

# Commerce City New Recreation Center Preliminary and Final Design Services

October 2015

## REQUEST FOR PROPOSAL



City of Commerce City, Colorado  
Parks and Recreation Department  
Project No. PRG-02-2015

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## 1. INVITATION

The City of Commerce City ("City") has selected your firm three others for the next phase of the selection process for New Recreation Center Preliminary and Final Design Services ("Project"). We are requesting a written proposal ("Proposal") in response to this RFP, followed by an interview with key staff that will execute the Project. Additional information on the project is provided in this document, including its attachments, to assist you in responding in more detail about how your team can help deliver the Project to meet the City's needs and the community's vision. In addition, this RFP requests a fee proposal ("Fee Proposal" and, with the Proposal, a "Response") broken down by your required tasks, discipline, hours and all expenses. Work will include all design and construction services required for the new Recreation Center. All information in the RFQ, addendum, and responses to RFQ questions are still relevant to this RFP and the Project.

Response Due Date: 4:00 p.m. MT, November 10, 2015

Interview Date: Tuesday, November 17, 2015

*(Time of interview will be established through discussion with each firm)*

Respondents may request parts of their Responses to remain confidential by indicating such in the Response. Appropriate proprietary elements or pages must be clearly marked. **The City will keep confidential only documents protected from disclosure under the Colorado Open Records Act (the "Act").** Under no circumstances may an entire Response be marked or identified as proprietary. **By submitting a Response, each Respondent agrees to hold the City harmless from any claims arising from the release of proprietary information not clearly designated as such by the Respondent and from any claims arising from the release of documents not protected from disclosure under the Act.**

The City reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Response, and to waive any informalities or irregularities in any Response, without liability, at any time.

## **2. PROJECT SCOPE**

### **PROJECT LOCATION**

The area included in this Project is located in the northern portion of the City, generally bounded by Highway 2 on the north, 112<sup>th</sup> Avenue on the south, Potomac Street on the west, and private property on the east. The new recreation center will be located in parcel O as shown on the Parcel Maps, **ATTACHMENT A**.

### **CURRENT PROJECT STATUS**

There is an ongoing professional services contract for “Existing and New Recreation Center Programming.” This contract included a number of public meetings, along with small focus group meetings, that confirmed and/or refined the desired new recreation center features. Summary results of the programming study and community engagement that took place in August and September can be found in **ATTACHMENT B**. The first phase of this Recreation Center Design will be to confirm this program through the development of a Conceptual Design as described herein.

Another professional services contract has been awarded to Fellsberg-Holt-Ullevig for Second Creek Drainage, Potomac Ave. & 112<sup>th</sup> Ave. Improvements (“Second Creek Infrastructure”). This effort involves the development of alternatives and final design including:

- Area storm drainage and improvements to Second Creek to create a more natural, historic channel alignment in Parcels A and B
- Identify alternatives to the 112<sup>th</sup> Ave. alignment and new intersections at Highway 2, Potomac Avenue and Chambers Road
- Utility extension improvements for future development
- Vision for future open space and recreational park in Parcels A and B, and multi-modal separation and integration in the area

Coordination with this effort will be required related to access to the new recreation center site, as well as utility availability to Parcel O.

### **PROJECT DELIVERY METHOD**

The City anticipates that the Project will be delivered using a Construction Manager / General Contractor (CM/GC). The CM/GC contract will include both the Second Creek Infrastructure Improvements as well as the New Recreation Center construction. The CM/GC will be involved in both design processes and will assist with pre-construction services including estimating. The CM/GC RFQ is expected to be advertised on or about October 12, 2015 with award anticipated the first week in January, 2016.

It is anticipated that construction of the non-floodplain portion of the Second Creek Infrastructure work will start before design is completed on the Recreation Facility. This will require early completion of portions of the New Recreation Center design (“Design Packages”) to allow for efficient use of construction resources for preliminary grading and utility placement. In addition an early package for foundation work is anticipated at this time. Although exact dates are not established, the Project Schedule should show these two design bid packages, and the fee should account for these separate deliverables during design. Additional preliminary

development scheduling can be found in **ATTACHMENT C**. This schedule is preliminary in nature and subject to change as the Second Creek Infrastructure project progresses and the CM/GC is hired and brought onto the City team.

## **SCOPE OF SERVICES**

Within the Proposal and Interview, respondents should focus on specifics and illustrate how they will meet City's goals:

- Design of a new recreation center including the features described in this RFP
- Completing the Project on a fixed schedule, with multiple bid packages and modifying design and schedule to fixed budget
- Design providing flexible, multi-use spaces
- Design well integrated with future adjacent parks, potential sports fields, open space, drainage, trails systems and roads
- Design incorporates environmentally sustainable design principles, and features that can be easily identified, quantified, priced, and measured after construction. No formal certification level of sustainability will be required
- Design of finish materials and systems considers maintenance costs and component replacement
- Design allows for program changes, future building expansions, and adaptation to development of surrounding parcels
- Other goals identified in program verification(s) or identified during contract negotiations, as determined by the City

The Respondent shall identify personnel and required resources to complete the following services in a professional, timely and thorough manner in a team effort with the City and other professionals under separate contract as described above.

The 2K Bond initiative anticipated a facility that would contain features such as an indoor leisure pool and support spaces, aerobics, dance, gymnastics, weight and fitness, walk/jog track, gymnasium, community room/meeting space, game room, indoor play area, required building support spaces and administrative spaces. The new facility will also require shipping/receiving space, to include a loading dock.

The anticipated scope of services includes, but is not limited to the description in the following paragraphs. This is intended to be a basic outline with further items added since the initial list provided in the RFQ. It is anticipated the fee tasks and schedule will be in more detail. The Respondent should include tasks or rearrange tasks based on their individual team experience, structure, schedule, and design approach. Such changes should be highlighted in the Proposal.

### Meetings

- Biweekly meetings with City Staff and/or their representatives and CM/GC with meeting minutes published by the Consultant within three business days following each meeting
- Lead 3 public meetings during the course of the Design (not otherwise listed)
- Monthly meetings with review of design efforts with Second Creek Infrastructure Design Team

## Project Tasks

1. Program Verification
  - a. Provide any necessary further evaluation or refinement of the Program Documentation
2. Concept Design - 10%
  - a. Preliminary site plan, landscape concepts, and site utilities analysis. A concept design of building and site will be developed which includes initial program and budget elements. It shall also show a second plan and design of the facility ultimate build out within the confines of the proposed site that includes items identified but not in the budget, as referenced as “future” in the current program, or other recreational building elements identified by Park Department staff during this Phase. Future building elements shall be logical and easily integrated into initial construction and afford construction access while minimizing effect on operations and community access.
  - b. Concepts for connections to future trails, Parcels A and B with interface with proposed roadways designed by others
  - c. Building views, orientation, massing, and primary building materials
  - d. Building floor plans and elevations
  - e. Preliminary site and building renderings for internal review and public meetings.
  - f. Identification of sustainable design elements
  - g. Preliminary Basis of Design Report (BODR) describing details of design not provided in drawings. This should include information on concept design from each design discipline required to complete the project.
  - h. Preliminary documents for City Planning and Department Review for early Bid Packages
  - i. Geotechnical borings based on established building and site feature locations
  - j. Formal presentation to City
3. Schematic Design - 30%
  - a. Architectural & Structural Plans, elevations, and building sections showing components reflecting the established program and support building systems
  - b. Geotechnical Report
  - c. Developed Civil/Site Plans
  - d. Preliminary Landscaping Plans
  - e. A BODR describing details of design not provided in drawings such as the following:
    - i. Civil design
    - ii. List and description of landscape material
    - iii. Building Code Review
    - iv. Proposed building materials and finishes
    - v. Structural system concepts and integration of geotechnical report
    - vi. Mechanical Plumbing systems and list of proposed equipment
    - vii. Electrical systems and proposed equipment

- viii. Interior communications & IT systems (including Wi-Fi) and proposed equipment
    - ix. List of recreational equipment anticipated
    - x. Quantified list, and evaluation of sustainability elements proposed and with enough detail for pricing
  - f. Preliminary documents necessary for City approvals
  - g. Meet and document preliminary review of project with City Building Department and local Fire Department
  - h. Preliminary selections of major building systems and construction materials
  - i. Updated renderings, elevations and list of proposed specifications
  - j. All other deliverables common to schematic design deliverables as identified in professional services contracts (except cost estimating)
  - k. Quality Control documentation and verification
  - l. Review of CM/GC cost estimate and reconciliation of design to meet City's project budget
  - m. Early Bid Deliverable for Site Grading and data required for site utilities
- 4. Design Development - 60%
  - a. Basic drawings for all disciplines showing plans, sections, details, preliminary schedules, and diagrams of MEP systems
  - b. Updated BODR (noting changes to design)
  - c. Updated code analysis
  - d. Quality Control verification
  - e. Review of CM/GC cost estimate and reconciliation of design to meet City's project budget
  - f. All other deliverables common to design development deliverables as identified in professional services contracts (except cost estimating)
  - g. Early Bid Package for Foundation (at end of this phase or within Construction Document Phase development)
- 5. Interior Design Services, including assistance with Furniture, Fixtures and Equipment (FFE) selection and coordination - 60%
  - a. Selection of finishes and color schedule (exterior and interior)
  - b. Coordination, documentation and specification of new FFE planned for the facility
  - c. Selection and preliminary specifications of all recreational equipment and preliminary plan for procurement if not part of construction project
- 6. Construction Documents - 90%
  - a. Completed documents ready for final review prior to final Bid by CM/GC
  - b. All technical specifications
  - c. Quality Control documentation and verification
  - d. Review of final CM/GC cost estimate and reconciliation of design to meet City's project budget
  - e. All other deliverables common to final design deliverables as identified in professional services contracts (except cost estimating)

7. Bidding and Negotiation
  - a. Prepare and issue addenda in response to bidder questions; provide clarifications and interpretations of the documents
  - b. Review substitutions requested
  - c. Construction/Site Permitting: Respond to Building Department review comments and modify documents as required.
8. Construction Administration Services
  - a. Review and respond to Requests for Information (RFIs)
  - b. Issue Supplemental Instructions (ASIs)
  - c. Process contractor submittals including O&M documentation
  - d. Review contractor proposed change orders and periodic observation of the work in progress for conformance with the contract documents
  - e. Review contractor invoices and recommend approval/disapproval
9. Project Closeout
  - a. Punch List(s); review requests for substantial and final completion
  - b. Modifications of construction documents based on CM/GC tracking of changes and prepare record drawings.

All Respondents are required to define the Project to their own satisfaction by examination of this RFP, resource material referenced herein, investigation of on-site conditions, and any other appropriate measures.

### 3. PROPOSAL

The Proposal will help City staff evaluate your team's staff, resources, approach, and understanding of unique aspects of this specific project in more detail. The City wants to understand how your firm will provide for the smooth development of a recreational facility within a larger City area development with integrated design, construction, and scheduling. Without extensive design effort, the City also wants to understand how your team's experience, creativity, and focus on the City's needs can deliver an efficient, maintainable, flexible, and quality facility for the Community.

The Proposal shall be provided in the format and on the date described in this RFP. Unless there have been unforeseen changes required in organization, staff, sub-consultants or experience, the information provided in the response to the RFQ should not be repeated in the Proposal. The Proposal should expand on specifics regarding your approach, knowledge, resources, and applied ideas that will make this specific project a success as they relate to City needs and community vision. The Proposal should be considered a precursor to the interview session.

Proposals, including any attachments, should not be greater than 15 pages (excluding cover page), 8 ½ x 11, with a minimum font size of 11 point. If an 11 x 17 page is used, it will count as 2 pages. The Proposal should include the following and be organized to best present your firm, team, and concept of the project delivery:

- **Cover Letter**: Cover letter should provide an introduction and brief executive summary of the Proposal. Any changes regarding staff or teaming arrangements that might have changed since the RFQ shall also be covered. Any proposed changes to the sample Agreement for Professional Services (**ATTACHMENT D**) must be noted.
- **Project Schedule**: This should provide both summary and detail scheduling for the project as the team currently envisions the work. It should include key dates, meeting deliverables, proposed early bid package delivery (grading/utilities and foundation). It should include a description of key elements needed from City, CM/GC, or from Second Creek Infrastructure Team to allow the schedule to be maintained. Respondents should add anticipated times for key submittals to Fire District, City Planning, Building, Departments and lead time for approvals.
- **Task List**: Describe any refinements or additions to the scope of work or sequence of tasks presented in this RFP that better fits your team's standard approach and delivery for this project type.
- **Project Opportunities**: Present your team's vision of opportunities based on your understanding of the specific site, adjacent project development, and the data in **ATTACHMENT B** relative to the City's specific site and needs. Discuss construction costs and program as it relates to keeping project in budget.
- **Applied Experience**: Present specific examples of how your team has previously achieved a Client's goals related to design such as: flexible/multifunctional spaces, sustainable design, maintenance sensitive design, future expansion, or other such goals common to recreation centers.

- **Quality Control and Coordination**: Expand on your team's process for internal and sub-consultant procedures for staying on schedule, coordinating the work, and maximizing quality control.
- **References**: At least three (3) references for similar projects completed within the past five years shall be provided in the Proposal. The reference information should include the owner's representative, his/her contact information (including phone and e-mail address), and a brief description of the project.

#### 4. FEE PROPOSAL

The Fee Proposal shall be provided in the format and on the date described in this RFP. It shall be separate from the (written) Proposal and submitted in a separate, sealed envelope.

The Fee Proposal shall include the following items in the order listed:

- **Cover Letter**: A cover letter by principal or Director capable of signing Contracts and which addresses the commitment of the design staff, tasks and fee listed in the RFP. Any replacements to staff after scope and fee negotiation due to unforeseen circumstances and out of control of the firms shall have a replacement acceptable to the City.
- **Fee**: Proposed fees for each task shall be separated by prime firm and each sub-consultant and include estimated hours by discipline. All expenses to be charged to the City must be identified. If Design Team has identified any additional services not outline in this RFP, but beneficial to such a project, they must be clearly identified, described, and separated from a base Fee Proposal and marked as Alternative(s).
- **Form**: The fee proposal shall be in the format of **ATTACHMENT E** and the electronic version of the fee proposal shall be in Microsoft Excel, not an Adobe Acrobat (PDF) file.

## 5. Past Performance Evaluations

Respondents shall obtain past performance information on a minimum of three projects similar in nature to the scope of this RFP (may be the same as the reference projects). Only contract periods of performance within five years from the date of the RFP original solicitation will be considered in the past performance evaluation.

Respondents shall contact organizations and companies for which your company has previously performed work and ask them to provide past performance information directly to the City. A sample consent letter requesting the release of past performance information, as well as the past performance questionnaire, is included in **ATTACHMENT F**.

Past performance information must be provided directly from the source to the City and will be considered part of the Proposal, but will not count toward the page limit.

## **6. Interview**

After evaluations of the Proposals, the City will conduct interviews on the date established in Section 7, Selection Schedule/Key Dates. A formal presentation by the Respondent/team should be no longer than 40 minutes, followed by 20 minutes of questions from City staff and project discussion. Presentation should be led by the prime firm's Project and Design Managers with other key staff and sub-consultants in a support role. The following should be covered in the formal presentation:

- Discuss your team's vision for the Recreation Center
- Expand on any ideas and concept presented in the Proposal
- Discuss budget as identified and your team's evaluation
- Based on your team's experience, describe the range the City might expect on a dollar per square foot cost for this type of facility. What are the significant factors that generate or affect the range you describe?
- Discuss program as identified and discuss your team's evaluation
- Discuss the primary challenges and your approach to resolve them that you see in this specific project
- Present your anticipated project schedule and discuss means and methods for adjustments

The formal presentation will be followed by a question, answer and discussion from City Staff. There will be a projector and screen available for the team's use. A summary of the formal presentation can be left with the evaluation team after the interview but, should not be more than 10 single-sided pages. This summary is strictly optional and is in addition to the Proposal.

## 7. SELECTION SCHEDULE/KEY DATES

The selection process includes the following steps and schedule.

Publication and distribution of RFP	October 12, 2015
Pre-proposal meeting (Buffalo Run Golf Course, Club House Conference Room)	October 20, 2015, 9 a.m. MT
Deadline for submitting RFP questions	October 27, 2015, 1 p.m. MT
Responses to RFP questions/addenda posted	November 3, 2015
Proposal (including past performance evaluation) and Fee Proposal deadline	November 10, 2015, 4 p.m. MT
Presentation interviews by short-listed teams	November 17, 2015
Review period	November 20, 2015
Notification of intent to award	November 30, 2015
Complete Draft Contract	November 30, 2015
City Council Contract Approval	December 7, 2015
Notice to Proceed	December 8, 2015

The City reserves the right to modify or waive any deadline under this schedule as needed.

## 8. SELECTION PROCESS & CRITERIA

### SELECTION PROCESS

The City will conduct the selection process. Each Proposal will be ranked prior to the interview. Respondents will then be ranked on their interview (including presentation and response to interview questions). Fee Proposals will be opened after the interview has been scored. A final ranking will be based on the selection criteria outline below. Outside agencies may participate in the review process as well. The City reserves the right to request clarification or additional information from individual Respondents. The Selection Committee intends to select one firm for final scope and fee negotiation. No Proposal shall constitute business terms of any eventual agreement. The City will not pay any costs incurred in responding to this RFP, any interview, or the negotiation of any contract.

The City will rank Respondents based on their Proposal, Interview, and Fee Proposal. The Fee Proposals will be opened after the interview process for final evaluation. All Respondents will be notified of the results. The City will begin negotiations with the top ranked firm to form the final scope of services and a not-to-exceed fee that will be incorporated into the contract. If an agreement cannot be reached with the chosen Respondent, the City will initiate negotiations with another Respondent. This process will continue until an agreement is reached with a Respondent. In the event the chosen Respondent does not execute a contract within a specified deadline, the City reserves the right to award the contract to another Respondent.

**NOTE: The City anticipates issuing another RFQ/RFP later in the year for renovations/additions to the Existing Recreation Center. The Respondent ultimately selected and awarded a contract for professional services on the New Recreation Center (this RFP) will not be eligible for a contract on the renovations/additions to the Existing Recreation Center.**

### SELECTION CRITERIA

The Proposal, Interview and Fee Proposal will each be scored separately. Final evaluation will be based on the scores of each of these, along with the documentation provided in the RFQ. The criteria for each is as follows:

Proposal:

1. Project schedule level of detail and project understanding. 15%
2. Team's vision of the project, understanding specific site issues, and ability to meet City's goals. 25%
3. Teams approach to meeting program and construction budget. 15%
4. Team's presentation of past specific team experience and its applications to this building program. 20%
5. Quality Control process and coordination description. 10%
6. References and past performance evaluations. 15%

Interview:

1. Verbal and graphic presentation of Team's vision of the project while meeting City goals. 30%

2. Team's understanding of schedule and the CM/GC process. 20%
3. Team's approach to balancing construction costs, building materials, and Public building Image. 20%
4. Team's ability to present approach, communicate, and discuss project details. 15%
5. Question and answer responses. 15%

Fee Proposal:

1. Correlation between Tasks and Schedule
2. Total Fee

Final Scoring:

1. RFQ - 10%
2. Proposal - 30%
3. Interview - 35%
4. Fee Proposal - 25%

Respondents are cautioned not to undertake any activities or actions to promote or advertise their preparation for interviews, other than discussions with City staff as described in this RFP. After the release of this RFP, Respondents are not permitted to make any direct or indirect contact with members of the Selection Committee, the City Council, or media on the subject of this RFP, except in the course of City-sponsored presentations. Violation of these rules is grounds for disqualification of the Respondent.

## 9. METHOD OF SUBMITTAL

1. Each Respondent must submit five (5) bound copies of their **Proposal** and one (1) Adobe Acrobat (PDF) file of the Proposal. Copies shall be submitted to the following person & address:

City of Commerce City  
Attn: Courtney Smith, City Manager's Office  
7887 E. 60th Avenue  
Commerce City, CO 80022

RE: Project Number PRG-02-2015 PROPOSAL

**Proposals must be received prior to 4:00 p.m. MT, November 10, 2015.**

2. Each Respondent must submit 5 bound copies and one (1) CD-ROM containing the complete **Fee Proposal** (Microsoft Excel format) in a sealed envelope. Copies shall be submitted to the following person & address:

City of Commerce City  
Attn: Courtney Smith, City Manager's Office  
7887 E. 60th Avenue  
Commerce City, CO 80022

RE: Project Number PRG-02-2015 FEE PROPOSAL

**Fee Proposals must be received prior to 4:00 p.m. MT, November 10, 2015.**

It is the sole responsibility of each Respondent to ensure its Response is received by the City by the date and time stated in this RFP. Responses shall not be submitted via facsimile or e-mail.

This RFP does not commit the City to award any contract, pay any costs associated with or incurred in the preparation of a response to the RFP, or to procure or contract for any services.

All Responses and materials provided during interviews shall become the property of the City, will not be returned, and will become a public record. The City reserves the option of retaining any or all of the materials and drawings submitted by the Respondents to this RFP. Responses that do not meet the mandatory requirements herein may be considered non-compliant and may be rejected.

**Questions regarding this RFP shall be submitted via email no later than 1:00 p.m. MT, October 27, 2015, to:**

City of Commerce City  
Attn: Courtney Smith, City Manager's Office  
Email: [cosmith@c3gov.com](mailto:cosmith@c3gov.com)

Responses to all questions are anticipated to be provided by November 3, 2015, and posted on the City's website and on the Rocky Mountain E-Purchasing System (RMEPS) as an addendum to the RFP.