REQUEST FOR QUALIFICATIONS

FEASIBILITY STUDY AND DESIGN PROGRAM
FOR
VOLUNTEER PARK PERFORMANCE SPACE

1247 15th Avenue East, Seattle 98112

May 13, 2015

I. PROJECT SUMMARY

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Volunteer Park Performance Space Feasibility Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION:</td>
<td>1247 15th Avenue East, Seattle 98112</td>
</tr>
<tr>
<td>SCOPE:</td>
<td>Feasibility study and design program for Volunteer Park’s outdoor performance space.</td>
</tr>
<tr>
<td>PROJECT OBJECTIVE:</td>
<td>Through a community driven process, identify and evaluate key factors affecting potential improvements to Volunteer Park’s outdoor performance facility, and based on these findings develop a comprehensive design program to guide future architectural design.</td>
</tr>
<tr>
<td>SCHEDULE:</td>
<td>Site Visit for Prospective Consultants Tuesday June 2nd, 9:00 am</td>
</tr>
<tr>
<td></td>
<td>RFQ Response Submittals due Monday June 15th, 5:00 pm</td>
</tr>
<tr>
<td></td>
<td>Appointment of Consultant July 31st, 2015</td>
</tr>
<tr>
<td></td>
<td>Draft Feasibility Study &amp; Design Program due January 4th, 2016</td>
</tr>
<tr>
<td></td>
<td>Final Feasibility Study &amp; Design Program due April 15th, 2016</td>
</tr>
<tr>
<td>BUDGET:</td>
<td>$20,000</td>
</tr>
<tr>
<td>SOURCE:</td>
<td>Seattle Department of Neighborhoods Matching Fund Grant is available to complete this feasibility study project. Volunteer Park Trust will seek additional funding through grants and private contributions to cover anticipated schematic design and construction document phases of the project.</td>
</tr>
</tbody>
</table>
II. PROJECT BACKGROUND AND CONTEXT

History
Centrally located on Seattle’s Capitol Hill, Volunteer Park is the most complete and well-preserved example of the Olmsted Brothers’ landscape design among Seattle city parks. It is often referred to as the crown jewel of Seattle’s Olmsted-designed park system. The park plays a dual role as a citywide destination park and as a neighborhood park in one of Seattle’s most prominent and densely populated neighborhoods. The Olmsted plan emphasized provision of space for passive recreation, with each intended structure directly supporting and subordinated to the overall landscape experience.

Conceived as the centerpiece of the Olmsted Brothers’ 1903 Comprehensive Park and Boulevard System plan, Volunteer Park was designed between 1904 and 1910, and substantially completed by 1912. Despite a few notable changes over the past century Volunteer Park retains its overall integrity of location, design, setting, materials, workmanship, feeling, and association. It is both a National and City Landmark, which confers significant protection for identified “contributing” park features.

From the beginning, Volunteer Park has contained structures to accommodate outdoor performances. In 1915, the city built a band shell on the north side of the reservoir, at the site of the current stage. It was a wooden structure designed by prominent local architects Bebb & Gould. This structure was razed in 1947 and not replaced until 1971, when landscape architect Rich Haag designed the existing brick bandstand. At that time, the lawn in front of the stage was regraded to form an amphitheater.
1932 Flag Day: Carl Gould-designed 1915 band shell

1932 Flag Day view SE from band shell stage
1920 view to NW, 1915 band shell in left background.

1910 Olmsted Brothers-designed pergola with central band shell pavilion and concert grove to E.
The original, Olmsted-designed band pavilion was integrated into a 150 foot long wood lath pergola paralleling the ridgeline. It faced a semicircular “Concert Grove” to the east on axis with the reservoir to the west. The entire pergola and concert grove were destroyed in 1931 to make way for the Seattle [now Asian] Art Museum.

1910 Section & elevations of un-built band shell, Courtesy Olmsted Online

In 1910 Architects Bebb and Mendel drew up plans for an imposing Willow Grove Music Shell to seat 55 musicians. It was never built and its intended location remains unknown.


Current Conditions
While still used, the existing stage structure has significant problems. Among the most obvious of these are that:

- Actors cannot be heard without substantial amplification
- Access and backstage spaces are inadequate
- There is no weather protection
- Restrooms are almost unusable
- The design detracts from the surrounding historic landscape
Today’s performance space lacks fundamental features needed to successfully stage music, theatre, dance, film, rallies and other gatherings. The DON grant will help identify the needs and desires of diverse performers and community members as well as its owner, Seattle Parks. The feasibility study also will evaluate whether or not the existing facility can be upgraded to meet modern requirements. It will define what a replacement or renovated structure needs to provide in terms of character, context, function, configuration and technical features. Developing the final design program will require multiple interrelated and possibly conflicting elements to be explored and weighed, within a thorough and inclusive process.

**Volunteer Park Trust**
Seattleites value Volunteer Park as a green refuge in the heart of our rapidly growing city. The park offers a place for contemplation, celebration, recreation and delight. In 2012, citizens created the Volunteer Park Trust to protect, enliven and preserve this treasured historic park for everyone to enjoy, today and for generations to come. Volunteer Park’s future – and the precious legacy left to all of us by the Olmsted Brothers – is, however, in jeopardy. The park needs both immediate and long-term stewardship beyond what City resources can provide.

In response to this challenge, the Trust works in partnership with neighbors, schools, City agencies, Seattle Parks Foundation and donors and citizens across Greater Seattle who contribute their personal time, talent and financial support to help improve the park. Projects the Trust is currently tackling include:

- Reclaiming overgrown green areas, repairing antiquated irrigation and restoring planting beds near the lily ponds and reservoir.
- Organizing and hosting events for all ages, ranging from talks and tours to garden parties and seasonal celebrations.
- Collaborating with the Museum, Conservatory, Seattle Parks and Seattle Public Utilities to improve sustainable practices throughout the park.
- Initiating restoration and enhancement of park structures and landscape features, beginning with the band shell and looking toward the water tower, reservoir, aging tree population, paths and park lighting.

Volunteer Park Trust website: [http://volunteerparktrust.org/index.html](http://volunteerparktrust.org/index.html)

**III. SCOPE OF WORK**

**A. Project Objective** – Through a community driven process, identify and evaluate key factors affecting potential improvements to Volunteer Park’s outdoor performance facility, and based on these findings develop a comprehensive design program to guide future architectural design.
B. Project Elements
The consultant will complete a comprehensive feasibility study of Volunteer Park’s outdoor performance space, including assessment of existing facilities, regulatory parameters, technical considerations, agency objectives, community aspirations and functional requirements for diverse performance types. Based on feasibility study findings, Consultant will develop a design program for future architectural and landscape improvements to the park’s performance space.

Consultant will be expected to consult with members of the Seattle performance community, City agencies, Volunteer Park Trust, and members of the public to tap the significant community skills and resources relevant to the Volunteer Park Performance Arts Feasibility Study and Design Program. The Consultant should possess both the willingness and necessary expertise to enter into potential future phases of the project.

Specific deliverables are as follows:

- Meet with Seattle Parks for early project guidance.
- Research existing site and facility conditions affecting space re-use or reconstruction (structural, electrical, drainage, acoustics, audience access modes & capacity, performer & maintenance access, security, and ancillary facilities (storage, concessions, restrooms, etc.).
- Research regulatory requirements, constraints & processes (Landmarks review, building code, etc.).
- Research performance facility functional and physical requirements with Seattle Parks and members of the performing arts community (music, theatre, dance, film, spoken word, etc.) and non-arts uses (rallies, celebrations, weddings, etc.), including size and configuration, acoustics, weather protection, materials, utilities, access, support facilities, etc.
- Provide VPT Performance Space Task Force monthly progress reports and attend a minimum of three Task Force meetings over the course of the project.
- Coordinate, prepare for, and lead a kick-off community meeting in conjunction with the Performance Space Task Force, to formally introduce the project to the public and gather input on planning, design, and vision concepts, objectives, and goals for the project.
- Based on above research, meetings, VPT task force input and public comment, develop a DRAFT feasibility study report and design program for the project in a proposed final format.
- Coordinate, prepare for, and lead a second community meeting. At the meeting, present a summary of research and proposed design program. Solicit community feedback on the DRAFT recommendations.
- Based on public comment, Volunteer Park Trust and Agency review, produce a FINAL feasibility study and design program for a park Performance Space.
- Present final document to Seattle Parks, making any further revisions required for final acceptance.
### IV. SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15</td>
<td>Consultant RFQ responses due</td>
</tr>
<tr>
<td>July 31</td>
<td>Consultant Selection Committee announces consultant choice</td>
</tr>
<tr>
<td>August 14</td>
<td>Consultant contract in place.</td>
</tr>
<tr>
<td>September 1</td>
<td>Initial meeting with Task Force.</td>
</tr>
<tr>
<td>August 15 – Oct 15</td>
<td>Perform preliminary research &amp; agency consultation on key elements of project.</td>
</tr>
<tr>
<td>October 15</td>
<td>Public meeting to introduce project, solicit ideas &amp; identify issues to be addressed.</td>
</tr>
<tr>
<td>January 4, 2016</td>
<td>Complete detailed research and submit draft feasibility study and design program.</td>
</tr>
<tr>
<td>February 5</td>
<td>Complete Agency and Task Force review of draft.</td>
</tr>
<tr>
<td>March 4</td>
<td>Complete revisions and deliver revised draft to Task Force and City staff.</td>
</tr>
<tr>
<td>March 25</td>
<td>Public meeting to present revised draft and solicit feedback.</td>
</tr>
<tr>
<td>April 8</td>
<td>Consultant produces final feasibility study and design program.</td>
</tr>
<tr>
<td>April 15</td>
<td>Consultant presents final document to Seattle Parks for acceptance, making any last changes required.</td>
</tr>
</tbody>
</table>

### V. BUDGET

$20,000, funded through a Seattle Department of Neighborhoods Matching Fund Grant, is available to complete this feasibility study project. Volunteer Park Trust will seek additional funding through grants and private contributions to cover anticipated schematic design and construction document phases of the project.

### VI. SUBMITTAL REQUIREMENTS

Respondents are strongly encouraged to participate in the site visit on Tuesday June 2nd. Meet at 9:00 am at the Volunteer Park performance stage slightly north of the reservoir on the west side of the main concourse. This meeting will provide an in-person opportunity to ask questions of the Task Force.
Please limit further inquiries to clarifications about RFQ content, and submit by email to jeff@volunteerparktrust.org. Written responses will be made available to all candidates who express interest in the project. No additional information about the project itself will be provided.

To submit your qualifications to be considered for this project, please provide the following items:

1. A one-page letter of interest summarizing your understanding of the Volunteer Park Performance Space Feasibility Study project, its goals, and your interest in leading this community planning and facility assessment process;

2. Brief description of your proposed approach to this project;

3. Company profile, including size, experience, number of years in business, summary of key staff who will be involved in the project, and the project contact/lead within your company;

4. Description of your company’s experience successfully delivering community-driven projects of a similar scope, scale, and nature within the last five years, including project descriptions, addresses, and dates of completion;

5. Description of your company’s familiarity with City of Seattle policies, processes and regulations relevant to this project, including Departments of Parks & Recreation, Neighborhoods / Landmarks Board, Planning & Development, Transportation and Facilities & Administrative Services / ADA;

6. Description of your company’s familiarity with designing to meet LEED and SITE requirements for sustainable building and landscape development;

7. Description of your company’s familiarity with and experience related to Seattle’s historic landmarks and its Olmsted Brothers-designed public landscapes;

8. Documentation of your company’s willingness and capability to perform follow-on design work based on the program being developed in this project;

9. Three professional references.

Submittals must be received no later than 5:00 pm PDT on Monday, June 15, 2015. Materials submitted after this deadline will not be reviewed. The submittal shall be limited to ten pages including text, graphics, and letter of interest.

Proposals must be furnished in PDF format to jeff@volunteerparktrust.org, plus 10 hard copies delivered to:

Volunteer Park Trust Performance Space Task Force
Attention: Jeff Crandall
105 S. Main St. #235
Seattle, WA 98104
VII. SELECTION PROCESS

Submittals will be evaluated based on the quality of responses to the Submittal Requirements. Top firms will be contacted for interviews, and final selection will be based on the combined results of the consultant submittal, qualifications, interview, and ability to meet the community’s needs within the project constraints. The proposed project timeline is described below:

May 15 Performance Space Task Force Consultant Selection Committee established.
June 2 Site visit for interested firms conducted by representative(s) of Consultant Selection Committee.
June 15 Submittal deadline for consultant responses to RFQ.
July 3 Selection Committee completes review and ranking of responses based on Selection Criteria and notifies finalist(s).
July 24 Finalist interviews completed by Selection Committee, preferred candidate chosen and reference checks completed.
July 31 Selected consultant notified.
August 14 Negotiations complete and consultant contract signed.

VIII. SELECTION CRITERIA

1. Experience doing community-based projects.
2. Experience with park and historic preservation projects.
3. Quality of professional presentation.
4. Quality and relevance of project examples.
5. Team composition – communication and public process skills, architectural programming and design skills, landscape analysis and design skills, facility management skills.
7. Demonstrated ability to complete future phase architectural and landscape design work.
8. References.