

RFP #
REQUEST FOR PROPOSALS

FORT WARD PARK & MUSEUM AREA MANAGEMENT PLAN

Fort Ward Park; Alexandria, Virginia

April __, 2012

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NOTE: *For information related to pre-proposal conference, questions, deadline/due dates and other response proposal requirements, see Section X-Proposal Process & Deadline for Submission of Responses of this Request for Proposals.*

I. Introduction

The City of Alexandria is seeking services for development of a Park and Museum Area Management Plan for Fort Ward Park; located at 4301 West Braddock Road in Alexandria, Virginia.

The City of Alexandria, Virginia (City) with a population exceeding 142,000 is located on the west bank of the Potomac River, six miles south of Washington, DC and is the 10th most densely populated among 3,141 Counties and Independent Cities in the United States(2000, US Census). The City comprises 15.75 square miles and includes 946.7 acres of open space and parklands. Additional information may be found at <http://ci.alexandria.va.us/>.

II. General Site History, Existing Features & Findings

Fort Ward Park is 44 acres in size and the site of one of 68 earthen forts that were built in the defense of Washington, D.C. during the Civil War. The fort was named for Commander James Harmon Ward, the first United States Naval Officer killed in the Civil War. The on-site museum at Fort Ward is a replica of the Civil War-era building that existed on the fort grounds, as photographed by the famous Civil War photographer, Matthew Brady.

General Site History: After the war, African Americans established a community, “The Fort,” that included homes, agricultural fields, a school house, a chapel and cemeteries. They founded churches, worked at the Virginia Theological Seminary and Episcopal High School and maintained themselves through self-sufficiency and hard work. The Fort community continued until the City of Alexandria purchased the land to create a park in the 1950s and early 1960s. The park is listed on the National Register of Historic Places and was originally designed as a historical park to commemorate the 100th anniversary of the Civil War.

Existing Historical Features: Most of the earthwork fort-believed to be the best preserved of the Defenses of Washington-with a restored Northwest Bastion; rife trench; the Fort Ward Museum; a reconstructed Ceremonial Entrance Gate and Officers’ Hut; as well as marked and unmarked graves and archaeological resources associated with American Indians, the Civil War and “The Fort’s” African American residents. Along the eastern Park boundary, the Oakland Baptist Church cemetery is physically enclosed on three sides by Fort Ward Park and is culturally associated with the Park as the interment site of some of “The Fort’s” families.

The Fort Ward Museum features a Civil War collection and related programming and is a replica of an era-headquarters building. The Museum interprets the site's history and offers exhibits on Civil War topics, education and interpretive programs, tours, lecture and video series, bus tours, and living history activities throughout the year. The Museum and Historic Site also interpret Alexandria, Virginia as an occupied city, the city's role as a vital Union Army crossroads, life within the Defenses of Washington, and the everyday life of Civil War soldiers and civilians. The fort provides visitors with an excellent understanding of Civil War-era military engineering. About 90% of the fort's earthwork walls are preserved and the Northwest Bastion has been restored and reconstructed to its original condition. The museum also has a library and the surrounding grounds are often used for both Civil War and Revolutionary War re-enactments.

Findings: Oral history, documents, maps and archaeological investigations have extended the knowledge of the park's history and understanding of the cultural resource locations to include an African American community. The Alexandria City Council previously funded two stages of archaeological investigation in order to identify graves, test methods (ground-penetrating radar, metal detection, shovel testing, scraping and test units) and locate resources associated with a school/church and the earliest African Americans in The Fort. The first stage was completed in 2011 and provided the basis for an erosion-control project on the eastern side of the Park. The second stage of the investigation is now in progress. By example, findings to date have identified the presence of marked and unmarked graves. To date investigations have identified 23 graves, of which 3 have gravestones and are located in 3 separate burial grounds. It is anticipated that current archaeological work will generally identify boundaries for the three known cemeteries. Based upon oral history, maps and documents, it is believed that there are additional grave areas still undiscovered, therefore some site areas are identified as likely interment zones without specific evidence of graves until further investigation occurs.

The park is designated as the City's arboretum and is cited as such in the City's Urban Forestry Master Plan. Its facilities, recreational and natural features generally include an amphitheater, dog exercise area, museum, park shelter, parking, picnic areas, playground restrooms, and woodland areas. The Park includes an area not included in this request that contains an athletic field, parking area and tennis courts and is approximately 10 acres in size.

Additional information regarding the Park, its history and current uses may be found at:
<http://alexandriava.gov/recreation/info/default.aspx?id=29638> and
<http://alexandriava.gov/historic/archaeology/default.aspx?id=54262>.

III. Scope of Work

In recognition of the 150th anniversary of the Civil War (2011-2015), this request for proposal anticipates integration of historic context and contemporary goals with current information so that Fort Ward and its resources may be sustained, maintained and interpreted. It is anticipated that a response proposal to this request will include an inventory based analysis of existing conditions as well as both natural and cultural resources; code compliance, identification of threats and opportunities and prioritized Outcomes and recommendations. Extensive public input is expected to be a part of a community-based project process. It is anticipated that the Park Management plan will ultimately:

1. Serve as a guide and policy document for current and future park staff, other partnering agencies, elected officials, and interested members of the public.
2. Guide management of natural, cultural, and recreational resources as well as needed actions to mitigate any adverse effects.
3. Provide a framework for monitoring, preserving, protecting, and maintaining resources at the park, including the earthwork fort, archaeological resources, interments, and basic landscape management of the park.
4. Identify park enhancement opportunities including possible upgrades related to historical education and interpretation, recognition and demarcation of graves/cemeteries, park facilities, museum improvements, recreation infrastructure, public accessibility and plantings, etc.
5. Provide estimates of probable costs and overall project priority. Provide costs for future work phases based on anticipated Consumer Price Index adjustments.
6. Serve as a guide for future park budget allocations and annual funding requests.

IV. Project Schedule

Response proposals shall identify and recommend an action plan for interim project milestones, tasks/deliverables necessary to accomplish 90% of the scope of work within ten (10) calendar months and 100% of the scope of work within twelve (12) calendar months of date of notice to proceed/commencement of work. The project is anticipated to commence in July-August, 2012.

V. Project Communications

- A. All project communications shall be implemented through a single point of contact by the Consultant and City. For this project, the City point of contact and project manager shall be Laura D. Durham, City Open Space Coordinator. The Contractor shall identify designated primary and secondary points of contact in the proposal response.
- B. The Contractor shall provide a monthly update memorandum of project activities completed during previous 30 days, anticipated work, status of tasks and work underway, and milestones or other activities to be undertaken in the forthcoming 60 days.

VI. Citizen Input & Participation

A. Fort Ward Advisory Group

The Park's supported by the Ad Hoc Fort Ward Park and Museum Area Stakeholder Advisory Group. The Group's approved charge of work is as follows:

1. Provide staff of RPCA, OHA, and T&ES with recommendations on balancing park uses, implementing education and outreach opportunities and implementation of recommendations made in the 2011 Stakeholder Advisory Group report (see previous link for 2011 report and additional details).
2. Bring community values, knowledge, and ideas into the process of creating a management plan for Ft. Ward Park and Museum Area in ways that provide lasting benefit to the local community and the City as a whole.
3. Act as liaisons for neighborhoods and other interested parties in the development process of a management plan for Ft. Ward Park and Museum Area.

B. General Public & Appointed Bodies

Extensive public review and input is expected to be a part of a community-based project process. Review, public hearings and recommendations of publicly appointed commissions and bodies such as the Historic Alexandria Resources Commission and Park & Recreation Commission will be required and should be included in response proposal.

C. Final Approval

Final approval of the Park Management plan will be by the Alexandria City Council.

VII. Project Approach, Team, Experience, Best Value & Professional Fees

A. Response proposals shall demonstrate ability to fulfill contractual obligations included in the Scope of Work as the best value to the City as criteria for selection. Proportional/by-task scoring criteria of a one-hundred (100) point maximum will be used to evaluate responses as indicated below:

1. [35 Points] Overall proposed approach based on making recommendations using two (2), five (5), seven (7) and ten (10) year time horizons. Response shall include strategic priorities, process, timing and flexibility in obtaining public input. Clear identification of proposed tasks, deliverables, schedule and those personnel engaged in each task.
2. [15 Points] Demonstrated current and future operational capacity to fulfill scope of work items including administrative procedures, backup/redundant systems of personnel and overall project management.

3. [30 Points] Demonstrated experience and ability of team personnel assigned to this project to deliver assigned project work on-time and within cost budget. Demonstrated experience and responsiveness-including named references, of team personnel assigned to this project as related to all portions of the scope of work, with special reference to management and planning of historical parks with multiple resource types including sensitive resources, such as earthwork forts and interment sites.
4. [20 Points] Demonstrated best-value to the City based on perceived timely ability to perform/complete the tasked work, perceived quality of work based on past performance, work plan including schedule and completion with minimum disruption to public and private infrastructure, and cost. Proposals shall include all project related professional fees and supporting expenses such as materials, supplies, printing, communications, postage, travel and accommodations as a part of base fee.

VIII. Existing Documents & Reports

The following existing documents and reports will be provided by the City for Consultant verification and contextual information.

- A. Property locations, lot, block and mapping reference information.
- B. Associated relevant project studies.
- C. Proceedings, documents and preliminary analysis work to date of the Fort Ward Advisory Group.
- D. Most recent recorded site utilities, property boundaries and aerial photography using GIS and ARCVIEW data programs, as available.

IX. Submittal Format Requirements & Approvals

- A. Documentation - All formal written documents and reports shall be provided as seven (7) bound copies accompanied by one electronic copy on CD ROM. The submittal title, project name, project address and dates shall appear on or be visible through cover. Divide each volume into logical sections: include an opening summary or overview.
- B. Delivery - Deliver task submittals by overnight mail, by courier or in person to the City's Project Manager. Use trackable methods that require signature for delivery acceptance.
- C. Rejection - If a task delivery/work product submittal fails to meet the requirements specified, it will be rejected by the Project Manager and the reasons therefore explained. The Contractor shall revise and resubmit rejected submittals at no additional cost to the City.

- D. Contract Document Drawings (if necessary) - Provide drawings on 24x36 inch drawing sheets. Include a cover sheet with sheet index. Prepare the drawings so that they are legible and clear when reduced to half size, with lettering on the originals no smaller than 1/8 high. Provide drawings on AutoCAD release 14 or 2000 using CD. Provide a table of contents for each disk and use layering systems following the American Institute of Architects ACAD Layering Guidelines.

X. Proposal Process & Deadline for Submission of Responses

- A. Pre-Proposal Conference: A pre-proposal conference is scheduled for 10:00 AM Eastern Standard Time on __, 2012 at the project site.
- B. Questions: At the pre-proposal conference, questions and/or clarifications will be accepted. Responses to inquiries will be provided not later than __, 2012.
- C. Deadline: Response proposals for services are due __, 2012-not later than 4:00 PM Eastern Standard Time.

D. Deliver Response Proposals to:

_____ ; Alexandria, Virginia 22314

E. Response Proposal Submission Requirements:

- 1. Provide five (5) bound original signature copies and one (1) electronic copy on CD ROM.

F. Notes:

- 1. Electronic submissions will not be accepted.
- 2. Late proposals will not be accepted or considered and will be returned unopened.
- 3. Upon receipt of proposals, the City at its sole discretion, may/may not determine that proceeding with the scope of work herein is in its best interest.

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