

Springville City
REQUEST FOR PROPOSALS
RFP #2020-02

Sealed proposals will be received at Springville City Finance Department, 110 South Main, Springville, UT 84663, until 2:00 p.m., Thursday April 2, 2020 at which time the proposals will be opened and reviewed, for the following Springville City project. Proposals should be to the attention of Bruce Riddle, Finance Director.

SPRINGVILLE CITY, CLYDE REC CENTER PICKLEBALL DESIGN/BUILD PROJECT

The Springville City Pickleball Design/Build Project is for the design and construction of a new addition to the Clyde Rec Center. The Clyde Rec Center was opened May 24, 2018 and is located on the West side of town where all the new building is taking place. The qualified firm will need to incorporate the existing parking lot and walkways into the design and construction of the new pickleball courts over the unfinished or raw area. Priorities for the project include: installing three, with the possibility of adding 3 to 6 more, new post tension lighted pickleball courts.

The work provided by the qualified firm will need to include: conceptual design, schematic design, and a detail design including construction documents. The qualified firm will prepare accurate construction cost estimates, project scheduling, preparation of construction documents and specifications, and construction of project elements.

Springville City reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in Springville City's best interest. Springville City further reserves the right, in the best interests of the city, to waive any technical defects or irregularities in any and all Proposals submitted.

The Proposal must be placed in an envelope securely sealed therein and labeled: "RFP #2020-02 Proposal for Springville City Clyde Rec Center Pickleball Design/Build Project".

Discussion may be conducted with responsible Offerors who submit Proposals determined to be reasonably susceptible of being selected for award for purpose of classification to assure full understanding of, and responsiveness to the solicitation requirements. This must be done through email so that there is a record of the discussion. Email Corey at cmerideth@springville.org

In addition to price, the criteria set forth in the Instruction to Offerors and any specific criteria listed below, may be considered in judging which Proposal is in the best interests of the City: Qualifications, Methods and Strategic Plan.

I. INTRODUCTION

The City of Springville has numerous tennis courts, parks and other amenities on the East side of town. In 2018, Springville City completed the Clyde Rec Center and opened in May. Springville City is in need of amenities on the West side of town with all the new growth.

With multiple parks and trail systems throughout the community the need to enhance and grow the recreational opportunities is a continual effort. Pickleball opportunities have been on the board for several years and has become a popular recreational opportunity for all ages. Recent city direction has been given to design and construct such amenities for the community.

Springville City desires to attract proposals from qualified professionals or firms to complete three (3) post-tensioned lighted pickleball courts, on the South East parking lot of the Clyde Rec Center. [An attached conceptual design is included at the end of this RFP.]

II. SCOPE/STATEMENT OF WORK

Springville City seeks a qualified professional or firm to complete a design/build addition to the Clyde Rec Center. The proposed addition shall fit within the desired limit of work and allow for easy access, including ADA to the site.

The proposer will be required to have thorough knowledge and practical experience relating to the professional services and activities involved in the planning, design and construction of proposed designed. The scope of work shall include, but not be limited to, the following:

- 1) **Data Gathering, Inventory and Analysis**
 - a. Identify site issues and concerns prior to conceptual design. Evaluate all site issues with City staff and the City's Owner's Representative
 - b. Provide survey of existing site elements for design operations.
 - c. Evaluate and review current uses and programming spaces.
- 2) **Input, Design, Costs and Scheduling**
 - a. Conceptual Design
 - b. Design Development
 - c. Construction drawings (final design) of the addition.
 - d. Preparation of construction cost estimates and project design and construction schedule
 - e. Public presentation of final design to City Council
- 3) **Construction**
 - a. Consultant is responsible for project schedule and completion of work on schedule.
 - b. Coordination with City staff and the City's Owner's Representative on all aspects of construction including planning, timing, permitting, etc.

III. DESCRIPTION OF THE PROJECT:

Springville City operates and maintains the Clyde Rec Center. This project includes both the new design and the redesign of the existing parking lot elements. The qualified firm will work closely with City officials and aid in outreach on this project. The qualified firm will be responsible for conceptual, design development and final construction drawings for the park enhancements. The qualified firm will also be responsible for construction of the design in coordination with Springville City staff and the City's Owner's Representative.

IV. INSURANCE

At Springville City's request, the contractor shall provide the City with the actual policies providing the coverage required.

PROFESSIONAL LIABILITY POLICY

- A. The professional liability policy shall provide for a \$250,000 annual aggregate limit which insures the agreement to indemnify and save harmless Springville City from and against any and all claims arising from the negligent acts, errors, or omissions of the CONTRACTOR in the performance of the professional services rendered.
- B. In the event that Springville City's tender of defense based on CONTRACTOR alleged negligence is rejected by CONTRACTOR, or CONTRACTOR's insurer, and CONTRACTOR is later found by a court of competent jurisdiction to have been negligent as aforesaid, then in addition to any other remedies Springville City may have, CONTRACTOR agrees to pay Springville City's reasonable costs, expenses and attorney's fees in proving such negligence, defending itself and enforcing this indemnity provision.
- C. The policy shall be maintained for a period of two years following the completion of the Agreement or contain a comparable "extended discovery" clause or "tail endorsement".

COMPREHENSIVE GENERAL LIABILITY POLICY

- A. The comprehensive general liability Insurance policy or policies shall provide coverage for premises-operations, acts of independent contractors and completed operations. The policy or policies shall provide for limits of at least \$1,000,000 per occurrence with a \$3,000,000 aggregate. If the policy is issued on a claims made basis, the policy shall be maintained for a period of two years following the completion of this agreement or contain a comparable "extended discovery" clause or "tail endorsement".

BUSINESS AUTOMOBILE LIABILITY POLICY

- A. The policy or policies shall provide coverage for owned, hired and non-owned automobiles. The policy or policies shall provide for limits of at least \$1,000,000 for any one accident or loss.

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY POLICY

- A. The policy shall provide coverage for statutory benefits required by the State of Utah.

CONTRACTOR TO INDEMNIFY THE CITY

- A. The CONTRACTOR agrees to indemnify, save harmless and defend Springville City, its officers and employees, from and against all losses, claims, demands, actions, damages, costs, charges and causes of action of every kind or character, including attorney's fees, to the extent they are caused by CONTRACTOR'S intentionally wrongful, reckless or negligent acts thereunder.
- B. If the Springville City's tender of defense, based upon this indemnity provision, is rejected by the CONTRACTOR, and the CONTRACTOR is later found by a court of competent jurisdiction to have been required to indemnify the CITY, then in addition to any other remedies CITY may have, CONTRACTOR shall pay the CITY's reasonable costs, expenses and attorney's fees incurred in providing such indemnification, defending itself, or enforcing this provision.

V. Bonds

The Contractor is required to bond for 110% of the build estimate to ensure the completion of the project for the construction of the facilities. The bond has to be in the form of a letter of credit or surety bond.

VI. SUBMISSION REQUIREMENTS

Prospective teams shall submit six (6) copies of their Submittal, all of which must be received by 2:00 pm on Thursday April 2, 2020, in order to be considered for this project. Proposals that omit any information or do not use the format requested may result in disqualification. At a minimum, all submittals should include the following:

- 1) LETTER OF COMMITMENT/UNDERSTANDING THE PROJECT - This letter should be not more than two pages in length and identify the firms and key staff who will be working on the project and commit them for the duration of the project if selected. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.
- 2) PROPOSER QUALIFICATIONS - This refers to the ability of the proposer to meet the terms of the RFP and should include not less than three examples of projects (with contact information for lead staff references of such projects) over the past five years than will confirm proposer's expertise in providing post tension design and construction services. Examples must be specific to the key staff identified in (1) and be at or near completion at the time of submitting the RFP.
- 3) METHODS AND STRATEGIC PLAN - Provide a comprehensive description of proven methods and plans for carrying out the Scope of Work through the various phases as detailed above. Philosophical approach to individual and team work should be considered an essential part of this request.

- 4) ADDITIONAL ITEMS - Include all other pertinent information regarding this RFP, particularly any information that the proposer feels addresses why its business or team would be a good match for this project. Please include any cost saving ideas and suggestions for this project.
- 5) SCHEDULE - Proposer shall submit a detailed timeline of dates and schedule for the pickleball court design and construction process including but not limited to start date, advisory group, construction kickoff date, final construction completion date, etc.
- 6) PROJECT RATES - Proposer shall submit a total base fee (estimated total fee for all services) tied to the scope of tasks/project phases and an hourly rate schedule.

VII. EVALUATION CRITERIA

The following is a list of weighted criteria that will be used to evaluate proposals:

Proposer Qualifications 25%

Methods and Strategic Plan 15%

Cost Saving Ideas 20%

Schedule 15%

Project Rates 25%

VIII. SUBMITTALS

All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "RFP #2020-02 Proposal for Springville City Clyde Rec Center Pickleball Design/Build Project." All proposals must be received by 2:00 pm on Thursday April 2, 2020, at Springville City. The City will not accept facsimile (faxed) or late proposals. The City reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to waive any technical defects or irregularities in any and all Proposals submitted.

As a government entity, Springville City is subject to the Utah State Government and Management Act. Accordingly, all proposals may have to be made public in compliance with the Act.

IX. Questions and Answers

All questions concerning this RFP must be submitted by e-mail to Corey Merideth—Recreation Director for Springville City—at cmerideth@springville.org by 1:00 pm on March 19th.

X. Proposer Interviews

At the City's discretion, on-site interviews and discussions may be conducted with responsible finalist Proposers determined to be reasonably susceptible of being selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements. Any cost incurred by the respondents in preparing or submitting a response to this RFP or interviewing for this project shall be the respondents' sole responsibility.

