



Request for Proposals (RFP)

Landscape Design Concept for Belle Isle Conservancy: Cultural Campus

Issue Date: December 3, 2024

Proposal Due Date: December 23, 2024

Introduction

The Belle Isle Conservancy (BIC), in partnership with the Michigan Department of Natural Resources (MDNR) is seeking proposals from qualified landscape architecture and human-scale design firms to create a high-level concept design for the development of a "Cultural Campus" on Belle Isle, Detroit, Michigan. This strategy builds off the recommendations from the recently concluded Belle Isle Multi Mobility Study that prioritize the conversion of Inselruhe to a pedestrian pathway and help residents access more amenities on the island outside of their cars. It also builds off the facility study work underway for the Belle Isle Aquarium and Anna Scripps Whitcomb Conservatory, which recommends a relocation of modern but necessary amenities outside of these buildings and into a shared-use space near Historic Shed 7.

The goal of this scope is to provide a schematic design concept for an aesthetically cohesive landscape that connects the central space between walkable cultural destinations, enhances the ability to move between these spaces, and reorients the user experience in this heavily visited central spot on the island.

Project Scope

The selected firm will be responsible for completing the following tasks:

- 1. Task Item #1: Develop a program statement to serve as basis for schematic site design for this central area. Please see Exhibit A for project area limits.
- 2. Task Item #2 Develop a cohesive site plan guided by program statement.
- 3. Task Item #3: Create engaging plans and 3D illustrations that highlight the potential to activate these central spaces. Renderings to focus on elements in proposed

design recommendations that will enhance visitor's experience in these connected spaces.

Task 1. Develop a Project/Program Statement to embody the physical, functional, and programmatic relationships required to achieve the project objectives. The resultant program analysis, when accepted and approved by the client, shall create the general scope of work of the project. Such acceptance does not limit subsequent inclusion of minor, but essential, programmatic or design details whose necessity and arrangement may best become apparent during subsequent evolution.

Task 101 COORDINATION: Meet with the Project Team and establish lines of communication, authority, and responsibility. Establish a method for the Client to formally sign off on data input, the program analysis, and appropriate elements of the resultant design.

Present proposed program analysis documents to the Project Team for review at the 50 percent and 90 percent completion intervals and at such other times as the Department deems necessary to completely develop and monitor the Project.

Preside at all Project related meetings and prepare and distribute minutes of all meetings, reports of on-site visitations, correspondence, memoranda, telephone, and other conversations or communications.

Where essential or significant information is established or evaluated, and/or critical decisions are made, whether in meetings, conversation or email correspondence, include that information or decisions in formal project correspondence and distribute copies to the Project Team within two (2) business days of the date of occurrence, or include such information and decisions in the immediately subsequent project meeting minutes.

Meeting minutes shall be distributed within five (5) business days of the meeting.

Task 102 PROGRAMMING: Identify and develop data to evaluate and clarify the proposed Project. Review the Multimodal mobility study recommendations (Exhibit B) and the draft Belle Isle Aquarium (BIA) and Anna Scripps Whitcomb Conservatory (ASWC) facility plan (Exhibit C.)

The program shall build upon the Belle Isle Multimodal Mobility Study (will be complete in December 2024, and the Belle Isle Aquarium and Conservatory facility plan, underway now, to be complete in early 2025). The design development will incorporate and expand upon the following site elements at a minimum.

1. The chosen firm will create a schematic site design concept that defines the "Cultural Campus" on Belle Isle, with clear integration between the

- parking lot in front of the Belle Isle Aquarium and Anna Scripps Whitcomb Conservatory as the central space that the visitor experience radiates from.
- 2. Concept should reflect Belle Isle's unique character and history, considering the surrounding natural and built environment. Program to be sensitive to setting of historic landmarks such as the Belle Isle Aquarium, Anna Scripps Whitcomb Conservatory, Dossin Great Lakes Museum, Oudolf Garden, Flynn Pavilion, Giant Slide, Kids Row, and other cultural destinations. Belle Isle Park is listed on the Historic Register of Historic Places.
- 3. Emphasize sustainable design principles, ecological resilience, where applicable.
- 4. Incorporate the creation of accessible and inviting spaces and circulation routes for visitors of all abilities.
- Task 103 DEVELOPMENT: Transcribe and consolidate all data, studies and the analysis of Task 102 into a program analysis summarizing the complete program for the project, including spaces, physical features, systems, functions, capacities, relationships, and interactions required by the proposed Project. Revise the proposed program as required to achieve the Project objectives and incorporate review comments by the Project Team.
- Task 104 PROJECT COST ESTIMATE: Provide an itemized cost estimate of the proposed Project program.
- Task 105 PROGRAM ANALYSIS REPORT: Prepare a draft program analysis report.

 Submit one (1) electronic copy in indexed PDF format of the draft study report to the Project Team at 50 percent and 90 percent completion review intervals and solicit review comments. Incorporate review comments as directed by the client into the proposed final program analysis report.

Task 2. Schematic Site Design Concept

Prepare progressive schematic design deliverables consistent with the Project/Program Statement, and approved program. Diagrammatically depict the area(s) and relationship of the Project functions. Revise design as necessary to obtain approval from the client.

This will be a "design sprint" with the goal of coalescing ongoing work to create engaging and inspiring visuals for public and stakeholder discussion. The schedule reflects a quick turnaround for conceptual development of "starting" visuals.

Task 201 COORDINATION: Meet with the Project Team to confirm technical, human, and physical environment requirements consistent with the Project program as well

as the functional interrelationships between spaces or systems. Determine any Project requirements as necessary to accommodate artwork.

Progressively review, with the Project Team, the development of the schematic design documents and assist in obtaining data and providing timely decisions. Present proposed schematic design documents for review to the Client at 50 percent and 90 percent completion intervals and at such other times as the client deems necessary to completely develop and monitor the Project.

- 1. Design development to focus on areas that include but may not be limited to.
 - a. Development of a central gathering space and mobility hub at the Belle Isle Aquarium and Conservatory gateway.
 - b. Refinement of the Inselruhe promenade connecting the Dossin, Ralph Wilson Trail to the BIA and ASWC central area.
 - c. Incorporation of pedestrian and bicycle network along Loiter and Picnic way.

Preside at all Project related meetings and prepare and distribute minutes of all meetings, reports of on-site visitations, correspondence, memoranda, telephone, and other conversations or communications. Where essential or significant information is established or evaluated, and/or critical decisions are made, whether in meetings, conversation or email correspondence, include that information or decisions in formal project correspondence and distribute copies to the Project Team within two (2) business days of the date of occurrence, or include such information and decisions in the immediately subsequent project meeting minutes. Meeting minutes shall be distributed within five (5) business days of the meeting.

Task 202

SCHEMATIC DESIGN REVIEW: Prepare, reproduce, submit, and make presentations and revisions of the schematic design planning documents as needed. Present proposed documents for the Project Team review at the 50 percent and 90 percent completion intervals and solicit review comments. Revise proposed schematic design documents, as necessary, to incorporate all requested design review comments. Obtain client approval and sign-off.

Provide one (1) schematic design presentation to the Project Team for this Task. Any additional schematic design presentations requested by the Client will be considered extra professional services and the additional schematic design costs will be paid to the Professional by the Department with a Contract Change Order.

Task 3. Rendering

Task 301 Prepare and render graphics to illustrate schematic design.

- 1. Render site plan (qty. 1).
- 2. Walking Map (qty. 1).
 - a. A map showing the walking distances from the epicenter of this landscape concept to key cultural assets on Belle Isle within the "campus". This map should highlight accessible routes, key pedestrian pathways, and walk shed time to demonstrate proximity.
- 3. Prepare 3D illustrations of different views to illustrate transformative design elements (qty. 2).

Deliverables

1. Meetings

A minimum of 7 meetings to be included in proposal.

- A. Project Kick-off Meeting
- B. Programming.
 - a. 50% Programming development review meeting
 - b. 100% Programming development review meeting
- B. Schematic Design
 - a. 50% Schematic design review meeting
 - b. 90% Schematic design review meeting
- C. Rendering
 - a. 50% Rendering review meeting
 - b. 90% Rendering review meeting

2. Plans and Renderings

- A. Final plan of Schematic design in digital file suitable for large printing.
 - a. In CAD dwg. file
 - b. In PDF and vector file formats.
- B. Colored rendering of plan view of final schematic design.
- C. Colored Walking Distance Map
- D. Colored collages or renderings of 3D views (TBD) of final schematic design.
 - a. Visuals able to capture two meaningfully different, ground-level perspectives of walking through this space.
 - b. Renderings should clearly illustrate how the landscape design ties together the elements of the cultural campus, incorporating key visual cues such as paths, green spaces, key cultural amenities in the background, signage, and seating areas.

5. Appendices

A. Project Area (core zone and connected areas)

- B. Belle Isle Multimodal Mobility Study Map (CAD files available upon request)
- C. Draft Belle Isle Aquarium and Conservatory Facility Plan Line Work (CAD files available upon request)

Proposal Requirements

Interested firms must submit a proposal that includes the following:

1. Firm Qualifications

- A brief overview of your firm, including relevant experience in landscape design, Creative stormwater management, sustainable design, particularly with public spaces, parks, or cultural campuses.
- A list of key team members and their qualifications, including project experience and areas of expertise who will be participating on project, if awarded.

2. Proposed Approach

- A narrative describing your approach to the project, including how you will integrate the historical, cultural, and ecological aspects of Belle Isle into your design concept.
- An outline of the design process, including key milestones and estimated timeline for the project's completion.
 - Proposed strategies for community engagement and input, if applicable.

3. Portfolio of Relevant Work

- Examples of similar landscape design projects that demonstrate the proposed personnel's capabilities in conceptualizing and executing public spaces, cultural campuses, or ecological landscapes.
- At least three references from previous clients with similar projects, including their contact information.

4. Cost Proposal

- A detailed cost proposal that includes an itemized breakdown of fees for the design concept, collages or renderings, and walking distance map.
- Provide hourly wage rates for personnel.
- Prepare summary of total hours for each team member to complete tasks and fee totals per team member. Provide summary of overall cost for tasks and the project.
 - Any additional costs or fees associated with the project, if applicable.

5. Timeline

- An estimated timeline for completing the landscape design concept, renderings, and walking distance map that begins in January 2025 through April 2025. The proposal should include a key milestones and deliverables.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevance and quality of previous experience with similar projects
- Feasibility and practicality of the proposed approach
- Consideration of Belle Isle's unique historical, ecological, and cultural context
- Clarity and professionalism of the proposal
- Cost-effectiveness
- Proposed timeline and ability to meet project deadlines

Submission Instructions

Proposals must be submitted by 5:00 PM December 23, 2024 to: proposals@belleisleconservancy.org

Belle Isle Conservancy 300 River Place Drive, Suite 2800 Email address:

Please include the subject line: "RFP Submission – Cultural Campus Landscape Design Concept"

Late proposals will not be considered. If you have any questions regarding this RFP, please direct them to Meagan Elliott at elliottm@belleisleconservancy.org

Terms and Conditions

- All submitted proposals will become the property of the Belle Isle Conservancy.
- The Belle Isle Conservancy reserves the right to accept or reject any or all proposals, or to negotiate further with selected firms.
- The successful applicant will be required to enter a contract with the Belle Isle Conservancy.

We look forward to reviewing your proposal and collaborating on this exciting project to enhance the cultural and natural experience of Belle Isle for generations to come.

Sincerely,

Meagan Elliott

President & CEO

Belle Isle Conservancy

300 River Place Drive, Suite 2800

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