

OUTDOOR LEISURE POOL PIONEER PARK

February 2014

REQUEST FOR PROPOSAL



City of Commerce City, Colorado
Parks and Recreation Department
Project No. PRG-02-2014

TABLE OF CONTENTS

SECTION		PAGE
1.	Invitation	2
2.	City Information	3
3.	Introduction and Project Overview	4
4.	Required Qualifications	5
5.	Selection Schedule/Key Dates	6
6.	Selection Process	7
7.	Selection Criteria	8
8.	Site Tour and Pre-Submission Meeting	9
9.	Method of Submittal	10
10.	Form of Proposal	11
11.	Draft Contract	13

ATTACHMENTS / Supplemental Information:

Attachment A Pioneer Park Conceptual Alternate A, March 13, 2006
Attachment B Future Aquatic Park Conceptual, December 11, 2007
Attachment C Concept Pool Plan, March 1, 2006
Attachment D 100% Design Development Documents, Oct 6, 2006
Attachment E Draft Contract for Consulting Services

1. INVITATION

The City of Commerce City (the “City”) is commencing with construction of the Outdoor Leisure Pool at Pioneer Park (the “Project”) within the City. This Request for Proposals (the “RFP”) is intended to provide an opportunity for design consultants to demonstrate their interest and capability in providing design services to develop a project consistent with the goals and objectives of the community, as stated herein.

Specifically, the City is seeking proposals from experienced design teams to complete the appropriate planning, design, and contract management associated with the project.

This Request for Proposals, together with its Supplemental Information, comprises the RFP. The objective is for prospective design teams to submit sufficient information to allow the City to select a short list of finalists who will be invited to present their project concepts to an appointed Selection Evaluation Committee (the “Selection Committee”).

RFP responses are due by 5 p.m. MST, on March 17, 2014. Late proposals will not be accepted. We look forward to your submittal. Please note that interviews of short list finalists are scheduled for March 25, 2014.

2. CITY INFORMATION

The City of Commerce City is a home rule municipality operating under a Council-Manager form of government. Working under the City Manager, the administrative functions of the City are conducted by seven departments.

ABOUT COMMERCE CITY

As the state's fourth-fastest growing community, Commerce City is redefining itself for the next generation, building on historic values of community, industry, agriculture and family. Centrally located along Colorado's bustling Front Range, Commerce City is a Quality Community for a Lifetime, with 25 miles of trails, a championship golf course, 700 acres of open space and parks, one of the country's largest soccer complexes and the nation's largest urban wildlife refuge.

Learn more at www.c3gov.com.

Funding for this project is available as a result of initiative 2K passed on November 5, 2013. Commerce City voters approved a one percent sales and use tax increase designated for parks, recreation and transportation. The Outdoor Leisure Pool is one of five projects the City is committed to completing within the next five years. The five projects will be completed in compliance with the following goals and objectives:

- Building high quality facilities to lower their long-term maintenance costs
- Spending taxpayer dollars wisely and transparently
- Completing projects on time

3. INTRODUCTION AND PROJECT OVERVIEW

The location of the Project is at the Pioneer Park site located at 5950 Holly Street, Commerce City, Colorado 80022 (the “Site”).

Currently, the 37.5 acre Site contains the following amenities: four baseball/softball fields with lights, two playgrounds, a concession stand, a maintenance building, two flush restroom facilities, one portable restroom facility, a batting cage, a skate park, a spray ground, two basketball courts with lights, four large and two small picnic shelters and an open, grassy play space.

The Site includes approximately 2 acres for the Project, located on the east half of the Site bordered by Monaco Street. The Site has a total of 600 parking spaces. It is anticipated the Project will require 250 of the 600 parking spaces during peak use. A drop-off area will be centrally located to allow users to be dropped off near the completed Project.

The Project design goals and priorities include:

- Focusing on youth and families
- Creating a fun, interactive environment for all ages and abilities
- Developing specific areas for teens
- Creating areas within the pool for multiple programming opportunities
- Providing enough water to meet community’s current needs but anticipate future growth

* It should be noted that a 100% Design Development Plan (Attachment D) for an outdoor leisure pool was completed in October 2006. The Design Development Plan is reflective of a February 6, 2006, Preliminary Aquatic Facilities Evaluation/Analysis. It may be necessary to revisit the relevance of this 8-year old Design Development Plan.

This RFP entails architectural, engineering and general design consulting services necessary for the completion of site planning evaluation, design document development and construction drawings for the construction of a municipal outdoor leisure pool and all associated infrastructure.

Respondents to this RFP should present detailed information as to the manner in which they would approach completion of the following elements:

- Project planning & analysis
- Identifying the scope of the Project
- Completing the necessary technical analysis needed to evaluate and update plans to conform with current design standards and codes
- Review and update the appropriate design documents
- Conducting public outreach and involvement in coordination with the City’s Communications Division

The Project construction budget for all expenses is not to exceed \$8,000,000.

The City’s goal is to begin construction on the Site in late 2014 and have all improvements completed, and the Outdoor Leisure Pool open to the public, in the summer of 2015.

4. REQUIRED QUALIFICATIONS

It is anticipated that proposals pursuant to this RFP will be based on a team approach to providing the necessary design and analysis services. In other words, a combination of one or more firms or teams (“Respondents”) specializing in park layout, planning and programming and all architectural and engineering disciplines necessary to complete the project.

It is anticipated that any necessary right-of-way/land will be acquired by the City. Therefore, no right-of-way services will be needed.

All Respondents must have at least one principal engineer or architect who is (i) a resident; and (ii) a registered Professional Engineer or Professional Architect of the State of Colorado. In addition, the following minimum qualifications must be met:

1. The Respondent must be organized for the purpose of providing professional engineering, architectural and/or design services and must have previous experience with proven effectiveness in conducting successful design services and other similar services as described herein.
2. The Respondent must have a local office capable of providing satisfactory delivery of services.
3. The Respondent must have a proven ability for immediate contract start-up as evidenced by past performance and current resources and personnel.
4. The Respondent must provide evidence of experience in designing projects of this size, scope and nature, (specifically outdoor leisure pool).
5. The Respondent must have evidence of its ability to provide the insurance requirements specified herein.

5. SELECTION SCHEDULE/KEY DATES

The selection process includes the following steps and schedule:

Publication and distribution of RFP	February 28, 2014
Mandatory pre-submission meeting/site inspection tour	March 6, 2014, 2 p.m.
Last Date for Questions	March 10, 2014
Addendum (if required)	March 12, 2014
RFP response deadline	March 17, 2014, 5 p.m.
Review period	March 18-19, 2014
Notification to short list finalists	March 19, 2014
Interviews/Presentations to Selection Committee	March 25, 2014
Anticipated Award	April 7, 2014
Anticipated Notice of Award	April 8, 2014
Anticipated Notice to Proceed	April 14, 2014

The City reserves the right to reject or accept any or all submittals or to waive any informalities or irregularities therein.

6. SELECTION PROCESS

The City will conduct the selection process. All proposals will be reviewed and evaluated by the Selection Committee. Outside agencies may participate in the review process as well. The Selection Committee will contact references provided with the proposal. The City reserves the right to request clarification or additional information from individual Respondents.

The Selection Committee will select a short list of finalists to present their concepts to the Selection Committee and possibly the City Council. As part of the evaluation process, the City expects to interview some, but not necessarily all, of the Respondents.

The City may conduct formal interviews of the top Respondents. These Respondents may be asked to supplement their initial submittals with recommendations for and innovative approaches to completing this work. The Selection Committee will select one of the top Respondents and enter into a contract for professional services. 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.

The successful Respondent will be chosen based on the qualifications, fee proposal and the selection criteria identified in this RFP. The City reserves the right to award a contract to the Respondent that demonstrates the best ability to fulfill the requirements of the Project and whose proposal is determined to be most advantageous to the City, in the City's sole discretion.

The successful Respondent shall commence work only after execution of an acceptable contract and receipt from the City of a notice to proceed. The successful Respondent will perform all services indicated in this RFP, the Respondent's proposal, and the Scope of Services in compliance with the negotiated contract.

The City reserves the right to revise this RFP and the RFP evaluation process. Any such revisions will be announced in writing to all Respondents depending upon the timing of the change. The issuance of this RFP and the receipt and evaluation of proposals do not obligate the City to select a Respondent or enter into any agreement. No submission constitutes business terms of any eventual agreement. The City will not pay any costs incurred in responding to this RFP. The City may cancel this process without liability at any time prior to the execution of any agreement. The City may award the contract to multiple Respondents, depending on the Respondents' areas of expertise or specialization.

7. SELECTION CRITERIA

The selection of a Respondent will be based generally upon its credentials, relevant experience, fee proposal, ability to successfully fulfill the requirements of this RFP, and willingness to complete a large and complex project in a carefully coordinated manner within the timelines established by the City.

Each proposal will be evaluated based on the following five (5) criteria:

1. Comprehensive definition and understanding of design considerations, environmental issues and Project approach. (20%)
2. Past experience/qualifications of the Respondent and relevant experience. (40%)
3. Project schedule and detailed description of deliverables. (5%)
4. Strength of Project team and management approach. (30%)
5. References. (5%)

Respondents are cautioned not to undertake any activities or actions to promote or advertise their proposal, 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 proposal and Respondent.

8. SITE TOUR AND PRE-SUBMITTAL MEETING

The City will host a mandatory pre-submittal meeting and Site inspection tour on March 6, 2014, at 2:00 p.m. At least one representative from each Respondent must attend this meeting. The pre-submittal meeting will be held at the Conter Community Center followed by a driving tour of the Site.

Mandatory Pre-Submittal Meeting

March 6, 2014, 2:00 p.m.

Conter Community Center

6505 E. 60th Ave.

Commerce City, Colorado 80022

The pre-submittal meeting will provide prospective Respondents the opportunity to ask questions or receive clarification from City representatives of any requirements of the RFP. All parties known to have inquired about the RFP will be invited, and a notice will be placed on the City's website.

9. METHOD OF SUBMITTAL

Each Respondent is required to provide in its proposal a Statement of Qualifications as described in this section. In order to facilitate review and evaluation by the City, all Respondents are requested to structure their proposals in conformance with the outline presented below. The proposals must be typewritten or computer generated. Proposals, with or without attachments, (e.g., resumes, copies of previous work, reports, etc.) should not be greater than 30 pages (8 ½ x 11).

- The City requests that only information relevant to Project be included.
- Marketing materials are generally discouraged and will count toward the 30-page maximum.

Each Respondent must submit ten (10) bound copies, one (1) unbound copy, and one (1) CD-ROM or USB drive containing the complete proposal. Copies shall be submitted to the following address:

Carolyn J. Keith, CPRP
Director of Parks Recreation & Golf
City of Commerce City
6060 E. Parkway Drive
Commerce City, CO 80022
RE: Project Number PRG-02-2014

Proposals must be received prior to 5:00 p.m., March 17, 2014

It is the sole responsibility of the Respondent to ensure its proposals is received by the date and time stated in this RFP. Proposal may not be submitted via facsimile or e-mail.

All proposals shall become the property of the City, will not be returned, and will become a public record. Respondents whose proposals do not meet the mandatory requirements herein will be considered non-compliant and will be rejected.

Questions regarding this RFP process must be directed in writing (e-mail or mail) to the below contact. The City will respond to all questions in writing. If questions are deemed substantive to the submittal and evaluation process, the City will distribute a list of questions and responses to all registered Respondents through an RFP Addendum.

Direct all questions to:

Karen A. O'Donnell, MPA, CTRS
Recreation Division Manager
City of Commerce City
6060 E. Parkway Drive
Commerce City, CO 80022
kodonnell@c3gov.com

10. FORM OF PROPOSAL

Proposals shall include the following items in the following order:

1. Cover Letter.
A cover letter indicating the Respondent's interest in the Project including a description of the Respondent's team, if appropriate.
2. Detailed Project Approach.
A detailed analysis of the Respondent's Project approach, which describes the Respondent's understanding of the Project, to assure a proper effort will be devoted to the Project and to better understand the Respondent's special perspectives on approach, techniques and work efforts.
3. Deliverables.
A detailed description and list of deliverables to be provided. At a minimum, the description should include environmental documentation, meeting minutes, design data and plans and specifications.
4. Staffing.
An organizational staffing chart and list of major staff assignments to the Project, including all sub-consultants, if any. If a team approach is proposed, the proposal should indicate which entity will be the party contracting with the City. Résumés or experience summaries of key individuals shall be included, with emphasis on previous experience on similar projects in similar roles.
5. Project Schedule.
A Project schedule from award of the contract through Project bidding, including critical-path items.
6. Experience of the Team.
Information on recent, relevant or similar projects. The description should specify which key individuals worked on each project and their respective roles in the project. It should also describe the relevance of the project to this Project. The Respondent shall discuss its existing capacity and capability to successfully complete the Project.
7. Fee Schedule.
A fee schedule is required as part of this RFP and shall be submitted with the proposal. The fee schedule shall contain a per-hour charge for all work as required. The per-hour charge shall include all on-site visits, construction inspections, report preparation, copies, travel time, meeting attendance, photographs, schedule reporting, final inspections and occupancy coordination. Fee Schedules shall be submitted on all tasks combined and on individual tasks. Costs should be included for combined tasks and for individual tasks in an attached table.

8. References.

Include at least three references for similar projects completed within the past three years. The reference information should include the owner's representative, its contact information, including phone and e-mail address, and a brief description of the project.

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

11. DRAFT CONTRACT

The written agreement between the successful Respondent and the City will be in the form of the draft contract contained in **Attachment E**. The Respondent shall review the draft contract and state a willingness to enter into this contract, subject to any changes necessary for the Respondent to comply with this RFP. Any such proposed changes shall be identified as “Proposed Changes to the Contract for Consulting Services”.

ATTACHMENT A

(Pioneer Park Conceptual Alternate A, March 13, 2006)

1 Page Follows

NOTE – INSERT ATTACHMENT PAGE

ATTACHMENT B

(Future Aquatic Park Conceptual, December 11, 2007)

1 Page Follows

NOTE: INSERT ATTACHMENT PAGE HERE

ATTACHMENT C

(Concept Pool Plan, March 1, 2006)

1 Page Follows

NOTE: INSERT ATTACHMENT PAGE HERE

ATTACHMENT D

(100% Design Development Documents, October 6, 2006)

32 Pages Follows

ATTACHMENT E

(Draft Agreement for Professional Services)

10 Pages Follows