups to complete the Scope of Work.
- A detailed plan inclusive of the following:
 - Prime Firm Bio
 - Demonstrated experience to undertake this project.
 - Experience designing successful structured parking solutions for complex event, recreation, entertainment, and visitor attraction sites.
 - Proven capability to deliver project and project components on time and on budget.
 - Project Understanding and Approach
 - Executive summary detailing project understanding and summary of qualifications and approach to the scope of work and ability to meet project goals based on the development team's skills and experience.
 - Outline approach as to how your team will deliver this project, inclusive of community engagement, meeting the schedule, and being responsive to contextual influencers.
 - Understanding of Fair Park First, partner consultants
 - Project Experience
 - Detailed development portfolio highlighting no more than 5 relevant projects.
 - Name, location, and description of the project, including project size.
 - Years and type of experience in the field
 - Professional and project references (see above)
 - Design Project Schedule
 - A contingency plan for potential project roadblocks
 - Alternative delivery methodology
 - Team – Bios and resumes for key personnel.
 - Proposed Consultant Team
 - Resumes for key project personnel.
 - Partners
 - Consultants
 - Investors
 - Financiers
 - Organizational chart, detailing lead firm, and lead individual(s) for each component of work:
 - Location and number of locations of offices for firms detailed in chart above.
 - Firm descriptions, including history, number of employees, general experience, and main contact name and contact information.
 - Financial stability and ability
 - Past bankruptcies or pending financial litigation involving any firm, sub, or principal.
 - Demonstrate capability to complete the project(s).
 - MWBE Participation Goals
 - Fair Park First strives to meet the City of Dallas Business Inclusion and Development Plan and increase the MWBE participation to the greatest extent feasible on the construction, procurement, and professional services contracts.
 - The MWBE participation goal for this project is 25.66%.
 - All proposal packages must include the signed BID affidavit confirming the proposer's



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intent to comply with the City's BID Plan, and/or a copy of your firm's MWBE Certification.

- All forms are to be submitted with your proposal to the address indicated in this RFQ. To learn about the City of Dallas Business Inclusion and Development Program, please visit https://dallascityhall.com/departments/procurement/pages/business_inclusion_development.aspx
- Include M/WBE Certificates for firms that are part of your team that have certifications
- Applicants should respond to each of the criteria outlined above in the same order.

QUESTIONS OR REQUESTS FOR CLARITY

- Questions, requests for clarification, additional information, etc. should be addressed in writing to: Brian.Luallen@fairparkfirst.org
- Only questions received in writing will receive a response and the responses/answers will be distributed to all respondents.
- Fair Park First reserves the right to consolidate answers that are similar or not provide direct response to any question

STATEMENT OF QUALIFICATIONS SUBMITTAL INSTRUCTIONS

- Consultant teams responding should submit an electronic PDF copy of the Statement of Qualifications via email.
- Pre-submittal Conference will be April 28, 2021 at 3 p.m. on the Fair Park Campus
- Cover Sheet Shall include
 - Professional Design Architecture & Engineering Services
 - New Parking Fair Park Facility – Fitzhugh Ave: Dallas, Texas
 - Statement of Qualifications
 - May 7, 2021
 - Attn: Brian Luallen
- Statement of Qualifications are due by 2:00 p.m. on May 7, 2021
 - Qualifications received after deadline will be returned/discarded un-opened.
 - Please plan accordingly to avoid internet outages.
- Submit the proposal packet in PDF format to: Brian.Luallen@fairparkfirst.org
- Please note attachments larger than 25MB cannot be received. Dropbox, Google links, etc. are all acceptable for files over 25MB.

RFQ PROCESS/TIMELINE

- Your submission needs to show how your team excels and why you would be an excellent choice to assist with this project. The composition of your team, the experience you choose to show, the talented staffers you want us to know about, and how you generally tell your own team's story is completely up to you. In addition to your incredible skill and creativity, organization of the submission, clarity of the information, and discipline in getting to the point will resonate with the



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reviewers.

- We will assume that a team that can excel at the RFQ response is a good candidate to excel at the design of the parking facility, particularly relative to its incorporation into the hub of activity surrounding the new signature community park. A proposed schedule showing major project delivery milestones should be included.
- You have a maximum of 50, 8 ½ x 11 pdf pages to tell your story. Shorter submissions are acceptable. Please submit electronically only.
- Selection Process
 - The selection committee will be made up of Fair Park First staff and board members, and representatives of Spectra. Submissions will be reviewed, and a short list may be developed for interviews.
 - Statements of Qualifications are due no later than 2 p.m. Friday May 7, 2021
- Fair Park First reserves the right to extend the deadline.
 - All official correspondence modifying requirements or deadlines will be sent by Brian Luallen, Executive Director of Fair Park First.
 - No one other than Brian Luallen may be contacted by any potential respondent or team member at risk of disqualification from further consideration by that respective Design Team.
- Respondents may be required to give an oral presentation in an interview with FPF and their designees. Interviews are at the sole discretion of FPF and may or may not be scheduled.

REVIEW PROCESS

- Fair Park First, Spectra, and any additional designees by FPF will review the SOQ's for adherence to the RFQ and evaluate best responses on the following:
 - RFQ Criteria
 - Ability to deliver project on time and on budget;
 - Alignment with Fair Park First's MWBE goals;
 - Completeness of response to the RFQ process as outlined in this package.
- Any firm missing critical information may be deemed unresponsive to RFQ and eliminated from further consideration.
- Fair Park First may select up to three (3) for the Short-list if deemed further information or clarification is required to make a selection on the Best offeror for this project.

SCHEDULE

- | | |
|----------------------------------------|------------------|
| ● Pre-Submittal Conference: | April 28, 2021 |
| ● Questions due: | April 29, 2021 |
| ● Questions Answered: | May 3, 2021 |
| ● SOQ response due: | May 7, 2021 |
| ● Notice sent to shortlisted firms: | May 21, 2021 |
| ● Interviews: | June 1, 2021 |
| ● Selection: | June 4, 2021 |
| ● Project NTP: | June 21, 2021 |
| ● Construction Start: | November 1, 2021 |
| ● Construction Substantial Completion: | July 15, 2023 |



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DOCUMENT REFERENCES

Fair Park Master Plan Update [2020]:

<https://fairparkfirst.org/wp-content/uploads/2021/02/2020-Fair-Park-Master-Plan-Update.pdf>

Adopted Fair Park Comprehensive Development Plan [2003]:

<http://tx-dallasparks.civicplus.com/DocumentCenter/View/311/Fair-Park-Comprehensive-Development-Plan-2003?bidId=>

Fair Park Comprehensive Development Plan Update [2007]:

http://www3.dallascityhall.com/council_briefings/briefings1107/FairParkComprehensivePlanUpdate_110507.pdf

Report of Mayor's Fair Park Task Force [2014]:

https://dallascityhall.com/government/citymanager/Documents/FY16-17%20Memos/Council-Memos_032417.pdf