

January 6, 2023

Historic Congressional Cemetery (HCC) will be undertaking a master plan for its 35-acre grounds and is initiating the search for a master planning team. HCC is a National Historic Landmark and a recognized site on the Underground Railroad Network to Freedom. It is a nonprofit organization and a treasured community resource, “home” to notable and notorious citizens of the District of Columbia and beyond. Information on the mission and activities of HCC may be found on our website: <https://congressionalcemetery.org/>.

Issues to be addressed by the master plan include, but are not limited to the following:

- Burial site expansion, including green burial sites and columbaria.
- Visitor experience including entrance ticketing for special events and K9 Corp tag checking.
- Gatehouse interior space use conflicts including meeting space for grave site sales, funeral planning, and merchandise sales.
- Stormwater management and underground spring/seeps.

Qualifications packages from interested and qualified landscape architecture firms should include the following (*refer to Stage I Selection Criteria for more detailed information*):

- Expression of Interest with Firm Profile
- Profiles of subconsultants if they are part of your team.
- Resumes of key team members including the lead designer/planner and the project manager. Resumes should not exceed two pages in length.
- Three references for the firm and its key team members.
- Relevant experience presented as images and written descriptions.

**A site visit will be conducted February 16, 2024, from 12:00-1:00 PM EST** for those interested in a guided tour. The visit will begin just inside the main gate of HCC.

**Qualification packages are due before 5:00 pm on March 5, 2024, in PDF** format via email to [jspainhour@congressionalcemetery.org](mailto:jspainhour@congressionalcemetery.org).

If potential consultants have questions following the site visit, they may be sent to [jspainhour@congressionalcemetery.org](mailto:jspainhour@congressionalcemetery.org).

### **Two-stage Selection Process:**

We anticipate selecting and notifying a shortlist of 3 to 5 firms on or about March 15, 2024, and conducting interviews with shortlisted firms on or about April 1, 2024, with the selected firm notified on or about April 5, 2024.

In addition to the selection criteria listed below, please include a cover letter with your portfolio to briefly describe your firm, organizational structure, and noteworthy accomplishments.

### **STAGE I Selection Criteria** includes:

#### **(1) PAST PERFORMANCE ON DESIGN (35%):**

The Landscape Architecture firm will submit a portfolio of not more than five projects completed in the last ten years to specifically address master planning experience with historic properties and/or cemetery planning and design experience. The narrative shall address the design approach with salient features for each project and discuss how the client’s program, functional, image, mission, economic, schedule, and operational objectives were satisfied by the overall design/planning solution. It should comment on the relevance of submitted projects to the HCC master plan, including sustainability,

stormwater management, etc. This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, and phone. Any site plans, sections, or other appropriate drawings, and a minimum of two photographs must be included for each project.

(2) **PHILOSOPHY AND DESIGN INTENT (15%):**

In the lead designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach to the challenge of cemetery planning and design for a National Historic Landmark with the primary goal to ensure that it remains an active cemetery for the next 20+ years.

(3) **LEAD DESIGNER PROFILE & RELEVANT EXPERIENCE (25%):**

Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project and lead designer's ability to provide design excellence.

(4) **TEAM COMPOSITION (25%):**

In addition to Selection Criteria #3, submit resumes of key team members including the project manager and any subconsultants who are part of your team. If desired, you may include a portfolio of no more than two (2) projects per key team member completed in the last ten years. The narrative shall address salient features for each project and the key team member's role in that project. Include three references for the firm and its key team members.

**STAGE II Selection Criteria** includes an in-person\* interview with your key team members and the following submission:

(5) **FEE PROPOSAL & PRELIMINARY SCHEDULE**

From shortlisted firms only, provide a fee proposal and preliminary schedule for the scope of services described below.

*\*Due to inclement weather or an unavoidable circumstance, a virtual interview may be used to substitute the in-person interview.*

The following scope of services describes the work and work products, by task, to be provided by the consultant team.

## **Scope of Services**

### **Task 1 Project Initiation and Analysis**

#### **1.A. Project Initiation**

The Design/Consultant Team (CT) will begin to work with the HCC Working Group (WG) by creating a project schedule to identify key milestone dates such as WG meetings and Board meetings (provided by HCC) and the products that will be presented for discussion during those meetings. The draft schedule will be presented for review by the WG in advance of the kick-off meeting.

Prior to the kick-off meeting the CT will gather and review existing background information, provided by HCC, and create a working base plan showing existing conditions. In addition to property lines and topographic information, HCC will provide the CT with information on historic and significant gravesites, existing grave sites, mausoleums, crypts and available grave sites and columbaria.

HCC has recently completed and approved a 2024-2029 Strategic Plan. The CT will be provided with a copy of the Strategic Plan with the expectation that the Strategic Plan recommendations will be incorporated into the Master Plan.

#### **1.B. Kick-off meeting**

The kick-off meeting will provide the CT and the WG an opportunity to introduce one another, to describe roles on the project team, discuss and confirm HCC goals for the project, review the project schedule and to walk the project site with the group to discuss key issues and opportunities.

#### **1.C. Fact Finding Meetings**

Following the kick-off meeting, the CT will meet with key staff to discuss current operations, needs, and wants for the future.

CT will provide meeting notes for each meeting.

CT will synthesize the findings from the interviews for discussion with the WG.

#### **1.D. Background Document Review and Analysis**

CT will prepare an analysis of the property to include the following:

- A summary plan showing existing grave sites and identifying historic and/or significant grave sites based on information provided by HCC.
- Previously prepared master plans, design and other documents prepared by others and provided to the CT by HCC.
- Existing structures including the gate house and garage, restrooms, chapel, maintenance buildings. Analysis should include addressing appropriateness of size for program, condition, historic significance, and Americans with Disability Act. ADA review will be limited to access to interior spaces only.
- Property perimeter conditions and adjacencies.
- Pedestrian and vehicular circulation.
- Historic and significant trees.
- Topography with respect to areas of steep grades, poor drainage and natural springs.
- Existing site lighting, including identifying areas that are dark, bright, up lighted, and types of fixtures. The review of lighting will be a visual analysis of light and dark areas on the site and will not include gathering photometric readings of light levels.

- Wayfinding including cemetery identification, “street” identification, regulatory and directional signage.
- Views, both external to the city and beyond as well as key internal views and vantage points.

The CT will document findings with photographs and plan view diagrams. The photographs and plans will be accompanied by a narrative describing findings and recommendations which the CT will present to the WG.

### **1.E. Presentation to the community**

The CT will prepare and present the information gathered and analyzed during this task to the community and interested stakeholders to obtain their input.

### **Task 2: Draft Master Plan Alternatives**

Using the information gathered and analyzed during Task 1 the CT will create two alternative draft Master Plans for consideration. The alternatives will address the items included in the analysis, laying out ideas and concepts for addressing deficiencies and enhancing HCC assets. The draft Master Plan alternatives will be provided as to-scale, plan view drawings. Each alternative will be accompanied by a brief narrative describing key elements and highlighting the difference between the alternatives.

The CT will present the alternatives to the WG for review, discussion, and selection of a preferred alternative before proceeding to the next task.

### **Task 3: Draft Master Plan**

The CT will develop a draft Master Plan based on the identification of preferences at the end of Task 2. Development of the draft Master Plan will include preliminary identification of phases based on priorities articulated by the WG. CT will provide a narrative of the draft Master Plan to accompany the illustrative graphics.

During this Task, the CT will also provide a Master Plan level estimate of probable construction costs by phase.

The CT will conduct a work session with the WG at about mid-point during development of the draft Master Plan to review progress and receive additional input as the draft Plan is being refined. The CT will conduct a second work session with the WG just prior to finalizing the draft Master Plan to allow the WG to review the material prior to presentation to the HCC Board of Directors for their review and approval.

The CT will prepare and present the draft master plan to the interested public for their information.

### **Task 4: Final Master Plan**

The CT will finalize the Master Plan, incorporating comments from the Board of Directors into the final documents. The CT’s work during this task will include updating the estimate of probable construction costs and finalizing the phasing plan to reflect the final Master Plan. The CT will conduct a final meeting with the WG to review information at approximately 95% complete.

Final deliverables will include the following:

- Illustrative Master Plan of the Property
- Illustrative Enlargement Plans of key site areas
- Perspective sketches of key areas

- Final Phasing Plan
- Final estimate of probable construction cost
- Master Plan Report containing narratives, analysis, draft alternatives, draft, and final Master Plan as a PDF
- Presentation for HCC Board of Directors meeting