



**REQUEST FOR PROPOSALS  
FOR**

**AQUATICS FACILITY & RECREATION  
COMPLEX CONSTRUCTION SERVICES**

**Date of Request: March 15<sup>th</sup>, 2022**

**Responses due by: Friday, April 15<sup>th</sup>, 2022, at 12 p.m. Noon.**



**REQUEST FOR PROPOSALS**  
**City of Valley Center, Kansas**  
**Aquatics Facility & Recreation Complex Construction Services**

CONSTRUCTION SERVICES FOR VALLEY CENTER AQUATICS FACILITY AND RECREATION COMPLEX

**I. INTRODUCTION AND BACKGROUND**

The City of Valley Center is requesting proposals from qualified firms to provide services for building a new aquatics facility and recreation complex in Valley Center, KS. In 2020, the citizens of Valley Center passed a 1% sales tax for the construction of an Aquatics Facility and Recreation Complex. The intent of the City is to enter into a contractual agreement with a Construction Manager at Risk (CMAR) firm with a Guaranteed Maximum Price (GMP) project delivery method to provide pre-construction services such as constructability guidance, cost estimates, and construction schedules; and to perform complete construction services.

The CMAR will work in conjunction with the City and the Architect/Engineer (AE) Team to assist in the completion of the design and provide construction services to build the project. The project may include renovations to the existing outdoor pool in Lions Park. Please find in attachment A the 2020 Pool-Rec Center final report and information of the project that was approved by the voters. The estimated costs as provided with the concept is \$10.5 million. An area adjacent to the existing pool has been identified as a potential location for the new facility.

**II. RFP Schedule**

The following schedule of events will be followed as closely as possible, allowing for minor variation as necessary:

EVENT	PROJECTED DATE
RFP reviewed by City Council	March 15 <sup>th</sup> , 2022
RFP released to Firms	March 16 <sup>th</sup> , 2022
Proposals Due (By 12:00 PM CDT)	April 15 <sup>th</sup> , 2022
Proposals Distributed to Pool/Rec Committee	April 20 <sup>th</sup> , 2022
Pool/Rec Committee RFP Review	Week of April 25 <sup>th</sup> , 2022
Firm Interviews w/Committee	Week of May 9 <sup>th</sup> , 2022
Consultant Interviews w/City Council	May 17 <sup>th</sup> , 2022
Consultant Selection	May 17 <sup>th</sup> , 2022
Draft Contract to Pool/Rec Committee	Week of May 30 <sup>th</sup> , 2022
Firms Contract to City Council	June 7 <sup>th</sup> , 2022
Notice to Proceed Issued to Firm	To Be Scheduled

### III. PROJECT REQUIREMENTS

The selected CMAR will be responsible for assisting in the completion of the design, including, but not limited to, attending design meetings, and contributing ideas and principles as necessary to assure the design will produce a cost-effective project for the City. The CMAR will apply experience, means and methods, and value engineering principles while utilizing the resulting design to construct the project within the agreed upon GMP and schedule. The selected firm will execute the *AIA A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a GMP* between the City of Valley Center and CMAR, including the A201-2017 General Conditions. The project will be done on an open-book, cost plus a fee basis, to a GMP. The establishment of the GMP is not a part of the proposal but will be accomplished after the Contractor is selected.

Outline of Minimum Requirements:

1. Pre-Construction Phase: The Pre-Construction Phase shall consist of the CMAR team working in collaboration with the AE Team which includes Electrical, Mechanical, and Structural Engineers. This team will complete the design from Design Development to final Construction Documents. Tasks involved for each aspect of the project shall include the following:
  - a) Provide analysis of the project plans and specifications, input on constructability, means and methods, feasibility, finishes and materials, etc. that will ultimately provide the best value of construction within the project budget for the City.
  - b) Provide ongoing cost estimates based on progress drawing reviews and present estimates and projected budget adjustments at weekly progress/review meetings.

- c) Create a detailed project schedule, provide weekly updates, and make adjustments to the schedule that reflect any changes based on design progress. Schedule shall also reflect potential options based on different design or acceleration scenarios.
  - d) Provide a detailed schedule of values and project budget with regular updates based on design progress and any subsequent changes. Budget shall be made available to the City and design team and have the ability to ascertain financial impacts of the inclusion of various alternate options.
  - e) Provide ongoing support and value engineering reviews, including input regarding constructability, means and methods, and input regarding completion of the project within the GMP.
  - f) CMAR to provide a Web-based project management system to which the City can have log-in access without the purchase or download of software, such as Submittal Exchange or similar. All project related submittals, requests for information, etc. shall be submitted through this program for tracking purposes.
2. Construction Phase: The CMAR shall incorporate all the following elements into construction phase activities, along with all typical tasks associated with managing a project of this scope and scale:
- a) Complete a final quality/coordination/constructability review of all Construction Documents prior to issuing to subcontractor bidders. City approval of Construction Documents is required before proceeding with bidding and/or construction.
  - b) Manage the bidding process and evaluate proposals with the involvement of the Project Team.
  - c) Provide on-going cost and schedule management throughout the construction process.
  - d) Conduct job site meetings with appropriate participants to review open issues, project schedule, and resolve pending or upcoming issues.
  - e) Prepare a monthly report with each progress billing that details project work status, pending issues, contingency status, and schedule status.
  - f) No change orders or additional costs will be allowed for any work within the CMAR scope, including but not limited to, CMAR self-performed work,

general conditions and/or work of CMAR subcontractors. All changes to project scope will require pre-approval by the City.

- g) Maintain a record of “as-built” conditions throughout construction, which includes all field revisions and pertinent RFI information. These documents shall be kept on site, and fully updated, available for inspection at any time. Approval of monthly progress billings shall be contingent on the maintaining of these documents.
  
- h) CMAR to actively support and participate in all commissioning/startup activities and provide training on the operation and maintenance of all building systems and equipment. Training shall be video recorded, with copies of the video submitted with closeout materials.

#### **IV. PROPOSAL REQUIREMENTS**

Firms submitting proposals shall be asked to provide the following in the order listed below. Any submissions made that do not follow the order below will be subject to automatic disqualification:

Introductory letter including firm name, address, telephone number and contact person as well as a brief history of firm, including number of years of experience.

1. Names of principal and individuals who will be working on the project and their role in the project.
2. Resumes of project participants.
3. List of similar completed projects, with emphasis on examples of value engineering/owner savings for previous projects and potential value engineering ideas along with estimated savings.
4. Description of how the project would be conducted, including a potential timeline of the design completion process from time of selection through the design completion phase, and transition into construction. The proposal should include the percentage of General Contract work that will be self-performed vs subcontracted out.
5. Tentative construction schedule based on number of weeks from groundbreaking to completion.
6. Ability of your firm/team to meet project time schedule and budget.
7. List of references, with contact information.
8. Existing or known potential conflicts of interest.
9. Proof of current bonding capacity sufficient to complete the project.
10. **INCLUDE IN A SEPARATE SEALED ENVELOPE LABELED “FEE PROPOSAL”** shall include:
  - a. Lump sum costs for preconstruction services

- b. General Conditions Estimate for duration of base contract. Include list of the types of costs that are included in the general conditions costs that you anticipate charging as a cost of the work.
- c. Construction OH&P/Fee %
- d. Change Order OH&P/Fee %

Proposals must be submitted marked **“CITY OF VALLEY CENTER AQUATICS FACILITY & RECREATION COMPLEX CONSTRUCTION SERVICES”** with five (5) hard copies and 1 digital copy of your proposal package to:

Kristi Carrithers  
City Clerk  
City of Valley Center, Kansas  
P.O. Box 188 – 121 S. Meridian  
Valley Center, Kansas 67147

**Proposals must be received by April 15<sup>th</sup>, 2022, AT 12:00PM CDT.** There will not be a public opening of proposals.

## **V. SPECIAL CONDITIONS**

The City reserves the right to:

- a. Issue supplementary information or guidelines relating to the RFP during the proposal preparation period
- b. Waive any informalities; and reject any or all proposals. The City also reserves the right to modify the scope of services during negotiation of the contract.
- c. All submittals, including supporting documentation/manuals, shall become the property of the City.
- d. All submittals are considered to constitute firm offers for a period of up to three (3) months following the final day on which proposals will be accepted.
- e. All costs incurred in the preparation and presentation of this submittal shall be wholly absorbed by the proposer.

## **VI. SELECTION PROCESS**

The Selection Committee will review proposals and select candidates for interviews. Selection will be based on qualifications and experience related to the project in consideration according to the criteria below.

Following selection by the Selection Committee, the highest ranked firms will be interviewed and selected by the City Council on May 17<sup>th</sup>, 2022. Once a preliminary contract is formed after the City Councils decision, the contract will be recommended to the City Council on June 7<sup>th</sup>, 2022.

The City reserves the right to reject any or all proposals and reserves the right to modify the scope of services during negotiation of the contract.

The following criteria will be used to evaluate proposals, each scored on a scale of 0-10 and weighted accordingly as shown:

<b>Criteria</b>	<b>Score Weight</b>
1. Similar Project Experience	15%
2. CMAR Project Experience	10%
3. Company Personnel Experience	15%
4. References from Projects	15%
5. Understanding of Project Specifics	10%
6. Planning, Coordination & Safety Plans	10%
7. Presentation Format, Information & Quality	25%

## **VII. PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held on March 22<sup>nd</sup>, 2022 at 3:00 PM at Valley Center City Hall in the Council Chambers, 121 S. Meridian, Valley Center, KS to review requirements and answer questions contained in the proposal package. Attendance is not required but recommended for firms submitting proposals.

All questions regarding this RFP should be presented in writing to:

Brent Clark  
City Administrator  
City of Valley Center, Kansas  
City Hall  
121 S. Meridian  
Valley Center, Kansas 67147  
[bclark@valleycenterks.org](mailto:bclark@valleycenterks.org)