



Request for Proposals

Water Street Staircase Rehabilitation and Capital Crescent Trail Trailhead

April 28, 2020

Introduction

The Georgetown Business Improvement District (BID) seeks planning, design, and construction services from a qualified professional team that includes landscape architects or architects (the "Consultant") to 1) design, rehabilitate/replace an existing concrete staircase between the C&O Canal and the Capital Crescent Trail, and 2) design and construct a new trailhead where the staircase meets the Capital Crescent Trail. The site is located along Water Street, NW at the Potomac Aqueduct in Georgetown, Washington, DC. This project is funded by a grant from the District Department of Transportation (DDOT) through the Transportation Alternatives Program (TAP). The total funding available for design and construction is \$150,000.

The successful bidder will include a strong designer, such as a landscape architect or architect, on the team and will have experience on similar public space projects in the District of Columbia. The design will require approval by the Old Georgetown Board, the National Park Service, the District of Columbia Department of Transportation, and local Advisory Neighborhood Commission, and the District of Columbia State Historic Preservation Office. The BID will work with the Consultant to staff these meetings and negotiate consensus among these agencies on the design, in accordance with the Scope of Work below.

The BID is open to considering a range of teaming structures from potential bidders to achieve the most efficient and effective contracting process. All teams must include a landscape architect or architect licensed in the District of Columbia.

Background

The C&O Canal Towpath and the Capital Crescent Trail are two of the most heavily traveled bicycle and pedestrian trail routes in the region. At the Potomac Aqueduct, there is a concrete staircase connecting these two trails. The existing conditions are poor—a narrow and steep staircase with crumbling concrete steps, inadequate handrails, poor lighting, and graffiti—and the staircase does not serve as a safe or effective connection. At the Water Street level, the existing conditions are also poor, with a packed dirt surface, poor drainage, overgrown vegetation, and no grade separation between the roadway and the proposed trailhead area. At the top of the stairs at the C&O Canal Towpath level, there is no landing and no signage to designate arrival at the Towpath or to direct people to the stairs to M Street that lie 30 feet to the east along the Canal. The project staircase is one in a series of three stair segments that connect the Georgetown Waterfront vertically to M Street and ultimately Georgetown University.

The site area has complex jurisdiction and land ownership. At the time of this writing, the BID believes that part of the project area lies within DDOT jurisdiction while part may be under jurisdiction of the National Park Service (NPS). The Water Street trailhead area likely falls within the DDOT right-of-way (ROW). The BID will provide a recent survey to the Consultant. The Project will require the Consultant to coordinate with both DDOT and NPS. There are multiple active uses on this portion of Water Street, including the entry to the Capital Crescent Trail; the Potomac Boat Club, a membership-based private boat club; Key Bridge Boats, a public boat rental operator; and unmetered back in parking on the north side of Water Street, immediately east of the Trailhead site.

The Project area is the logical meeting point for users of the Capital Crescent Trail, the Potomac River, and the C&O Canal. Rehabilitating the staircase and creating a well-designed trailhead with separation from motor vehicles will create a safe, accessible, and enjoyable trail connection

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and a meeting point for the thousands of weekly users of the trails and waterways that converge at this single point. This project will also integrate with current planning for the C&O Canal, development of new boathouses between 34th Street and the Potomac Aqueduct, and roadway improvements on Water Street west of 34th Street.

The project area is in the Georgetown Historic District and includes both federal and District land ownership. Approval of the project may require review by Advisory Neighborhood Commission 2E, the DC Public Space Committee, the Old Georgetown Board, and the National Capital Planning Commission. If necessary, Georgetown BID staff will make required project presentations to these review agencies unless otherwise agreed to by the Georgetown BID and the Consultant. The trailhead area lies in a flood hazard zone; the project design will undergo a local environmental review process that will require the design to comply with flood zone rules.

Project Area

The project area consists of the concrete staircase immediately east of the Potomac Aqueduct that connects the C&O Canal towpath to Water Street, NW, from the landing at the top of the stairs at the towpath level to and including an approximately 2,800 square foot area at the bottom of the stairs along the north side of Water Street, NW immediately east of the Potomac Aqueduct. The Consultant will confirm the exact site dimensions with the BID and DDOT.



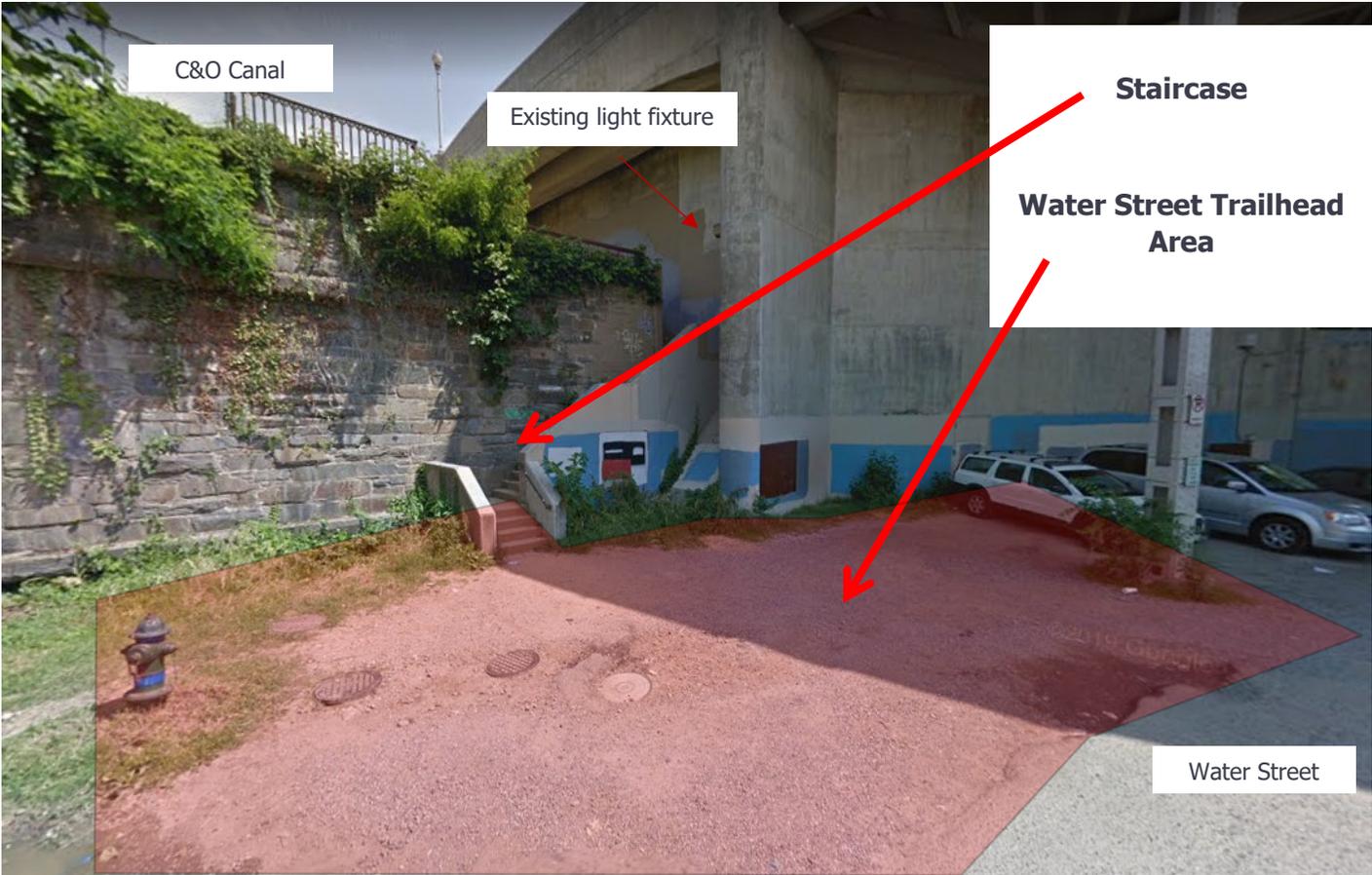
Project Area location



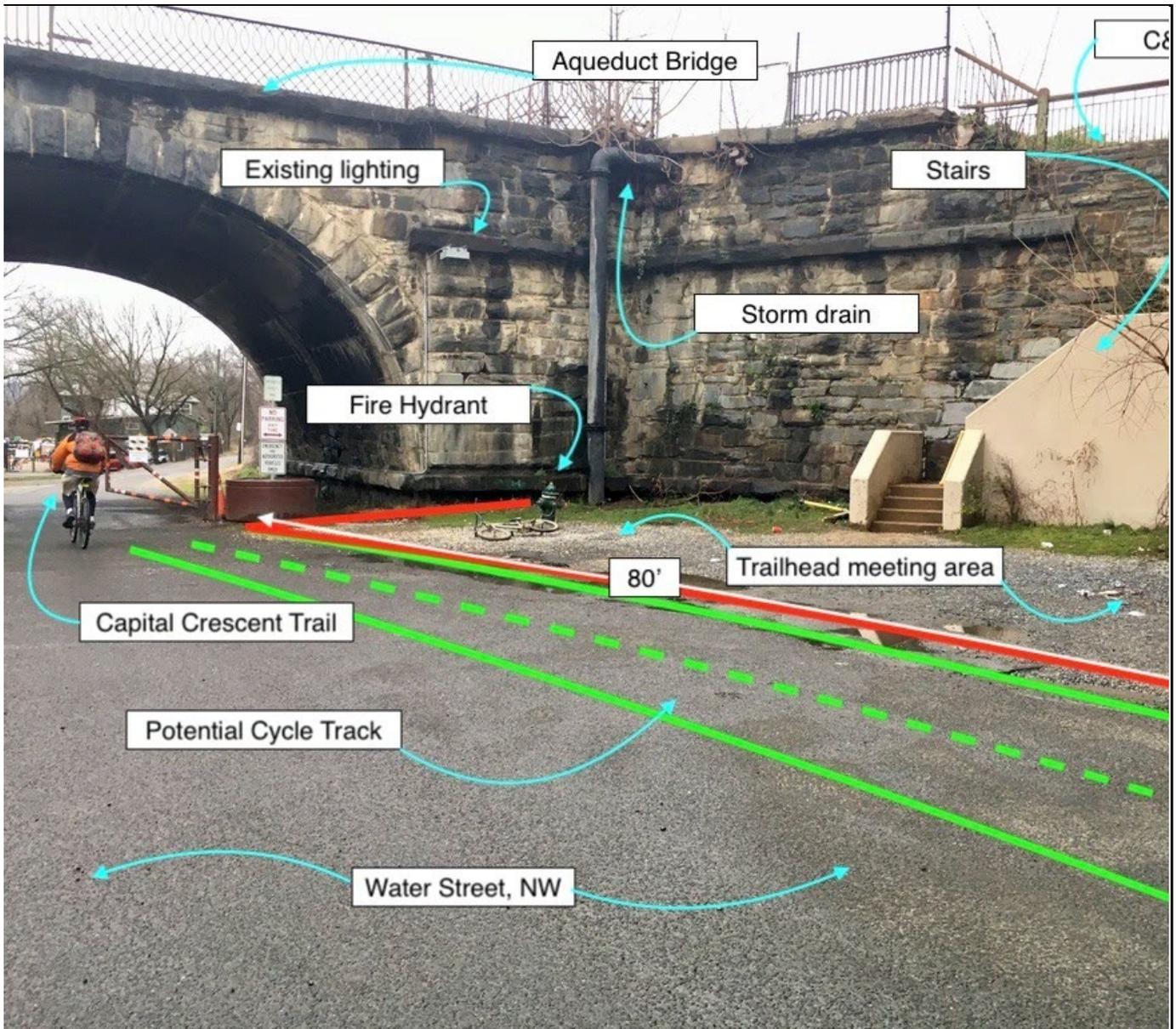
Project Area

Project Site

The project site includes the area from at the immediate top of the existing concrete staircase at the C&O Canal towpath level, the stairway structure itself, and an approximately 2,800 square foot area at the base of the stairs along the north side of Water Street, NW. The following two images show the project site looking northeast and northwest from Water Street.



Project site looking northeast



Project site looking northwest

Existing conditions

The following photos were taken in April 2020 and show the approximate dimensions of the existing concrete stair components as well as the general condition of the staircase overall.





Project Funding Source and Completion Deadline

The Georgetown BID has been awarded a Transportation Alternatives Program (TAP) grant from DDOT to complete the project. The Georgetown BID will provide a staff member to serve as the Consultant's primary point of contact, provide relevant background materials to the Consultant, facilitate relationships between the Consultant and stakeholders, and meet regularly with the Consultant by phone or video call to review progress of the project.

The **entire project must be completed by September 30, 2021**. The project will begin immediately upon selection of a firm.

Virtual Meetings

All meetings referenced in this RFP – whether with the client, stakeholders, or the public – will be held remotely/virtually unless instructed otherwise by the Georgetown BID. The BID will make the determination to hold meetings virtually or in person, following District law and the recommendations of the Mayor of the District of Columbia on social distancing.

Scope of Work

The following represents the entire Scope of Work for this project.

Consultant will conduct the activities necessary to plan, design, and construct the Project including:

1. Perform a site visit to verify field conditions, materials, dimensions, existing utilities, civil, structural, electrical, storm water conditions and requirements (as allowed by Mayor's Emergency Order);
2. Verify property lines with NPS and DDOT (BID to provide survey);
3. Verify lighting and power sources with NPS and DDOT;
4. Design a project that meets current building codes in the District of Columbia;
5. Conduct public outreach (BID will lead this);
6. Plan, design, and construct the Project, using Agency approved plans, to meet all applicable building codes.
7. Turn over the completed project not later than October 2021 for a total cost not to exceed \$150,000.

Project components

Project components consist of the following (all components must meet District of Columbia applicable building codes as well as the standards of review agencies including DDOT, OGB NPS, PSC, and DC SHPO, and storm water requirements of the District of Columbia Department of Energy and Environment.)

1. **Rehabilitate or replace existing concrete staircase and landings**, including modifying treads and risers to meet applicable building codes, and provision of upper and lower landings;
2. **Certify** that no structural repairs are required;
3. **Remove existing vegetation**;
4. **Demolish** existing site features;
5. **Clean, remove graffiti, and coat** all portions of the concrete structure;
6. **Provide new handrails** for staircase, including top and bottom landings;

7. **Construct an approximately 2800 SF surface area** adjacent to and separated from Water Street with new pavement/pavers and positive drainage to Water Street (approximately 35' x 80') at base of stairs to serve as a meeting point for trail users;
8. **Provide new lighting if feasible** at the top, bottom, along the staircase, and in the trailhead to meet applicable building codes, DDOT and NPS requirements (power sources unknown, coordinate with DDOT and NPS early in stakeholder engagement);
9. **Provide bike rail** or other mechanism to ease carrying of bikes on stairs, if feasible;
10. **Provide recommendation for signage** at C&O Canal level (messages to be provided);
11. **Provide bike parking and bike self service station(s)** at the Water Street level;
12. **Provide seating** at the Water Street level;
13. **Provide landscaping** at the Water Street level;
14. **Provide signage** in the meeting point area at Water Street (messages to be provided);
15. **Provide signage** on the Capital Crescent Trail at the exit point onto Water Street (messages to be provided).

Task 1: Preliminary Planning and Design (to 30%)

The Consultant will meet with project stakeholders identified by the BID, review existing conditions and uses (on site, in accordance with Mayor's Order), review relevant planning documents, participate in up to two public meetings, and develop two alternatives to schematic level to rehabilitate/replace the staircase and create a trailhead. Specifically:

- a. **Participate in a kick-off meeting (virtual) with project stakeholders** identified by the Georgetown BID to collect data, understand the project area, existing uses, and site ownership; discuss existing utilities; and identify stakeholder interests.
- b. **Conduct site visits** to collect data about existing uses and **review existing plans for the surrounding area**, including the NPS Non-motorized Boathouse Zone Environmental Assessment, C&O Canal Master Plan, and Water Street public space improvements project.
- c. **Participate in a public meeting (virtual)** to gather public input.
- d. **Incorporate public and stakeholder feedback**, data collection, plan reviews, and public input, and in coordination with the Georgetown BID, **develop two (2) alternatives to 30% design** for rehabilitating/replacing the staircase and creating a trailhead area.
- e. **Develop a preliminary cost estimate** for the project;
- f. **Conduct a public meeting (virtual)** to present design options.
- g. Incorporate stakeholder feedback and public input, and in coordination with the Georgetown BID, select a final concept.
- h. **Participate in biweekly conference calls** with the BID to review project progress.

Upon completion of Task 1, the client-selected 30% design concept will be reviewed by DDOT, NPS, DC SHPO, and OGB and will undergo an environmental review (DC Form 2). Tasks 2 and 3 will proceed after the review is period is complete. **NPS, DC SHPO staff, and OGB staff should be stakeholders during design to incorporate their views prior to official review.** The BID will lead stakeholder coordination and will submit selected design concept to review agencies. **The review process may take 60 days or more.**

Task 2: Design Development and Cost Estimates

The consultant will develop 50% and 100% design drawings, and Construction Documents for the selected design, incorporating all changes to the required by the review agencies.

Consultant will also refine the project cost estimate. Specifically:

- a. Incorporate all public, stakeholder, and agency feedback into the design;
- b. Refine the project cost estimate;
- c. Present the design to the client and the 50% and 100% stages;
- d. Present the final design to the public.

Task 3: Construction

The Consultant shall construct the approved design, including the following:

- a. Develop construction documents (CDs);
- b. Prepare a final cost estimate;
- c. Secure all necessary permits to complete the work;
- d. Provide traffic Control Plans (TCP) that DDOT may require;
- e. Provide erosion Control Plan and/or Storm Water Management Plans that the Department of Energy and Environment (DOEE) may require;
- f. Construct the project in accordance with the approved Construction Documents (CDs);
- g. Deliver the completed project to the District of Columbia.

Modifications to the Scope of Work shall only be made through express written agreement with the Georgetown BID.

Team composition

The successful team will include a professional design and planning firm with experience designing public space projects in the District of Columbia that will take the lead on design decisions for the project.

Important note to bidders: Because the project is situated in the Georgetown Historic District in the District of Columbia, the project design must meet the review standards of the District of Columbia State Historic Preservation Office, the Old Georgetown Board, the National Park Service, and the District of Columbia Department of Transportation. The project area, while small, straddles property owned by both the United States and the District of Columbia.

Preference will be given to consultants with previous experience designing and building projects of this scale in public space in the District of Columbia.

Budget

The total budget for this project is \$150,000. The project must be completed and delivered within this budget. No additional funds are available. The total budget for Task 1 shall not exceed \$30,000.

Task 1 NTE \$30,000

Project to 30% design with 2 alternatives and preliminary cost estimates
Public presentation/public comments*
Submission for historic preservation, environmental, and Old Georgetown Board review*
Package plans for DC SHPO final approval*
All approvals and 30% design complete

Task 2 NTE \$10,000

Required design revisions
Design development to 50% DDs
Additional public process and approvals*
Design development to 100% DDs and final cost estimate

Task 3 NTE \$110,000

CDs
Construction
Project delivery

*Consultant will prepare materials for agency review and the BID will manage the submission process. The BID will also manage public participation with consultant participation.

Submission Requirements

Please provide the following in response to this RFP:

1. Cover Letter - one-page summarizing your project approach, understanding of the project area and scope of work, and relevant expertise.
2. Team – names of all firms with which you will partner, including expertise, capabilities, relevant experience, and resumes of professional staff who will work on this project. Indicate team structure among firms on the team.
3. Relevant Past Projects – three to five examples of analogous projects your firm has completed in the last five years, with a preference for projects in the District of Columbia.
4. References – at least three previous clients to contact about your professional work.
5. Additional qualifying information about your firm.
6. Proposed project schedule.

Evaluation Criteria

The Georgetown BID will use the following criteria to evaluate responses to this RFP:

1. A professional design or planning practice, or design team, with the relevant expertise and experience necessary to complete all phases of the Scope of Work.

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2. Experience working on similar projects with the District of Columbia Department of Transportation and/or the National Park Service, National Capital Region.
3. Experience working on projects that incorporate bicycle and pedestrian infrastructure.
4. Ability to complete the project on time and within the project budget.

How to apply

Please submit your response to this RFP via email to:

Jamie Scott
Director of Planning and Economic Development
Georgetown BID
info@georgetowndc.com

Subject line: Water Street Trailhead RFP

Responses are due by 5:00p.m. ET on Wednesday, May 27, 2020. Responses received after this time will not be considered.

Questions about this RFP

Questions about this RFP should be submitted via email to info@georgetowndc.com by COB Monday, May 11, 2020. Questions and answers will be posted on this website by COB Wednesday, May 13: <http://bid.georgetowndc.com/about-the-bid/work-with-the-bid>