



**The City of Buena Vista
Request for Proposals:
Design Services for Town Square Property**

Published **5/25/2022**
Due **6/17/2022 at 4:00 PM**

The City of Buena Vista (“City”) is seeking proposals from qualified firms for the design of a public plaza/town square at 2117 Magnolia Avenue in Buena Vista.

Background and Purpose

The City acquired this property in 2021, and a committee developed a vision for use and design of the space. The “Town Square” property is an approximately 0.29 acre (12,500 sf) parcel located in the center of downtown Buena Vista.

Scope of Services

During 2021 the Town Square committee, which included a variety of stakeholders, developed a vision document which will serve as the design brief. The design brief is an addendum to this RFP. In addition to this public participation at the beginning of the process, the City would like input from the general public and City Council once preliminary design options are prepared.

Key tasks:

- Initial kickoff meeting with staff and other stakeholders
- Prepare at least three (3) preliminary design alternatives for the space
- Lead public participation process to get feedback on design alternatives
- Prepare construction documents and planting plans based on final selected design
- Prepare construction cost estimate

A Phase I Environmental Site Assessment is underway. Results will be provided to the designer and may impact the site design.

Tentative Project Schedule

June 2022	Select design team
July 2022	Kickoff meeting and initial design work
Sept 2022	Present design options to the public
October 2022	Select design

Nov 2022 Preparation of construction documents
Dec 2022 Completion and bidding construction

Proposal Process

Proposals must be in electronic format. Proposals should include the following:

- 1) Qualifications, examples of projects especially similar projects, and references
- 2) Proposed staffing and project organization
- 3) Work plan/technical approach
- 4) Cost and price
 - a. Budget should be broken down by phase/task
 - b. May include labor rate

Proposals will be evaluated based on the following criteria:

- | | |
|---|-----|
| 1) Qualifications and capabilities | 30% |
| 2) Experience with similar projects | 30% |
| 3) Understanding of and ability to meet City's needs and approach | 30% |
| 4) Budget and value | 10% |

The City of Buena Vista does not discriminate based on race, color, religion, sex, national origin, age, disability, political affiliation, belief or faith-based organizations. SWM companies encouraged to apply.

Instructions for Submission

Proposals must be received no later than **Friday, June 17th 2022 at 4:00 PM**. Proposals should be sent in electronic format via email to troberts@bvcity.org. Questions should be directed to the same email address.

Addenda

- a) Vision document/design brief
- b) Map showing Town Square location
- c) Photos of site



Town Square Vision Document

Final 10/25/2021

This vision document is intended to lay out the shared vision for what the town square site will be and to guide the design development.

1. Mission and Goals for Space

Mission:

The Town Square will make downtown Buena Vista more vibrant and inviting.

Goals:

- Provide a space for events/performances
- Provide green open space and trees in downtown
- Provide gathering and lounging space for casual use
- Showcase art, culture, and history of Buena Vista

2. Use of Space

How the space will be used:

- Events/performances
 - Music concerts
 - Theater & dance performances
 - Meetings or classes (outdoor classroom)
 - Farmers market or flea market
 - Food truck event
 - Community prayer or religious events
- Gathering space
 - Benches to rest
 - Shady spot to read a book from the library
 - Place to spread out blanket for picnic and/or tables
- Other
 - Public art such as murals, sculpture, etc.
 - LOVE sign
 - Informative signage about City events (existing changeable copy sign)
 - Visitor info board/kiosk
 - Historical interpretive signage about buildings & events downtown etc.

Users of space:

- Families who go to library
- People who shop at Becky's or Vinyl Cuts
- People who go to one of the dentists
- Tourists walking in downtown

- Farmers market shoppers
- ...

3. Character of the space

Hardscape

Grass

Open-air grassy space to sit and watch performance

Covered pavilion with stage (?)

Trees

Shady spot to sit

LOVE sign

Flowers, shrubs, visual interest

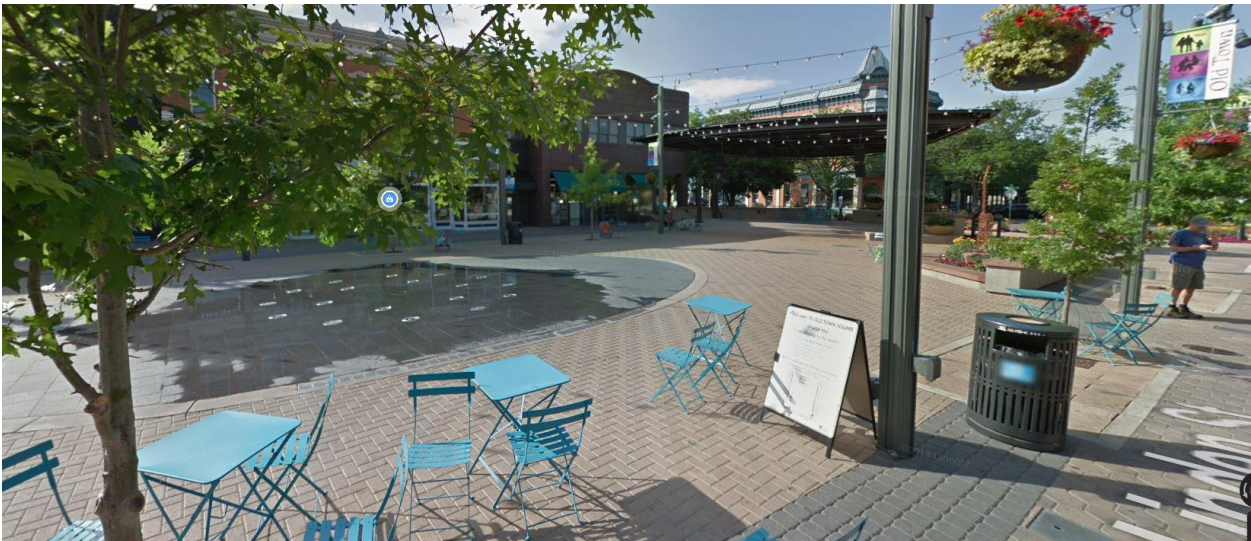
4. Successful examples of similar spaces

Examples are included for inspiration, not as a template or model to follow!



Fredericksburg, VA – Market Square

- Hardscaped space for events like dancing, music performance
- Seating integrated into landscape as large steps (harder to see in this photo)



Fort Collins, CO – Fort Collins Old Town Square

- Pavilion doubles as a stage and covered seating area
- Open space in front of stage framed by trees and lamp posts
- Stage pavilion floor is raised but has a ramp, and sense of enclosure from low wall
- Movable seating for maximum flexibility



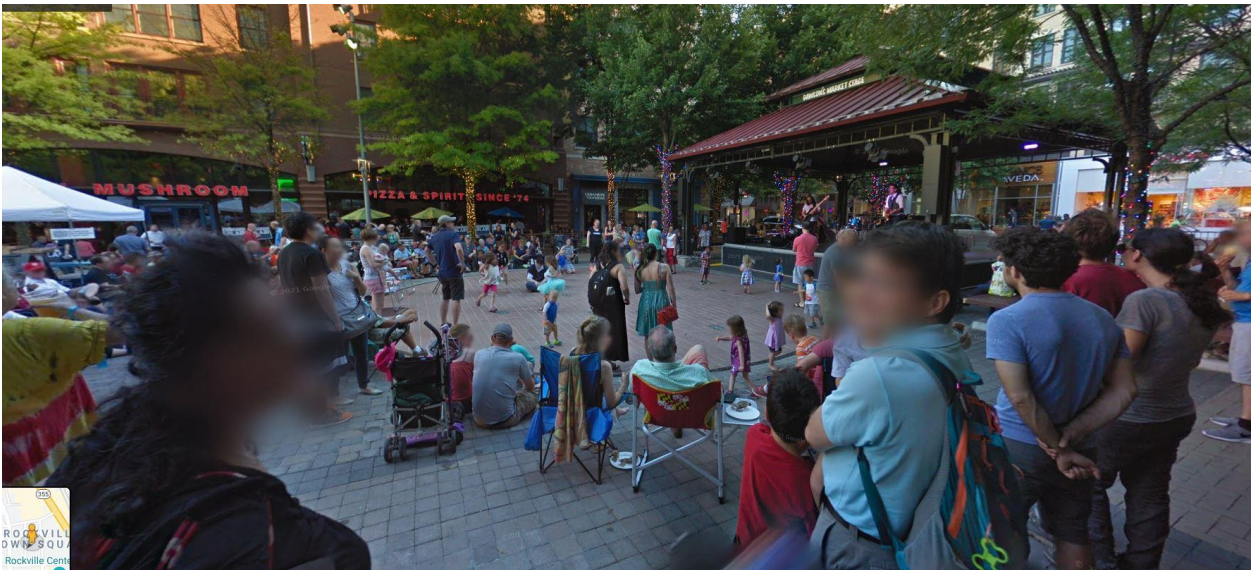
Manassas, VA

- Large pavilion
- Low walls double as benches for seating
- Trees provide some shade



Houston, TX

- Mix of grass and hardscaping
- Pavilion for covered gathering or performance stage
- Prominent sculptural art piece



Rockville, MD – Rockville Town Center

- Framed by trees and sidewalks with buildings
- Small pavilion for a stage
- Open area is all paved



Winchester, VA

- Trees with layered shrubs & bushes have strong visual appeal
- Raised bed edges double as benches
- Downtown location



Blackstone, VA

- Similar size space to Buena Vista town square
- Mix of grass and hardscape
- Includes a LOVE sign and wall murals
- Raised paved space at one side for a stag



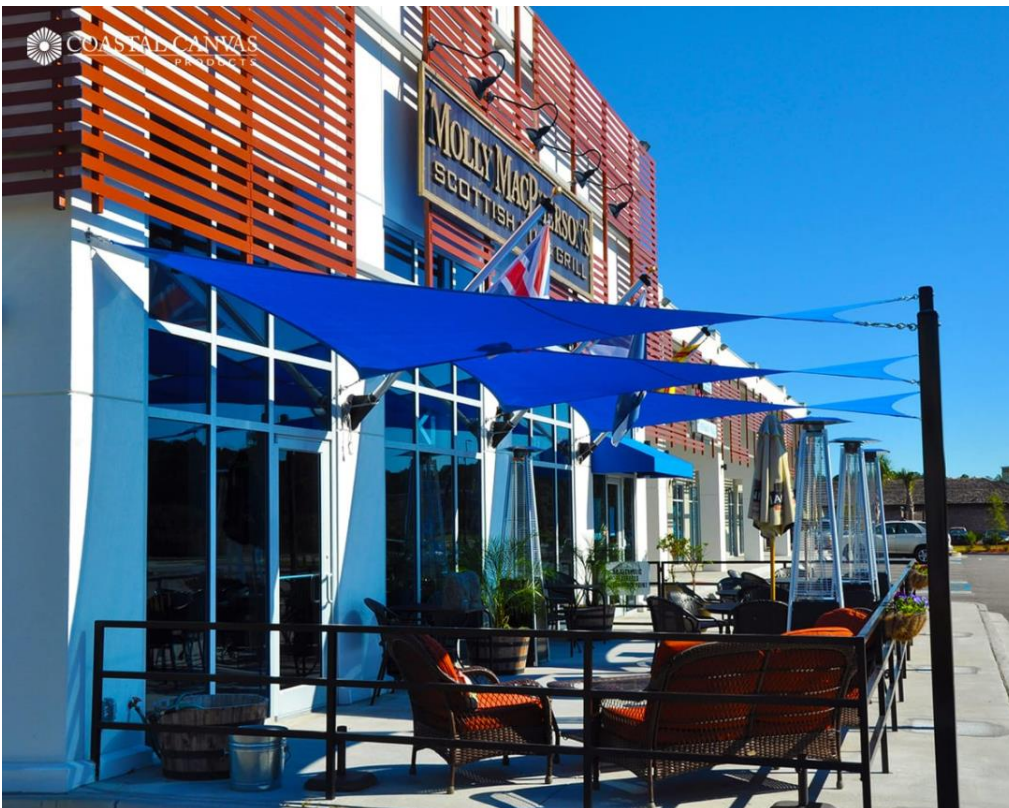
Silver Spring, MD

- Pavilion doubles as performance space and ice rink in winter (sunken) and outdoor seating



Nantucket, MA

- Pavilion that serves as a stage in front of grassy seating area



Examples of fabric shade sails

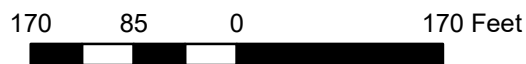
5. Action Plan

Next Steps...

- Action BV/Town Square committee input and finish draft vision document
- Come up with a better name
- Present and get public input on vision document
- Continue to host events, use the space, and gather information and ideas
- Hire design firm to design space
- Committee works with design firm on several alternatives
- Public input on design alternatives
- Identify funding & donations for construction
- Build it
- Congratulate ourselves on an amazing public space!



Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination.



Town Square

5/16/2022

