



GILCHRIST PARK WATERFRONT ACTIVITY CENTER REQUEST FOR PROPOSAL

SCOPE OF WORK

INTENT

The City of Punta Gorda, FL is seeking the services of a Firm or Individual to complete a community-driven Waterfront Activity Center Design Charette. Qualified consultants will be experienced in architecture, landscape architecture, park facility planning, public engagement, design charrette management, and urban park design. Their work will exhibit rigorous attention to detail as well as the ability to examine existing conditions, current, and future demands.

GOAL

1. Develop a set of conceptual design options outlining the highest and best use for the site.
2. Conduct a study seeking citizen input on current and future possible uses for the portion of Gilchrist Park which currently houses the Punta Gorda Boat Club and the Bayfront Center.
 - a. To be completed during “season” (October-February) for maximum input.

BACKGROUND INFORMATION REGARDING THE PLAN

There is limited consensus regarding the community vision for the existing and potential use(s) of this area. It is critical that a design study include a substantive community input process to determine the appropriate use of the site, type of construction for the site without negatively impacting the neighborhood, financial details, and building site constraints in a VE Zone.

PROFESSIONAL SERVICE QUALIFICATIONS

This project calls for a multi-disciplinary team with proven expertise in but not limited to:

1. Urban park design
2. Architecture
3. Landscape architecture
4. Park facility planning
5. Public engagement
6. Design charrette management

7. Municipal (urban & retail) economics

STUDY AREA

- Located in Gilchrist Park at 750 W Retta Esplanade, Punta Gorda, FL
- Bayfront Center Building constructed in 1965 (originally known as the Scout House), has a total floor area of 8,520 square feet
- Boat Club Building constructed in 1962, building has total floor area of 4,230 square feet
- Site is located in VE Coastal High Hazard Area
- Located within a residential neighborhood



TASK

Task 1: Review of existing City Planning Documents (including but not limited to):

- City-Wide Master Plan (currently in the evaluation process)
- 2018 Transportation Buildout Study (currently underway)
- 2018 Climate Adaptation Plan & Living Shorelines Study (currently in the evaluation process)
- 2017-18 TEAM Punta Gorda “Gilchrist Park Activity Center Project Report”
- Aqua’s “Strategic Communications Plan”
- Aqua’s “Economic & Marketing Analysis” Community Meeting
- Aqua’s City of Punta Gorda “Discovery Report”
- 2016 City of Punta Gorda 2040 Comprehensive Plan
- 2016 City of Punta Gorda 2040 Comprehensive Plan
- 2009 Park and Recreation Master Plan

Task 2: Community Engagement (Charrette)

1. Public Education (pre charrette)
2. Neutral community survey (online & hard copy) regarding uses desired for project area
3. Series of sessions (meetings lead by field experts) about best practices
4. Newsletter (web plus some targeted email)
 - A. Stakeholder meetings
 - i. Leadership representatives of the key groups utilizing the site now
 - ii. Historic HOA representative
 - iii. Elected Officials
5. Community charrette designed to establish a practical vision of the project area

Task 3: Data Analysis

1. Conference calls and Status Reports
 - A. Progress meeting 30 percent, data collection report & initial analysis
 - i. Evaluation of data
 - ii. Identify limitations
 - B. Progress meeting 60 percent, final analysis conclusions & rough draft plan/concept(s)
 - i. Future need analysis
 - ii. List of recommended actions
 - C. Progress meeting 90 percent, final draft plan/concept(s) & Public Presentation

DELIVERABLES

1. Preliminary Draft Report

- A. To contain a Needs Analysis Section
- B. Summary community survey information
- C. Summary of Stakeholder meetings
- D. Summary of Charrette process and results
- E. Financial Details
- F. Maps, conceptual drawings, renderings, & similar graphic content to visually demonstrate the proposed uses, look and feel of the project site
- G. Incorporation of all City comments
- H. Implementation plan

2. Final Report

- A. To include City changes

3. Conceptual Plan

- A. Colorized conceptual site plans in high resolution image file format
- B. Conceptual sketch (hand or computer aided) renderings of site, and improvements based on the charrette process, community survey, and stakeholder input, in high resolution image file format

4. GIS Data

- A. Copies of any and all GIS data produced during the course of this contract
- B. Copies of the map document (MDX files) for any maps used in the final report and/or public meeting presentation

TIMELINE

• Notice to Proceed:	Day 1
• Kick off meeting	Within 14 Days
• Data Review & Analysis	30 Days
• Community Engagement /Charrette	30 Day
• 30% Progress Meeting	30 Days
○ Data collection report & initial analysis	
○ Staff Review and Comment	
• 60% Progress Meeting	30 Days
○ Final analysis conclusions & Rough draft plan	
○ Staff Review and Comment	
• 90% Progress Meeting	20 Days
○ Final Draft Plan	
• Public Presentation	10 Days
	Total 165 Days
	(Approximately 5.5 months)

COST

- Actual Cost TBD
- \$75,000 currently budgeted for FY 2020
- May be appropriated FY 2019
- 1% Sales Tax Fund