

Dorothea Dix Park Master Plan Executive Committee

Meeting Notes Summary (in reverse chronological order)

April 27, 2017

A meeting of the Dix Park Master Plan Executive Committee was held Thursday, April 27, 2017 from 12:00pm-2:00pm at the Raleigh Municipal Building, Room 305. The following members of the Master Plan Executive Committee were present: Mayor Nancy McFarlane, Mayor Pro Tem Kay Crowder, Ken Bowers, Diane Sauer, Jim Goodmon, Carlton Midyette and Orage Quarles. Members not present: Chancellor Randy Woodson. Additional attendees included Kate Pearce, Stephen Bentley, Grayson Maughan and Caroline Lindquist with the City of Raleigh and Sean Malone with the Dix Park Conservancy.



Agenda

- Welcome & Updates- Kate Pearce provided a welcome to the Executive Committee and an update on all of the programs and events that have occurred at Dix Park since the beginning of the year (see image left).

- MVVA Scope Review and Discussion- Kate Pearce presented the following executive summary of the draft scope of work for the master plan provided by MVVA.

Project Goals

The goal of the Dix Park Master Plan is to create a framework for a park that serves Raleigh and the surrounding areas, and is a draw for a national audience. The Master Plan will guide future design work in improving connections with adjacent and distant neighborhoods; establishing programs that build the

park's constituency while meeting existing needs; improving the ecological and infrastructural functionality of the site; honoring the historical legacy of Dix Hill and the former hospital; and creating mechanisms for sustaining the new park for future generations in the context of a growing metropolitan area.

Deliverable

The core deliverable is a Master Plan Document. Exact contents and format of the Master Plan Document are to be determined, but it will include:

- Narrative of existing conditions, challenges and opportunities, and analytical work
- Narrative of master plan design concepts, including landscape and buildings
- Narrative of master plan implementation strategy, including concepts for phasing, financing, maintenance, and operations
- Site plan diagrams
- Plan diagrams at an urban and regional scale to illustrate urban design and planning concepts
- Sketch and diagrammatic views
- Other graphics and diagrams as needed to convey Master Plan concepts
- Annotated index of supporting technical documents

Public Engagement

Proposed MVVA-led Outreach

- 6 large scale community events/meetings
- 7 sessions with the Dix Park Master Plan Executive Committee
- 11 sessions with the Dix Park Master Plan Advisory Committee
- 8 sessions with the Dix Park Master Plan Workgroups
- 8 sessions with additional stakeholder groups (e.g., NCSU, Farmer's Market, County Commissioners, Chamber, Advocacy Groups)

Proposed City-led Outreach

- Event-based engagement
 - Existing festivals
 - Dix Park programs and events (e.g., Picnic in the Park, Winter Wonderland, Kite Festival, Taste of Raleigh, Field Day)
- Road shows
- Web and social media-based engagement

Schedule

- **Discovery: June 2017 – December 2017**

- MVVA will produce base plans of existing conditions of site and context. Base plans will establish a consistent format for illustrating master plan concepts and revisions over time, and will include, at minimum, the following data layers as gathered by MVVA and consultants:
 - Geomorphology, vegetation, and hydrology
 - Infrastructure and utilities
 - Roads, bridges, and rail lines
 - Site Buildings and other structures
 - Ownership and leaseholders
 - Historical uses and change over time
 - Regulatory designations of areas and structures
- MVVA will produce a digital 3D model based on available GIS topographic data and documentation of site structures, at a fine enough resolution to illustrate and test high-level Master Plan concepts
- MVVA will produce a physical site model of existing conditions, to be used internally and presented at client and public meetings to illustrate issues and opportunities
- MVVA will produce a statement of issues, opportunities, and priorities for Dix Park including plan diagrams, site photos, and precedents.
- MVVA will manage a master GIS database incorporating all data and analysis gathered and produced by the MVVA Team within a consistent and well documented organizational framework. All data and documentation will be indexed packaged along with the final Master Plan
- MVVA will review and compile reports, memoranda, and other investigation and analysis products created by the MVVA team: all supporting work will be indexed and packaged along with the final Master Plan
- As part of the Discovery phase, MVVA will develop initial concepts for park program, circulation, mobility, landscape typologies, and urban connections to be refined and further developed throughout the project schedule

- **Concept Development: December, 2017 – August 2018**
 - MVVA will produce working a working physical site model to illustrate master plan concepts. Larger scale study models may be produced as needed to develop and illustrate sub-area concepts. Models will be transported to large Community Meetings, and may be used in smaller work sessions.
 - MVVA will present a series of site plans for each large Community Meeting to illustrate current concept development progress. All concepts will be reviewed by the MPEC and DAC in the form of working presentations before public presentation.
 - In addition to plans, graphics including sections/elevations, sketch views, material studies, precedent images, mappings, diagrams and 3D digital model studies will be presented at large Community Meetings and small public work sessions after review by the MPEC and DAC.
 - The MVVA Team will produce specialized technical memos to support Master Plan proposals
 - MVVA will synthesize analytic work of all consultants on the MVVA team into presentation materials keyed to specific concepts. Proposals supported by specific data will cite sources, level of resolution of data and analysis, and recommendations for further study as needed.
 - All public presentation materials will be made available to the Client in usable formats for web and print publications.
 - MVVA will keep a record of public and stakeholder feedback from large Community Meetings and small work sessions.
 - MVVA will develop and convey an overall landscape approach to the site with specific strategies for sub-areas and features, including, at minimum, the remains of the main A.J. Davis hospital complex, the historic Umstead Drive entry, the Rocky Branch corridor, the Lake Wheeler Drive edge, the interface with the future Spring Hill Campus and State Farmers Market, the freight rail line, the large field west of the rail line, the landfill area and gravesites, and the former employee cottages.
 - MVVA will develop and convey strategies for improved connections to adjacent neighborhoods and institutions, as well as to downtown Raleigh.
 - MVVA will develop and convey park program concepts with the goal of attracting users and supporters from Raleigh, the surrounding region, and the state.
 - MVVA will develop and convey a strategy for selective reuse and removal of existing site buildings to support new park program and potential park financing mechanisms.
 - In addition to formal presentation materials, working graphics and other documents will be produced to convey concepts to client groups as needed.
 - MVVA will prepare a graphic presentation and accompanying materials for Community Meetings

- **Direction: August 2018 – February 2019**

- MVVA will finalize Master Plan concepts, incorporating client and public feedback.
- MVVA will develop high-level implementation and operations strategies for landscape concepts to be incorporated into the final Master Plan
- MVVA will provide professionally printed copies of the final Master Plan document(s), the exact format of the Master Plan to be approved by the Client. Professional printing costs for 8 copies of the master plan are included in MVVA's estimated expenses. Additional copies will be provided upon request at 1x printing cost.
- MVVA will provide digital versions of all final Master Plan documents in PDF format
- MVVA will compile and organize all supporting technical documentation produced and gathered by the MVVA Team and attach to the final Master Plan document
- MVVA will prepare a graphic presentation and accompanying materials for Community Meeting #4, which will be compiled with any other supporting documents produced during the corresponding period and submitted to the Client as a record of Master Plan progress. The submission will focus specific topics covered in Community Meeting #4 as well as general Master Plan development. Master Plan Roll-Out: November 14 – February 7, 2019
- MVVA will review the Final Master Plan submission with the DAC, MPEC, City and Conservancy staff
- MVVA will incorporate client feedback into a final public presentation of Master Plan content at Community Meeting #5
- MVVA will advise on the implementation of the Master Plan for further phases of design
- MVVA will make minor adaptations of Master Plan content for web and other media to support continued promotion of the Master Plan and the Park

Fees and Expenses

MVVA has prepared a scope for design fees totaling **\$1,826,220**, with estimated reimbursable expenses of **\$123,300**. MVVA Team services will be performed on a lump sum fee basis, billed monthly according to percentage completion.

Diane Sauer made a motion to approve the MVVA scope. Carlton Midyette seconded the motion. Mayor called for the vote; the committee unanimously approved MVVA scope.

- Next Steps- the Committee directed staff to present the draft scope to City Council for their review and approval.

February 13-17, 2017

The Dix Park Master Plan Executive Committee held final round interviews for the Dorothea Dix Park Master Plan Monday February 13, 2017- Thursday, February 17, 2017. All interviews were held in Room 302 at the Raleigh Convention Center, 500 South Salisbury Street, Raleigh, NC.

The following members of the Master Plan Executive Committee were present: Mayor Nancy McFarlane, Mayor Pro Tem Kay Crowder, Ken Bowers, Diane Sauer, Jim Goodman, Carlton Midyette, Orage Quarles. Members not present: Chancellor Randy Woodson. Additional attendees included Kate Pearce, Stephen Bentley, Grayson Maughan, Caroline Lindquist and Nicole Steele with the City of Raleigh and Sean Malone with the Dix Park Conservancy.

The following four teams interviewed:

- James Corner Field Operations
- Michael Van Valkenburgh
- Nelson Byrd Woltz
- West 8 in partnership with Sasaki

City staff requested that the teams structure their interview according to the following format:

- Welcome and Introductions
- 30 Minute Scope Presentation- Teams prepared a presentation that summarized their proposed scope of work.
- 15 Minute Case Study Presentation- Teams prepared a case study presentation on a project that best demonstrated their process.
- 30 Minute Question and Answer Session
- 15 Minute Break
- 45 Minute Interactive Work Session- Teams prepared an interactive work session that demonstrated their approach and philosophy to addressing this project in its context.
- 30 Minute Open Discussion- Following the presentations and work session, the Executive Committee had the opportunity for an open discussion with the consultant team.

At the conclusion of the interviews, the Executive Committee unanimously recommended Michael Van Valkenburgh Associates (MVVA), a Brooklyn-based landscape architecture firm, to lead the master planning process. The Committee directed city staff will debrief with the teams that were not selected.

January 25, 2017

A meeting of the Dix Park Master Plan Executive Committee was held Wednesday, January 25, from 12:00pm-2:00pm at the Mordecai Visitor's Center located at 1 Mimosa Street, Raleigh, NC 27604. The following members of the Master Plan Executive Committee were present: Mayor Nancy McFarlane, Mayor Pro Tem Kay Crowder, Ken Bowers, Diane Sauer, Jim Goodman, Carlton Midyette and Orage

Quarles. Members not present: Chancellor Randy Woodson. Additional attendees included Kate Pearce, Stephen Bentley, Grayson Maughan and Nicole Steele with the City of Raleigh and Greer Beatty with the Dix Park Conservancy.

Agenda

- Welcome & Updates- Kate Pearce provided a welcome to the Executive Committee and noted that all four teams that received the RFP submitted a response.
- RFP Review and Discussion- the Master Plan Executive Committee reviewed each submission and discussed each submittal as a committee. The Committee discussed that the purpose of the proposals was to gain a greater understanding of the consultant team's approach to the scope of work required for this project and that it was not a request for design solutions or concepts. In addition, the Committee noted that each submission in response to the RFP should clearly outline the phases, tasks and deliverables of work envisioned by the consultant team and that the response should include a detailed community engagement approach.
- Final Interviews Discussion- Kate Pearce provided an overview of the interview framework for discussion. The Committee discussed that the interviews should provide an opportunity for consultant teams to promote an understanding of the proposed scope of work, demonstrate a successful application of process through a case study presentation and engage with the Master Plan Executive Committee through an interactive work session.
- Next Steps- the Committee set the next round of interviews for the week of February 13 and adjourned.

December 12-16, 2016

The Dix Park Master Plan Executive Committee held first round interviews for the Dorothea Dix Park Master Plan Monday December 12, 2016-Thursday, December 15, 2016. Monday and Tuesday interviews were held at the Walnut Creek Wetland Center, 950 Peterson Street, Raleigh, NC 27610 and Wednesday and Thursday interviews were held at the Thomas G. Crowder Woodland Center, 5611 Jaguar Park Dr, Raleigh, NC 27606.

The following members of the Master Plan Executive Committee were present: Mayor Nancy McFarlane, Mayor Pro Tem Kay Crowder, Ken Bowers, Diane Sauer, Jim Goodmon, Carlton Midyette, Orage Quarles and Randy Woodson. Additional attendees included Kate Pearce, Stephen Bentley, Grayson Maughan and Nicole Steele with the City of Raleigh and Greer Beatty with the Dix Park Conservancy.

City staff requested that key staff including the proposed project manager, design lead, principal and community engagement lead for the project be present at the interview. The City also requested that teams structure their presentation around the following guidance:

- Please introduce your team and focus on key staff that will be dedicated to the Dix Park project.

- Please tell us a little about your firm's design philosophy.
- Please share with us your understanding of the Dix Park project.
- Please highlight any previous experience that makes you uniquely qualified for this work (e.g., large urban parks, sites with unique complexities such as a landfill and brownfield site, the reuse and renovation of historic properties, cultural landscapes)
- Please provide your thoughts on the importance of stakeholder and public engagement.

The following six teams interviewed:

- Civitas in partnership with Stewart and Clearscapes
- James Corner Field Operations
- Michael Van Valkenburgh
- Nelson Byrd Woltz
- OLIN
- West 8 in partnership with Sasaki

The Committee noted that the interviews were extremely competitive given that all six teams are truly exceptional. The Executive Committee unanimously selected the following four teams to move on to the next phase of the consultant selection process:

- James Corner Field Operations
- Michael Van Valkenburgh
- Nelson Byrd Woltz
- West 8 with Sasaki

The following teams interviewed but were not selected to move on to the next stage. The Committee requested that city staff debrief with teams that were not selected at the conclusion of the consultant process.

- Civitas with Stewart and Clearscapes
- OLIN

November 17, 2016

A meeting of the Dix Park Master Plan Executive Committee was held Thursday, November 17, 2016 from 12:00pm-2:00pm at the Raleigh Municipal Building, Room 305. The following members of the Master Plan Executive Committee were present: Mayor Nancy McFarlane, Mayor Pro Tem Kay Crowder, Ken Bowers, Diane Sauer, Jim Goodman, Carlton Midyette. Members not present: Chancellor Randy Woodson and Orage Quarles. Additional attendees included Kate Pearce, Stephen Bentley, Grayson Maughan with the City of Raleigh and Greer Beatty and Bill Padgett with the Dix Park Conservancy.

Agenda

- Welcome & Updates- Kate Pearce provided a welcome to the Executive Committee and indicated that on Friday, November 4, the City received 18 submissions in response to the Request for Qualifications for Dorothea Dix Park.
- RFQ Review and Discussion- The Master Plan Executive Committee reviewed each submission, discussed each submittal as a committee, and decided to invite the following six teams to a first-round interview:
 - Civitas in partnership with Stewart and Clearscapes
 - James Corner Field Operations
 - Michael Van Valkenburgh
 - Nelson Byrd Woltz
 - OLIN
 - West 8 in partnership with Sasaki

The Committee noted that this was an extremely competitive first-round. The following teams also submitted qualifications but were not selected to move on to the interview stage. The Committee requested that city staff debrief with teams that were not selected after the consultant selection process has concluded.

- AECOM
 - Design Workshop
 - Hargreaves Jones
 - Land Collective
 - LandDesign in partnership with Imelk and Adjaye Associates
 - Office of James Burnet
 - Perkins + Will in partnership with GGN
 - Rhodeside & Harwell
 - Rogers Partners in partnership with Reed + Hildebrand
 - SmithGroup JJR in partnership with Cole, Jenest and Stone
 - SWA
 - WRT
- Next Steps- The meeting concluded with next steps and setting the first round of interviews.

September 7, 2016

A meeting of the Dix Park Master Plan Executive Committee was held Tuesday, September 7, 2016 from 3:00pm-5:00pm at the Raleigh Municipal Building, Room 237. The following members of the Master Plan Executive Committee were present: Mayor Nancy McFarlane, Mayor Pro Tem Kay Crowder, Ken Bowers, Diane Sauer, Jim Goodmon, Carlton Midyette and Orage Quarles. Members not present: Chancellor Randy Woodson. Additional attendees included Kate Pearce, Stephen Bentley, Grayson Maughan with the City of Raleigh and Greer Beatty with the Dix Park Conservancy.

Agenda

- Welcome & Updates- Kate Pearce provided a welcome to the Executive Committee and discussed upcoming events including a tour of DHHS facilities and Lives on the Hill.
- Review and Discussion of Draft RFQ- Kate Pearce provided a recap of the consultant selection process for committee members and then led a discussion on the draft Request for Qualifications. Committee members discussed process, schedules, content and public engagement. Diane Sauer made a motion to review and approve the draft RFQ with the changes discussed. Orage Quarles seconded the motion. Committee unanimously approved the draft RFQ.
- Role & Administration- Kate Pearce then led a discussion on terms of the MOU including the Executive Committee's role in overseeing the use of funding during the master plan process, reporting and communications and branding. The Committee approved the formation of a communications and branding subcommittee to include representation from both the City Conservancy. Sub-committee appointees included:
 - Damien Graham, Director of Communications, City of Raleigh
 - Kellee Beach, Marketing Administrator, Parks, Recreation and Cultural Resources, City of Raleigh
 - Lucy Bode, Chair of the Marketing and Communications Committee, Dix Park Conservancy
 - Sean Malone, President and CEO, Dix Park Conservancy
- Schedule/Upcoming Site Visits- Kate Pearce provided the details for the Executive Committee's upcoming trip to New York City to visit other parks and conservancies and invited all committee members to the next meeting of the Dix Park Master Plan Advisory Committee.
- Next Steps- The meeting concluded with next steps and setting the next meeting for November 17 to review RFQs.

Thursday, August 11, 2016

The first meeting of the Dix Park Master Plan Executive Committee was held Thursday, August 11, 2016 from 4:00pm-6:00pm at the Raleigh Municipal Building, Room 237. The following members of the Master Plan Executive Committee were present: Mayor Nancy McFarlane, Mayor Pro Tem Kay Crowder, Ken Bowers, Diane Sauer, Jim Goodman, Carlton Midyette and Orage Quarles. Members not present: Chancellor Randy Woodson. Additional attendees included Kate Pearce, Stephen Bentley, with the City of Raleigh and Greer Beatty with the Dix Park Conservancy.

Agenda

- Welcome & Updates- Kate Pearce provided a welcome to the Executive Committee.

- Review and Discussion of the Consultant Selection Process- Kate Pearce proposed, for the Committee's consideration, a two-phased consultant selection process. Committee members discussed the process and corresponding schedule. Kay Crowder made a motion to approve the consultant selection process. Orage Quarles seconded the motion. Committee unanimously approved the consultant selection process.
- Governance- Kate Pearce then led a discussion on the role of the Executive Committee during the master plan process.
- Next Steps- The meeting concluded with next steps and setting the next meeting for September 7, 2016.