Request for Qualifications

Civil Engineering

December 16, 2024

THE PROJECT:

Evansville Riverfront – Schematic Design
Evansville, IN

THE CLIENT:

Evansville Regional Economic Partnership (EREP) and
Downtown Evansville – Community Development Corporation (DEDC)
318 Main St., #400
Evansville, IN 47708

THE ARCHITECT:

Sasaki
110 Chauncy Street
Suite 200
Boston, MA 02111

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1.0 - PROJECT INFORMATION

1.1 - Project Schedule

- RFP Release Date: December 16, 2024
- Questions due by **5:00 PM CST:** December 20, 2024
- Questions Returned by **5:00 PM CST**: December 27, 2024
- Responses due by **5:00 PM CST:** January 15, 2025
- Interviews of selected respondents: January 22, 2025
- Selected respondent announced by: January 27, 2025
- Estimated Notice-To-Proceed (NTP) Date: TBD, 2025

1.2 General Instructions

1. Purpose:
   This RFQ invites qualified firms to submit proposals for civil engineering and hydrologic/hydraulic (H&H) modeling services for the Evansville Riverfront project. This work will advance the schematic design phase from the current program refinement phase and align technical requirements with project objectives as outlined in the ORVSP document. The following information is general in nature; please see Section 3.0 for more detailed information on the RFQ format and requirements.
2. Submission Deadline and Format:
   - Proposals must be submitted no later than the date and time indicated in Section 1.1. Late submissions will not be accepted.
   - Submit one electronic copy in PDF format via email to the RFQ coordinators at Brian Wethington (bwethington@sasaki.com) and Ashley Diekmann (adiekmann@evvregion.com)
   - All proposal components must be combined into a single PDF document.
3. Proposal Requirements:
   - Submissions must address all requested information as outlined in Section 3.2 of this RFQ.
   - The total page count for the proposal must not exceed **20 pages.** Appendices and required forms are not included in the page count.
   - Formatting must follow the specifications detailed in Section 3.3.
4. Communication Protocol:
   - All questions regarding this RFQ must be submitted via email to the RFQ coordinator by the date and time indicated in Section 1.1.
   - Responses to all questions will be distributed to all registered respondents.
   - Respondents are prohibited from contacting any representatives of EREP, DEDC, or Sasaki outside of the designated point of contact regarding this RFQ.

1.3 General Conditions

1. Proposal Submission and Incorporation
   - All proposals, information, and responses from respondents must be submitted in writing and may be incorporated into the final agreement between Sasaki, the Regional Partners (see Section 1.5), and the successful respondent.
   - Respondents must clearly explain any conditions or assumptions in their response.

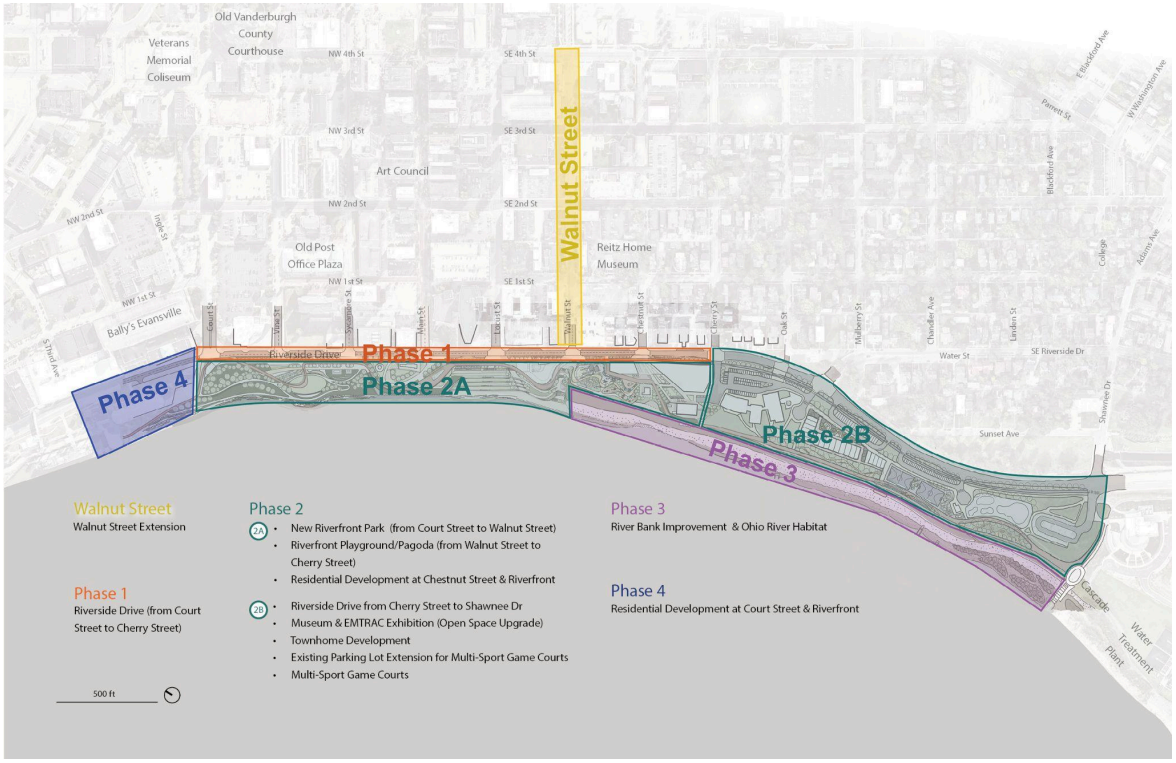
2. Clarifications
    - Respondents have a duty to seek clarification on any item in this RFQ that is unclear. All questions regarding the RFQ must be submitted via email to the RFQ Administrator by the specified deadline.
3. Obligations and Costs
    - The Regional Partners and Sasaki incur no obligation or liability by issuing this RFQ.
    - Any costs incurred by respondents in preparing and submitting a proposal or participating in selection activities are the sole responsibility of the respondent and are not reimbursable.
4. Evaluation and Notification
    - The Regional Partners will use their best efforts to notify respondents as soon as possible regarding whether their submission has been selected for further consideration.
5. Confidentiality
    - Unless required by applicable laws or regulations, proposals and the information contained therein will be treated as confidential and only shared for evaluation purposes.
6. Contract Negotiations
    - The successful respondent will be expected to prepare and execute a contract with terms mutually agreed upon with the Regional Partners and Sasaki, unless otherwise noted.
7. Scope and Fee Negotiation:
    - The selected consultant will be expected to negotiate the final scope of work and fee with terms mutually agreed upon with the Regional Partners and Sasaki, ensuring alignment with project goals and budget constraints.
    - The Regional Partners and Sasaki reserve the right to determine whether the negotiated scope and fee align with the project's requirements and priorities.
    - Participation in negotiations does not obligate the Regional Partners or Sasaki to finalize or enter into a contract for services. If an agreement cannot be reached, the Regional Partners reserve the right to terminate negotiations and proceed with another respondent or alternative approach.
8. Amendments and Cancellation
    - The Regional Partners and Sasaki reserve the right to amend this RFQ at any time prior to contract award and will notify all respondents of any changes.
    - The Regional Partners and Sasaki also reserve the right to cancel the RFQ at any time prior to the execution of a written contract.
9. Cost and Pricing Requirements
    - Final scope and fee proposals will be negotiated pending selection of the most qualified applicant(s). The scope and fee proposal must include a single quoted cost that covers all expenses, including items like travel, proposed subcontractors, and printing.
    - Hourly rates or fees for additional services beyond the scope of work should be quoted separately.
10. Meetings and Communications
    - All meetings related to the respondent selection process will be conducted via Zoom unless otherwise noted.

1.4 - Project Background:

Conceptual Design Plan - ORVSP Summary Report, May 2024

The ***Ohio River Vision and Strategic Plan*** (ORVSP) focuses on revitalizing the Evansville Region's riverfront and nearby communities, leveraging the Ohio River as a core asset to enhance economic vitality, quality of life, and regional identity. The plan emphasizes reconnecting communities with the river through new parks, public spaces, and trail systems, as well as infrastructure improvements to support and develop a more extensive multimodal connectivity throughout the region. The ORVSP document recommendations include transforming key downtown areas in Evansville, Mt. Vernon, and Newburgh, along with integrating ecological resilience, and addressing community priorities through extensive stakeholder engagement and innovative urban design strategies.

This project - the Evansville Riverfront Schematic Design - will focus on advancing the vision established in the ORVSP by refining key components of the riverfront's transformation. This phase will continue to progress from the current, ongoing programmatic refinement and into the schematic design for Great Bend Park, the reconfiguration of Riverside Drive, the extension of the Walnut Street green infrastructure, the development of additional sports courts, and the integration of adjacent development opportunities. The overarching goal is to create a cohesive urban-riverfront district that prioritizes multimodal access, ecological resilience, and dynamic public spaces.



Conceptual Phasing Plan - Updated from ORVSP Summary Report, May 2024

This phase will focus on refining the ORVSP concept plan for Great Bend Park (Phase 2A), incorporating existing flood protection into functional and aesthetic design elements. Enhancements to pedestrian and cyclist connectivity will be prioritized along Riverside Drive (Primarily in phase1, between Court Street and Cherry Street, with additional considerations in phases 2B and 4) through lane reduction and reconfiguration while also improving the motorist experience by increasing parking availability, optimizing signal timing, and enhancing the Downtown grid. The overarching goal is to create a more balanced and efficient transportation network. Additionally, the four-block project on Walnut Drive will extend the green infrastructure approach recently completed east of SE 4th St. and complete the bicycle connection to Riverside Drive.

The schematic design process will also explore the development potential of three key parcels (integrated as part of phases 2A, 2B, and 4) while enhancing cultural and recreational opportunities throughout Phase 2. When completed, the project will create vibrant mixed-use spaces that seamlessly integrate with one another along the Evansville Riverfront. By blending innovative urban design, stakeholder collaboration, and strategic land use planning, the schematic design phase will establish a framework that strengthens the connection between Downtown Evansville and the Ohio River.

1.5 - Regional Partners:

This project will be overseen by the following organizations, to be known as “Regional Partners”:

The **Evansville Regional Economic Partnership (EREP)** – which serves as the regional and local economic development organization and engages in traditional chamber of commerce efforts. EREP oversees the Regional Development Plan and manages $95m received from the State of Indiana’s READI plan for regional development for SWIRDA. More information is at www.evansvilleregion.com.

The **Downtown Evansville Economic Improvement District (EID)**– formed in 2018 as Indiana’s largest business improvement district, the EID provides services and benefits to Downtown Evansville’ central business district funded by an annual assessment on properties that benefit from its services. Additional information is online at www.downtownevansville.com.

The **Downtown Evansville Development Corp (DEDC)** is a nonprofit property development organization created to accelerate the growth of Downtown Evansville as part of a regional population and revenue growth strategy.

The **Southwest Indiana Regional Development Authority (SWIRDA)** brings together a representative from each regional county and is the formal applicant for the READI program. It is a quasi-governmental organization.

Additional community partners, such as the City of Evansville or the Evansville Water and Sewer Utility, including those from adjacent counties and neighborhoods abutting the riverfront, will be involved through a steering committee. A need exists as well to conduct public outreach and hold community sessions to fully understand the riverfront goals and desires of regional residents, visitors, property owners, units of government and other stakeholders

1.6 - Prime Consultant and Additional Subconsultants

Sasaki, serving as the prime consultant for this project, brings a nationally recognized expertise in urban design, landscape architecture, and multidisciplinary planning. Under an existing Master Services Agreement with the Regional Partners, Sasaki will lead the schematic design phase, ensuring integration of the design vision, technical expertise, and stakeholder engagement. Sasaki’s role includes overall project coordination, providing strategic direction, and collaborating closely with all subconsultants to deliver a comprehensive approach to the Evansville Riverfront project.

To help ensure technical rigor, economic feasibility, and comprehensive project execution, the additional following subconsultants are anticipated to support the design team during the schematic design phase:

- Surveyor
- Transportation and Traffic Analysis
- Geotechnical Engineering
- Structural Engineering

- Mechanical, Electrical, and Plumbing Engineering (MEP)
- Environmental Analysis
- Economic Planning and Development
- Marketing and Branding
- Tree Inventory and Assessment
- Cost Estimation
- Programming and Operations Planning

2.0 SCHEMATIC DESIGN BASIC SERVICES

The schematic design phase for the Evansville Riverfront project represents a critical step in translating the visionary concepts outlined in the Ohio River Vision and Strategic Plan (ORVSP) into implementable designs. This schematic design phase will identify and address the project's technical, environmental, and regulatory complexities, ensuring a comprehensive approach to site infrastructure, stormwater management, and flood resiliency. This aligns with the project's broader goals of connectivity, placemaking, and sustainability.

Key services for this RFQ will include civil engineering expertise to conduct data collection, utility analysis, and site evaluation, supporting the design team in resolving potential conflicts and coordinating with utility providers, as well as schematic-level evaluation and understanding of regulatory requirements at the City, State, and Federal levels for items such as floodplain impacts and endangered species on the Ohio River. Hydrologic and hydraulic (H&H) modeling will assess flood risks, drainage patterns, and stormwater impacts, focusing on integrating these findings into a resilient and sustainable design framework. The civil engineering team will lead all preliminary permitting efforts, ensuring compliance with City, State, and Federal requirements, while providing recommendations to advance the project's infrastructure readiness beyond the schematic design phase.

Sasaki will coordinate closely with the civil and H&H consultant to develop innovative stormwater management strategies, balancing natural water systems with urban development. Together, this multidisciplinary team will deliver a robust schematic design package that responds to the project's unique challenges, maintain regulatory compliance, and establish a foundation for successful implementation in future phases.

2.1 - Basic Services:

1. Project Initiation and Coordination
   - Kickoff Meeting: Collaborate with the Client, Sasaki and other stakeholders to align on project goals, deliverables, and timeline.
   - Site Review and Data Collection:
     - Review existing site data, including topographical maps, utility surveys, and hydrological reports.
     - Conduct field surveys as needed to verify existing conditions and gather supplemental data.
   - Regulatory Alignment:

- Identify and document potential applicable local, state, and federal regulations, including permitting requirements (City, State, USACE, FEMA, etc).
- Develop a draft compliance roadmap, including key milestones and conceptual timelines for permitting.

2. Project Management
   - Timeline and Critical Path Updates:
     - Maintain and share a project schedule highlighting critical path activities, including permitting and regulatory deadlines.
   - Regular Coordination Meetings:
     - Schedule and facilitate progress meetings with Sasaki, other subconsultants, the client, and other key stakeholders. These meetings may be coordinated and part of ongoing bi-weekly project meetings, but may also be separate and topic-specific related to scope of work.
   - Quality Control:
     - Perform internal reviews of deliverables to ensure compliance with project goals and regulatory requirements.

3. Utility Analysis and Site Infrastructure Evaluation
   - Utility Mapping:
     - Identify existing utilities, including water, sewer, gas, and electrical systems, within the project area. This work may be coordinated with the Surveyor subconsultant.
     - Perform utility conflict analysis along Riverside Drive and adjacent properties.
   - Sanitary Sewer Analysis:
     - Identify and review existing capacity analysis and flow calculations for existing sanitary sewer systems within the project area.
     - Identify potential necessary upgrades or relocations to support project requirements related to new restrooms, restaurants, and other project needs identified during program refinement and schematic design phases.
   - Utility Coordination:
     - Collaborate with local utility providers to determine potential relocation needs, design constraints, and integration requirements.

4. Floodplain Impact Evaluation
   - Evaluate the schematic design's potential effects on existing floodplain boundaries, base flood elevations (BFEs), floodways, and existing Ohio River navigable channels.
   - Assess preliminary hydrologic and hydraulic changes that may necessitate map revisions during future implementation phases.
   - Conditional Letter of Map Revision (CLOMR) Analysis:
     - Perform schematic-level hydraulic modeling to evaluate proposed project conditions and their impact on flood risks.
     - Outline requirements for a CLOMR application, including necessary studies, documentation, and regulatory approvals for implementation.
   - Letter of Map Revision (LOMR):
     - Define anticipated post-construction actions required for a LOMR Analysis, including as-built condition modeling and compliance with FEMA's NFIP standards.

    - Develop a high-level roadmap for the LOMR application process to guide future implementation.
- Regulatory Review and Compliance Preparation:
    - Identify relevant FEMA, USACE, and state regulatory requirements for CLOMR and LOMR processes.
    - Provide schematic-level recommendations to ensure compliance with applicable floodplain management standards and prepare for detailed design phases.

5. Endangered Species Evaluation:
    - Literature Review and Data Collection:
        - Gather existing data on endangered species in the Ohio River near Evansville, Indiana, focusing on federally and state-listed species.
    - Assessments:
        - Conduct desktop assessments to identify the potential presence of endangered species, particularly freshwater mussels, which are known to inhabit the Ohio River.
        - Document the location, population size, and habitat conditions of any identified species.
    - Impact Analysis:
        - Evaluate potential impacts of the proposed development on identified endangered species and their habitats.
        - Assess direct effects, such as habitat disturbance, and indirect effects, like changes in water quality or hydrology.
    - Mitigation Evaluation:
        - Develop recommendations to avoid, minimize, or mitigate adverse impacts on endangered species.
        - Propose design modifications, construction best practices, or conservation measures as appropriate.
    - Regulatory Compliance:
        - Identify documentation required for compliance with the Endangered Species Act and state regulations based on the findings from the above tasks and preliminary meetings with U.S. Fish and Wildlife Services and the Indiana Department of Natural Resources.

6. Hydrologic and Hydraulic (H&H) Modeling
    - Flood Risk Assessment:
        - Develop hydraulic models to simulate various flood scenarios that align with key project design requirements. This may include annual, 10, 50, 100 or 500-year flood events. These analyses will be shared with the USACE to evaluate recommended levee changes and key site design approaches for initial feedback.
        - Evaluate levee system performance and recommend enhancements or modifications within the project area.
        - Utilizing the models generated above, provide recommendations for design elevations along the existing levee wall and in the proposed schematic design to align with USACE requirements and best practices to provide protection for downtown Evansville.
    - Stormwater Management Modeling:

- Support Sasaki in understanding stormwater regulations
- Workshop with Sasaki to assess the potential for green infrastructure, detention basins, or drainage improvements.
- Incorporate stormwater design by Sasaki into any modeling necessary for USACE regulatory review.
- Coordinate with Sasaki, which will be responsible for developing and documenting similar strategies for downtown Evansville (behind the levee).

- Mitigation Strategies:
  - Support Sasaki in developing strategies to minimize flood risks, maintenance impacts, and stormwater impact on the Ohio River and adjacent properties.
  - Prepare documentation for USACE regulatory review.

7. Schematic Design Concepts
   - Civil Engineering Design Concepts:
     - Workshop with Sasaki to evaluate and document preliminary layouts for utility upgrades, roadway modifications (to be documented by Sasaki), and site infrastructure improvements.
     - Provide design recommendations to accommodate future resilience needs for extreme weather and fluctuating water levels.
   - H&H Integration:
     - Align H&H modeling results with preliminary site design.
     - Recommend site grading strategies and elevation adjustments, to be documented by Sasaki, based on floodplain analysis.
   - Collaborative Coordination:
     - Collaborate with Sasaki to integrate stormwater management strategies into the overall site design.
     - Ensure alignment between civil engineering, landscape architecture, and environmental considerations for a cohesive project approach.
     - Coordinate with subconsultants, including the Structural Engineer, Geotechnical Engineer, Traffic and Transportation Engineer, and others, to achieve interdisciplinary consistency.

8. Grant Writing Support for Funding and Implementation
   - Work with Sasaki and the Regional Partners to identify potential grant opportunities related to funding civil engineering work, stormwater management, and infrastructure upgrades.
   - Develop grant application support materials, including technical summaries, cost estimates, and compliance documentation.
   - Coordinate with Sasaki and the Regional Partners to align grant proposals with project goals and timelines.
   - Provide follow-up support during the grant review process to address technical questions or provide supplemental information.

9. Community and Stakeholder Engagement Support
   - Technical Support for Public Outreach:
     - Provide data and visualizations (e.g., hydraulic models, floodplain maps, endangered species, etc) for stakeholder presentations.
     - Participate in workshops and community sessions to address technical questions and gather input.

    - Include up to four (4) on-site events in Evansville, IN over the course of the schematic design phase.
- Documentation of Feedback:
    - Incorporate stakeholder and community feedback related to civil engineering tasks into iterative schematic designs.

10. Documentation and Deliverables
- Preliminary Plans and Reports:
    - Generate schematic-level plans for site utilities, site demolition, and erosion control systems.
    - Support Sasaki who will develop grading and drainage detailed schematic design documentation.
    - Provide narrative reports summarizing analyses, assumptions, and recommendations for all major tasks.
- Opinion of Probable Cost (OPC):
    - Develop high-level OPC's for Civil and H&H components of the project.
- Regulatory Submittals:
    - Prepare initial permit applications or pre-submittal documentation for City, State, USACE, FEMA, and USFWS review appropriate for a schematic design phase.
- Coordination Drawings:
    - Submit schematic design drawings illustrating the integration of H&H modeling and civil engineering solutions.
    - Coordinate digital drawings with the Client, Sasaki, and other subconsultants in AutoCAD, Civil 3D, or other appropriate digital formats, for coordination and documentation purposes.

2.2 - Additional Services:

The complexity and dynamic nature of the Evansville Riverfront project may necessitate additional services beyond the scope outlined in this RFQ. These services could arise from evolving project needs, unforeseen site conditions, or additional regulatory requirements identified during the schematic design phase. Examples include more detailed floodplain analysis or mitigation planning, expanded hydrologic and hydraulic modeling for revised project boundaries, historic or archaeological discoveries that may necessitate coordination with the Indiana Department of Natural Resources (DNR), more comprehensive environmental impact assessments, or specialized technical studies. Additionally, new opportunities for design integration or programming may emerge from ongoing stakeholder engagement and public feedback, requiring further collaboration and technical refinement.

To address these potential needs, the project team will establish a structured process for developing and approving future task orders. This process will ensure that additional services are clearly defined, scoped, and budgeted in alignment with the project's objectives and regulatory obligations. Each task order will be issued through transparent communication and mutual agreement between the client, Sasaki, and the selected consultants. Task orders will include specific deliverables, timelines, and cost estimates, providing a flexible yet accountable framework for accommodating

project evolution without compromising schedule or budget integrity. This approach underscores the project's commitment to adaptability and collaboration, ensuring all emerging needs are effectively managed to support the vision of a resilient and vibrant riverfront.

3.0 PROPOSAL REQUIREMENTS FOR EVALUATION AND SELECTION PROCESS

3.1 - General Instructions

- Proposals must be submitted by the deadline stated in Section 1.1 of this RFQ. Late submissions will not be considered.
- All proposals should be formatted to match the structure outlined below and submitted electronically as a single PDF file to the RFQ manager at the email included in Section 1.2.2 of this RFQ.
- Proposals must address all requested information and evaluation criteria. Submissions that do not fully comply may be disqualified from consideration.

3.2 - Proposal Submission Contents

Respondents must address the following information in their proposal, clearly labeled and organized:

1. **Letter of Transmittal**
    - A one-page letter introducing the team, summarizing qualifications, and affirming the team's commitment to the project schedule and goals.
    - Signed by an authorized representative of the consultant.
2. **Firm Overview and Qualifications**
    - Provide a brief history of the firm(s) involved, including size, location, years in business, and areas of expertise relevant to this project.
    - In particular, include details for any offices located in Evansville and Indiana.
    - Highlight similar past projects, focusing on riverfront developments, ecological resilience, and schematic-level civil engineering and hydrology tasks.
3. **Project Understanding and Approach**
    - Outline the team's understanding of the project's goals, challenges, and opportunities.
    - Describe the approach to achieving the objectives outlined in the Ohio River Vision and Strategic Plan, focusing on sustainable and resilient design, regulatory compliance, and stakeholder collaboration.
4. **Scope of Work and Project Plan**
    - Provide a detailed description of how the team will address the services required in the schematic design phase outlined in Section 2.1.
    - Highlight any anticipated challenges and proposed solutions. In particular, focus on risks and strategies to identify and work through City, State, and Federal permitting requirements that may impact project design approach.
5. **Key Personnel**
    - Identify the project manager and key personnel anticipated for this project.
    - Include resumes detailing qualifications, experience, and relevant project history.

- Describe each person's role on the project and percentage of time allocated.
- Include billing rates for all positions within your organization.

6. **Diversity, Equity, and Inclusion (DEI)**
   - Sasaki and the Regional Partners are evaluating setting overall goals for DEI on the project.
   - Responses will be evaluated consistent with the City of Evansville and State of Indiana's selection standards.
   - Provide any DEI certifications that are held by the consulting firm in any jurisdiction.
   - Provide narrative in the response regarding the firm's values regarding DEI and how they have been integrated into the practice and previous projects.
7. **Schedule and Budget Alignment**
   - Include a high-level project timeline, identifying major milestones and critical path items that should be considered.
   - Provide commentary on how the team will ensure adherence to the project schedule and budget constraints.
8. **References**
   - Include three client references for projects of similar scope, preferably for riverfront, floodplain, or civil engineering projects. These references can be integrated on referenced project pages and should include at least two current or ongoing projects.

3.3 - Proposal Format

1. Overall Page Limit: Submissions **should not exceed 20 pages**, not including excluded pages and appendices.
2. Documents included in page requirements: Firm Overview and Qualifications, Project Understanding & Approach, Proposed Scope of Work and Project Plan, Key personnel, DEI approach, and proposed project timeline and any anticipated budget constraints.
3. Documents excluded from pages requirements: Cover, section dividers, resumes, billing rate worksheets.
4. Page size is 8.5" x 11" but 11"x17" fold out pages used for graphics, charts, or schedules will be counted as two pages.
5. File Format: submit proposal electronically as a single PDF file.

3.4 - Evaluation Process

1. **Selection Committee:** A committee composed of representatives from EREP, DEDC, and Sasaki will review and evaluate all submissions.
2. **Evaluation Criteria:** Proposals will be evaluated based on the following weighted format using points (total 100 pts):

Evansville Riverfront Design Services	
RFP/RFQ Scoring Matrix Template	
Primary Services:	*Civil Engineering, H&H*
Criteria	**Weighting**

1	Project Understanding & Approach	25.00
2	Relevant Experience & Qualifications	20.00
3	Draft Scope of Work and Project Plan	20.00
4	Key Personnel & Team Structure	15.00
5	Diversity, Equity, and Inclusion(DEI)	10.00
6	Schedule & Budget Alignment	5.00
7	Evansville & Indiana Locality	5.00

3. **Shortlisting and Interviews**
   - Based on the scoring of proposals, shortlisted teams may be invited to participate in interviews.
   - Interview content will focus on understanding the team's approach, ability to collaborate, and capacity to address project challenges.
4. **Final Selection**
   - The committee will rank the respondents and negotiate a complete scope, fee, and terms with the selected team.

4.0 - SUPPLEMENTAL INFORMATION

To ensure subconsultants can provide comprehensive proposals aligned with the project's needs, the following information is included as supplemental information:

1. **Project Background and Vision:** The following documents are available for download from the RFQ website.
   - Ohio River Vision and Strategic Plan (ORVSP):
     Comprehensive planning document outlining the vision, goals, and recommendations for revitalizing the Evansville Riverfront and surrounding region.
   - Evansville Riverfront Master Plan Summary:
     Highlights of the master plan concepts for Great Bend Park, Riverside Drive reconfiguration, and adjacent mixed-use development opportunities.
2. **Project Schedule:**
   The project schedule, including previous program refinement phases, is 24 months overall and began in June of 2024. The scope for this work to progress the master plan design from concept through schematic design is planned to take 10-12 months starting in early February of 2025. Work related specifically to the Walnut Street implementation phase will progress on a separate track after schematic design is completed holistically for the project area identified on the phasing diagram in Section 1.4 - fees related to work after schematic design on Walnut Street will be negotiated under a separate task order. Once completed, the schematic design package for the entire project will be utilized to further define specific areas of the project that will progress into an implementation phase under a separate contract.
3. **Draft Contractual Terms and Conditions:**
   A draft of the key terms and conditions governing the subconsultant's engagement will be shared as part of the interview process for shortlisted firms. This will cover payment terms, confidentiality requirements, dispute resolution procedures, and any other critical contractual obligations.