



## **Kate Furbish Elementary School Nature-Based Playscape Project**

*Posting - on School Department website, in paper, etc.*

*To be posted in 3 places: Times Record, Press Herald and Kennebec Journal or other local publication:*

### **REQUEST FOR QUALIFICATIONS**

### **NOTICE TO LANDSCAPE ARCHITECTS**

### **REQUEST FOR QUALIFICATIONS LANDSCAPE ARCHITECT DESIGN SERVICES**

### **KATE FURBISH ELEMENTARY SCHOOL NATURE-BASED PLAYSCAPE PROJECT**

The Brunswick School Department wishes to procure landscape architecture design services for the nature-based, developmentally appropriate, outdoor play environments around the new Kate Furbish Elementary School, in Brunswick, Maine. Qualifications packages are due at 4:00 p.m. on Friday, July 17, 2019 to the Brunswick School Department Central Office at 46 Federal Street, Brunswick, ME 04011. The Request for Qualifications is found at the School Department website here: <http://www.brunswick.k12.me.us/facilities/>



# Kate Furbish Elementary School Nature-Based Playscape Project

## REQUEST FOR QUALIFICATIONS

### NOTICE TO LANDSCAPE ARCHITECTS

### REQUEST FOR QUALIFICATIONS LANDSCAPE ARCHITECT DESIGN SERVICES KATE FURBISH ELEMENTARY SCHOOL NATURE-BASED PLAYSCAPE PROJECT

*Issued: Wednesday, June 26, 2019*

*Qualifications Package Submission Deadline: Friday, July 17, 2019*

Town of Brunswick School Department

Brunswick, Maine

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#### 1. Scope of Services

##### a. Introduction

This project is the design of a nature-based developmentally appropriate playground for the new Kate Furbish Elementary School. The Brunswick School Department in Brunswick, ME is building a new locally-funded elementary school for 660 students in Pre-K through second grade. The school, at 75 Jordan Avenue, has been designed to replace the former Jordan Acres School and is on a site of 11 acres. The project architect is PDT Architects, landscape architect is Joshua Thompkins Landscape Architect LLC, and the building and site design are completed and approved. The building is expected to open in September 2020. Site documents are available on the School Department website at <http://www.brunswick.k12.me.us/facilities/>. A copy of the site documents is also available for review at the Office of the Superintendent.



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### b. Project Description

The new Elementary School in Brunswick has been named for Kate Furbish, a renowned botanist and artist, who lived from 1834-1931 in Brunswick and devoted much of her life to the study and illustration of plant species.

The Kate Furbish (KF) Playground Committee seeks a landscape architect who can help fulfill our vision for a diverse range of play spaces that integrate a variety of natural materials, plantings, trees, surfaces and topographical features that support child-directed movement and creative child-centered play. The playscape, like the school, will be designed for 660 students ages pre-K through second grade. Kate Furbish is a large school and has been designed in two wings. The project scope includes designs for two large play areas, one to the east and one to the west of the school building, which will each provide appropriate space and play provisions for 100 K-2nd graders. An additional area should be designed for a separate, delineated preschool play space adjacent to the preschool wing with space and materials for up to 60 preschool children at a time to engage in age-appropriate gross motor, social-dramatic, and creative play.

The two larger play areas will each be used by up to 100 kindergarteners through second graders at one time, during three 35-minute mid-day recesses, and will be used for shorter recesses as well as learning experiences for smaller groups throughout each school day. These two spaces should be equivalent in their range of offerings, and yet distinctive in their layout and use of unique features. The preschool space will be used throughout each day by four classrooms of four-year-olds.

Total separation of the three areas is not required as flow between them is expected. Also please note that off-hours/weekends/summer the site will serve families in the neighborhood and surrounding community, and should support those users as well.

To align with the committee's vision for a "sense of place," materials and plantings should be place-specific (i.e., reflect the location of Brunswick, Maine) with a mix of traditional manufactured and custom-built elements. They should be welcoming and offer more to see and explore than first meets the eye. The play spaces we envision should look and feel (and actually be) primarily natural and varied in materials and textures. We are committed to the inclusion of all children in play; the play space should reflect the spirit of least restrictive environments and ADA compliance and meet playground safety standards.

### c. Project Tasks & Services

The selected consultant(s) and the KF Playground Committee will work together to develop a timeline for concept submittals and presentations, including a feedback and revision process. The consultant will develop a project concept, develop and execute construction documents, assist with construction





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bidding, and provide construction administration through final completion and applicable warranty period. The consultant will also provide a basic maintenance plan for natural features that will grow and change over time and use. The consultant(s) shall possess demonstrated education, experience, and capacity to complete any and all of the required tasks cooperatively with the KF Playground Committee and Brunswick School Department facilities and grounds administrator.

Project Benchmarks will include:

- Initial Site Assessment via site visit and meetings with KF Playground Committee and school staff
- Development of 1-2 concept plans
- Presentation and Review of Concept plans with budget estimates
- Revision as needed of concept plans following feedback, including budget revisions
- Development and execution of final construction documents suitable for Maine public school projects
- Any revision as needed of construction documents prior to final approval by Town of Brunswick Planning Board
- Construction bidding date
- Award of construction contract
- Construction milestone dates

### 2. Submittal Requirements

#### a. Letter of Interest

#### b. Applicant Qualifications

- Current Maine Landscape Architect License
- Past Experience designing nature-based play environments
- Strong Knowledge of current Playground Safety Standards

#### c. Requisite Expertise

*Most people who care about child development know nothing about design, and most people who design know nothing about child development. -- Roger Hart*

#### I. Understanding of Rationale behind nature-based play environment

It is imperative that the designer of this playground have a solid understanding of the way play supports the range of children's developmental domains, including not just gross motor (for which most playground equipment is designed) but social-emotional, imaginative, creative, cognitive, intellectual, and, fine motor, as well as vestibular and proprioceptive needs.

Current research delineates the beneficial impact that material-rich natural play environments have on the quality of children's play, and the development of scientific inquiry (or "early STEAM\*" skills) as well as the social/emotional/physical regulation that is an essential part of school readiness.

*\*science, technology, engineering, art and math*

Two of the nine guiding principles and essential practices in Maine's Early Learning and Development Standards (MELDS) are:



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1. All children are born learners and the quality of the environments in which children spend time affects what and how they learn.
2. Children learn through play and active experiences that cross all areas of development.

Note: The MELDS are specifically written for Pre-K to K years. For the entire Maine DOE MELDS, see [https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/MELDS\\_Re-Print.pdf](https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/MELDS_Re-Print.pdf)

For other reading and research citations on nature-based play environments, see [https://naturalearning.org/wp-content/uploads/2017/09/Benefits-of-Connecting-Children-with-Nature\\_InfoSheet.pdf](https://naturalearning.org/wp-content/uploads/2017/09/Benefits-of-Connecting-Children-with-Nature_InfoSheet.pdf)

### II. Design expertise

Applicants should demonstrate their ability to apply the above rationale to the design of play environments, as well as their understanding of the maintenance requirements, safety standards, staffing interaction, seasonal changes/uses and civil engineering issues (erosion, drainage). Specific design considerations regarding the affordances that support children's development across the domains should include:

- Variety in seasonal display, color, texture and shape of plant material
- Variety in surface texture and level of terrain
- Maximal use of water flow/drainage opportunities
- Seating and quiet areas
- Opportunities for climbing and jumping, balancing, hanging and swinging.
- Loose parts
- Flow/circulation that encourages movement
- Variety of challenges/risks for children as they grow from Pre-K to end of 2nd grade year (3-4 years to 8 years)
- Shade
- Optimal areas (sunlight) for food gardens (area for each wing) and perennial gardens (areas for each wing)
- 2 outdoor classroom areas including seating, shade and overhead shelter, if needed, or thoughtful inclusion of the two already in the landscape design
- Storage
- Features unique to site

Applicants must have strong understanding of current industry safety standards.

### d. Submittal Requirements, Organization, and Format

#### I. Requirements

Submittals must clearly demonstrate the consultant's understanding of the services requested, the approach to carry out the project, experience with Project Tasks & Services as outlined above and the ability to complete the work in a timely manner. A detailed scope of services and not to exceed fee for services will be jointly developed with the committee after selection of a designer. Please do not provide a scope of services or any fee or salary information with this submittal.



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### II. Organization and Format

The submittal should be organized as closely as practicable to the format and sequence outlined below. The following information must be included:

- Contact Information (2 pages maximum). Name, address, phone number, fax number, and e-mail address of Lead Proposer contained in a cover letter. A signature page must be included with the qualifications stating that “I certify that all of the information contained in this submittal to be true and accurate.”
- Experience (5 pages maximum). List of relevant projects in which the landscape architect directed design, with brief project descriptions including a list of any key team members and selected representative photos.
- Qualifications of Consultant(s) (5 pages maximum). Resumes of all project team members, organizational chart and individual time commitments for project.
- Project Approach/Schedule (3 pages maximum). Outline the generalized approach to have playgrounds operational on or before September 1, 2020. Please include a schedule outlining project deliverables and any other relevant milestones. Note: budget must be finalized on or before October 15, 2019.
- References (1 page maximum each). Please provide a list of three (3) to ten (10) clients with whom the firm/team has done business similar to that required in this solicitation within the last five (5) years. Include contact information (person’s name, company/municipality name, address, and telephone number) and a brief project description. If contacted, all references must verify that a high level of satisfaction was provided. The School Department will determine which, if any, references are contacted. The results of any reference checks will be provided to the scoring committee and used when scoring the written proposal.

Total Page Limit: No more than 15 pages, excluding references.

### e. Rating Criteria

The consultant selection committee will consist of School Department staff and other members to be determined. Proposers may not contact members of the selection committee, with the exception of the Superintendent of Schools, unless requested by the School Department.

The submittals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the submittal being rejected. In the event that all Proposers do not meet one or more of the mandatory requirements, the School Department reserves the right to continue review of the submittals most closely meeting the mandatory requirements of this RFQ.

Accepted submittals will be reviewed by the selection committee and scored on the following weighted criteria:

- Rapport/ability to work with the KF Playground committee, school administrators, and school community (20 points)
- Artistic merit/design approach (20 points)
- Experience in the design of nature-based, developmentally appropriate schoolyards, educational settings, and landscape design (20 points)
- Availability (10 points)
- Demonstrated ability to meet budget and schedule (10 points)



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- Experience designing outdoor/recreational structures (10 points)
- Adherence to RFQ requirements (10 points)

### f. Review and Selection Process

Interviews with the consultant selection committee will be held with the top three consulting firms/teams. These along with the Request for Qualifications will be used to select the successful proposer. Once the successful proposer has been selected, scoping and contract negotiations will begin.

All requests for clarification and or additional information must be submitted in writing (via email [PPerzanoski@brunswick.k12.me.us](mailto:PPerzanoski@brunswick.k12.me.us), or by fax 207-725-1700 to Paul Perzanoski, Superintendent, no later than 4:00 pm on **Monday, July 8, 2019**. Questions and responses, as well as any Brunswick School Department-initiated changes, will be provided to all prospective Proposers, in writing, as amendments to the RFQ, and will be placed on the Brunswick School Department web site: <http://www.brunswick.k12.me.us/facilities/> no later than **Friday, July 12, 2019**.

**IT WILL BE THE PROPOSER'S RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE FOR ANY NEW AMENDMENTS OR CLARIFICATIONS.** (Note: The Proposer must include reference to all amendments on their response to this RFQ.)

### Review Process and Schedule:

Requests for clarification deadline: Monday, July 8, 2019 4:00 pm

Last staff response to requests: Friday, July 12, 2019, 4:00 pm

**Statement of qualifications due date: Wednesday, July 17, 2019, 4:00 pm**

Interviews (tentative timeframe): Monday and/or Tuesday, August 5 & 6, 2019

Anticipated selection of lead firm: Thursday, August 8, 2019

**Submittal Due Date: Wednesday, July 17, 2019, 4:00 pm.**

Electronic format (e-mail PDF). Please email submittals to [PPerzanoski@brunswick.k12.me.us](mailto:PPerzanoski@brunswick.k12.me.us).

Hard-copy submittals in the form of one (1) original and five (5) copies may be submitted and accepted at the Brunswick School Department prior to the above due date and time at the address below:

Paul Perzanoski, Superintendent  
School Department  
Town of Brunswick  
46 Federal Street Brunswick, ME 04011

**Late Submittals** Any submittal, portion of a submittal, or unrequested submittal revision received after the time and date specified will not be accepted.

**Costs of Preparation** Proposer assumes all costs of preparation of the submittal and any presentations necessary to the selection process.

**Submittal Validity** Unless specified otherwise, all submittals shall be valid for 90 days from the due date.

The Playground Committee will negotiate with the preferred landscape architect to finalize a contract. If an agreement cannot be made, the committee will move down the list to the second selection to look to make an agreement. Decisions and awards by the Playground Committee are advisory and subject to



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approval of the School Committee.

### **3. Kate Furbish Elementary Informational Attachments**

- a. Site Plan**
- b. Building Plan**