



INVITATION TO QUOTE / REQUEST FOR QUALIFICATIONS NOTICE

Yakumo Nihon Teien Japanese Garden Revitalization

I. Purpose

City Park Conservancy (“CPC”) is requesting qualifications for professional design services to prepare conceptual and schematic design for the revitalization of the Yakumo Nihon Teien Japanese Garden that respect the intended Japanese Tea Garden design. The purpose of this is to obtain responses from interested parties as to their qualifications, the scope of services they would provide and the timeline for which they would perform the identified work. It is intended that the responses, in conjunction with a follow-up interview, will provide adequate guidance for CPC to select a firm (or design team) to perform the services described.

II. Background

CPC is a 501(c)(3) nonprofit organization that manages the daily operations of **New Orleans City Park**, a 1,300-acre public park with a 170-year history serving the citizens and visitors of New Orleans. The **Yakumo Nihon Teien Japanese Garden** is nestled in the heart of the **New Orleans Botanical Garden**. The Japanese Garden provides not only beauty and enjoyment for all visitors but also serves as a natural setting for other Japanese arts such as bonsai, ikebana, and sado (tea ceremony). The Japanese Garden provides increased awareness and appreciation of Japanese culture, aesthetics, and love of nature among all people in the New Orleans area. The Garden is named after Lafcadio Hearn/Koizumi Yakumo, an exceptional writer who lived in both Matsue and New Orleans.

III. Scope of Work

The firm (or design team) will be required to develop conceptual and schematic design for the Yakumo Nihon Teien Japanese Garden. All proposed plans must include the following:

1. Maintain the Tea Garden design intention to include the following: A Tea Garden is defined as any small area that either surrounds a dedicated building used for the tea ceremony or is overlooked by a room in which the tea ceremony is performed. Reference material can be found [here](#).



CITY PARK CONSERVANCY

2. Generate creative, strong design solutions that meet the project objectives (ADA accessibility, Japanese Tea Garden design elements, etc).
 - a. ADA accessibility **including but not limited to the following:**
 - i. ensure full ADA compliance along ramps and platforms within the Japanese Garden.
 - ii. Pathways should be at least 36" wide for wheelchair access and should not slope more than 1:20
 - iii. Turning spaces should be 60" in diameter to allow wheelchairs to turn easily
 - iv. Include landings every 750mm of vertical climb for safety
 - b. Materials: Choose materials for firm, stable, and slip-resistant surface; recycled plastic decking or equivalent preferred.
 - c. Japanese Tea Garden Design Elements:
 - i. Minimalistic, meticulous, absent of pond and rock configurations
 - ii. Plants consist of shades of green and brown and discourage the use of exotic or flowering plants. A few colors are allowed through autumn leaves and spring buds. Ground cover is restricted to mosses and grasses.
 - iii. Trees and shrubs are never pruned or shaped, but merely thinned. Lower branches may be lopped to reveal spidery trunks and inner branches.
 - iv. Some plant options include:
 1. Maples (*Acer palmatum*)
 2. Red Oaks & Ring Cupped Oaks (*Q. acuta* & *Q. gualca*)
 3. Weeping Willows (*Salix babylonica*)
 4. Japanese Bead Trees (*Melia azedarach*)
 5. Red & Black Pines (*P. densiflora* & *P. thunbergii*)
 6. Japanese Cypress (*Chamaecyparis obtusa*)
 7. Japanese Yews (*Podocarpus macrophyllus*)
 8. Cryptomerias (*Cryptomeria japonica*)
 9. Japanese Camellias (*C. japonica* & *C. sasanqua*)
 10. Japanese Aralias (*Fatsia japonica*)
 11. Judas Trees (*Cercidiphyllum japonicum*)
 12. Japanese Firs (*Abies firma*)
 13. Bamboos (*P. nigra* & *P. edulis*)
 14. Japanese Apricots (*Prunus mume*)
3. Clearly articulate proposed enhanced designs (through drawings, narratives, etc.)



IV. Firm (or design team) Responsibilities:

This list reflects the minimum requirements of the firm (or design team) work responsibilities. Please review, expand and adjust where necessary for your proposal.

1. Review project sites and background information
2. Gather additional information for possible design solutions
3. Hold a design charette with key staff
4. Prepare conceptual and schematic plans for the project
5. Present the conceptual and schematic design for review
6. Prepare a final conceptual and schematic design package based on client feedback

V. Submission Requirements

Proposers must submit a complete Proposal that includes, at minimum, the following:

1. Signed acknowledgment of this Invitation

Approach to project:

1. Provide a description of your approach to the design process as it relates to your review of the project sites. Give a brief overview of your company and highlight your background as it relates to this type of project. Clearly identify the project deliverables and your timeline for completion.

Qualifications:

Submit a proposal that includes the qualifications as follows:

1. Qualifications for services outlined in your proposal to complete all the work identified in our scope of services, including any outside consultant qualifications.
2. Identify any tasks or services that require qualifications that could be enlisted for the project.

References & Experience:

Provide a list of three projects completed within the last five years on which you have provided similar services. Preference should be given to projects of similar scope and size. For each project, include project name and address, your firm's role, year completed, contact person



(name, position, phone and e-mail). Provide images of work completed by your firm applicable to this project that demonstrates your company's design, aesthetic and proficiency.

VI. Timeline

- **Solicitation Release:** Monday, March 23rd
- **Pre-submittal Conference:** Monday, April 6th
- **Deadline for Questions:** Monday, April 20th
- **Responses to Questions Sent By:** Friday, April 24th
- **Submission Deadline:** Monday, April 27th
- **Interviews for Qualifying Firms:** April 27th- May 1st
- **Anticipated Award Date:** Monday, May 4th

VII. Administrative Information

Pre-Proposal Site Visit: CPC will host a pre-proposal general information and site visit meeting on X date to allow all selected firms (or design teams) the opportunity to view the proposed project site and ask questions. Key staff members will be present to assist with reviewing the site and provide background information. The meeting will be held at 10AM at the New Orleans Botanical Garden.

Receipt of Proposals: All responses are due by 5:00pm, Monday, April 27th and should be sent via email to Courtney Charbonnet, Manager of Purchasing and Contract Services, at procurement@nocp.org

Submission Options:

- **Email:** procurement@nocp.org
- **Hand Delivery:** Sealed envelope to be delivered to the City Park Administration Building, 1 Palm Drive, New Orleans Louisiana 70124, labeled with the project name, name of bidder and address.

Responding to this Invitation does not guarantee a contract. CPC reserves the right to award a contract at its sole discretion and also reserves the right to award contracts to multiple vendors. All terms in this Invitation become binding on the selected firm (or design team).



Owner Rights: CPC reserves the right to accept or reject either in whole or part, all submittals in response to this request, with or without cause, as is determined to be in the best interest of CPC.

1. CPC reserves the right to contact any references or clients listed in the documents for information on evaluating the firm's (or design team's) performance on previous projects.
2. All materials submitted for this request become property of CPC and will only be returned at CPC's option, upon request.
3. CPC is not responsible for costs incurred by the firm (or design team) prior to issuance of a written agreement.

Acceptance of Proposal Content: The contents of the successful proposal may become the basis for a contract with the firm (or design team). Failure of the chosen firm (or design team) to accept these obligations in contract with the firm (or design team). Failure of the firm (or design team) to accept these obligations in contract or a similar instrument may result in cancellation of the award and removal of future proposal solicitations.

Contract Productions: All products produced in response to the contract resulting from this proposal will be the sole property of CPC. This includes any original and reproducible drawings prepared for the project.

VIII. Presentation/Interview Guidelines

Interviews with selected firms (or design teams) will be held X DATE in the Administration Building Conference Room at CPC (virtually upon request). The firms (or design teams) will be notified by X DATE, as to whether they have been selected for an interview. The specific date and time of interviews will be determined after reviewing the written proposals. The presentation and interview will be allotted no more than one hour. The firm's (or design team's) presentation should be no more than 40 minutes, to allow sufficient time for questions by both parties.

IX. Proposal Evaluation

The project proposal will be evaluated by CPC staff using the following basic criteria:

1. Completeness of the proposal with items requested
2. Proposed methodology and creative process
3. Previous background and experience



X. Contract

The successful Proposer will enter into a formal agreement with CPC.

- City Park Conservancy is committed to advancing opportunities for Disadvantaged Business Enterprises (DBEs), Women-Owned Business Enterprises (WBEs), and Minority Owned Business Enterprises (MBEs) in all of its projects. We actively seek and engage certified firms to support our work and reflect the diversity of our community.
- The firm (or design team) will be responsible for providing concept and schematic design services for a variety of enhancements to the Yakumo Nihon Teien Japanese Garden.
- The services must adhere to the specifications outlined in the full Scope of Work.
- Firms (or design teams) are expected to supply all necessary materials and ensure alignment with CPC event scheduling and coordination with CPC staff. All materials used in work performed in the park must receive prior approval from CPC prior to installation.

CPC will determine when vendor services are required. CPC and service providers must agree to and arrange any changes to scheduled work in advance.

- Service will begin immediately upon formal notice of the successful Proposer(s) and execution of contract agreement.
- As required by the State of Louisiana, selected Proposer(s) will need to provide proof of general liability insurance in the amount of \$1,000,000.00, auto liability insurance in the amount of \$500,000.00 and workers compensation insurance as required by law.
- Proof of licensure with Louisiana Department of Agriculture & Forestry.
- All employees of Contractors are required to follow all state regulations, safety guidelines and CPC Code of Conduct while on City Park property.

XI. Contact

Questions regarding this solicitation should be directed to:
Courtney Charbonnet, Manager of Purchasing & Contract Services

City Park Conservancy
procurement@nocp.org