



CITY OF RAPID CITY

Engineering Services

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February 22, 2011

Public Works Committee/Common Council

RE: Request Authorization to Seek Proposals for Consultant Services for
PR11-6024 Horace Mann Park Pool Feasibility Study CIP# 50864

Staff proposes to evaluate a new municipal swimming pool at Horace Mann Park and/or Roosevelt Park to replace the existing 50-meter pool at Horace Mann Park. The existing pool was built in 1971 and has structural and mechanical deficiencies.

Staff proposes to hire a Consultant to be responsible for preparing a feasibility study.

The project is funded from Vision 2012 Funds. The total project budget is 4.5 million dollars.

Dale Tech, PE
City Engineer

Cc: Robert Ellis, Public Works Director



EQUAL OPPORTUNITY EMPLOYER

**REQUEST FOR PROPOSALS
For Consultant Services For
HORACE MANN PARK POOL REPLACEMENT
FEASIBILITY STUDY
PROJECT NO. PR11-6024 CIP 50864**

PROJECT LOCATION



Evaluate a new municipal swimming pool at Horace Mann Park and/or Roosevelt Park to replace the existing 50-meter pool at Horace Mann Park.

1. REQUEST FOR PROPOSAL:

The City of Rapid City Parks and Recreation Department is requesting proposals to provide planning, survey, geo-technical, architectural, landscape architectural and professional engineering for feasibility study services for the proposed project.

2. PROJECT JUSTIFICATION:

The existing 50-meter pool at Horace Mann Park was built in 1971 and has structural and mechanical deficiencies. Replacement of this facility will bring it up to date with the City's other pool facilities.

3. PROJECT DESCRIPTION:

The selected consultant will provide services related to evaluating a new municipal outdoor swimming pool at Horace Mann Park and/or Roosevelt Park.

It is anticipated that the project will include the following:

1. The consultant will evaluate various swimming facility options at Horace Mann Park and Roosevelt Park. This evaluation will include existing and proposed parking facilities and may include relocation of existing park amenities at Horace Mann Park (ball field, picnic shelter, playground).
2. Provide a Feasibility Study Report of the evaluation.

4. BACKGROUND:

Background information includes City of Rapid City GIS maps, Burns & McDonald Utility Master Plan, City of Rapid City benchmark data, City of Rapid City water, sanitary sewer and storm sewer maps, the City of Rapid City historical bid tabulation/cost data, and plans of existing facilities.

Additional background information includes various historical Swimming Pool Studies and Geo-technical Studies within the project areas:

- Swimming Pool Evaluation, January 1989, Bell Galyardt
- Pool Study, August 1997, Water Technology, Inc.
- Geotechnical Exploration for City of Rapid City Horace Mann Pool Evaluation, Sept 1992, FMG Inc.
- Geotechnical Exploration Program Proposed Horace Mann Pool Reconstruction, Sept 2007, AET, Inc.

- Subsurface Exploration Roosevelt Park Rec Center, Apr 2002, ATS, Inc.
- Pavement Thickness Design Roosevelt Park, May 2001, FMG Inc.

5. DESIGN CRITERIA:

Design criteria for the projects shall include the current edition of the following items: City of Rapid City Draft Design Criteria manuals; City of Rapid City Standard Specifications, current edition; City of Rapid City Stormwater Quality Manual, current edition; South Dakota Department of Environmental Resources Standards; and Ten States Standards as adopted and supplemented by SDDENR; Recommended Standards for Swimming Pool Design and Operation, Great Lakes-Upper Mississippi River Board of State Sanitary Engineers 1982 Edition; ADA Accessibility Guidelines, current addition; International Building Code, International Fire Code and Uniform Plumbing Code, current editions with amendments.

Conflicts between design criteria documents shall be resolved in favor of the more stringent requirement. Other documents and references may be proposed for use and requires written concurrence by the Project manager and may require “Exceptions” per City exception process.

6. SCOPE OF SERVICES SUMMARY:

Consultant selection will be based on the consultant’s capabilities to perform the Feasibility Study Services

Refer to “ATTACHMENT ONE - DRAFT SCOPE OF SERVICES REQUESTED”, for draft descriptions of the work.

The City, at its sole discretion, reserves the right to negotiate services based on what is in the best interest of the City.

7. CONSULTANT SCHEDULE:

Proposal Submittals Due	April 4, 2011
Interviews	first week of May
Contract Negotiations Complete	June 3, 2011
Notice to Proceed with Feasibility Study	June 21, 2011
Final Feasibility Study Services Submittal	November 7, 2011

The schedule for the services described herein will be formalized during the project contract negotiations. In general, the negotiated project schedule shall comply with the intent of the schedule presented above. The consultant, in conjunction with the project management team, will prepare a schedule for completion of each task/phase of the project. These schedules will include milestone dates for completion of the individual tasks identified in the project contract negotiations. These schedules will be integrated into and become part of the project contracts.

8. COMPENSATION FOR SERVICES (FEE):

The City intends to enter into a professional services contract for the negotiated scope of work. The contract will be based on a fee and itemized task schedule with a maximum not-to-exceed amount(s). The City will issue a “Notice to Proceed” to the Consultant to begin contract services under the scope of work as negotiated.

The City reserves the right to administer and issue a “Notices to Proceed” in a manner that is in the best interest of the City.

9. GENERAL CONDITIONS FOR PROPOSALS:

A. Inquiries:

Please direct questions to:

Randy Lyons, Project Manager
Rapid City Parks and Recreation
125 Waterloo Street
Rapid City, SD 57701
(605) 394-5225
(605) 394-5226 (fax)
e-mail: randy.lyons@rcgov.org

All firms submitting a proposal shall identify a single contact person for receipt of responses and information from the City. The preferred method of receipt and distribution of information will be by e-mail. Therefore, please include a contact name, phone number, mailing address and e-mail address with your proposal.

B. Contractual Responsibility:

Consortia, joint ventures, or teams, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

The selected Consultant shall be insured for a minimum of \$1,000,000 (Errors and Omissions).

C. Addenda and Supplements to RFP:

In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the proposers to make adequate interpretation of the provisions of this Request For Proposals, a supplement to the RFP will be issued.

D. Rejection Rights:

The City of Rapid City retains the right to re-solicit for proposals if deemed to be in its best interest. Selection is also dependent upon the negotiation of a mutually acceptable contract with the highest ranked interviewee. If the City cannot negotiate a mutually acceptable contract with the highest evaluated interviewee, the City will negotiate with the next highest evaluated interviewee, and so forth, until a mutually acceptable contract is reached.

E. General Expertise Required:

The services envisioned within this Request for Proposal includes all disciplines necessary for the proper execution of the project desired.

F. Contract Amendment:

The City of Rapid City retains the right to amend both the Request for Proposal and the contract with the successful interviewee to include other possible areas of concern with this project.

10. PROPOSAL SUBMISSION:

Please submit nine (9) copies of your proposal no later than April 4, 2011 to Rapid City Parks and Recreation, 125 Waterloo Street, Rapid City SD 57701. A duly authorized official of the proposer must sign proposals. Proposals should address the firm's technical, management, and planning capabilities. Background information, experience, and descriptive examples of the proposer's work should be submitted with the proposal.

11. COST OF DEVELOPING PROPOSALS:

All costs related to the preparation of the proposal, interview, or any other related activity are the sole responsibility of the firm. No reimbursement will be made by the City of Rapid City for costs incurred prior to a formal notice to proceed under a contract.

12. EVALUATION CRITERIA, SELECTION AND AWARD PROCEDURES:

As part of the Proposal, the Consultant shall include a listing of the personnel proposed to work on the Project. The personnel list shall include job classification, the individual's name, and a brief description of their role. In addition, the Proposal shall include an itemized task list which identifies the corresponding personnel anticipated to be working on each task.

The City's Consultant Selection Committee for this project will review the proposals utilizing the criteria shown in the "Consultant Proposal Evaluation Form" (Attachment Two of this document) and finalists will be selected for interviews. You will be notified of the Selection Committee's decision and if selected, you will be scheduled for an interview.

The City of Rapid City's Consultant Selection Committee for this project shall review the interviews utilizing the criteria shown in the "Consultant Interview Evaluation Form" (Attachment Two of this document). The top rated firm based on both the Proposal and Interview will be selected to perform the services and contract negotiation will commence. Upon successful contract negotiations, a contract will be presented to the City Council for approval. Upon City Council approval, a notice to proceed will be issued. If terms cannot be mutually agreed upon, the City may enter into negotiations with another firm.

The Consultant Selection Committee's evaluation sheet is enclosed as Attachment Two for your information.

13. CITY OF RAPID CITY NONDISCRIMINATION POLICY STATEMENT:

In compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the rehabilitation act of 1973, the age discrimination act of 1975, the Americans with disabilities act of 1990, and other nondiscrimination authorities it is the policy of the City of Rapid City

City of Rapid City
300 6th St.
Rapid City, SD 57701

to provide benefits, services, and employment to all persons without regard to race, color, national origin, sex, disabilities/handicaps, age, or income status. No distinction is made among any persons in eligibility for the reception of benefits and services provided by or through the auspices of the City of Rapid City.

If you have any concerns regarding the provisions of services or employment on the basis of disability/handicap you may contact our ADA/Section 504 coordinator Trudy Severson at telephone no. (605) 394-4110.

ATTACHMENT ONE

DRAFT SCOPE OF SERVICES REQUESTED

FEASIBILITY STUDY SERVICES:

This task consists of all services necessary to take the project from beginning through the Feasibility Study submittal stage, and may include the following itemized services.

- 1.1 Kick-off Conference: The consultant shall meet with City staff to detail project concept and scope. The consultant shall prepare an agenda, take and distribute minutes.
- 1.2 Review background information listed in this RFP and any other resources as necessary.
- 1.3 Arrange and conduct a public meeting. Identify and take input from stake holders and general public. Identify outdoor competitive and leisure pool needs at both sites. Prepare and distribute meeting notes.
- 1.4 Prepare conceptual design alternatives.
- 1.5 Evaluate outdoor competitive and leisure pool needs, benefits and drawbacks at both sites. Consideration should be given to parking requirements and potential relocation of existing park facilities.
- 1.6 Evaluate costs for design alternatives based upon geo-technical background information.
- 1.7 Prepare cost estimates for design alternatives. Include cost/revenue projections based on existing cost/revenue data from City's existing facilities.
- 1.8 Prepare a Preliminary Feasibility Study Report that provides results of all study services. Provide five copies for staff review.
- 1.9 Attend submittal review meetings with City staff.
- 1.10 Based on review comments, prepare a Final Feasibility Study Report. Provide twenty copies and a digital (PDF) version to publish on City's website.
- 1.11 Arrange and conduct an Open House, providing display information for alternative designs.
- 1.12 Attend Public Works and Council meetings as necessary.

PROJECT TEAM, MEETINGS, AND SUBMITTALS SUMMARY

Project team members will include:

- The Consultant
- Parks and Recreation staff
- City Engineering Services staff

Meetings requiring the Consultant's participation will likely include, but may not be limited to the following:

- Kick-off meeting
- Public meetings
- Stake holder meetings
- 35% study submittal review meeting
- 65% study submittal review meeting

- Final Study submittal review meeting
- City Committee and Council Meetings

Submittals include:

- Kick-off meeting minutes
- 35% review submittal, including meeting minutes
- 65% review submittal, including meeting minutes
- Final Study Report including meeting minutes. Final design reports shall be bound utilizing a comb binder or equal.
- Public meeting minutes
- Stake holder meeting minutes
- Open house comments/concerns
- Consultant's estimate of probable construction cost

The Consultant shall allow 10 working days for City review of the 35% review submittal, 65% review submittal, Final Review and opinion of probable construction cost submittal.

ATTACHMENT TWO
Consultant Evaluation Forms
**CONSULTANT PROPOSAL & INTERVIEW
EVALUATION SHEETS**

PROPOSAL EVALUATION FORM (100 Points Possible)

Project Name: _____

Interviewer: _____

Firm Name: _____

Date: _____

PROPOSAL EVALUATION CRITERIA	Scoring (Circle One)
1. Project Team - 30% of total Task list and personnel assignments. Project manager, other key personnel, and subconsultants responsible for task assignments. Professional registration, education and qualifications.	1 2 3 4 5 6 7 8 9 10
2. Diversity of Skills and Disciplines - 20% of total Experience with similar projects in relation to municipal engineering, operations, maintenance, replacement, planning, surveying, construction services, GIS, public input solicitation, finance, economics, other.	1 2 3 4 5 6 7 8 9 10
3. Experience with Rapid City or Other Relevant Agencies - 20% of total Knowledge and understanding of City design criteria and standard specifications. Experience with relevant Rapid City Departments and Divisions. Experience with South Dakota Department of Transportation or other relevant agencies as applicable.	1 2 3 4 5 6 7 8 9 10
4. Past Performance - 15% of total Recent past performance with Rapid City, Black Hills area agencies, SDDOT, or others. Past litigation, arbitration or disputes. Adequate insurance coverage.	1 2 3 4 5 6 7 8 9 10
5. Management Procedures - 10% of total Cost/Budget control for most recent projects. Schedule control for most recent projects. Quality control methods. Current staffing levels and workload. Insurance (types and limits).	1 2 3 4 5 6 7 8 9 10
6. Office Location - 5% of total Location of project manager, other key personnel, and subconsultants involved in project.	1 2 3 4 5 6 7 8 9 10

Ranking System

1= Fails to meet the expectations of the reviewer in this category

10 = Fully meets the expectations of the reviewer in this category.

INTERVIEW EVALUATION FORM (100 Points Possible)**Project Name:** _____**Interviewer:** _____**Firm Name:** _____**Date:** _____

INTERVIEW EVALUATION CRITERIA	Scoring (Circle One)
1. Project Approach - 40% of total Project familiarization, understanding of issues, data gathering. Presentation of alternatives. Design and construction administration approach. Innovative design and construction administration techniques.	1 2 3 4 5 6 7 8 9 10
2. Past Design Performance - 15% of total Recent past project design - ability to meet design budget, ability to stay within scope, ability to obtain easements and ROW, ability to limit unnecessary change orders, accuracy of engineers estimate, effectiveness in working with the public, success in project sequencing and phasing. Project constructability. Quality of past deliverables.	1 2 3 4 5 6 7 8 9 10
3. Past Construction Administration Performance - 15% of total Recent past project construction administration - effectiveness in working with public, accuracy and timeliness of pay estimates, ability to limit unnecessary change orders, effectiveness in contractor coordination, understanding of City specifications, success in project sequencing and phasing. Quality of past deliverables.	1 2 3 4 5 6 7 8 9 10
4. Project Deliverables - 10% of total Ability to meet schedule. Ability to provide requested deliverables.	1 2 3 4 5 6 7 8 9 10
5. Project Team and Task Summary - 10% of total Quality and experience of project team members as assigned to each task.	1 2 3 4 5 6 7 8 9 10
6. Quality of Interview - 10% of total Clear and concise communication of project issues, ideas and alternatives.	1 2 3 4 5 6 7 8 9 10

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