



---

**Developing Design Guidelines for the Four Mile Run Restoration Project,  
Expanding upon Design Elements in the Four Mile Run Restoration Project  
Master Plan  
Request for Proposals  
(July 24, 2007)**

### **Background**

Arlington County and the City of Alexandria are jointly soliciting proposals to develop design guidelines for the Four Mile Run corridor project from contractors of record for the two jurisdictions. Only one contractor of record from either Arlington County or the City of Alexandria will be selected for this project. Private developers, public facilities designers, and others will use these guidelines to ensure the consistent vision outlined by the Four Mile Run Restoration Master Plan. The design guidelines will prescribe a design language through the temporal and spatial span of the project. However, the guidelines shall not overly constrain the creative offerings of corridor designers for this multi-year project.

The requested guidelines will express the vision set forth in the Four Mile Run Restoration Project Master Plan (Master Plan) (Chapter 5) and refine the Master Plan's general recommendations. The guidelines shall be developed in concert with the principles described in the Master Plan, public input, and any applicable locality plans, requirements, and ongoing community initiatives. The Master Plan and supporting information is available on the Four Mile Run Restoration Project website at: [http://www.novaregion.org/master\\_plan.htm](http://www.novaregion.org/master_plan.htm). The objective of the guidelines is to integrate the Four Mile Run corridor with the surrounding communities and with proposed adjacent urban development efforts.

The Master Plan describes the overall vision for design, restoration, and revitalization of this corridor. The Master Plan resulted from a collaborative and public effort, which included Arlington County, the City of Alexandria, the US Army Corps of Engineers (USACE), and the Northern Virginia Regional Commission (NVRC). The Master Plan relied upon a public process and the insight of the Joint Task Force (JTF), which is comprised of 18 citizens appointed by Arlington County and City of Alexandria elected officials. The JTF continues to examine project alternatives, gather public input, and make recommendations to the governing bodies of each jurisdiction and to the Agency Coordination Group (ACG) for the Four Mile Run Restoration Project. The ACG's responsibilities include overseeing the restoration project, including the development of these guidelines. The ACG



**US Army Corps  
of Engineers®**



includes the co-chairs from the citizen task force and staff from Arlington and Alexandria, USACE, and NVRC.

The project consultant will work within a 9-month period to develop the design guidelines for approval by the Arlington County Board and the Alexandria City Council. This timeframe accommodates three 30-day comment periods. The guidelines will result from the review of plans, ordinances, and extensive coordination and outreach to key staff and stakeholders. Outreach will include interviews with municipal, USACE, and NVRC staffs and the JTF to synthesize the scope and parameters for the design guidelines. The consultant will participate in monthly working meetings with the Design Guidelines Workgroup and/or the ACG.

The project consultant should anticipate interviews with the following stakeholders to support design guideline development:

- Citizen groups through the JTF
- Alexandria Planning Staff
- Alexandria Parks Staff
- Alexandria Transportation and Environmental Services Staff
- Arlington Planning Staff
- Arlington Parks Staff
- Arlington Environmental Services Staff
- USACE
- NVRC

The consultant will develop design guidelines for the Four Mile Run corridor in accordance with the Master Plan and pertinent related guidelines, including but not limited to the following:

- Potomac Yards Development Guidelines (Arlington County and City of Alexandria),
- Shirlington
- Mt Vernon Avenue Small Area Plan
- Alexandria's Wayfinding Signage Program
- Applicable zoning in the City of Alexandria and Arlington County
- City or County design guidelines and small area plans with design guideline components
- Adjacent neighborhood plans
- Nauck Village Center Action Plan
- Arlington and Alexandria public art initiatives
- Innovative low impact stormwater technologies
- Ecological concepts as components in design
- Other national and international examples of successful waterfront guidelines (including the South Waterfront of Portland, Oregon; and Riverlink Guidelines for the City of Milwaukee, Wisconsin.)

County, City, and NVRC staff will provide the above plans and materials to the selected consultant. The design guidelines may entail different levels of design adherence, similar to the overlay districts associated with the Milwaukee and Portland, OR riverfront plans. The scope and detail of the guidelines will carry a detailed set of guidelines for the areas directly adjacent to the stream, and

advisory guidelines for adjacent neighborhoods. The selected consultant will work with staff to identify the scope of the guideline areas.

The selected consultant must recognize the significance of the design guidelines as a first step to ensure that Master Plan elements are implemented successfully. The vision for Four Mile Run's revitalization rests upon compatible, repeating design elements throughout the watershed, connecting neighborhoods and attracting residents to the area. This consistency is challenged by the long term, public and private aspects of the Four Mile Run corridor and the many plans and initiatives found in both jurisdictions. The final guidelines will provide flexibility, consistency, and compatibility with existing plans and initiatives.

### **Design Guidelines Project Qualifications, Funding, and Schedule**

The chosen consultant will have expertise in waterfront design, trail, park, and other public area designs. To this end, the consultant may develop teams with other firms to provide the most qualified staff available. The selection committee requests brief examples of relevant design work and two copies of the proposal (one for each jurisdiction to review). Proposals are due by 5 PM on August 22, 2007.

Funding for developing design guidelines will come from the City of Alexandria and Arlington County. Jurisdictions will announce the award in October 2007. The project will last nine months from the notice to proceed date.

In the interest of time, this solicitation is limited to consultants of record for the City of Alexandria and Arlington County. The award is contingent upon a signed Memorandum of Agreement (MOA) between the two jurisdictions. The approved MOA will outline project parameters, jurisdictional responsibilities, and funding commitments associated with design guidelines development. The contract will be held by the jurisdiction holding the selected consultant's contract of record.

### **Contract Scope of Work**

Under this solicitation, the selected consultant will complete the following tasks:

#### **Task 1 – Introductory meeting**

The consultant will initiate the project with an introductory meeting that includes the Four Mile Run Restoration Project Design Guidelines Workgroup. The workgroup will consist of the ACG, Arlington County, City of Alexandria, the USACE, and NVRC staff.

Deliverables:

- Meeting summary
- Refined scope of work

## **Task 2 – Develop Draft Design Guidance**

### **Subtask 2.1 – Interview Staff**

Based upon the Master Plan and the kick off meeting, the consultant will begin interviews to clarify the scope, design requirements, and current guidance in place. Consultant should anticipate the following interviews to identify project needs and concerns:

- Alexandria Planning Staff
- Alexandria Parks Staff
- Alexandria Transportation and Environmental Services Staff
- Arlington Planning Staff
- Arlington Parks, Recreation and Cultural Resources Staff
- Arlington Environmental Services Staff
- Arlington and Alexandria Public Art Programs
- USACE
- JTF: The consultant will collect citizen recommendations in a meeting with the JTF
- NVRC

#### Deliverables

- Interviews and meetings
- Summary of major points/issues highlighted during interviews
- Initial summary of design guideline requirements and priorities
- Monthly progress report by the last Wednesday of the month

### **Subtask 2.2 – Review Guidelines and Relevant Existing Plans**

The consultant will review and incorporate Draft Design Guidelines based upon the Four Mile Run Restoration Master Plan as well as pertinent related plans or design guidelines that include the following.

- Potomac Yards Development Guidelines (Arlington County and City of Alexandria),
- Shirlington
- Mt. Vernon Avenue Small Area Plan
- Alexandria's Wayfinding Signage Program
- Applicable zoning in the City of Alexandria and Arlington County
- Nauck Village Center Action Plan
- Arlington and Alexandria public art initiatives
- Successful waterfront guidelines (including South Waterfront of Portland, Oregon; and Riverlink Guidelines for City of Milwaukee, Wisconsin)

This review, along with interviews from Subtask 2.1, should provide the consultant with sufficient materials to develop draft design guidelines for the Four Mile Run Restoration Project and for its surrounding developments.

#### Deliverables

- Summary of Guideline Review
- Summary of major points/issues highlighted during review
- Monthly progress report due by the last Wednesday of the month

### **Task 3 – Develop and Refine Draft Design Guidelines**

#### **Subtask 3.1 – Develop Design Guidelines for Staff and Advisory Commission Review**

The consultant will develop design guidelines for the Four Mile Run Restoration Project that combines the elements of the Master Plan with staff and relevant advisory commission comments. The guidelines will include substantial graphic as well as textural materials. The guidelines will support and reference existing guidelines and programs for areas in proximity to the project area. Anticipate a 30-day comment period.

##### Deliverables

- Monthly Progress Report by the last Wednesday of the month
- Receive comments from meetings
- Prepare comment-response document

#### **Subtask 3.2 – Develop Revised Guidelines for Public Comment**

The consultant will present revised guidelines to the public and receive public comments at an open house sponsored by the JTF. The consultant will use the JTF as a forum for any follow-up public meetings. Anticipating a second 30-day comment period, the consultant will develop a comment comment-response document.

##### Deliverables

- Monthly Progress Report by the last Wednesday of the month
- Prepare comment-response document
- Incorporate responses into updated guidelines

#### **Subtask 3.3 – Develop Revised Final Draft Guidelines for Approval**

The consultant will work with staff and the ACG oversight to produce the final draft guidelines that result from Subtasks 3.1 and 3.2.

##### Deliverables

- Monthly Progress Report by the last Wednesday of the month
- Finalized draft design guidelines and background materials ready for City Council and County Board approval
- Provide text and graphic materials for staff presentations to advisory commissions.

### **Task 4 – Public Approval and Products**

#### **Subtask 4.1 – Support City and County Staff in Public Approval Process**

The consultant will support City and County staff in the public approval process that will include recommendations by the planning commissions, parks and recreation, environmental commissions, and other relevant committees for both localities. The consultant will provide materials for staff presentations incorporate recommended changes and prepare materials for approval by the Arlington County Board and the Alexandria City Council. The consultant may provide a separate hourly schedule for attendance at public meetings on an as-needed basis.

Deliverables

- Comment-response document for final changes
- Monthly Progress Report by the last Wednesday of the month
- Staff materials for approval process

**Subtask 4.2 – Materials for Website**

The consultant will provide materials for NVRC to readily upload to the project website related to the design guidelines process.

Deliverables

- Materials for website to include guidelines, examples, and other products recommended in review process. Format specified by staff.

**Subtask 4.3 – Publishable Design Guidelines Document**

The consultant will produce a final, publishable design guidelines document in compliance with staff and ACG recommendations.

Deliverables

- Publishable design guidelines in legible electronic and hard copy format

**Project Schedule**

The Four Mile Run Design Guidelines project will work within a relatively short period of nine months. The anticipated schedule is as follows:

**Task 1 – Month 1: Introductory Meeting**

**Task 2 – Months 1-2: Review and Develop Draft Design Guidance**

- Month 1: Subtask 2.1 – Interview Staff
- Month 1-2: Subtask 2.2 – Review Guidelines and Relevant Existing Plans

**Task 3 – Months 3-6: Develop Draft Design Guidelines**

- Month 3: Subtask 3.1 – Develop Design Guidelines for Staff and Commission Review
- Month 4: Staff Review and Commission Meetings
- Month 4: Comment Period
- Month 5: Subtask 3.2 – Revise Guidelines in Preparation for Public Meeting.
- Month 6: Support Public Meeting, Collect Comments
- Month 6: Subtask 3.3 – Develop Revised Final Draft Guidelines Incorporating Comments

**Task 4 – Month 7-9: Approval and Products**

- Month 7-8: Subtask 4.1 – Support City and County Staff in presentations to advisory commissions, provide final changes, support staff preparations for approval by County Board and City Council
- Month 9: Subtask 4.2 – Materials for website
- Month 9: Subtask 4.3 – Publishable design guidelines document

**Summary of Deliverables – Months 1-9:**

- Materials for website
- Monthly Progress Reports by the last Wednesday of the month
- Comment-response documents
- Contact with ACG, Design Guidelines Workgroup, attendance at relevant ACG and JTF meetings. Consultant should expect to attend 9 ACG or Design Guidelines Workgroup meetings, to hold a number of interviews, and attend two JTF meetings
- Materials in support of staff presentations to advisory commissions and governing bodies
- Draft and final guidelines in electronic and hard copy formats