



**REQUEST FOR PROPOSALS
FOR**

**AQUATICS FACILITY & RECREATION
COMPLEX ARCHITECT &
ENGINEER SERVICES**

Date of Request: March 15th, 2022

Responses due by: Friday, April 15th, 2022, at 12 p.m. Noon.



REQUEST FOR PROPOSALS
City of Valley Center, Kansas
Aquatics Facility & Recreation Complex
Architect & Engineer Services

ARCHITECT & ENGINEER (AE) DESIGN 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 Architectural and Engineering (AE) services for building a new aquatics facility and recreation complex based on previous conceptual design. 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 an AE to assist in a Construction Manager at Risk (CMAR) project.

The AE will work in conjunction with the City and the Construction Management Team to assist in the completion of the design, engineering, 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 th , 2022
RFP released to Firms	March 16 th , 2022
Proposals Due (By 12:00 PM CDT)	April 15 th , 2022
Proposals Distributed to Pool/Rec Committee	April 20 th , 2022
Pool/Rec Committee RFP Review	Week of April 25 th , 2022
Firm Interviews w/Committee	Week of May 9 th , 2022
Consultant Interviews w/City Council	May 17 th , 2022
Consultant Selection	May 17 th , 2022
Draft Contract to Pool/Rec Committee	Week of May 30 th , 2022
Firms Contract to City Council	June 7 th , 2022
Notice to Proceed Issued to Firm	To Be Scheduled

III. CITY PROVIDED SERVICES & REQUIRED AE SERVICES

1. Construction Delivery Method and Other City Provided Services

- a) The City intends to use a CMAR with a Guaranteed Maximum Price (“GMP”) construction delivery method. The CMAR will be engaged for preconstruction and construction services including cost and schedule estimating, bidding to subcontractors and day-to-day construction management.

2. AE Services

- a) City intends to contract AE services under an AIA Document B133-2019 Standard Form of Agreement Between Owner and Architect and related A201-2017 (collectively “B133-2019”). Step 2 work is intended to include Basic Services described in Article 3 of the B133-2019. Basic Services are to be aligned with the approved program and project needs and include usual and customary architectural, landscape architectural, civil, structural, mechanical, and electrical engineering services and specifications, and cost review support (but not cost estimating services), subject to negotiation of the B133-2019.

Step 1: Programming and Preliminary Design

- a) Review previous programming from 2020 and re-evaluate with current codes and City’s needs vs wants.
- b) Evaluate feasibility of renovations of existing outdoor pool at Lions Park.
- c) Review previous space block diagrams for building and site and update as necessary.

- d) Review and evaluate preliminary building and related project infrastructure necessary to achieve program requirements, update as needed.
- e) Determine how to best phase different aspects of the project to meet the community's short and long-term needs.
- f) Review property due diligence materials including geotechnical, survey, utility capacity, wetlands, etc.
- g) Conduct municipal code and zoning reviews and advise City on related requirements and review/approval processes and timelines.
- h) Issue updated program report including updated property information

Project Cost Estimating and Schedule Support

- a) Provide conceptual designs and related specifications as needed to support construction cost estimating work by CMAR.
- b) Assist CMAR and City with preparation of a project cost model based on programming and preliminary design results, plus results of property evaluation work.
- c) Assist with development of preliminary master design and construction schedule.
- d) Provide presentation quality drawings of conceptual design including a site plan, floor plans and color interior and exterior renderings.
- e) Provide 3-D conceptual image(s)

Present Findings

- a) Participation, as requested, in the presentation of a consolidated report to the Pool/Rec Committee and City Council outlining the final design.

Step 2: Schematic, Design Development, Construction Drawings and Administration

AE Basic Services are expected to include the following conditions, as well as periodic meeting with City, CMAR, and key team members to review project design and to help assure compliance with the budget including value engineering efforts.

Schematic Design

- a) Work with CMAR throughout the Schematic Design process to obtain cost input.

- b) Submit drawings and other descriptive information to the CMAR for estimates of the Cost of the Work at 50% complete and 100% complete Schematic Design (“SD”).

Provide energy and life cycle analysis, as needed.

If revisions are required to comply with City’s budget for Cost of the Work at the conclusion of the SD phase, AE will incorporate the required revisions in the Design Development (“DD”) phase at no additional cost to the City.

Design Development

- a) AE will prepare a GMP package at fifty percent (50%) complete DD for purposes of pricing by the CMAR and confirming that Cost of the Work is in compliance with the budget.
- b) GMP package to include 100% DD documents, a written narrative which includes the AE’s description of incomplete elements of the DD documents, and AE’s statement of intended scope (including anticipated qualities and quantities) with respect to incomplete elements.
- c) City to review CMAR’s GMP estimates and work collectively to agree on the GMP at the end of DD. If revisions to the DD documents are required to comply with the budget, AE will make required revisions without additional fee or expense to City until the DD documents support completion of construction in conformity with the GMP.
- d) AE should anticipate multiple bid packages and develop a strategy for issuing the bid packages that facilitate the completion of those packages. The purpose is to utilize this bidding package strategy to gain the most advantageous issuing of documents, to maximize local subcontractors’ participation, minimize construction duration while allowing the bid packages to be completed efficiently. Early bid packages may be required for certain building components that are subject to long lead times and/or sub-trades that have a high potential for cost escalations.
- e) AE to include alternates equal to 5% decrease and 5% increase of the GMP as part of Basic Services. Alternates to be included in bid package.

Construction Document

- a) Prior to the conclusion of the Construction Documents (“CD”) phase, AE will submit CD documents for City review as to cost, constructability, schedule, and value engineering and for City’s review, comment, and approval. If revisions to the construction documents are required to comply with the GMP, the AE will

incorporate the required revisions into the construction documents without additional fee or expense to the City unless the revisions are necessary because of the CMAR's inaccuracies or incompletions in preparing the GMP.

- b) AE to include alternates in the CD's equal to 5% decrease and 5% increase of the GMP as part of the Basic Services. Alternates to be included in bid package.

Bidding or Negotiation

- a) Participate in key contractor interviews as jointly determined by AE and CMAR.

Construction Administration

- a) Before the beginning of construction, and in agreement with the CMAR, AE will participate in pre-construction conferences, and thereafter participate in construction progress meetings.
- b) If during the construction phase any changes or corrections to the constructed work are required due to an error or omission of the AE, its consultants, or any party in contract with the same, at no additional cost to City, AE will provide on-site observation of the work to be corrected until such correction is completed
- c) Prepare and oversee completion of project punch list.

Changes In The Work

- a) Upon completion of construction, the AE will prepare and deliver one set of as-constructed record drawings and specifications in an electronic format acceptable to City, incorporating revisions made by the AE during the construction phase and field changes noted on the CMAR's marked-up field set.

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 maybe subject to 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 AE 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.
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 ENVELOPED LABELED
“FEE PROPOSAL” for services outlined in RFP.**

Proposals must be submitted marked “**CITY OF VALLEY CENTER AQUATICS FACILITY & RECREATION COMPLEX AE 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 15th, 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 17th, 2022. Once a preliminary contract is formed after the City Councils decision, the contract will be recommended to the City Council on June 7th, 2022.

Evaluation Criteria

The evaluation will be conducted by the Selection Committee. Upon receipt of the proposals, the committee will determine a shortlist of firms whose proposals are deemed to have met the following qualifications:

- a) Company background
- b) Applicable and relevant experience with recreation centers, zero depth pools and lap pools.
- c) Team / personnel experience working together and on similar projects
- d) Project approach including working on projects for public sector clients.
- e) Demonstrated knowledge of the local and regional codes and regulations

Selection Criteria

The City will rely on the qualitative information contained and presented in the proposals, interviews, and reference checks in making the decision to select the most qualified firm to provide services for this project. Selection criteria will be based on:

- a) Experience, qualifications, and availability of proposed team leaders
- b) Broader team structure
- c) History of project team working together
- d) Technical work process
- e) Proposal, interview, and response
- f) General Conditions and Fee

VII. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on March 22nd, 2022 at 1:00 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