



CITY OF RAPID CITY

PARKS AND RECREATION DEPARTMENT
300 SIXTH STREET
RAPID CITY, SOUTH DAKOTA 57701

LF071206-19

PARKS AND RECREATION DEPARTMENT

Parks and Recreation Memo

Date: July 5, 2006

To: Mayor Shaw and City Council

From: Jerry W. Cole, Director

Subject: RFP Golf and Parks Maintenance Buildings

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Recommendation: Approve RFP so consultant interviews can proceed.

Summary: In April the CIP Committee authorize expenditure of \$8,000 to hire a consultant to complete a concept plan and cost estimates for both the golf course maintenance building and the parks maintenance building. Once these two footprints and cost estimates are completed, Parks and Recreation will choose which building to design and build.

Background: The Parks and Golf Maintenance buildings are two of the oldest buildings in the Parks and Recreation Department's care. These buildings have been scheduled for demolition and new construction for nearly 10 years. They have both out lived their usefulness as maintenance and office facilities. Inefficient heating and cooling systems, insulation and roof problems are just some of the issues plaguing these two structures.

In 2005 the Parks maintenance building was scheduled for design and build through the CIP "Government Buildings" budget and \$300,000 in funding was approved. The Golf maintenance building was on the 5 year plan to be designed and built in 2007, and \$300,000 was budgeted for this building. My understanding is that these cost estimates are more than five years old.

In 2005 a portion of the funding budgeted for the parks maintenance building was re-directed to emergency roof replacement for another facility. At the same time, an updated cost estimate was done for both the parks and golf buildings. The current cost estimates are \$700,000 for each maintenance building.

Early in 2006 the CIP committee allocated \$513,981 for construction of one maintenance facility to be selected by Parks and Recreation. The requested RFP will go a long way in creating the necessary footprint for each of these buildings as well as update the estimated costs. This information will assist the Department in making good decisions to update these facilities.

Rapid City Parks & Recreation Maintenance Buildings

Scope of Professional Services

I. DESCRIPTION OF PROJECT

The City of Rapid City Parks & Recreation Department is preparing to build two maintenance buildings. Each of these facilities will be approximately 6000 to 8000 square feet and will be constructed in the City of Rapid City, South Dakota at the following locations:

Parks Division Headquarters Canyon Lake Drive

Meadowbrook Golf Course Arrowhead Drive

II. SCOPE OF WORK

The City is seeking Professional Consultant Services for the design and construction administration of these facilities. The Project Team shall include a prime consultant and may include other consultants with qualifications in various areas of expertise.

The City will initially contract for programming and schematic design services for both buildings and then will contract for design and construction of one or both buildings.

III. ANTICIPATED ITEMS OF WORK

A. PROGRAMMING

1. Meet with various interest groups, including a Design Review Team to establish programming needs.
2. Prepare a final program schedule of facility requirements. Periodic review meetings with the Design Review Team and City Council will be required throughout the project.
3. Develop a Project Budget based on the final program schedule. The Project Budget shall include all project costs, including survey, geo-technical, consulting fees (including reimbursable costs), construction and inspection expenses, and appropriate contingency.

B. SCHEMATIC DESIGN

1. Provide topographical survey services as necessary.
2. Provide geo-technical services for footing and foundation recommendations as necessary.

3. Meet with City Staff, Design Review Team and others to establish additional design criteria, which includes, but is not limited to, automobile and pedestrian traffic and access, planning and zoning related issues, aesthetics, drainage, snow removal, lighting, signage and other physical design features.
4. Prepare schematic design based on approved programming, design criteria, operations and budget considerations.
5. Review and refine project budget.

C. PRELIMINARY DESIGN

1. Determine construction materials and methods, based on use suitability, project budget, and projected annual and long-term operating costs.
2. Based on the approved schematic design, materials and methods, provide preliminary construction drawings and specifications.
3. Provide elevations of the facility.
4. Meet with City Staff, Design Review Team and others to review preliminary design.
5. Review and refine project budget.
6. Make formal presentations as necessary.

D. FINAL DESIGN

1. Based on the approved preliminary design, provide complete construction drawings and specifications.
2. Review and refine project budget.

E. CONSTRUCTION ADMINISTRATION

1. Provide complete bidding administration, including field contractor questions, issuing appropriate addenda and conducting a pre-bid meeting.
2. Attend the bid opening, review bids and make bid-award recommendations.

3. Provide complete contract administration, including a pre-construction meeting, progress meetings, field and change orders, pay requests, and contract close-out. Explanations of variations in contracts and project updates may be required at monthly intervals.
4. Provide adequate construction inspection with proper documentation to assure that the structure has been constructed in accordance with the Contract Documents. Proper certification will be required upon completion of the structure.
5. Review and update project budget.
6. Provide an end-of-warranty inspection and appropriate recommendations.

IV. PROJECT SCHEDULE

The ability of the Project Team to meet the Project Schedule is imperative. The anticipated Project Schedule is provided. Review the schedule to determine if the time-frames are reasonable and appropriate.

- July, 2006 Select consultant design team.
- August, 2006 Award consultant schematic design contract.
- October, 2006 Complete schematic design of both facilities.
- November, 2006 Begin preliminary design of one facility.
- TBD Advertise for Bids.
- TBD Bid Opening.
- TBD Award Construction Contract.
- TBD Complete Construction.

Maintenance Buildings Golf/Parks

Rank _____

Score _____

Evaluation Criteria

Consultant _____

Proposals will be ranked by the Selection Committee based on the following criteria:

1. Team's recent experience in building design and construction management (compared to the proposed project). (15%, 15 points)

2. Team's capability to perform all aspects of the project. (15%, 15 Points)

3. Associated firms' past performance regarding their ability to meet schedules within budget and to complete projects without having major cost escalations, overruns or disputed claims. (15%, 15 points)

4. Quality of previous projects undertaken. (15%, 15 points)

5. Understanding of the project, including potential problems and special concerns. (10%, 10 points)

6. Prime consultant's demonstrated capability to properly administer projects (references and examples of successful relevant projects). (10%, 10 points)

7. Qualifications and experience of prime consultant's team members regularly engaged by the consultant under consideration. (10%, 10 points)

8. Other considerations, including but not limited to, knowledge of parks/golf services. (10%, 10 points)
