

**Request for a Proposal
To Conduct Planning and Design
Services for
Retreat Street Park**



Design of a Downtown Park

I. INTRODUCTION

The City of Westminster South Carolina is contemplating development of a downtown park at the intersection of Main Street and Retreat Street. The location is depicted in [Figure 1](#) as an aerial view. The purpose of this park will be to establish a venue for small street festival performances and as a possible staging area for activities associated with larger street festivals. It is meant to serve as a focal point for any downtown activity.



The City of Westminster believes successful parks usually have these elements associated with them. They are engaging, adaptable, authentic, connected and iconic. They should be designed to provide comfort, convenience and enjoyment, fostering social interactions and physical connectivity. And, that design should create an engaging space that attracts people every day and most hours of the day and should be adaptable to support a variety of programming. Parks located in a downtown area need to attract people 24 hours a day, seven days a week, year-round.

The City acquired this small space, .03 acres, by donation in December of 2015. It is the site of a former retail location in which the structure was gutted by fire years ago. Some improvement to the space has been made by ornamental plantings and metal sculpture. The City is desirous of it being more fully developed both as a intimate performance venue, gathering place and to better integrate it into the downtown as complementary greenspace.

II. Process and Selection of the Firm or Individual

Westminster is looking for a planning and design consulting firm that is capable of working collaboratively with public stakeholders such as the Garden Club, civic clubs, private citizen stakeholders and adjoining property owners to visualize a plan that integrates various surrounding uses, connectivity with the downtown, and leisure use within the setting. The Firm or Individual selected must be capable of conducting a site visit or visits, hold at least one community design charrette, and at least two public presentations. One of these will be to present a proposed conceptual design and then a final presentation of a proposed conceptual design of the space.

No state or federal grants are being anticipated, though it is possible that private financing of some portions of the park development may be sought.

We seek qualified firms or individuals with urban design experience via, architecture or landscape architecture practice.

III. PHASING & DELIVERABLES There will be three phases to this project.

Phase 1: Site assessment at Firms' discretion

Phase 2: Collaborative design work

- Detailed renderings of the site plan and various design concepts

- Commitment to hold 3 public meetings: 1 design charrette, 1 preliminary presentation, and 1 final presentation.

Phase 3: Final Phase: proposed design concept plan

- Final design concept to include estimated costs of construction
 - A buildable concept plan that includes layout with park elements, low-maintenance landscaping scheme, and hardscape surfaces including any conceptual mural designs proposed

IV. BUDGET

The planning number constituting both design and construction being used for this project is in the range of \$50,000 to \$70,000.

V. SUBMITTAL PROCEDURES

Interested applicants who wish to be considered for this project shall provide a letter document to Chris A Carter, City Administrator by email to jadams@westminstersc.org or dropped off at City Hall 100 E. Windsor Street Westminster, SC 29693. The letter should be submitted no later than 12:00 pm on Friday, May 25th, 2018.

1. Letter of Introduction
2. Outline of the Firm's or Individuals' understanding of the project
3. Detailed itemized fee proposal including a total cost and schedule for completion of tasks
4. Short resumes of principal personnel who will work on project
5. Qualifications for working with public/private stakeholders and conducting design charrettes
6. Demonstration of the firm's ability to create detailed renderings of design concepts
8. At least two references for the firm's work on similar park design projects

VI. PROJECT AREA

The project area includes the Retreat Street Park space, and adjacent public space including the adjoining sidewalks, and shared common wall of adjacent building.

Figure 2.



Figure 3.



VI. OTHER PERTINENT INFORMATION

A Committee has been established for this project that will serve to generally guide the design process with the selected Firm including taking responsibility for generating public engagement and recommending acceptance of the Final Design to City Council. Members have been selected from the Lazy Daisy Garden Club, Chamber of Commerce, Destination Oconee, an Elected Official and a member of City Staff, the latter to help facilitate the work of the Committee.

VII. AVAILABLE PLANS AND REFERENCE MATERIALS

- 2017 City of Westminster Comprehensive Plan: <http://www.westminstersc.org/comprehensive-planning>