



CITY PARK
CONSERVANCY

**Request for
Qualifications
(RFQ)
For
Construction Manager at Risk (CMAR) Services
for City Park Athletics and Connections
Improvements**

**Date Issued:
June 1, 2026**

**Submission Deadline
July 1, 2026**

1) PURPOSE FOR RFQ AND GENERAL INFORMATION

- a) City Park Conservancy (CPC) is issuing this request for qualifications (RFQ) to seek a firm to provide Construction Manager at Risk (CMAR) services for projects identified in City Park Conservancy's Master Plan [City Park 2050](#). CMAR contractor services associated with the RFQ are for Pre-Construction and Construction Phases of the project. CPC is a 501 (c)(3) non-profit organization that manages the daily operations of New Orleans City Park, on behalf of New Orleans City Park Improvement Association (CPIA).
- b) Interested parties shall mail or hand deliver sealed qualification packets containing **seven (7) hard_copies and one (1) PDF file format on a USB flash drive** containing the Statement of Qualifications (SOQ), meeting the requirements defined in the RFQ, before **July 1, 2026, at 4:00 PM (CST)** to:



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Courtney Charbonnet
Manager of Purchasing and Contract Services
City Park Conservancy
1 Palm Drive
New Orleans, LA 70124

2) RFQ Schedule of Events and SOQ submission

Advertisement of the RFQ	June 1, 2026
In person Non-Mandatory Pre-Submittal Meeting	June 10, 2026, 11:00 am (CST) <u>Meeting Location:</u> 1 Palm Drive, New Orleans, LA 70124
Deadline for Questions	June 17, 2026, at 4:00 pm (CST)
Addendum Posted	June 22, 2026
Due date for Submittals	July 1, 2026, at 4:00 (CST)
Selection Committee Review Period	July 6, 2026 – July 15, 2026
Shortlist Announced for Interviews	July 17, 2026
Shortlist Interviews	July 20, 2026 – July 24, 2026
Selection Announcement (anticipated)	July 27, 2026 - July 31, 2026

- a) Any questions regarding this RFQ must be received in writing prior to **June 17, 2026, at 4:00 pm (CST)**. Questions received after this date will not receive a response.

Questions should be directed to Courtney Charbonnet, at procurement@nocp.org
All questions received by **June 17, 2026**, will be answered in an addendum posted on CPC's website: <https://neworleanscitypark.org/procurement/> by **June 22, 2026**.

- b) Interested firms are prohibited from contacting any CPC employees or CPC or CPIA board members during the pre-submittal, interview, negotiations, pre-contracting, or other process of this solicitation, except to participate in the pre-submittal conference and to submit questions to the designated person.



3) BACKGROUND AND SCOPE OF SERVICES

BACKGROUND

In 2022, CPC issued a Request for Proposals for landscape architecture firms to lead a Master Planning process and selected Michael Van Valkenburgh Associates, Inc. (MVVA) to partner with CPC on the Master Plan. CPC entered into a Professional Services Agreement with MVVA in 2023. The Master Plan process was conducted between 2023-2025 and included a full assessment of the Park's assets and environmental needs and gathered over 30,000 pieces of community input from public meetings, neighborhood sessions, focus groups, pop-ups, and a citywide survey with more than 5,000 responses. Details on the Master Plan can be found on the CPC's website: [City Park 2025](#)

In August 2025, the CPC and CPIA Boards approved City Park 2050, a master plan to guide investment for the next 25 years.

In March 2026, CPC amended MVVA's professional services agreement for additional services to advance the planning concepts for a portion of City Park to Schematic Design (100% SD). This phase will include schematic-level site studies, integration of architectural, landscape, civil, and ecological considerations, and refinement of program elements to ensure consistency with the City Park 2050 Plan while addressing the specific needs of the areas designated for this Schematic Design phase. This additional phase of work is scheduled to be completed Fall 2026.

CPC intends to use the CMAR delivery method for the Project, as authorized by La. R.S. 38:2225.2.4.

The CMAR selected will be expected to work closely with MVVA and other consultants. CPC seeks to benefit from a concurrent, collaborative design and construction process to reduce project risks and costs.

CPC's objectives in using CMAR delivery method for these projects are to:

- Work in collaboration with CPC and consultants to provide constructability review, cost estimating, and schedule prior to the construction phase.
- Provide optimum coordination of subcontractors under the operational constraints of constructing the projects.
- Allow prequalification of subcontractors.



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- Provide a team approach between CPC, MVVA and CMAR in managing risks, quality, costs, and schedule.
- Provide transparency of costs.

SCOPE OF WORK OVERVIEW

Scope of Services:

CPC intends to use the CMAR construction method to build a City Park 2050 Phase I project.

This Phase I project and project zone, "**City Park Athletics and Connections Improvements**," will reflect enhancements prioritized by the community: upgrading and expanding athletics facilities and active recreation opportunities, connecting these facilities to a larger park experience, enhancing surrounding landscapes, and creating better access throughout the park with trails, sidewalks and bridges. The final elements of the **City Park Athletics and Connections Improvements** project will be determined after 100% SDs are completed in addition to cost estimating the selected CMAR will advise on. The scope of work that will be constructed within the project zone "**City Park Athletics and Connections Improvements**" will include but not be limited to:

- Multi-purpose athletic fields, including one field adjacent to the current Pan American Stadium
- Renovate/reconstruct two Baseball/softball fields and two Multi-Purpose Fields at the Quadraplex
- A minimum of two new parking facilities
- Skate friendly plaza and other skate park features
- Water Play Feature
- Bike/ped trails
- Pedestrian bridges, water overlooks and piers
- Landscape improvements such as gardens, trees, irrigation improvements, native planting areas and tree decking
- Installation of lighting and park furnishings
- Utilities and stormwater management systems
- Lagoon improvements, including dredging



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CMAR Pre-Construction Fee and Preliminary Budget for Construction

The total compensation payable to the CMAR Contractor for performance of pre-construction services shall not exceed **\$75,000**. In the SOQ, respondents must confirm their ability to perform all required pre-construction services for this not-to-exceed amount.

City Park Athletics and Connections Improvements project phasing will be determined during the pre-construction phase. The project budget will be a minimum of \$15,000,00. Depending on the availability of funding sources, that budget could grow to a total budget of \$30,000,000.

CPC will be pursuing federal funding to match the \$15,000,000. As such, the CMAR should be prepared to navigate applicable federal and state program requirements. See Appendix C for relevant requirements.

CMAR Services Overview

a) General

The CMAR shall provide consulting, scheduling, estimating, and cost control services. The CMAR will collaborate with all members of the Project Team. As part of its duties as a general contractor, the CMAR will be responsible for:

- Developing an initial Guaranteed Maximum Price (GMP) to construct the Project and related work and amending the GMP during the preconstruction phase.
- Performing and delivering the Project to the Project Team within the approved GMP.
- Scheduling, estimating, and performing portions of the work.
- Recommending optimal construction phasing and sequencing.

b) Preconstruction Phase Services

Services may include, but are not limited to the following:

- Collaboration with CPC, MVVA, and other members of the Project Team.
- Identification and mitigation of risk through analysis and assessment.
- Developing and updating project schedules.
- Developing detailed cost estimates and transparency of costs for various design sets that are issued.



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- Develop specific studies to understand the cost implications of particular design solutions and material selections.
- Performance of constructability review services.
- Project Site evaluation and preconstruction planning.
- Participation in value engineering exercises to maintain the project construction budget in collaboration with the Project Team.

c) Construction Phase Services

Upon execution of a GMP Amendment, the CMAR shall provide Construction Phase Services as provided in the contract documents, including:

- Collaborate with the Project Team to execute the Project.
- Develop, update, and achieve Project schedules.
- Manage subcontractor bidding and contracting.
- Provide reporting and Project Management of all subcontractors.
- Provide construction management services during construction.
- Coordinate, conduct, and document regular construction meetings.
- Reconcile construction contract requirements with the construction budget.
- Document activities associated with administration, management, and construction of Project.

4) EVALUATION CRITERIA AND PROCESS

The RFQ selection process for the CMAR will be based on several factors, including the respondent's relevant experience, knowledge of the local market, and relevant project experience of the staff designated for this Project and presence in the New Orleans area.

Minimum Qualifications:

- The firm must be registered with the Office of the Secretary of State of Louisiana.
- The firm must hold a valid Louisiana General Contractor License for commercial construction.

CPC will appoint a selection committee, composed of members as detailed in Louisiana Revised Statute 38: 222.5.2.4 whose responsibilities will include performing technical evaluations of each SOQ and making recommendations based on the evaluation criteria provided below.



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For evaluating submittals, the evaluation criteria are as follows:

Criteria	Weight
1. Qualifications and experience of firm and key team members in providing similar services for similar projects (Tab 1 of SOQ).	30%
2. Success in meeting established project objectives, schedules and budgets as evidenced in previous projects (Tab 2 of SOQ).	30%
3. Availability of key local team members for this project (Tab 3 SOQ).	15%
4. Project understanding, methodology and approach (Tab 4 of SOQ).	20%
5. Quality, completeness, readability, organization and clarity of SOQ package.	5%

Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. CPC reserves the right to obtain clarification or additional information from any firm regarding its SOQ. CPC also reserves the right to contact the references provided with the SOQ.

The selection committee will evaluate the written SOQs based on the listed evaluation criteria and will create a shortlist of the two-to-five most qualified respondents based upon the SOQ responses.

Interviews will be scheduled with each firm included on the shortlist to provide the opportunity for the selection committee to familiarize and interact with the respondents. Items to discuss include key team members and personnel, current workload, proposed schedule, and project approach.

Total scores will be determined by combining the initial scores of the SOQs (based on the evaluation criteria identified above) with the scores from the interviews. The respondent with the highest total score will be deemed the “best qualified” and will be recommended for contract award.



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5) SUBMITTAL RESPONSE REQUIREMENTS

MAIL or HAND DELIVER seven (7) copies and one (1) PDF file format on a USB flash drive containing the Statement of Qualifications (SOQ) to

Courtney Charbonnet
Manager of Purchasing and Contract Services
City Park Conservancy
1 Palm Drive
New Orleans, LA 70124

Please limit responses to **thirty (30)** pages. Font size should be no smaller than 11 pt. Required forms, resumes, covers, sub-tabs and dividers do not count toward the page limit.

SOQ packages should be arranged as follows:

a) Cover letter:

The Submittal should contain a cover letter signed by an executive in the company, indicating his or her title and that he or she has authority to submit the Submittal on behalf of the firm.

- Provide name, title, telephone number, email address, and mailing address of firm's primary point of contact during the selection process.
- Describe your interest in the Project and the unique advantage your firm and team bring.
- Provide a description of the company including origin, background, current size, available resources, general organization, and company headquarters.
- The cover letter should contain the following statement:

"The undersigned has the authority to submit this Submittal on behalf of [name of company] in response to the Construction Manager at Risk (CMAR) RFQ City Park Athletics and Connections Improvements Projects."



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b) Tab 1: Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for Similar Projects.

- i) List a maximum of five (5) most recent and relevant projects, either currently in progress or complete. Experience with public and open spaces is desired. Please include such a project in place of the least recent project if not in the firm's five (5) most recent projects. Organize the response as follows:
- List only projects involving the key team members proposed for this Project. When listing key team members' involvement on similar projects, list team members' place of employment at the time of involvement on similar project.
 - List Projects in date order with newest projects listed first and include the following:
 - Brief project description.
 - Owner's representative with knowledge of firm's work, including contact name, organization, phone and email.
 - Contract dollar amount and total time period involved.
 - GMP vs. actual cost history.
 - Discuss the methods, approach and controls used on the project.
 - Discuss approach and methodology for preconstruction cost estimating efforts and value engineering.
 - Discuss approach for successful incorporation of phased construction.
- ii) Discuss the Firm's experience managing projects that utilize federal funding and managing the associated federal requirements as well as coordinating with federal regulators.
- iii) Provide an organizational chart of all key team members who will be directly involved in providing services. Identify the project manager who will be responsible for the project.
- iv) Submit one page resume for each proposed key team member with home office identification. Resumes should highlight relevant experience, including their role served specifically to each project listed. Resumes will not be counted towards the page limit.



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c) Tab 2: Success in Meeting Established Project Objectives including Schedules and Budgets and Evidenced in Previous Projects

- i) Describe the firm's and the key team members past success in meeting established schedules and budgets for major projects as construction manager. Describe the methods, procedures, and policies used to achieve project objectives and maintain schedules and budgets.

d) Tab 3: Availability of the Firm and Key Local Team Members for Each Project

- i) Discuss the availability of your key team members, particularly for the next 36 months.
- ii) Provide a chart of the key team members current and committed assignments, and an indication (in terms of percentage of time) in his/her time commitment to each current or committed assignment and identify whether the individual shall be assigned to the Preconstruction Period and/or Construction Period of the Project, and the percentage of that individual's time to be devoted to the relevant phase.

e) Tab 4: Project Understanding, Methodology and Approach

- i) Describe the firm's project management and quality control procedures, processes for performance, and past involvement of these types of projects.
- ii) Discuss the firm's management and quality control procedures related to subcontractors.
- iii) Preconstruction Services: Describe your capability and approach to providing Preconstruction Services, including cost estimating, constructability review, phasing, scheduling, value engineering, and other preconstruction planning.

Describe your experience in providing estimates for projects comparable to the project during Schematic Design, Development, and Construction Document design phases.

- iv) Project Controls: Describe your approach, methodology, and project management software used for implementing project controls relating to budget and schedule compliance, with examples of your experience.



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- v) **Safety Plans:** Describe your corporate safety program, training and safety education programs used, and your most recent safety record, including the Occupational Safety and Health Administration (OSHA) filings and the Experience Modification Rate (ERM).
- vi) **Construction Changes and Disputes:** Describe your firm's practices and processes in monitoring and managing construction activities and subcontractor performance to minimize requests for change orders from construction manager or subcontractors and avoid or mitigate construction related disputes.
- vii) **Close-out:** provide a detailed description of your process for closing out the Project, specifically addressing the amount of time that you would anticipate for the necessary inspections to confirm Final Completion, and the resources that will be dedicated to the close-out process.

f) Tab 5: Required Documents

i) Surety Letter

Respondents shall provide evidence of bonding capacity, in the form of a letter or letters from a surety or insurance company stating that the respondent can obtain separate performance and payment bonds in the amount of \$15,000,000 to cover the obligations in the Construction Services Contract if the firm is awarded the Construction Services Contract. Letters indicating "unlimited" bonding capability are not acceptable.

ii) Licensure/Certifications

Evidence of licensure and certifications, as applicable, shall be provided at the time of SOQ submission. Firms shall be licensed in accordance with the rules of the Louisiana State Licensing Board for Contractors at the time of SOQ submittal and maintain licensure for the duration of the Pre-Construction and Construction contracts. Any engineering and surveying provided by CMAR Contractor will be performed in compliance with the registration law for Professional Engineers and Land Surveyors (La. R.S. 37:681 through 37:703) and the rules of the Board of Registration for Professional Engineers and Land Surveyors.



6) REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

a) CPC Policy on Equal Opportunity

CPC is committed to advancing opportunities for Disadvantaged Business Enterprise (DBEs), Woman-Owned Business Enterprises (WBEs), and Minority Owned Businesses (MBEs) in all its projects. CPC actively seeks and encourages certified firms to support our work. The CMAR shall work with CPC's Manager of Purchasing and Contract Services to endeavor to include these enterprises in all applicable procurements.

b) Sales Tax

Purchases for City Park facilities are exempt from Louisiana sales tax. CPC will provide the CMAR and all subcontractors with a Contactor Sales Tax Exemption Certificate.

c) Accordance with Federal, State, and Local laws

All contracts involved with the Project shall be in accordance with all Federal, State and Local laws, ordinances, rules, regulations, and orders. CMAR shall be responsible for compliance with all Federal, State and Local laws, ordinances, rules, regulations and orders in the design and construction of the Project. See Appendix C.

7) APPENDICES

Appendix A: CPC Procurement and Approval Policy

Appendix B: Insurance Requirements

Appendix C: Federal Project Requirements

End of public notice

EXHIBIT A

CITY PARK CONSERVANCY

PROCUREMENT POLICY

City Park Conservancy (“CPC”) employees are required to adhere to this Procurement Policy for any and all purchases, procurement of services or construction contracts. CPC does not require lowest bid award for selection or purchases, but rationale must be provided to CEO and CFO when not using lowest bid. CPC may award a contract or hire a service provider based on expertise. CPC will consider quotes/bids less than two years old as reference for similar projects. **Even when quotes are not required, they are strongly encouraged.** Exceptions to the procurement guidelines set forth herein may be made with approval from the President & CEO, CAO or CFO, unless Board approval is required as set forth below.

Items and services procured must be approved in the annual budget. Items or services not addressed in the budget are subject to the approval of the CEO and CFO. Any questions regarding application of the guidelines below or assistance with procuring materials, services or construction shall be directed to the Manager of Purchasing and Contract Services.

The policies below also apply when the aggregate costs of similar services provided by a vendor in a twelve-month period exceed the financial thresholds below. Master Service Agreements are preferable for recurring non-professional services, and employees shall work with the CAO and the Manager of Purchasing and Contract Services to procure Master Service Agreements.

Procurement Process

Purchases, Materials and Supplies

- <\$10,000 - Does not require written record of quotes
- \$10,001-\$60,000 - Requires at least two (2) written quotes
- >\$60,000 - Requires at least three (3) written proposals with selection to be made based in the best interest of CPC, including best value.

Procurement of Services (non-professional)

- <\$10,000 – Does not require written record of quotes
- \$10,001 - \$249,000 – Requires at least three (3) written proposals/quotes

>\$250,000—Requires written proposals and a competitive selection process which will include review of proposals by a selection committee with a minimum of three (3) staff members designated by the President & CEO, selection to be made based on the best interest of CPC, including best value.

Procurement of Services (Professional)

- <\$250,000 Selection may be made based on expertise. The President & CEO or CAO must approve any non-competitive selection determination. Justification must be provided to the President & CEO and/or CAO for the selection of provider.
- >\$250,000 requires written proposals and a competitive selection process which will include

review of proposals by a selection committee with a minimum of three (3) staff members designated by the President & CEO

Construction

- \$25,000-\$250,000--must have three written quotes
- > \$250,000--must use a competitive selection process after public advertisement. If the improvement/construction project is outside the scope of the current strategic plan, master plan or annual budget, NOCPA shall provide written approval
- All construction contracts exceeding \$250,000 must have a recorded contract, and payment and performance bonds at 50% of the contract price
- Construction contract recordation shall be handled by the Manager of Purchasing and Contract Services
- Construction contracts exceeding \$50,000 require the contractor to maintain a Louisiana Contractors License
- Proof of insurance is required for all construction contracts

Additional Terms and Requirements

Equal Opportunity Solicitations and Procurement

When applicable, affirmative steps shall be taken to ensure that minority firms, women-owned business enterprises and local firms are used when possible and that these firms receive solicitation if they are potential sources. The Manager of Purchasing and Contract Services shall endeavor to include these enterprises in all applicable procurements.

Sales Tax

Sales Tax – Purchases for City Park facilities are exempt from Louisiana sales tax. Employees should make every effort at the time of purchase to avoid being charged sales tax. If a vendor needs documentation of this, please provide the Sales Tax Exemption form that is on the *Intranet*. If you need further assistance, please contact the Manager of Purchasing and Contract Services.

State or Federally Funded Procurements

If a City Park services or construction project is funded in whole or in part with funds directly appropriated by a local, state or federal government entity, CPC will follow the Louisiana public bid law (LSA R.S. 38:2211, et seq.) or any other applicable procurement regulations. If City Park uses federal funds to pay

or reimburse its expenses for equipment or services under a contract, CPC will ensure that the contract contains the applicable clauses described in the Uniform Rules (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards) under 2 C.F.R. § 200.326. Any questions regarding application of this provision should be directed to the CAO or the Manager of Purchasing and Contract Services.

Appendix B



State of Louisiana - Insurance Requirements

Required Types of Insurance Coverage

- ❖ Required in all contracts
 - Commercial General Liability
 - Automobile Liability
 - Workers Compensation and Employers' Liability
- ❖ Required when needed
 - Workers Compensation Maritime
 - Professional Liability (Medical Malpractice)
 - Owners Protective Liability (OPL)
 - Surety, Fidelity, Performance Bonds
 - Pollution Liability
 - Wet Marine Vessel & Liability
 - Aviation Hull & Liability

Required Insurance Limits

- ❖ Commercial General Liability: \$1,000,000 per occurrence, \$2,000,000 per aggregate
- ❖ Automobile Liability: \$1,000,000 per occurrence
- ❖ Workers Compensation and Employer's' Liability: Defined by Louisiana Labor Code; Employers Liability \$500,000
- ❖ Professional Liability: \$1,000,000 per claim
- ❖ OPL: Based on project value
- ❖ Surety, Fidelity, Payment & Performance Bonds: Based on contract value
- ❖ Pollution Liability: \$1,000,000

Required Certificate Holder

The following six groups must be listed as certificate holders within the Certificate Holders box as such:

CERTIFICATE HOLDER

New Orleans City Park Improvement Association
City Park Conservancy, Botanical Garden Foundation, , State
of Louisiana, City of New Orleans, PEPCO, 1 Palm Drive
New Orleans, LA

Appendix C

Federal financial assistance may be used to fund the Project. The awarded firm will comply with all applicable state and federal law, regulations, executive orders, policies, procedures, and directives.

Procurement will follow standards set out in 2.C.R.F Part 200, except for Davis Bacon.

Relevant sections:

1. [Title 2](#)
2. [Subtitle A](#)
3. [Chapter II](#)
4. [Part 200](#)
5. [Subpart D](#)
6. [Procurement Standards](#)
7. [§ 200.320](#)

§ 200.320 Procurement methods.

1. [Title 2](#)
1. [Subtitle A](#)
2. [Chapter II](#)
3. [Part 200](#)
4. [Subpart A](#)
5. [Acronyms](#)
6. [§ 200.1](#)

§ 200.1 Definitions. 2.101 Definitions.

1. [Title 48](#)
2. [Chapter 1](#)
3. [Subchapter A](#)
4. [Part 2](#)
5. [Subpart 2.1](#)

Subpart 2.1—Definitions

In addition, the CMAR will be expected to support compliance with the following:

- National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. §§ 4321–4347), which requires evaluation of potential environmental impacts resulting from federal actions (such as LWCF grants).
- Section 106 of the National Historic Preservation Act (NHPA) of 1966 (54 U.S.C. § 300101 et seq.; 36 C.F.R. Part 800), which requires federal agencies to consider the effects of their undertakings on historic properties.
- Section 7 of the Endangered Species Act (ESA), the ESA (16 U.S.C. §1531 et seq.) requires a federal agency to consult with the U.S. Fish and Wildlife Service (USFWS) or the National Marine Fisheries Service (NMFS) for any federally funded, permitted, or carried-out action that may affect listed species or critical habitat.
- Executive Orders 11988 and 11990 on Floodplain Management and Wetland Protection, directing federal agencies to avoid, to the extent possible, adverse impacts to floodplains and wetlands.