



TRUST FOR
PUBLIC
LAND ™

Request for Proposals

Woody Branch Park - Dallas

June 1st, 2023



Introduction:

Trust for Public Land is a national not-for-profit organization that is working to connect everyone to the outdoors. We accomplish this work by planning for new parks, raising public and private funds for parks, acquiring land for parks and conservation, and creating best-in-class public greenspaces that benefit the environment, improve public health, build equity, and strengthen communities.

In Dallas, TPL is partnering with the Dallas Park and Recreation Department to create a network of parks and trails in Southern Dallas called the Five Mile Creek Greenbelt. Covering an approximately 70-square mile area of the city, the Five Mile Creek watershed is home to some of Dallas's most iconic and beautiful natural landscapes. Once fully developed, the Five Mile Creek Greenbelt will include over a dozen miles of trail and hundreds of acres of new parks, providing exceptional access to the scenic hills and valleys of southwest Dallas.

One of the signature parks within the Five Mile Creek Greenbelt is the 83-acre Woody Branch Park. Located in the Glen Oaks neighborhood of Oak Cliff, Woody Branch Park is currently an undeveloped and vacant site. The property is heavily forested with approximately 16,800 trees, features rolling hills, has numerous informal trails crossing the property, and is bisected by an approximately one-mile-long stretch of the Woody Branch of Five Mile Creek. In 2021, TPL purchased the land from a private landowner and then conveyed the property to the City of Dallas as dedicated park land.

Trust for Public Land, in partnership with the City of Dallas, is now leading the design and development of Woody Branch Park. TPL is issuing this Request for Proposals to identify a landscape architecture consultant to join the project.



Design Brief:

With its elegant mid-century houses and the Mark Twain School for the Talented and Gifted, Glen Oaks is one of Southern Dallas' premier neighborhoods. The new Woody Branch Park will provide a first-tier greenspace and public park for Glen Oaks, while also being a gateway to the exceptional natural beauty of Five Mile Creek.

Trust for Public Land will collaborate with the residents of Glen Oaks to develop a community-inspired comprehensive plan for the greenspace and park. Neighbors will be involved throughout the entire design process, ensuring that the park reflects the community's unique needs, wants, and identity.

In addition to being responsive to the community's needs and desires, other elements we expect to be a part of a successful design for the park will include:

- **Public Safety:** Ensuring the park is safe and secure will be the highest design priority. Input from Dallas Police Department, Marshalls, and Dallas Park Rangers will be included throughout the design process.
- **Health:** Decades of research indicate that close-to-home access to parks and trails can have significant positive impact on public health. Woody Branch Park has the opportunity to play an important role in improving health outcomes for nearby residents and park users.
- **Climate Resilience:** With over 90 percent canopy coverage, the site's 16,800 trees capture nearly 8.3 million pounds of CO₂e each year. The recently adopted Comprehensive Environmental and Climate Action Plan (CECAP) sets strategies for Dallas to reach climate neutrality by 2050, including increasing access to green spaces (EG1), increasing tree canopy (EG3), and promoting tree planting and protecting trees (EG4). Woody Branch Park is a prime opportunity for the City of Dallas to make progress toward achieving these climate goals through the preservation and protection of beneficial tree species and canopy onsite. The design process will study, survey, and account for ways to increase, further protect, and address canopy related issues on the site.
- **Equity:** Trust for Public Land holds equity as one of its core guiding principles. For this project, our commitment to equity includes exceeding the City of Dallas's MWBE standards with a strong preference towards local and representative firms; working with local vendors, suppliers, and artists; and hiring local students and residents for our Community Conservation Fellows program.

Project Details:

TPL, as project manager, is overseeing the design and development of Woody Branch Park at 300 Glen Oaks Blvd., Dallas, TX 75232. We are issuing the Request for Proposal (RFP) for a Landscape Architecture team to assist with the master plan and conceptual design for this park. This phase of the project is financed by private funds.

The landscape architecture team will be expected to work closely with TPL, City of Dallas, and the Glen Oaks community to develop a master plan and conceptual design for the park (approximately 10% design). TPL may contract for construction documentation services based on this plan at a later date. The master plan will provide a vision for developing the entire 83-acre property, and should include a plan for phased development of the master plan. Targeted construction cost for Phase 1 of the master plan should not exceed \$2.5 million (subsequent phases of work may cost more). The selected landscape architect will be expected to include a representative from a construction firm to vet costs, provide preliminary cost estimates to inform budgets, and be included in design meetings to ensure the final deliverable for phase 1 park design is constructable with the budget proposed.

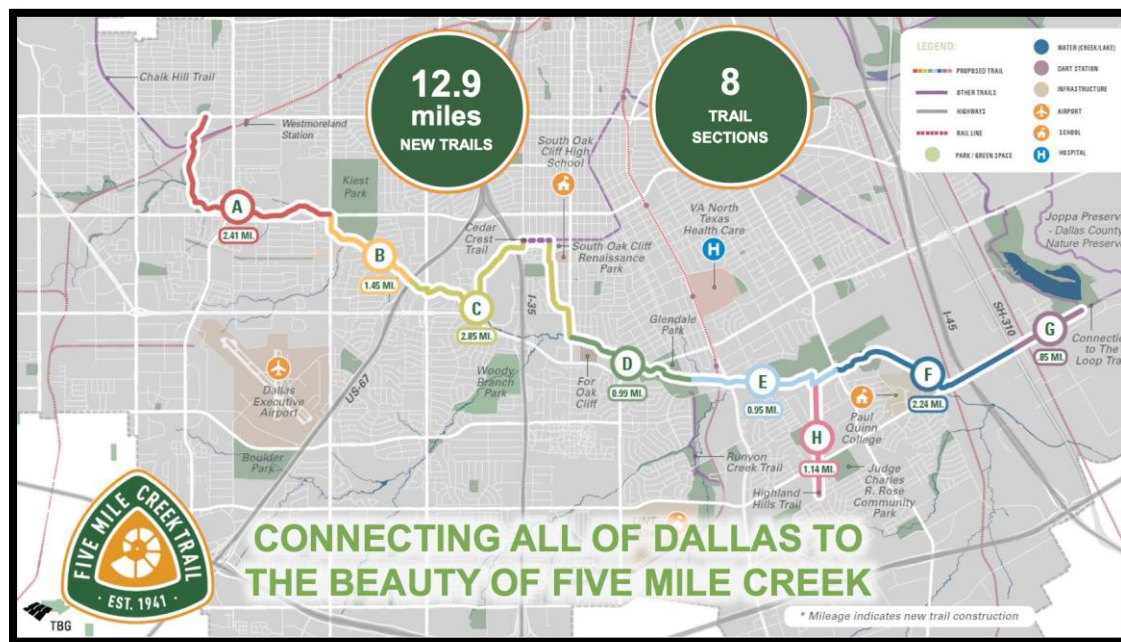
As part of the design process, TPL and the selected landscape architect will conduct extensive community engagement activities. The landscape architecture team will be an

active participant in TPL's community engagement work which will ensure the final design and schematic is reflective of the community's vision for their new park. This participation will include:

- Attending community meetings
- Creating and providing maps, graphics, example images, and renderings
- Producing iterative design options based on community feedback and review
- Community driven design-charrettes

The team will also be expected to work with other non-profit partners contributing to the park design and development. This could include incorporating green infrastructure, rain garden, solar, and other elements into the park design.

Considering the park's significant tree canopy and creek frontage, the design should place a high priority on environmental impact and restoration. The design should help place Woody Branch within context of the broader Five Mile Creek watershed, ecosystem, and habitat corridor.



Roles and Responsibilities

Dallas Park and Recreation Department owns the property due to conveyance by TPL, and has contracted with TPL for design and development of the park. Park department

staff will participate throughout the design process, and will provide review and approvals to ensure the design meets department standards, including tree care, riparian design, and more. The Dallas Park and Recreation Board will have final approval authority of the park's master plan.

TPL is responsible for overall project management, and delivering each project phase: Design, Construction Documents, Permitting, Bidding and Construction, with community/neighborhood engagement as a component of each phase. TPL will coordinate community engagement for the project. TPL may also seek the participation of other non-profit partners throughout the life of the project.

The selected landscape architecture consultant will be responsible for providing a park master plan and conceptual design that is responsive to the priorities and directives from TPL and incorporates community input. The consultant will be responsible for managing sub-consultants and any necessary partners to achieve the final design, including civil engineers, surveyors, etc.

Collaborative Design Approach: TPL takes a collaborative approach to ensure the success and maximum benefit to the community in our work. The successful applicant will work in collaboration with various partners and agencies involved with the project, including the flexibility to add new partners as the project evolves. Partner organizations may include other environmental groups and organizations, community organizations, artistic groups, etc. TPL will be responsible for coordinating these organizations as a team and the selected consultant will be required to incorporate elements from these organizations.

Scope of Work Summary

Essential tasks and deliverables for the landscape architecture consultant include:

1. Master Plan and Conceptual Design
 - a. Design should be based upon priorities, objectives, and goals determined by TPL and community input
 - b. Master plan should include concepts for park programming
 - c. Design should plan for the phased development of the park
 - d. Include a construction representative to assist with cost estimating, constructability, and feasibility for park master plan, including phases
 - e. Consultant should work with a cost estimator from a construction firm to ensure that Phase 1 does not exceed target construction cost of \$2.5 million
2. Leading Design Process
 - a. Attend goal setting and project kick-off meeting
 - b. Facilitate and coordinate regular design team meetings with participation by TPL, park department staff, and other project partners

3. Due Diligence

- a. Visit property and review background material and data to become familiar with the site and adjacent neighborhood
- b. Perform topographic survey, utility survey, and survey of existing conditions

4. Community Engagement

- a. Attend, present, and prepare materials for four community meetings or workshops for review and refinement of the design
- b. Attend, participate, and prepare materials for one “pop-up park” community event hosted on-site at the future park location

5. Material Preparation

- a. Prepare concepts for environmental education, signage, a park logo, and programming for project
- b. Produce and provide to TPL any documents, handouts, graphics, slide presentations, and other materials required for city approval of park master plan and concept design

We anticipate that teams submitting proposals will have expertise in:

- landscape architecture • community engagement • play environment design •
- environmental education • riparian and environmental design • cost estimation •
- any other professional services needed to develop the design •
- delivering projects that are sensitive to community needs •
- delivering projects on-time and on-budget •

Estimated Project Schedule

2023 Dates	Item	Example Deliverable
July	Select Consultant	Contract
August	Community Meeting 1	Inventory, visioning and programming activities
September	Community Meeting 2	Site Design options for community to review
October	Community Meeting 3	Draft design for community feedback
November	Community Meeting 4	Unveil master plan with concepts & diagrams for conceptual design
December	Conceptual Design	Conceptual design draft due
January - February	Final Design Period	Final conceptual design with costing + any other design needs

**Dates are estimates and subject to change*

Request for Proposal Format

Please Include the following in your proposal:

1. Qualifications

- a. Company overview and background
- b. Relevant project experience (up to three projects) indicating scope alignment, community engagement process, and ability to complete projects within budget and on schedule.

2. Project Team

- a. Identify the project manager, team, and sub-consultants who will play a major role on the project team. Include brief overview of qualifications for each team member.

3. Scope of Work

- a. Detailed scope of work based on project description, scope of work, and timeline stated above including deliverables schedule
- b. List assumptions and exclusions
- c. List additional project scope and services that your team could provide

4. Fee Proposal

- a. Assume the timeline as noted above
- b. Provide a fee schedule for the project broken down as follows:
 - i. Site survey & necessary inventory
 - ii. Community engagement scope
 - iii. Master plan creation
 - iv. Conceptual design with cost estimating
 - v. Environmental graphics
- c. List reimbursable expenses and markup, if any
- d. Provide hourly rates for all team members, and for additional services if they differ.

5. References

- a. Two references with project description, relevancy to this project, budget and timeline, and primary contact and phone number/email

Evaluation Process

The selection process consists of evaluation of responses to this RFP, establishing a short-list of teams to be interviewed by the Selection Committee, references, and demonstrated ability to deliver projects on-time and on-budget. The Committee consists of TPL staff, Dallas Park and Recreation staff, TPL board members, and community representatives.

TPL will review and evaluate proposals based on the following criteria:

- Overall quality of proposal – 25%
- Proposed fee – 20%
- Ability of the proposal to garner authentic community engagement and allow for strong neighborhood representation in the design process – 15%
- Success in completing projects on a budget and on schedule – 15%
- Relevant project experience indicating scope alignment and community engagement processes, experience of proposed team, including key individuals, with focus on strong community participation and input on projects – 15%
- References – 10%

Once we have reviewed proposals, TPL will invite the shortlisted firms for interviews with our partners before making a final decision.

Please direct questions regarding this RFP to Molly Plummer by June 16th, 2023. All questions and answers will be compiled into one document that will be shared with all proposers by June 23rd, 2023.

Submission

Proposals are due by 5:00pm Central Time on June 30th, 2023. Any proposals received after this deadline will not be accepted or considered.

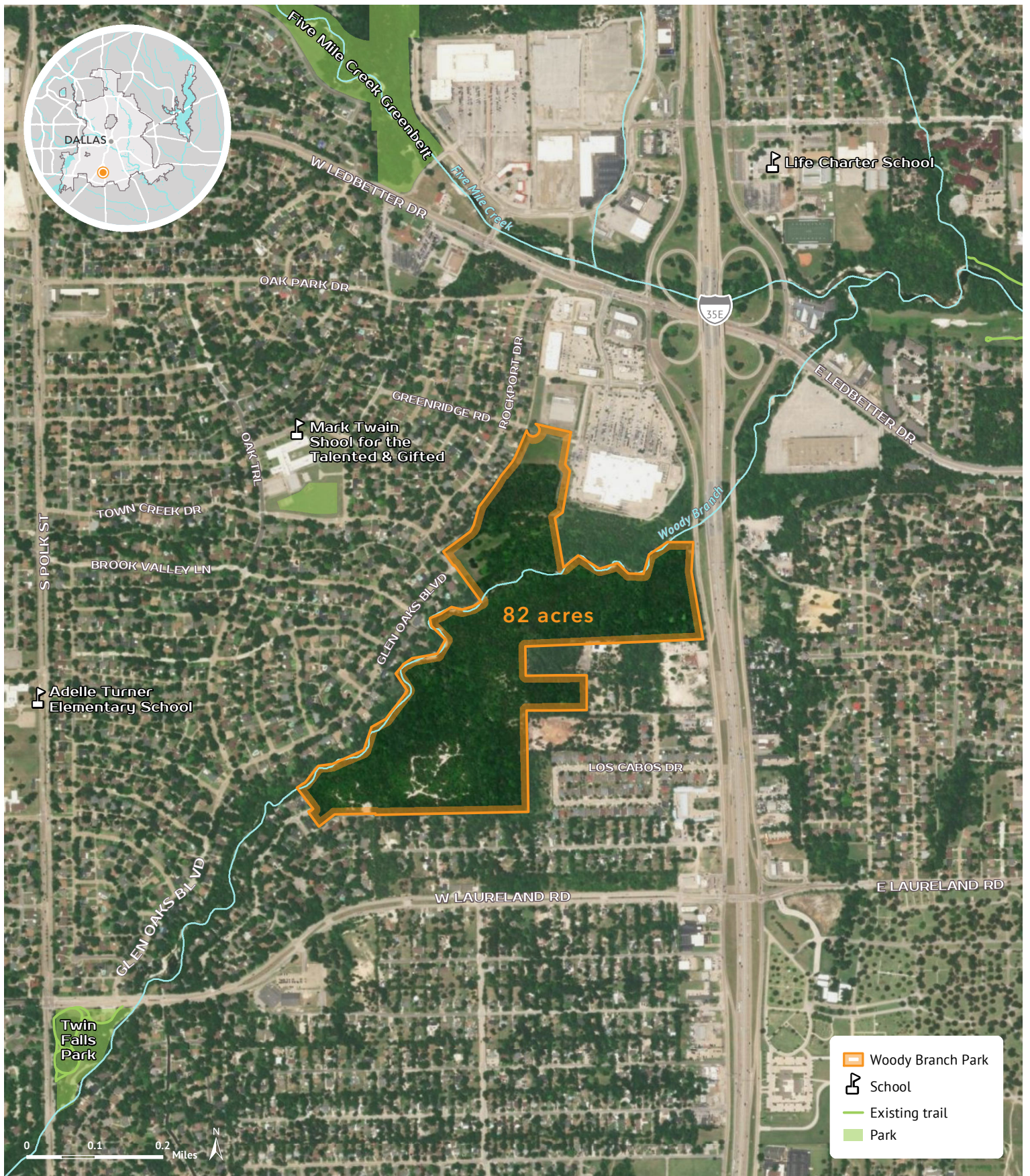
Email one PDF of the proposal to Molly Plummer at molly.plummer@tpl.org. Paper/hardcopy proposals will not be accepted or considered.

This request for proposal is non-binding. TPL retains the right to select one, more than one, or no proposals submitted for this request.

Resources:

Please review the attached resources for background information about the project:

- Context Map
- Site Photos



Woody Branch Park

DALLAS, TEXAS

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