



**REQUEST FOR PROPOSALS (RFP # 2015-06)  
FOR  
ARCHITECTURAL SERVICES FOR THE REMODEL OF THE  
HOBBLE CREEK GOLF COURSE CLUBHOUSE**

Springville City desires to retain the services of a qualified architectural and engineering firm to provide architectural and design services for the remodel of the Hobbles Creek Golf Course Clubhouse.

**BACKGROUND**

The Hobbles Creek Golf Course has been owned and operated by the City of Springville since its construction in 1967. Designed by renowned golf course architect William F. Bell, Hobbles Creek has become a favorite of not only Utah County residents, but golfers throughout the state. The golf course includes a clubhouse of approximately 12,000 sq. ft. that consists of approximately 5,900 sq. ft. of kitchen, snack bar and banquet facilities; 1,700 sq. ft. of restroom and locker room space; 800 sq. ft. of lobby space; a 1,200 sq. ft. patio and a 2,400 sq. ft. pro shop, which includes office space.

The selected firm will be required to perform the basic architectural, design and engineering services to be specified more fully in a contract agreement to be negotiated after selection.

**PROJECT OBJECTIVES**

The main objectives of this project will be:

- To develop and implement an architectural design considering interior and exterior components, which is appropriate for the community; modernizes the look and feel of the existing structure; and improves functionality of the existing structure.
- To incorporate several known capital maintenance projects within the overall design (e.g. roof and window replacement).

**SCOPE OF WORK**

The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services.

The owner is looking for a "turnkey" approach, where the architecture firm will provide the following (not listed in order of preference):

1. A conceptual plan for the building, incorporating the latest thinking in the field concerning aesthetics and functionality.
2. Recommendations relative to the installation of different building systems and materials (e.g., windows and roofing materials).
3. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. Help with selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience (previous golf clubhouse projects are given specific attention), their reputation for on-time and on-budget performance, and their financial credibility.
5. Preparation of necessary bid documents to be sent to construction firms for the project.
6. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used.
7. Develop a fit-out package for tenants (restaurant and pro shop lessees) and a budget for each tenant, with pricing for custom add-ons and the standard fit-out.
8. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
9. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
10. This project is expected to be completed before the beginning of the 2016 golf season, which is typically mid-March.
11. The budget for the project, including architectural fees is \$275,000.
12. The existing facility (located at 94 Hobble Creek Canyon Road, Springville, UT ) is available for inspection. Please call Craig Norman, Head Golf Professional at (801) 489-6297 to make an appointment.

## **PROPOSAL**

Please submit proposals **NO LATER THAN 2:00 p.m. Wednesday, September 9, 2015** to:

Springville City – Finance Department  
Attention: Bruce Riddle  
110 South Main Street  
Springville, UT 84663

As this proposal includes renovations and potential additions to an existing building, please answer the questions providing information to support additions, and renovations.

1. Provide the following information:
  - a. Name of firm
  - b. Complete address
  - c. Contact person

- d. Telephone number
    - e. Fax number
    - f. Internet address
    - g. E-mail address
  2. Provide a General Statement of Qualifications that responds to the project background information given above
  3. Personnel
    - a. List the professional and support positions and number of personnel in each position. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two clients with whom the architect has worked on a similar building project.
    - b. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
  4. Golf Clubhouse Facilities
    - a. For any past golf clubhouse projects, provide the following:
      - i. Name of project
      - ii. Client contact
      - iii. Owner's total initial budget
      - iv. Total project cost
        1. Number of change orders
        2. Total cost of change orders
      - v. Date of bid
      - vi. Scheduled completion date
      - vii. Actual completion date
    - b. List your three best projects and the project personnel, including consultants, for those projects.
    - c. Describe the exceptional features of golf clubhouse facilities designed by your firm.
    - d. Explain your firm's golf industry expertise.
  5. Special Design Concerns
    - a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
    - b. Efficient energy usage is a concern of the corporation. Describe how your firm incorporates this aspect of design into its work. Provide examples.
  6. Architectural/Engineering Service
    - a. Provide information on your current workload and how you would accommodate this project.
    - b. Describe in detail the process you would follow from schematic approval through approval of the final design.
    - c. Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
    - d. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.
  7. Construction Costs

- a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
  - b. List the steps in your standard change order procedure.
8. Legal Concerns
  - a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client.
  - b. Explain your General Liability Insurance coverage.
  - c. Explain your Professional Liability Insurance coverage.
9. Fees
  - a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
  - b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

10. Questions and inquiries.

Please direct all questions or inquiries to:

Bruce Riddle, Asst. City Admin./Finance Director

110 South Main St.

Springville, UT 84663

801.489.2708

[briddle@springville.org](mailto:briddle@springville.org)

**ATTACHMENT 1**

**RFP #2015 – 06**

**ARCHITECTURAL SERVICES FOR THE REMODEL OF THE HOBBLE CREEK GOLF COURSE CLUBHOUSE**

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TO: Springville City Corporation  
Finance Department  
110 South Main Street  
Springville, Utah 84663

The undersigned, having carefully read and considered the Request for Proposal to provide services for Springville City, does hereby offer to perform such services on behalf of the City, in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in said proposal.

**OFFEROR**

Company Name: \_\_\_\_\_

Doing business as:  **an individual**  **a partnership**  **a corporation**  **a limited liability Company** (mark appropriate box), duly organized under the laws of the State of \_\_\_\_\_.

BY: \_\_\_\_\_  
(Signature of authorized representative) (Please Print or Type Name)

**PRINCIPAL OFFICE ADDRESS:**

Street Address \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**TAXPAYER IDENTIFICATION NUMBER:**

Employer I.D. No. \_\_\_\_\_ OR Social Security No. \_\_\_\_\_  
(Corporation or Partnership) (Individual)

**ALL PROPOSALS MUST INCLUDE ATTACHEMNT 1, AND THE PROPOSAL CONTENT REQUIREMENTS LISTED IN THE RFP.**