



RFP #2P23-016 | October 12, 2022

Design of Renovations and Improvements at Kern Park

TECHNICAL PROPOSAL

Submitted to: The City of Bristol

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City of Bristol RFP #2P23-016

October 12, 2022

TECHNICAL PROPOSAL



Letter of Transmittal

October 12, 2022

Roger Rousseau, Purchasing Agent
The City of Bristol
Purchasing Department
111 North Main Street
Bristol, CT 06010

RE: RFP 2P23-016 Design of Renovations and Improvements at Kern Park

Mr. Rousseau,

To Design @ FHI Studio is pleased to submit this qualifications package to provide design services and public outreach for the Design of Renovations and Improvements at Kern Park Project. The opportunity to continue our work with The City of Bristol to renovate this park is exciting for our team. The goals and purpose of this effort could not be better aligned with what drives us to do what we do.

FHI Studio is a recognized leader in effective public outreach and now a leader in park design as well with the recent acquisition of To Design, one of Connecticut's leading park design firms. Over the course of 35 years, we have been serving Connecticut municipalities, delivering inclusive community-driven plans that have a unique sense of place tailored to the specific community. We look forward to demonstrating how our team can deliver a high-quality product that meets Bristol's needs for the Kern Park.

To achieve the goals of this RFP and undertake a thoughtful, forward-thinking design process for the City, we have assembled a core team of FHI Studio staff and strategic teaming partners. Landscape Architect **Phil Barlow** will lead our team. Phil has extensive experience leading park design projects throughout Connecticut including recent work in Bristol, Hartford, New Britain, and Canton. Within FHI Studio, Phil oversees the Landscape Architecture practice for New England. He directly manages a select group of projects that require a comprehensive approach and integration of our full suite of technical services. He will be a hands-on project manager while being directly supported by a core team identified to meet the technical and schedule demands of this project. Our team of experts has the capacity, passion, and perspective necessary to advance the design of Kern Park, and will support Phil in all facets of planning and design.

The FHI Studio team has recently completed many similar projects including:

- » Monumental entrances at Hartford's Colt Park and Elizabeth Park
- » Court renovations at 6 City of Hartford courts
- » Park and tennis court renovations at New Britain's Walnut Hill Park

We offer this proposal and certify that the proposal and any cost projection included will remain in effect for 120 days after the due date. The fee proposal is attached separately as stated in the submission requirements. FHI Studio is willing to negotiate the proposed fee as needed by the City.

We appreciate your consideration. Should you have any questions, please do not hesitate to contact Phil at (860) 803.2397 or pbarlow@fhistudio.com.

Sincerely,



Ken Livingston, AICP
Vice President/Principal



Project Understanding & Approach



Project Understanding

The City of Bristol has over 730 acres of parkland, including eight neighborhood parks. Kern Park is one of these neighborhood parks. In 2021 the city commissioned a comprehensive master plan of all parks, which includes upgrades to Kern.

These upgrades include:

- » Fencing at the northern perimeter of the park and around tennis court areas,
- » Education kiosks throughout the trails,
- » Incidental trail repairs as needed,
- » A formal entrance into area at the shopping center entrance,
- » Trail maps at all entrances,
- » Resurfaced tennis courts (Board of Parks may pursue replacement of the courts with a pollinator garden).

The city is now in the process of engaging a firm to prepare plans and specifications for these upgrades. It is important that the selected team have extensive park design experience in Connecticut, experience with the City of Bristol as well as availability to complete the work in a timely manner.

Project Approach

- » FHI Studio will evaluate fencing options for the northern perimeter of the park and around tennis court areas based on criteria such as value, durability, and appropriateness.
- » FHI Studio will engage our visual communications specialist, Rachel Bright, to work with the Parks Department to produce text and graphics for educational signage. The signage will be located throughout the trail system.
- » A formal, ceremonial entry will be designed for the shopping center entrance. We will work with Parks Department staff to develop an entrance that is unique for Kern Park, capturing the genius loci of the park. This entrance will provide a sense of arrival and anticipation for what's to come.
- » Tennis courts will be reconstructed at the existing location, or an alternate area of the park as may be preferred. If the city prefers a pollinator garden, the design team will provide plans and specification.
- » FHI Studio's public outreach specialist, Kevin Rivera, will facilitate and hold a public meeting to present the semi-final plan for improvements.
- » Trail repairs will be incorporated into the construction document plans and specifications.
- » Trail maps will be located at all entrances.

Key Issues to Resolve

Budget

- » The budget of \$300,000 is limited and it may not be possible to accomplish the full wish list.

Schedule

- » With inflation rampant, it is important that the bid document get "on the street" as quickly as possible.

Permitting Requirements

- » With the stated inflation concerns, it is critical that the project scope not kick in any state or federal permits.

Community Input

- » While we can design and build improvements that we believe are terrific, the project will not succeed if the public thinks otherwise. It is critical to receive public endorsement.

Trails

- » Whether or not the trail system can be made more equitable by meeting ADAAG (ADA Accessibility Guidelines) recommendations should be assessed.

Tennis Courts

- » The resurfacing of the courts should be contingent on the demand and potential use from stakeholders/park users. Alternate uses including a pollinator garden or outdoor classroom for use by the Ivy Drive School should also be considered.

Level of Detail That Can Be Accomplished

For the proposed budget, we will provide full design / bid / construction documents within a 120-day schedule.

The background of the slide features a photograph of a fenced-in area with trees and foliage. A dark blue diagonal overlay covers the top and right portions of the image, creating a gradient effect. The text 'Work Program & Schedule' is centered in white over this blue area.

Work Program & Schedule

Work Program

1. Review existing documentation / reports / plans / budget / meeting minutes / etc.
2. Inspect site to understand existing conditions.
3. Provide topographic and A2 survey of the site.
4. Provide direction and support to City staff for land use permits made necessary by improvements (i.e., City will make formal applications, FHI Studio shall coordinate any necessary efforts needed for applications).
5. Monthly virtual meetings with relevant staff, twelve (12).
6. The preliminary report shall include the following:
 - » Project schedule indicating design, bidding, and construction schedule
 - » Conceptual budget
 - » Areas of concern associated with schedule, budget, existing conditions, and/or project objectives, along with recommendations to mitigate the above potential issues
 - » List of anticipated drawings and specifications, including need for special contract provisions to meet project objectives.
7. Cost estimating at SD, DD and CD phases of design.
8. Evaluate value engineering options, potential substitutions and other potentially cost saving alternatives.
9. Conduct one (1) public meeting for presentation of proposed improvements.
10. Prepare construction documents suitable for competitive public bidding. Construction documents shall include plans (project drawings) and specifications (project manual). The specifications shall consist of at minimum general and special conditions, bid forms, and technical specifications. The design team shall submit materials for City review at SD, DD, and CD stages of development. The City of Bristol will aid in the preparation of front-end materials for bidding, with all technical materials, including special provisions and project phasing provisions, provided by the selected firm.
11. Attend Pre-bid meetings scheduled by the city to address questions related to project design. The design team shall assist in responses to RFIs (Requests for Information) during bidding.
12. Provide construction administration services as follows:
 - » Periodic project observation (6 site visits in conjunction with job meetings),
 - » Attendance at job meetings (6),
 - » Review of shop submittals,
 - » Review and response to RFIs,
 - » Review of contractor applications for payment,
 - » Assistance in the preparation of change orders,
 - » Assistance with close-out of final construction.

Process & Deliverables

Schematic Design - Prepare preliminary drawings demonstrating program and budget investigation.

- » Client and development team program meetings.
- » Studies: schematic layout, grading, planting, parking, storm drainage,
- » Preliminary estimate of probable cost.
- » Test program against constraints
- » Prepare final Schematic Design

Design Development

- » Site layout plan.
- » Site planting plan.
- » Site grading plan.
- » Sediment and erosion control plan.
- » Site details.
- » Review meetings with development team.

Approvals/Permits

- » The City of Bristol Planning & Zoning.

Construction Documents - Revise and add detail to design development plans as required to bid project:

- » Review meetings with client and development team.
- » Site layout plan.
- » Site planting plan.
- » Site grading plan.
- » Sediment and erosion control plan.
- » Site details.
- » Site plan enlargements.
- » Full set of technical specifications.
- » Coordinate all land use permitting.

Bidding Services

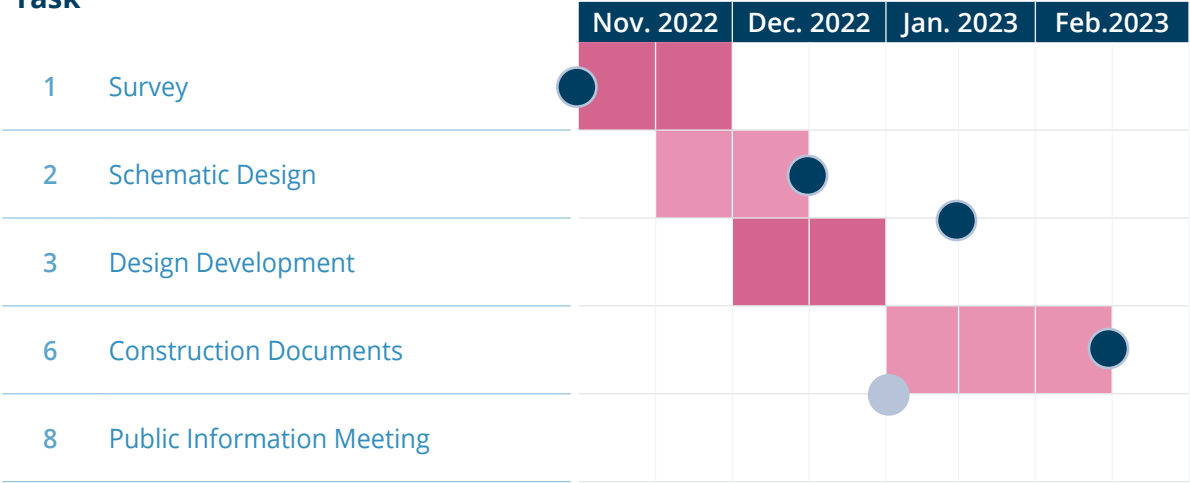
- » Issue addenda as required to communicate bidding changes with the contractors.
- » Review all bids for compliance with the owner and design team requirements.

Construction Administration

- » Attend six (6) job meetings throughout the construction process.
- » Review all site submittals (shop drawings, proposed change orders,) for compliance with the construction documents.
- » Create the final site punch list and monitor its completion.
- » Meet with contractor, on-site, as required.

Project Schedule

Task





Key Personnel



Phil Barlow AICP, LEED AP

Manager of Landscape Architecture

Education

Bachelor of Science, Landscape Architecture, West Virginia University

Licenses & Certifications

Landscape Architect
(Connecticut, Massachusetts, Rhode Island, New York)

American Institute of Certified Planners (AICP)

Public Service

CT State Historic Preservation Review Board - Historical Landscape Architect

State of CT Board of Landscape Architects

Awards

2022 Merit Award, Preservation Connecticut - Clover Gardens in Hartford, CT

2021 Merit Award, Preservation Connecticut - Courtland Arms in New Britain, CT

2021 Merit Award, Preservation Connecticut - Immacare in Hartford, CT

2020 Merit Award, CT Chapter American Society of Landscape Architects - Hartford, CT Tree Canopy Action Plan

2019 Merit Award, CT Building Congress - Bushnell Park Playground

Overview

Phil serves as Manager of Landscape Architecture with over 30 years of experience with an emphasis on the **design of public spaces, schools, sites, parks, and the renovation of historic landscapes**. His projects have been recognized with dozens of awards from institutions including the Connecticut Chapter of the American Institute of Architects, Connecticut Chapter of the American Society of Landscape Architects, Connecticut Chapter of the American Planning Association, The Connecticut Trust for Historic Preservation, the National Concrete Masonry Association, Connecticut Main Street Center, and Connecticut Building Congress. Phil is a visiting critic for the University of Hartford Architecture Program and an adjunct professor for the UCONN Landscape Architecture Program. Service in his local community of East Haddam, includes past service on the Planning and Zoning Commission, as well as various planning and building committees.

Experience

Muzzy Field | Bristol, CT

Opened in 1914, Muzzy Field has an illustrious past, being home to the Boston Red Sox Double A minor league team from 1972-1982. Jim Rice, Fred Lynn, and Jerry Remi all played here. Babe Ruth himself once hit one out of the stadium. The field is now home to local high schools and the Bristol Blues of the New England Collegiate Baseball League. To Design @ FHI Studio worked with RAD Sports, Shock Electrical Contractors, Musco Lighting, and RZ Design Associates to replace lighting, irrigation systems, sod, infield material, and more. To Design provided plans for grading and other improvements.

Hartford Parks Signage | Hartford, CT

Signage prototypes were developed that will be utilized throughout the City of Hartford Park System. Signage types include gateway, informational, directional, and regulations. The goal of the effort was to develop a cohesive, comprehensive signage program that will identify and brand all Hartford parks, unifying the diverse system of large and small properties. A "kit of parts" was developed that can be mixed and matched.

Chesley Park | New Britain, CT

Working with the City of New Britain, To Design @ FHI Studio completed schematic plans and construction documents to renovate this public park. Planned renovations include new basketball courts, a play area, a pavilion shelter with tables, site lighting, benches throughout, fencing, new plantings, and improved accessibility. Included in the redesign will be one of Connecticut's premier outdoor handball courts. The new play area will feature play environments for children aged 2-5 and 5-12, digiriders, flywheel spinner, oodle swing, traditional swings, and a 50 ft zip line, all set in new resilient safety surfacing.

Bushnell Park Walkways & Lighting | Hartford, CT

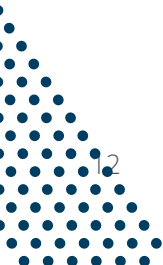
At Hartford's historic 50-acre Bushnell Park, To Design @ FHI Studio worked with the i-Quilt Foundation and The Bushnell Park Foundation to implement the next phase of the i-Quilt plan. When funds are available, improvements to the park will include walkway enhancements, lighting upgrades, drainage improvements, and planting. The plan provides for service vehicle access to the interior of the park while maintaining a pedestrian scale and preserving the graceful path layout and tree clusters that buffer views out of the park. Both the i-Quilt master plan and Jacob Weidenmann's 1860 Plan for the park were used to drive the design for the improvements. As part of our work, a comprehensive design manual was also produced to inform all future work in the park. When improvements are complete, the experience of the million-plus yearly visitors to the park will be enhanced.

Elizabeth Park Multiple Projects | West Hartford, CT

To Design @ FHI Studio has completed many projects over the years at Elizabeth Park. We've provided site design plans and construction documents for entrance gateways, a permanent stage, expanded parking, walkway lighting, a trail system, and other improvements throughout. In 2004, we provided construction documents for the renovation of Theodore Wirth's original summer house, located in the center of the rose garden. Most recently, our design of multiple entrance gateways on the East Lawn and various other streets provide a welcoming and branding element around the park. We also designed a new permanent stage for entertainment that is currently in construction.

Walnut Hill Park | New Britain, CT

At Frederick Law Olmsted's Walnut Hill Park (in our backyard!), we have been completing landscape architectural projects for almost 20 years. Projects have ranged from the reconstruction of the World War Monumental walkway and rotunda to a new pedestrian entrance, to many restoration and planting projects. For restoration, projects include; World War Monument and Rotunda, Tennis Court Piers, Limestone Steps, and the West Main Street Walkway. For new construction, projects include; Lower Rotunda, Goldfish Terraces, Rose Walk, Ledgers Way (pedestrian entrance on Grand Street), and Planting of Olmsted's East Grove.



Francisco Gomes AICP, ASLA

Senior Project Manager



Education

Master of Regional Planning,
University of Massachusetts

Master of Landscape
Architecture, University of
Massachusetts

Bachelor of Science,
Environmental Geology,
University of Dayton

Affiliations

American Institute of Certified
Planners

American Planning Association

American Society of Landscape
Architects

Years Experience

13 Years with Firm

21 Years in Industry

Overview

Francisco specializes in **master planning and multimodal transportation**. He integrates his technical expertise in the areas of transportation planning, community planning, and urban design within the broader discipline of placemaking for people. Francisco's experience includes the development of municipal and regional master plans, creation of bicycle and pedestrian master plans, transit-oriented development plans, town center revitalization planning and urban master planning. Francisco uses digital media to communicate design and planning concepts to stakeholders ranging from the general public to elected officials and planning professionals.

Experience

Manchester Parks Master Plan | Manchester, CT | 2020 – 2021

FHI Studio was the member of a multidisciplinary team that developed a comprehensive parks masterplan for the Town of Manchester. Francisco led the trails and park connectivity planning efforts, as well as community engagement support. The plan recommends improvement across the parks system including playground, athletic field, aquatic, and parks access enhancements.

City of Bristol Zoning Regulations Update | Bristol, CT | 2021 – Ongoing

Francisco is leading a comprehensive rewrite of the City's zoning regulations. Working closely with the City planner and zoning commission, FHI Studio is reviewing and rewriting the zoning regulations to provide regulations that are more consistent, user friendly, easier to administer, and up-to-date with respect to best practices, statutory changes, and case law.

Parks and Recreation Strategic Plan | Old Saybrook, CT | 2019 – 2021

Francisco was FHI Studio's Project Manager and led a multidisciplinary team of planners and landscape architects that developed a strategic improvement plan for Old Saybrook's park facilities. The plan provides a high-level assessment of the entire parks system and provides strategic enhancement plans for four park sites.



Mary Dehais CANP

Senior Landscape Designer

Education

Master of Landscape Architecture, University of Massachusetts

Bachelor of Science, Accounting, Central Connecticut State University

Certifications

Connecticut Association of Nursery Professionals (CANP)

Affiliations

American Society of Landscape Architects

CT Chapter of American Society of Landscape Architects

National Honor Member of Sigma Lambda Alpha

Awards

2019 Merit Award, CT Building Congress - Bushnell Park Playground

2017 Merit Award, CT Chapter American Society of Landscape Architects - New Britain Historic Urban Walking Trail

Overview

Mary joined the landscape architecture industry in 2012 after a 20-year career in contracts and business administration. Mary is responsible for the production of **design and construction documents**, as well as firm **communications and graphic design**. While at the University of Massachusetts-Amherst, Mary developed a deep interest in sustainable methods of site storm water management, and she applies this passion to landscape architecture projects.

Experience

Hartford Parks Signage | Hartford, CT

In 2016, a cohesive, comprehensive signage program was developed to identify, brand, and unify the diverse properties that form the Hartford Park System. The signage types included different prototypes that could be used throughout City of Hartford parks to communicate park history, maps, directional information, site amenities, park regulations, and educational/ environmental information to residents and park visitors. Mary worked with the City of Hartford, numerous park organizations, and sign contractor to design, construct, and install approximately three hundred (300) new, comprehensive, and attractive signage in over 40 parks across the city.

Elizabeth Park | Hartford, CT

At this National Register of Historic Places Park, To Design @ FHI Studio has been designing multiple projects since 1999. We've provided site design plans and construction documents for entrance gateways, a permanent stage, expanded parking, walkway lighting, a trail system, and other improvements throughout. Most recently, Mary assisted in the design and produced construction documents for multiple entrance gateways that provide a welcoming and branding element around the park, a new permanent performance stage, memorial dedications, expanded parking and maintenance yard improvements.

New Britain Historic Urban Walking Trail | New Britain, CT

Working with the City's Department of Public Works, To Design @ FHI Studio developed an interpretive signage program for the downtown area. Mary assisted in preparing maps that highlight three distinct routes around Downtown. In addition, Mary researched and provided images for sign panels. These signs provide educational opportunities to learn about the city's rich history, points of interest, and interesting facts.

Skate Park Renovations at Stanley Quarter Park | New Britain, CT

Working with the City of New Britain and skatepark designer Jeff Poprocki, To Design @ FHI Studio produced the site plan design for the renovation of the existing skate park in Stanley Quarter Park. Renovations included expanding the upper footprint of the park, removal of cracked asphalt, and replacement with concrete, as well as six new skate features designed to be placed strategically throughout the upper portion of the park. Skaters, rollerbladers, and bikers alike will now be able to navigate the renovated skate park freely and continuously with the updated design. Mary was responsible for construction and bid documents and coordination with City of New Britain personnel.

Elizabeth Park East Lawn Entrances | Hartford, CT

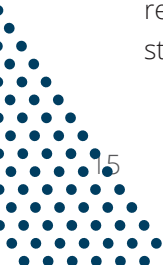
At the historic East Lawn of Elizabeth Park, To Design @ FHI Studio and West End resident Francisco Gomes AICP, teamed with the Elizabeth Park Conservancy and the West End Civic Association (WECA) to enhance the four existing pedestrian entrances. Mary created site renderings to communicate the concepts to the stakeholders graphically.

Bushnell Park | Hartford, CT

After 17 years of heavy use, the existing playscape was removed with plans to rebuild a new, safer play environment to cater to the City's children and parents. After input from the City's Planning and Zoning Commission, To Design @ FHI Studio was engaged to redesign this important site to address their concerns. Our site design provides accessibility throughout the playground with new concrete walks, resilient play surfacing, and play equipment. Access from the carousel was also incorporated. The new playground features two new play structures for children aged 2-5 years old and 5-12 years old. The unique play equipment also features Hartford-specific elements, including miniature recreations of the State Capitol dome and the Soliders and Sailors Memorial Arch. Mary was responsible for the production of construction documents, and was instrumental in obtaining municipal and historic commission approvals.

Manchester Parks & Facilities Master Plan | Manchester, CT

The Master Plan for the Town of Manchester will outline how to further develop future parks, trails, open space, and recreational areas to meet the needs of the community while also investing in the town's economic and cultural value. Partnered with BerryDunn, To Design @ FHI Studio was responsible for the Park and Facility Assessment Report in which Mary reviewed site conditions, circulation, parking, pavements, sport and aquatic facilities, play structures, site furnishings, lighting, and wayfinding for twenty-one (21) parks. Based on our analysis, public outreach, stakeholder interests, and town staff input, Mary also developed conceptual plans and produced rendered plans for six selected parks.





Andy Lau

Landscape Designer

Education

Bachelor of Science, Landscape Architecture, West Virginia University

Overview

Andy is a recent 2021 graduate from the University of Connecticut, and joins FHI Studio with a Landscape Architecture degree in hand. He hopes to continue to discover new ways of connecting humans back to nature. In his own words: "I became interested in Landscape Architecture because I wanted to explore how creating different spaces can impact communities." While attending UConn, Andy's passion developed through mentor relationships, which focused his concentration in **community planning and site analysis**. He hopes to one day become a mentor to the next generation of landscape professionals.

Experience

Batterson Park Study | Hartford, CT

Batterson Park has been closed to the public since 2015 due to its deteriorating condition. Working with the City of Hartford and QA+M Architects, To Design @ FHI Studio completed an existing conditions assessment of building and site elements and provided a detailed report and cost estimate for the site and building renovations required to reopen the park to the public.

Bushnell Park | Hartford, CT

At Hartford's historic 50-acre Bushnell Park, To Design @ FHI Studio has completed several projects. Working with the i-Quilt Foundation and The Bushnell Park Foundation, improvements to the park will include walkway enhancements, sidewalks, lighting upgrades, drainage improvements, plantings, playscapes, and carousel were also renovated,

Bristol City Hall | Bristol, CT

To Design @ FHI Studio provided site plans, oversaw municipal approvals and is overseeing the construction of the renovation and addition to City Hall.



Rachel Bright

Visual Communications Specialist

Education

Master of Urban Planning,
Hunter College, City University of
New York

Bachelor of Arts, Urban Design
and Architecture, New York
University

Affiliations

American Planning Association
American Institute of Graphic
Arts

Software Skills

Adobe Creative Suite (InDesign,
Illustrator, Photoshop)

Adobe Dreamweaver/HTML

AutoCAD

SketchUp

ArcGIS Mapping

Years Experience

16 Years with Firm

20 Years in Industry

Overview

Rachel is a top-notch **designer** and **visual communications specialist** with extensive experience developing memorable project branding and leading successful marketing campaigns. She works closely with public engagement staff to create engaging and graphically rich communication products that draw stakeholders into the planning process, improve the flow of information to the public, and inspire dialog. Rachel combines strong graphic design skills with a deep understanding of community planning, enabling her to create strong and effective messaging and marketing collateral.

Experience

Customer Experience (CX) Action Plan | Statewide, CT | 2022 - Ongoing



The Connecticut Department of Transportation is developing a CX 'Action Plan' that details a visionary future state for Connecticut's public transportation system in which the customer experience is at the forefront. Rachel designed a brand identity for the project, developed a suite of branded collateral to support outreach, and served as creative lead on website development.

Marketing and Branding Campaign | Windham, CT | 2019 - 2020



FHI Studio worked with the Town of Windham, CT to design a community brand and develop a marketing strategy in support of economic development goals. The project also included a brand analysis, focus groups and community survey, and various branded communications and promotional products. Rachel served as project manager and lead designer on this project.

Stephen M. Giudice LS

Principal

Certifications

Licensed Professional Land Surveyor – State of Connecticut

Affiliations

Connecticut Association of Land Surveyors

American Society of Civil Engineers

Southington Rotary Club

Years Experience

32 Years in Industry

Overview

Mr. Giudice is the President and Principal of Harry E. Cole & Son. He is responsible for the overall daily operations of the organization including the direct involvement in all of the firm's surveying and engineering assignments. President and Principal responsibilities include being a hands-on administrator, engagement in all aspects of a project including contract administration and regulatory applications to site plan compliance.

Mr. Giudice began his career at Harry E. Cole & Son in 1988 as a draftsman, learning the basics of the trade. Through the years he moved through several positions of increasing responsibility within the company, gaining experience at each level of the surveying and civil engineering field. In 1991, he began managing projects through the land use approval process. In the spring of 2002 he passed the State of Connecticut, Professional Land Surveyor exam.

After seventeen years of service, Mr. Giudice took ownership of the firm in September 2005. Since that time, he has continued to enhance the productivity and performance of the firm by building a workforce that fully understands the environments in which Harry E. Cole & Son conducts business.

Work Experience

2005 – Present | Harry E. Cole & Son | Principal

1999 -2005 | Harry E. Cole & Son | Project Manager

1991-1999 | Harry E. Cole & Son | Engineering and Survey Technician

1988-1991 | Harry E. Cole & Son | Instrument Man and Rod Man

1988-1990 | Harry E. Cole & Son | Draftsman



Similar Project Experience



PARKS

Park Design is one of To Design @ FHI Studio's specialties. Open green spaces are an important and critical part of urban living. We strive to improve open, public spaces to enrich our everyday lives. All aspects, from the gateway and entrances, to parking lots, trails, sidewalks, lighting, playscapes, recreation fields, and plantings are all vital to bringing together the space and providing enjoyment for all.

Featured Projects

- » Bushnell Park, Hartford, CT
- » Elizabeth Park, Hartford, CT
- » Colt Park, Hartford, CT
- » Goodwin Park, Hartford, CT
- » Pope Park, Hartford, CT
- » Keney Waverly Park, Hartford, CT
- » Woodland Park, Hartford, CT
- » Sigourney Square Park, Hartford, CT
- » Buckingham Square, Hartford, CT
- » Porter Memorial Park, Hartford, CT
- » South Green - Hartford, CT
- » Camp Courant, Hartford, CT
- » Walnut Hill Park, New Britain, CT
- » Willow Street Park, New Britain, CT
- » Stanley Quarter Park, New Britain, CT
- » Martha Hart Park, New Britain, CT
- » Willow Brook Park, New Britain, CT
- » Franklin Square Park, New Britain, CT
- » Osgood Park, New Britain, CT
- » Chelsea Park, New Britain, CT
- » Chesley Park, New Britain, CT
- » Washington Park, New Britain, CT
- » Hartford Parks Signage & Maintenance Plan
- » Scalzi Park - Stamford, CT
- » Waterbury Green, Waterbury, CT
- » Bruce Park - Greenwich, CT





Hartford Parks Signage

Working on a team with Adams & Ahern Sign Solutions, Inc., signage prototypes were developed that could be utilized throughout the City of Hartford Park System. Signage types include:

- » Gateway
- » Informational
- » Directional
- » Regulations

The goal of the effort is to develop a cohesive, comprehensive signage program that will identify and brand all Hartford parks, unifying the diverse system of large and small properties. A “kit of parts” was developed that can be mixed and matched.

The first signs were installed in George Day Park and Sigourney Square Park in 2019 and final completion was in 2022.

Key Tasks

- » System-Wide Signage Plan
- » Kit of Parts
- » Adaptable

Location

Hartford, CT

Client

Frank Dellaripa
 Assistant Director/City Engineer
 City of Hartford Public Works
 860-757-9975

Duration

2018 – 2022





Elizabeth Park Fern St Entrance

One of the priorities of Elizabeth Park's Master Plan was to improve the gateway and pedestrian corridor at Fern Street to make the park more accessible to neighborhoods located south of Elizabeth Park.

Our design of the improved pedestrian gateway includes a circular granite cobble plaza with an inscribed granite panel reading "Elizabeth Park," curved granite benches, ornamental plantings, and a much-needed bituminous walk that directs visitors to the famed rose garden. The new gateway plaza was modeled after the Ethel Donaghue Plaza located near the Pond House and enhances this underutilized area of the park.

Key Tasks

- » Granite Plaza
- » Plantings
- » Connection to Rose Garden

Location

West Hartford, CT

Client

Christine Doty,
President & CEO
Elizabeth Park Conservancy
860.231.9443 x102





Key Tasks

- » Historic Facility
- » Frederick Law Olmsted-designed Park
- » Multiple Courts
- » Post-Tension Concrete

Location

New Britain, CT

Client

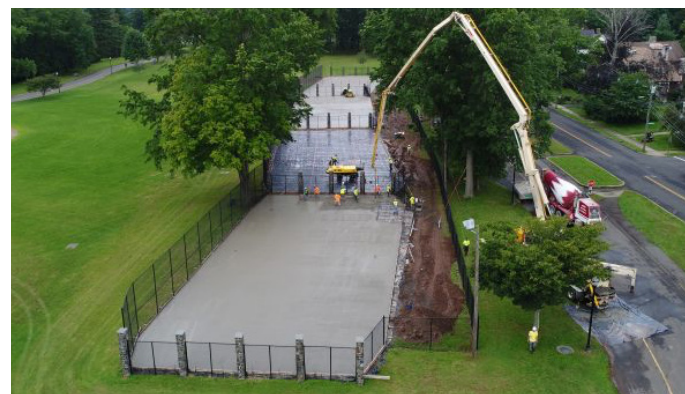
Erik Barbieri, Director Parks and Recreation
City of New Britain
860.826.3364

Walnut Hill Park Pickleball & Tennis Courts

New Britain's premier tennis facilities were built in 1920 within the Frederick Law Olmsted-designed Walnut Hill Park, and are embellished with twenty-two stone piers dividing four tennis courts. In 2009, To Design worked with Parks and Recreation Department staff to renovate the stone piers and replace all fencing.

In 2021, the project scope involves renovating three tennis courts and converting one court into four new pickleball courts. All courts are constructed using post-tension concrete which features steel cables running within the concrete which are pulled tight, or tensioned, to reduce or eliminate cracks, ensuring greater longevity than traditional asphalt courts. Additional site improvements include new concrete walks, bleachers, and a water fountain.

According to the USA Pickleball Association, the sport of pickleball has grown in popularity over the last decade and combines elements of tennis, badminton and ping pong.





Bruce Park Interpretive Signage / Environmental Education

At the Bruce Park Play Environment, To Design worked with the Junior League of Greenwich to implement an environmental education signage program. All weather signs are placed throughout the park, educating children about the natural process that they witness in their day-to-day lives.

Key Tasks

- » Interpretive Signage
- » Educational
- » Multiple Subjects

Location

Greenwich, CT

Client

George Howell
 Director
 Junior League of Greenwich
 203.869.1979





Key Tasks

- » City Athletic Fields
- » Comprehensive Services
- » Design, Layout, Grading, Drainage

Location

Bristol, CT

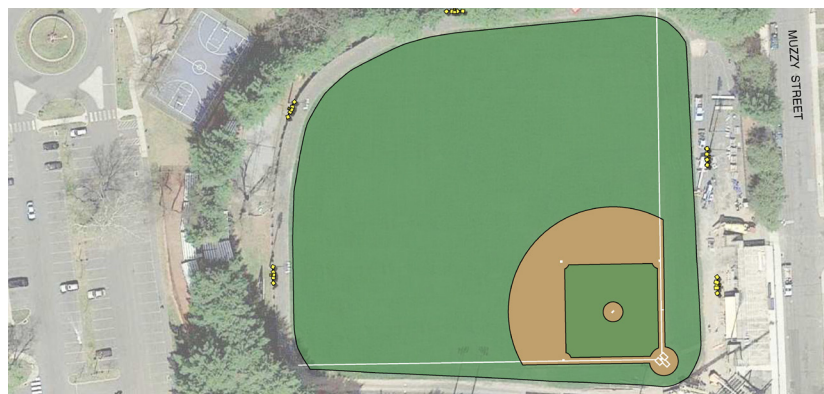
Client

Joshua T. Medeiros, Superintendent
Bristol Parks and Recreation
860.584.6159

Muzzy Field

Opened in 1914, Muzzy Field has an illustrious past, being home to the Boston Red Sox Double A minor league team from 1972-1982. Jim Rice, Fred Lynn, and Jerry Remi all played here. Babe Ruth himself once hit one out of the stadium. The field is now home to local high schools and the Bristol Blues of the New England Collegiate Baseball League.

To Design @ FHI Studio worked with with RAD Sports, Shock Electrical Contractors, Musco Lighting, and RZ Design Associates to replace lighting, irrigation systems, sod, infield material, and more. To Design provided plans for grading and other improvements.





1 Playground



2 Walkways



3 Lighting



Bushnell Park Projects

Bushnell Park is the oldest publicly funded park in the U.S. To Design@FHI Studio has been completing landscape architectural projects at the park for over 15 years. We started with repairs to the playground in 2007, a replacement in 2020, and most recently engaged in the redesign. Our site design provides accessibility throughout with new concrete walks, resilient play surfacing, and play equipment. The playground can now be accessed from the carousel by way of new concrete steps. The unique, one-of-a-kind play equipment features Hartford-specific architectural elements of the park such as the State Capitol dome and the Soldiers and Sailors Memorial Arch.

In collaboration with the Bushnell Park Foundation, City of Hartford, and iQuilt Foundation, To Design @ FHi Studio provided a design manual to guide future selection of site amenities such as lighting, paving, and site furniture. Since then, new site lighting has been installed at various entrances around the park. In addition, we created a circulation study to address current walkways and made recommendations for improvements.

Key Tasks

- » National Register of Historic Places
- » 50 Acres
- » Oldest Publicly Funded Park
- » Designed by Jacob Weidenmann

Location

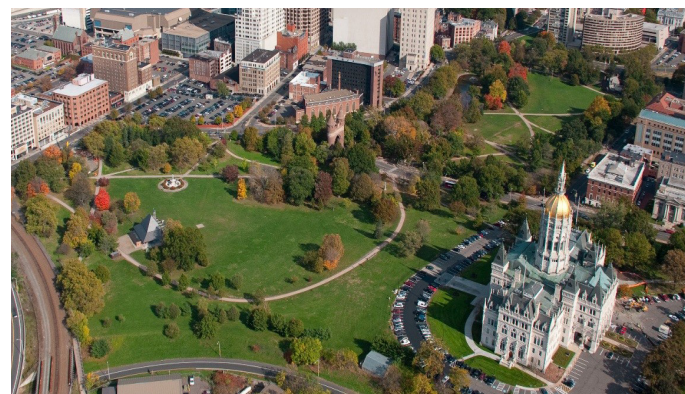
Hartford, CT

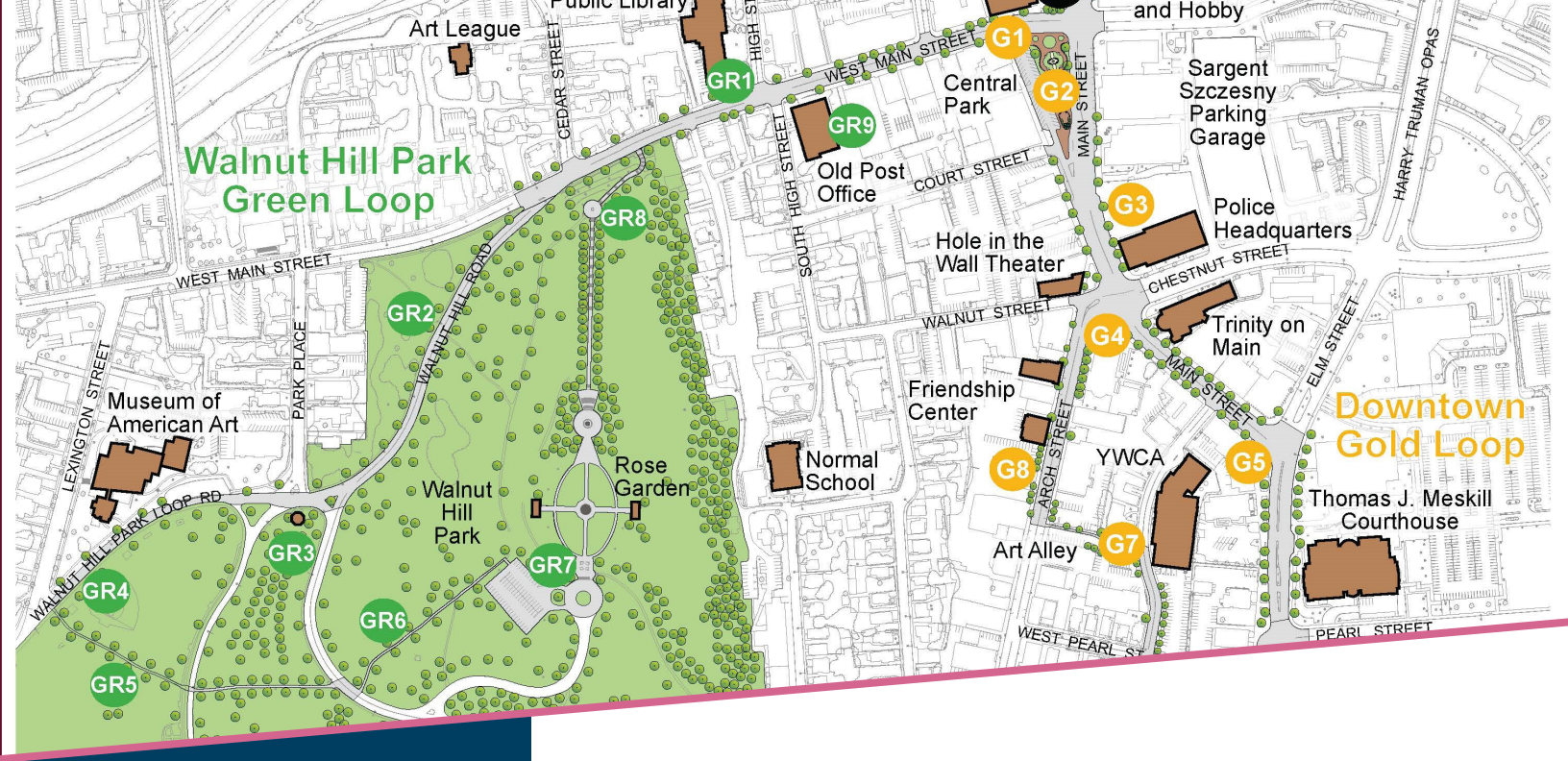
Client

Mary Zeman, Foundation Manager
Bushnell Park Foundation
860-232-6710

Duration

2007-ongoing





New Britain Historic Signage Trail

Key Tasks

- >> 3 Loops
- >> 25 Signs

Location

New Britain, CT

Client

Mark Moriarty
 Director
 Director of Public Works
 City of New Britain
 860-826-3350

To Design @ FHI Studio worked with the City of New Britain Department of Public Works staff to develop an interpretive signage program for the downtown area. To Design @ FHI Studio developed text, mapping for the routes, and participated in public outreach efforts. The City's Historic Signage Walking Tour was an idea that was developed by the City's Downtown Streetscape Working Group in response to a Preserve America Grant from the National Parks Service. The purpose is to celebrate the City's rich history in a way that puts "feet on the street" around downtown New Britain and helps bring vibrancy to the downtown, thus helping to support downtown businesses.

The walking tour itself involves three distinct loops around Downtown, all of which will begin at Central Park. Along each loop, a person will not only learn many interesting facts about the City's history but will also find many points of interest.

This project received the **2017 Merit Award** from the Connecticut Chapter of the American Society of Landscape Architects, as well as a **2017 Keystone Award** from Connecticut Main Street.





Key Tasks

- » National Registrar of Historic Places
- » 100+ Acres
- » 1st Municipal Rose Garden in the U.S.

Location

Hartford, CT

Client

Christine Doty
President & CEO
Elizabeth Park Conservancy
860-231-9443

Duration

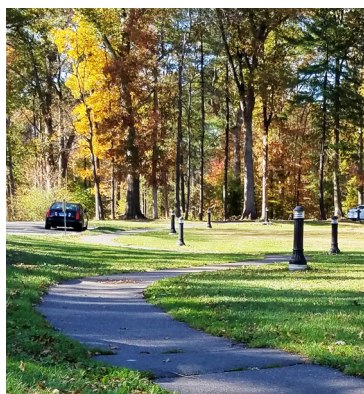
Ongoing

Elizabeth Park Projects Overview

With no heirs to his sprawling estate, wealthy financier Charles M. Pond bequeathed his land to the City of Hartford in 1897 for park use under one condition: they name it after his wife, Elizabeth. According to records, the land was already incredibly maintained. The city's Board of Park Commissioners hired the famous Olmsted and Son for landscaping and Swiss landscape architect Theodore Wirth as superintendent and designer of the park.

To Design @ FHI Studio has completed many projects over the years at Elizabeth Park. We've provided site design plans and construction documents for entrance gateways, a permanent stage, expanded parking, walkway lighting, a trail system, and other improvements. We provided construction documents for the renovation of Theodore Wirth's original summer house, located in the center of the rose garden.

Our design of multiple entrance gateways and pedestrian walkways provides a welcoming and branding element around the park.





Key Tasks

- » Social Media Strategy
- » Branding & Outreach Support
- » Trail Manager Reconnaissance
- » Graphic Design
- » Art Direction

Location

Statewide, CT

Client

Caitlin Palmer, AICP
Community Development Planner
Capitol Region Council of Governments
860-724-4435
cpalmer@crcog.org

Duration

2020 – 2021

Fee

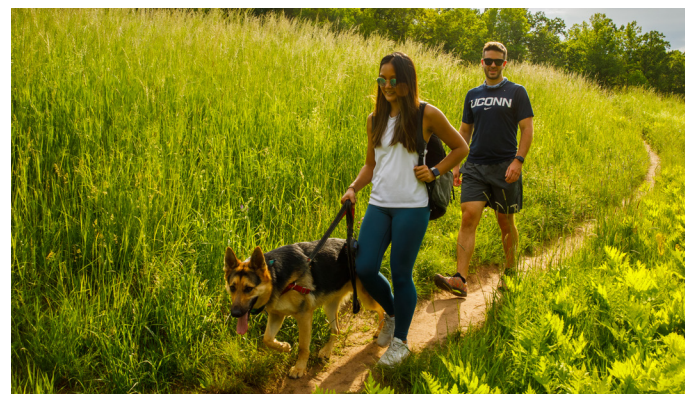
\$50,000

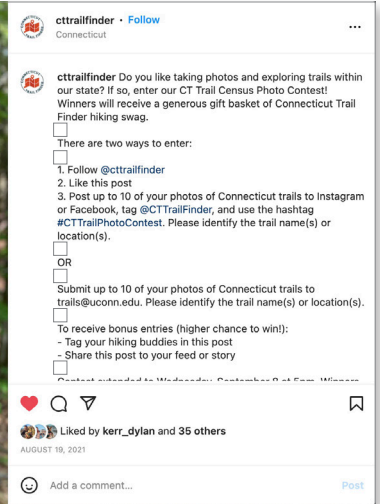
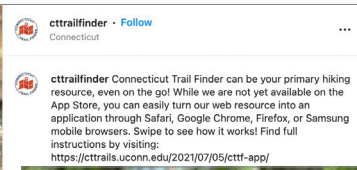
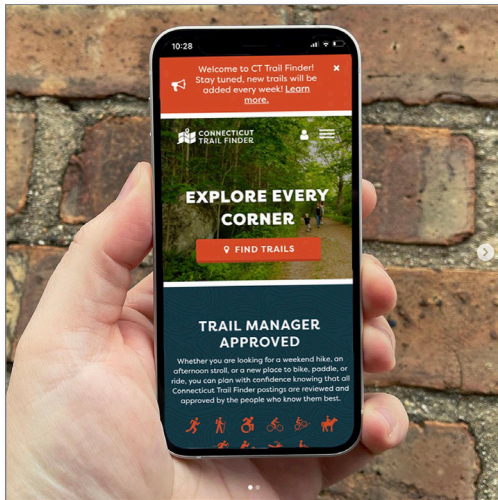
Connecticut Trail Finder

FHI Studio supported Connecticut Trail Census and UConn Center for Land Education & Research (CLEAR) in the development and promotion of CT Trail Finder, a web resource for easy, fast, and centralized access to maps and reliable information about Connecticut's trails. The FHI Studio team assisted with research, communications, and trail manager database development to contribute to the website build. To raise awareness and interest, FHI Studio also provided **branding, outreach, and social media**.

FHI Studio coordinated the professional photography of high-quality images of trails, trail users, and supporting businesses for promotional use on the website and social media. FHI Studio also managed the production and distribution of **branded collateral**, such as water bottles, stickers, and tote bags, to build awareness for the tool. Display boards, rack cards, and postcards were also designed.

The social media strategy consisted of regularly scheduled posts, targeted paid advertising, consistent engagement with similar accounts, and a photo contest giveaway to solicit trail photos from users. Winners of the contest were awarded the branded collateral to use while enjoying local trails.








Social media developed as part of the marketing strategy



Connecticut Trail Finder is a free, interactive mapping site designed to help Connecticut residents and visitors find hiking, walking, snowshoeing, mountain biking, cross-country skiing, and paddling trails across the state.

Visit cttrailfinder.com to explore trails, submit comments, and a whole lot more. New content is added regularly!



 @CTTrailFinder
 @CTTrailFinder
 cttrailfinder.com



Made possible with funding from CDC

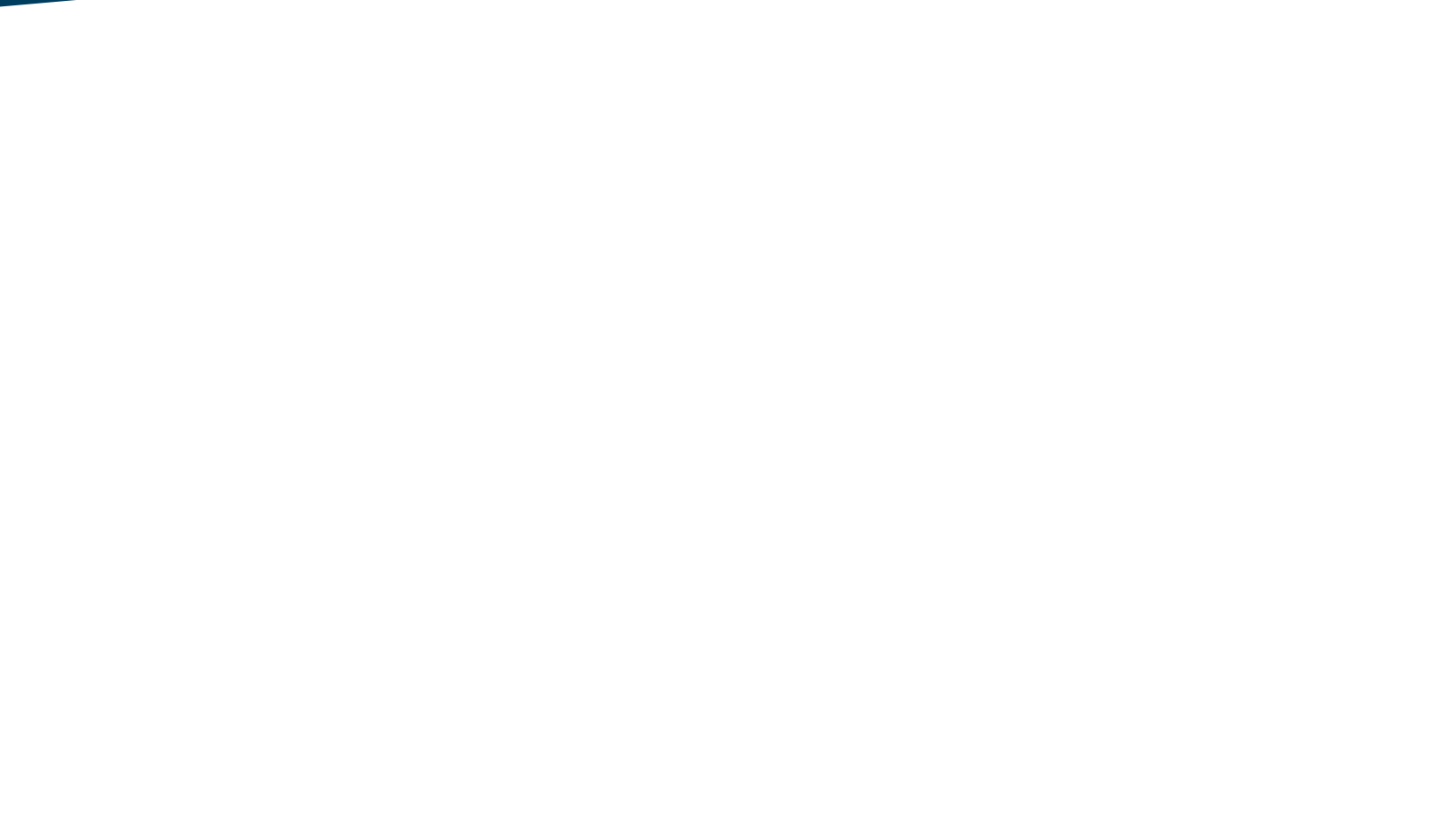


Branded collateral

Promotional post card



Firm Summary





Firm Overview

Who We Are

Fitzgerald & Halliday, Inc., DBA FHI Studio, was established 35 years ago. We have 3 locations and are headquartered in Hartford, CT, which is the office location that would serve the City of Bristol. Five of our staff will be dedicated to this project, with several support staff members available. FHI Studio are planners, ecologists, engineers, and designers with a passion for enhancing communities. From a one-woman founder to a staff of nearly 50 professionals in 2022, FHI Studio continues to grow without sacrificing what matters most: our client service, our culture, and our values.

FHI Studio integrates expertise in a wide array of services and technical disciplines. Across environmental science, community engagement, landscape architecture, mobility, and land use, we look at the whole to understand the parts of every project. From internal brainstorm sessions to client, stakeholder, and public workshops, we bring a diversity of knowledge and the creativity to get things done.

Our four service lines work together to ensure comprehensive and thoughtful solutions, demonstrating our commitment to continual learning and collaboration.



**Mobility &
Land Use**



**Environmental
Planning**



**Community
Engagement**



**Landscape
Architecture**



Landscape Architecture

FHI Studio expands our growing design practice, complements our community planning and place making services, and enhances our conceptual design services in the areas of active transportation and complete streets. With this new partnership, we are able to translate our creative planning solutions into design plans for parks, recreational facilities, trails, complete streets, housing, and other public spaces.

Environmental Planning

At FHI Studio, environmental systems provide a key framework for our projects. We take a comprehensive and scientific approach to conducting fieldwork and surveys, engaging with agency staff, leading regulatory processes, and developing permits. Our scientists and planners integrate natural and cultural resources into the planning process to inform alternatives development and design concepts. Ultimately, we seek to advance projects while enhancing the social, cultural, and natural environment.

FHI Studio staff have the expertise to evaluate the wide range of issues required by National Environmental Policy Act (NEPA) and similar state acts, as well as specialized evaluations required for project implementation, such as cultural resource documentation and biological assessments.

Community Engagement

Thoughtful engagement with decision-makers, stakeholders, and the general public provides the foundation for sound planning, successful projects, and better communities. With keen insights built on decades of experience, we tailor our engagement and communications strategies to meet the needs of each project and community. We deliver meaningful, equitable, and useful engagement.

FHI Studio strategically assesses the needs of each project and provides customized solutions to meet project goals. Our staff are highly skilled in communicating complex technical information in a clear, focused manner and utilizing a wide range of media. As branding and visual communications specialists, we help our clients craft a memorable, cohesive, message. Additionally, we are experts in facilitating and moderating meetings, as well as performing all organizational logistics to make our meetings and public interactions successful.

Mobility & Land Use

Land use and mobility go hand-in-hand. Community-driven planning focuses on matching the scale, use, and intensity of development with local needs and aspirations. Safe, efficient, and equitable mobility options connect the dots. Our team has the planning, regulatory, and design experience to ensure projects focus on people and places. With a foundation of engagement and inclusion, we provide our clients and communities action-oriented solutions to keep moving forward.

FHI Studio's experience touches all modes, including streets and highways, local bus, bus rapid transit, rail, pedestrian and bicycle facilities, airports, and freight movement systems. Our services span long-range multi-modal planning and demand estimation to corridor studies and localized traffic operations analyses. Expertise at the transportation/land use interface includes transit-oriented development, access management, station area, and traffic calming planning.



Landscape Architecture



Services

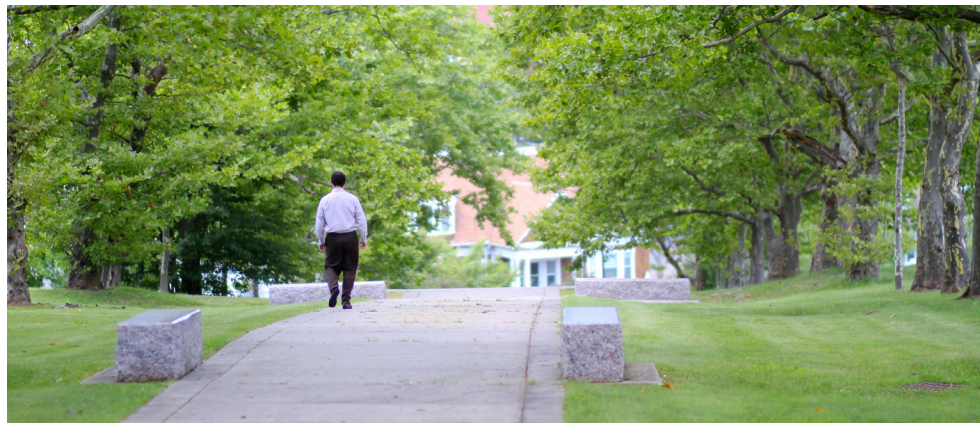
- » Master Planning
- » Site Design
- » Land Use Permitting
- » Urban Design and Streetscapes
- » Construction Services
- » Landscape Preservation
- » Construction Documents
- » Place-making

Contact

Phil Barlow
 Manager of Landscape Architecture
pbarlow@fhistudio.com

FHI Studio believes in the magic and power of creative design. For over 30 years, we have been a leader in the design and detailing of urban spaces, from schools to streetscapes, to play environments, and historic parks. The FHI Studio difference is in our people and our process. We put the needs of our clients and projects above all else. We collaborate with architects, municipal officials and other design professionals to produce **award-winning** outdoor spaces with **lasting value**.

A site designed by FHI Studio is evident in its simplicity, elegance, and appropriateness. We achieve this through a deep understanding of environmental factors, the use of natural elements, and genuine empathy for the end user. Our goal is to create **timeless outdoor places** that will provide decades of use for the communities in which they serve.



References

Frank Dellaripa, Assistant Director/City Engineer

City of Hartford Public Works

860-757-9975

Erik Barbieri, Director Parks and Recreation

City of New Britain

860.826.3364

Christine Doty, President & CEO

Elizabeth Park Conservancy

860.231.9443 x102

Awards

2022

- » Clover Gardens
- » Keyport Complete Streets Policy & Implementation Plan
- » Downtown Raritan Sustainable Economic Development Plan

2021

- » Rehabilitation of Courtland Arms
- » Rehabilitation of Immacare

2020

- » Hartford Tree Plan
- » Board of Directors of the Form-Based Codes Institute (FBCI) 2020 Driehaus Award

2019

- » Bushnell Park Playground
- » Gaffney Place

2018

- » Rehabilitation and Repair of New Britain's Veteran Monuments
- » St. Paul Church Prayer Garden & Campus

2017

- » New Britain Historic Urban Walking Trail
- » Gateways at Elizabeth Park
- » Capewell Lofts
- » Congress for New Urbanism New England Chapter 2017 Planning Award

2016

- » Eastern Highlands Health District Plan4Health CCAPA Awardee
- » Hartford Form Based Code CCAPA Planning 2016 Transformational Planning Awardee

2015

- » Willimantic YMCA Path Academy
- » Cosgrove Commons
- » Saugatuck Congregational Church

2014

- » Dwight Branch of the Hartford Library
- » Norwich City Hall

2013

- » Old North Cemetery
- » Waterbury Green

2012

- » Bruce Park Boundless Playground
- » Walnut Hill Park
- » Goodspeed Actor Housing

Clients - Municipalities

- » Barkhamsted
- » Berlin
- » Bridgeport
- » Bristol
- » Brookfield
- » Cheshire
- » Coventry
- » Danbury
- » Darien
- » East Haddam
- » East Hartford
- » East Haven
- » East Lyme
- » Enfield
- » Essex
- » Fairfield
- » Glastonbury
- » Greenwich
- » Griswold
- » Hamden
- » Hartford
- » Ledyard
- » Litchfield
- » Madison
- » Manchester
- » Mansfield
- » Middletown
- » Monroe
- » Naugatuck
- » New Haven
- » New Milford
- » North Branford
- » Norwalk
- » Norwich
- » Ridgefield
- » Rocky Hill
- » Salisbury
- » Simsbury
- » Southington
- » Stamford
- » Stonington
- » Stratford
- » Suffield
- » Tolland
- » Torrington
- » Vernon
- » Wallingford
- » Waterbury
- » Waterford
- » West Hartford
- » Westport
- » Wethersfield
- » Windham
- » Woodbury

REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010



2P23-016

Design of Renovations and Improvements at Kern Park

Due Date: 1:00 pm, October 12, 2022

Mailing address:

City of Bristol, Connecticut
Purchasing Department
111 North Main Street
Bristol, CT 06010

Physical address:

131 North Main Street
Second Floor
Bristol, CT 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all submissions, and is making submission without collusion with any other person, individual or corporate.

A handwritten signature in blue ink, likely belonging to a witness.

Witness

Fitzgerald & Halliday, Inc. (DBA FHI Studio)

Company Name

416 Asylum Street

Address

Hartford, CT 06103

Town

State Zip

06-1206345

Federal ID #

klivingston@fhistudio.com

Email address

A handwritten signature in black ink, likely belonging to Kenneth Livingston.

Signature

Kenneth Livingston

Printed Name

Vice President/Principal

Title

10/12/22

Date

860-247-7200

Telephone Number

860-247-7206

Fax Number



**CITY OF BRISTOL, CONNECTICUT
NON-COLLUSION CERTIFICATION**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign


Legal Name of Bidder: Fitzgerald & Halliday, Inc. (DBA FHI Studio)

Business Address: 416 Asylum Street

Hartford, CT 06103

Name of Authorized Agent Kenneth Livingston Title: Vice President/Principal

Phone: 860-247-7200 Fax: 860-247-7206

Signature:  Date: 10/12/22

Employment Information Form



City of Bristol

Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name	Fitzgerald & Halliday, Inc. (DBA FHI Studio)	Contact Person	Carla Tillery	Phone Number	860-247-7200	Date	10/12/22
Street Address	416 Asylum Street						
City State Zip	Hartford, CT 06103						

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers	4		1		1						
Professionals	42	10	7		2	8	10		2		3
Technicians											
Sales Workers											
Office/Clerical	3	1	2								
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices. AA Policy Statement is attached.			

AFFIRMATIVE ACTION POLICY STATEMENT

Fitzgerald & Halliday, Inc.
dba FHI Studio
416 Asylum Street
Hartford, CT 06103
860/247-7200
860/247-7206 Fax
Carla D. Tillery/EEO Officer
ctillery@fhistudio.com

It is the policy of Fitzgerald & Halliday, Inc. dba FHI Studio (FHI Studio) to assure that applicants are employed, and that employees are treated during employment, without regard to an individual's race, color, religion, sex, national origin, age, or disability. Such action shall include: employment, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

FHI Studio will implement, monitor, enforce and achieve full compliance with this Affirmative Action Policy Statement in conjunction with the applicable Federal and State laws, regulations, executive orders and contract provisions, including but not limited to those listed below:

Dissemination of Policy

All members of FHI Studio who are authorized to hire, supervise, promote, and discharge employees, or who recommend or are substantially involved in such action, will be made fully cognizant of and will implement this firm's Equal Employment Opportunity policy and contractual responsibilities to provide EEO in each grade and classification of employment. These actions shall include:

- Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the firm's Equal Employment Opportunity policy and its implementation will be reviewed and explained. These meetings will be conducted by the EEO Officer.
- All new supervisory or personnel office employees will be given a thorough indoctrination by the Equal Employment Opportunity Officer covering all major aspects of the contractor's Equal Employment Opportunity obligation within thirty (30) days following their reporting for duty with the contractor.
- All personnel who are engaged in direct recruitment for the firm will be instructed by the EEO Officer of the contractor's procedures for locating and hiring minority group employees.
- Notices and posters setting forth the firm's Equal Employment Opportunity policy will be placed in areas readily accessible to employees, applicants for employment, and potential employees.
- The firm's Equal Employment Opportunity policy, and the procedures to implement such policy, will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

Recruitment

When advertising for employees, FHI Studio will include in all advertisements the notation; "An Affirmative Action/Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minority groups in the areas where the work force would normally be derived.

- FHI Studio will conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority and female applicants. To meet this requirement, the firm will identify referral sources and establish procedures for recruitment to obtain the referral of minority and female applicants.
- FHI Studio will encourage their present employees to refer minority group applicants for employment. Information and procedures with regard to referring minority group applicants will be discussed with employees.

Personnel Actions

Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

- FHI Studio will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of personnel.
- FHI Studio will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, FHI Studio will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.
- FHI Studio shall periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.
- FHI Studio will promptly investigate all complaints of alleged discrimination made to it and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective actions shall include such other persons. Upon completion of each investigation, the contactor will inform every complainant of all of their avenues of appeal.

Training and Promotion

FHI Studio will assist in locating, qualifying, and increasing the skills of minority groups and women employees, and applicants for employment, utilizing the following tools to identify training and promotional opportunities in the firm:

- The firm will advise employees and applicants for employment of available training programs and the entrance requirements.

- The firm will periodically review the training and promotion of potential minority groups and women employees and will encourage eligible employees to apply for such training and promotion.

Selection of Subcontractors

FHI Studio will not discriminate on the grounds of race, color, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment and shall use its best efforts to ensure subcontractor/subconsultant compliance with Federal and State Equal Opportunity (EO) and EEO requirements.

Records and Reports

FHI Studio shall keep records, as necessary, to document compliance with EO/EEO requirements. Such reports shall be retained for a period of three (3) years following completion of the contract work and shall be available at reasonable times and places for inspection by authorized representatives of the agency and/or the United States Department of Transportation (USDOT). The following records shall be maintained:

- The number of minority and non-minority group members and women employed in each work classification.
- The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minority and female employees.
- Complaints of Discrimination.
- Information required for the firm's Affirmative Action Plan Update.

In implementing this policy and ensuring that affirmative action is being provided, each time a hiring opportunity occurs, FHI Studio will contact and request referrals from minority and female organizations, referral sources, and media sources. All advertising will emphasize that FHI Studio is "An Affirmative Action/Equal Opportunity Employer."

In order to substantiate FHI Studio's efforts and affirmative actions to provide equal opportunity, it will maintain and submit as requested, documentation such as referral request correspondence, copies of advertisements utilized and follow-up documentation to substantiate that efforts were made in good faith. FHI Studio will maintain the necessary internal audit procedures and record keeping systems to report the firm's affirmative action efforts.

It is understood by me, my EEO Officer, and my supervisory and managerial personnel that failure to effectively implement, monitor and enforce the firm's affirmative action program and/or failure to adequately document the affirmative actions taken and efforts made to recruit and hire minority and female applicants, in accordance with our affirmative action program in each instance of hire, will result in the firm being required to recommit itself to a modified and more stringent affirmative action program as a condition of approval. It is recognized that an approved affirmative action program is a prerequisite for performing services for the contracting agency. This plan, in addition to EO/EEO provisions and requirements, shall constitute our Affirmative Action Program.

The ultimate responsibility for the full implementation of the firm's Affirmative Action Program rests with the Chief Operating Officer of the firm. However, the day-to-day duties will be coordinated by Carla D. Tillery, President, who has been appointed by me as the EEO Officer of the firm. In addition,

each manager and supervisor, and all employees are directed to aid in the development and implementation of this program and will be held responsible for compliance to its objectives.



Susan D. VanBenschoten/CEO

7-7-2022
Date

ASSIGNMENT OF RESPONSIBILITIES

FHI Studio shall designate a responsible official to monitor all employment related activity to ensure that the firm's Equal Employment Opportunity policy is being implemented. The contracting officers and the EEO Officer shall have the responsibility for and must be capable of effectively administering and promoting an active program of equal employment opportunity and must be assigned adequate authority and responsibility to do so.

I hereby appoint Carla D. Tillery, President, as the EEO Officer of this firm. It is my responsibility as the Chief Executive Officer of this firm to notify the contracting agency of any change in designation of the EEO Officer for this firm.



Susan D. VanBenschoten/CEO

7-7-2022
Date

I have been made aware of my duties and responsibilities as the EEO Officer for this firm.



Carla D. Tillery/EEO Officer

7-7-2022
Date



Design of Renovations and Improvements at Kern Park

City of Bristol RFP #2P23-016

October 12, 2022

TECHNICAL PROPOSAL