

Request for Proposals: **For Municipal Pool Concept and Scoping Services**

Project Title: **City of Wisconsin Rapids:
Municipal Outdoor Pool Concept and Scoping Project**

Responses Due: **May 5, 2016, 1:00 p.m. CST**

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1. Introduction

The City of Wisconsin Rapids, Wisconsin is a city of 18,367 residents, serving a region of small cities, towns and villages with an area population that exceeds 35,000 people. The City has had to close its last remaining public pool due to its physical condition, yet desires to continue to provide public aquatic services to its residents. The City would like to consider options that range from building a new city outdoor aquatic facility, partnering with the local YMCA as it plans on building its own indoor facility, or combinations of a more modest outdoor facility with some partnership with the YMCA. In order to accomplish this, the City seeks to better understand layout and amenity options for outdoor facilities at varying budgeting levels and sized appropriately for the community.

2. Invitation

Subject to having experience relevant to the noted scope of work, the City of Wisconsin Rapids invites architectural and engineering firms, individually or in collaborative teams, to submit a fee proposal for this work. It is expected that the prime consultant or members of their team have significant experience in institutional projects, design, and estimating costs of construction for recreational aquatic facilities. It is expected that the individuals overseeing and managing the projects are qualified Wisconsin licensed professionals.

3. Site Location

The site for this project is to be determined; however, for the purpose of this concept and scoping plan, two locations are being considered: 521 Lincoln Street, which is known as part of the Witter Field recreation area, approximately where the running track is located; and 311 17th

Ave South, in the north east part of the existing recreation area where the now closed Mead pool and north ball diamond are located; both in Wisconsin Rapids.

4. Scope of Work

- a. It is the intent of this pool concept and scoping project to provide basic details and cost estimates to aid the City with aquatics planning. The intent is not to provide design documents necessary for the physical construction of an aquatic facility.
- b. The contractor will schedule and meet with City staff to perform a site visit and to discuss scheduling and communication expectations.
- c. The contractor shall suggest outdoor aquatic options that would be physically and economically feasible and of great value to the City on each of the aforementioned site locations given the population and socioeconomic levels of the City and the region.
- d. Contractors shall prepare conceptual design drawings and estimated construction, maintenance, and operational costs details about proposed features and attractions for the following situations.
 1. A modest capital investment by the City for a City owned and operated outdoor aquatic facility. Note: there is a possibility of a significant City investment (up to \$5M) towards a proposed YMCA owned and operated indoor facility that would provide limited annual access to city residents. The scope of a modest outdoor proposal should complement the YMCA's project.
 2. A capital investment by the City for a City owned and operated outdoor aquatic facility intended for the City to provide outdoor aquatics services. Note: there is a possibility under this scenario for the city to have a small partnership with a proposed YMCA facility where city residents will have limited access. The scope of this proposal should complement the YMCA's project.
 3. A major capital investment by the City for a City owned and operated outdoor aquatic facility intended to be the aquatics destination for the city and potentially the region. This scope is intended to represent a situation where the City aquatics are separate yet complimentary to a proposed YMCA indoor facility.
- c. Contractors shall schedule and meet with City staff to present rough, preliminary concepts and general cost estimates for the aforementioned situations. This meeting will result in the City providing the contractor guidance and creating expectations for a financing range for each of the three options.
- d. Contractors will prepare conceptual drawings, a final report, and schedule a meeting with staff by the date identified in the tentative schedule to review the scope, features, and costs associated with the aforementioned situations.
- e. The consultant may be required to represent the owner for technical questions during the design process to the public, Parks & Recreation Commission, Finance and Property Committee, Ad Hoc Aquatics Committee, City Council, Administration, or general informational staff meetings.

- f. Contractors will present the report and will make themselves available to answer questions at the City Council meeting as specified in the tentative schedule, unless an alternative meeting date is mutually agreed upon.

5. Design Team Proposal

Your design team's proposal should have an introductory letter that includes:

- *Primary consultant's name (show complete legal name)
- *Contact person
- *Number of years in business
- *Type of business (sole proprietorship, partnership, corporation, other)
- *Size of each firm (if collaborating)

Your design team and related experience must be identified in a statement of relevant experience. Projects should be listed where similar work was completed.

Attach a list with minimum of three references of projects of similar scale and nature that the proposed project manager from the design team has been the direct lead. Include client contact information. Attach a proposed project schedule.

6. Fees

Within a separate sealed envelope enclose a letter, outlining your expected fees and schedule of work. **All billable hours including client meetings (a minimum of 5) and site visits (state how many) should be included in a not to exceed fee.**

Note: Items such as mileage, travel, accommodation and meal costs, for out of town consultants/contractors, as well as copies, postage, etc. are to be covered by the proposed basic fee (no reimbursements or add-ons will be paid).

7. Selection & Award

The City of Wisconsin Rapids may require clarification from applicants to assist in making its evaluation.

The City of Wisconsin Rapids reserves the right to either select the proposal that, in its view, constitutes the best overall value for the City or to not select any proposal. Firms participating in the consultant selection process will be responsible for all costs incurred to respond to this RFP.

The responses and accompanying documentation submitted by Consultant Firms become the property of the City of Wisconsin Rapids and will not be returned. Any responses and accompanying documentation may be a public record subsequent to award of the contract or rejection of all proposals.

The Consulting Firm is obligated to inform the City of Wisconsin Rapids, in a timely manner, of any changes to key personnel, ownership, financial position or any other information related to this project.

The City of Wisconsin Rapids reserves the right to contact owners, owner's representatives, and/or consultants on any construction projects that have been carried out by the proponent, as well as the references provided in this Statement.

It is the intent of the City of Wisconsin Rapids to enter into a contract or signed proposal with the selected team. The City of Wisconsin Rapids reserves the right to conduct negotiations in the areas of scope of work and identify deliverables, with the selected team. It is not the intent of the City to negotiate lower pricing nor is it the intent of the City to allow for new significant altered proposals, but rather to ensure the City has the flexibility it needs to arrive at a mutually agreeable final contract.

8. Payment

The contractor will invoice the City with a lump sum invoice upon completion of the project.

9. Qualifications

- a. Responders to this RFP must be able to demonstrate successful experience in pool design in a climate like that found in Central/Northern Wisconsin, provide a minimum of three pools designed, and also provide three instances where estimates were consistent with construction costs.
- b. Responders must have the demonstrated ability to navigate the Wisconsin Statutes, Chapter 145 Plumbing and Fire Protection Systems and Swimming Pool Plan Review and the Administrative Code, SPS 390 Design and Construction of Public Swimming Pools and Water Attractions and the 2009 IBC with the Wisconsin additions.
- c. Submit proof of financial credibility, state business license and a certificate of incorporation.

9. Questions

All questions arising during this proposal period must be directed to one of these City officials:

Matt Heideman
Parks & Recreation Supervisor
City of Wisconsin Rapids
444 West Grand Ave
Wisconsin Rapids, WI 54495
715-421-8271
mheideman@wirapids.org

Joseph Terry
Director of Public Works
City of Wisconsin Rapids
444 West Grand Ave
Wisconsin Rapids, WI 54495
715-421-8255
jterry@wirapids.org

Questions associated with the proposal must be asked prior to the tentative schedule in this document.

10. Proposal Submission

Proposals shall be submitted in paper or electronic format to Matt Heideman at the address above by 1:00 p.m. on Thursday, May 5, 2016.

11. Tentative Schedule

Time is of the essence as the City of Wisconsin Rapids desires to review and evaluate design concept options and take action on the plan by July 19, 2016.

The tentative project schedule shall be as follows:

Pre-proposal submission questions due: 1:00 pm, Wednesday, May 4, 2016

Proposal submission: 1:00 pm CST, Thursday, May 5, 2016

Final concept drawings and staff meeting with the City by: Tuesday, June 28, 2016

City Council Presentation: Tuesday, July 19, 2016

12. **Submittal Documents**

To simplify the review process and obtain the maximum comparability, the proposal must include the following information, at a minimum, and be organized in the following manner.

Letter of Transmittal:

Provide a one page letter of transmittal briefly stating the consultant's interest in this project, outlining the consultant's understanding of the work, and the name, address, telephone, cell and fax numbers, and email address of the project manager and signed by the project manager.

Introduction Statement:

Provide a one page introduction statement that explains the consultant's expertise, previous experience, and unique qualifications for this project.

Profile of Consultant:

Provide general information about the consultant and its area of expertise in regards to this RFP, including the qualifications of the project manager and other key personnel to be assigned to the project.

Background and Organization:

Identify name, address, history and organization of the consultant, including an overview of the services the consultant provides in-house and the number of years the consultant has provided the requested services.

Other Relevant Information:

Describe any other relevant professional services offered by the consultant and how these services may be able to benefit the City.

State whether or not the firm has any current/outstanding professional liability claims or current/pending lawsuits related to a pool project of any type.

Teamwork:

Describe the process recommended to create a team relationship among those involved with the project, including the District, the City, the public, and other potential partners.

Experience:

Describe recent professional experience with detailed but brief descriptions of representative projects, including project budgets, team members, community engagement process, and other applicable information, including work with public sector clients, and a minimum of three (3) most recent aquatic projects similar to this.

Team Members:

Identify key team members that will be assigned to the project, including their office location, specific roles and responsibilities, time commitment to the project, and individual professional expertise/credentials, especially relating to experience with similar studies.

- List project manager for the team
- List team personnel who will actually be assigned to perform the work on this project, and a breakdown and description of tasks assigned per project team member. Describe the hierarchy of project management

- For consultants located outside the region, address how the consultant will remain responsive to short notice requests and meetings Identify similar projects that team members have worked on together
- Names and addresses of any outside consultant(s) or associate(s) proposed to be involved with this project
- Include each proposed sub-consultant(s) experience and qualifications as described above for firm's personnel
- For sub-consultants located outside the region, address how they will remain responsive to short notice requests and meetings
- Identify similar projects that team members have worked on together with the sub-consultants
- Provide at least five (5) references of clients for whom the consultant has completed similar projects within the past five years, with full name, title, address, email, phone, and fax numbers.

Insurance:

State whether the firm has current general and professional liability insurance and, if so, for each policy provide the name of the insurance carrier and policy number, coverage types and amounts, and any exclusions.

Fees and Compensation:

Provide a proposed cost plus expenses budget for completion of the proposed scope of services.