

NOTICE OF CONSULTANT SERVICES

The Snyderville Basin Special Recreation District is seeking the services of a qualified architect to prepare design, engineering and construction drawings for the following project:

Basin Recreation Fieldhouse Expansion
Park City, UT

Information on the Request for Proposal and Guidelines for Preparing a Proposal will be available May 30, 2012. Copies of the Proposal Requirements can be obtained via email from Matt Strader, Recreation Facility Manager, Snyderville Basin Special Recreation, mstrader@basinrecreation.org.

The deadline for submitting the Proposal is 3:00 pm, on Monday June 11, 2012, via email mstrader@basinrecreation.org or at Trailside Park, 5715 Trailside Drive, Park City, UT 84098. The District reserves the right to reject any or all proposals or to waive any formality or technicality in any Proposal in the interest of the Agencies.

Dated this Saturday, May 26, 2012
Snyderville Basin Special Recreation District

Request for Proposal
For
Preparation of
Design, Engineering, Construction Bid Documents
and Construction Coordination for the Basin Recreation Fieldhouse Expansion

Park City, UT



May 30, 2012

**Snyderville Basin Special Recreation District
5715 Trailside Drive
Park City, Utah 84098**

Proposal Cover Sheet

Mail or deliver to:

Snyderville Basin Special Recreation District
Attention: Matt Strader – Fieldhouse &
Facilities Manager
5715 Trailside Drive
Park City, UT 84098
Or via email
mstrader@basinrecreation.org

Solicitation Number:

**Due Date: No later than 3pm,
Monday, June 11, 2012**

Goods/Services to be purchased:

Architectural Design, engineering, construction bid documents and construction coordination – Basin Recreation Fieldhouse Expansion

Company Name:	Federal Tax Identification Number:		
Business Address:	City:	State:	Zip:
Remittance Address (if different from above):	City:	State:	Zip:
Type: ___ Corporation ___ Partnership ___ Proprietorship	Company Contact Person:		
Telephone Number (include area code):	Fax Number (include area code):		
Company's Internet Web Address:	Email Address:		
The following documents are included in this solicitation: Solicitation notice, Summary Sheet and proposed Project Timeline, General Provisions, Guidelines for Preparing a Proposal and Attachment A. <u>Please review all documents carefully before completing.</u>			
Offeror's Authorized Representative's Signature:	Date:		
Type or Print Name:	Position or Title:		

SNYDERVILLE BASIN SPECIAL RECREATION DISTRICT

Request for Proposal Summary Sheet and RFP Timeline

1. Project: Basin Recreation Fieldhouse, Phase II, approximately 4,000 – 5,000 square feet.
2. Location: Southeast quadrant of Kimball Junction, near the I-80 / SR 224 intersection, Park City, UT 84098.
3. Requested Services: The Consultant will prepare design, engineering and construction drawings, a comprehensive bid package, and provide construction coordination for expansion of the Basin Recreation Fieldhouse located in the Newpark development at Kimball Junction.
4. Project Administrator: Matt Strader, Fieldhouse & Facilities Manager, Snyderville Basin Special Recreation District, 5715 Trailside Drive, Park City, UT 84098. Telephone (435) 655-0999 x-14. Fax (435) 649-4325. Email: mstrader@basinrecreation.org
5. Advertisement Dates: May 26, 30, June 2, 2012.
6. Information on the Request for Proposal and Guidelines for Preparing a Proposal will be available May 30, 2012. Copies of the Proposal Requirements can be obtained via email from Matt Strader, Recreation Facility Manager, Snyderville Basin Special Recreation District, mstrader@basinrecreation.org.
7. **Mandatory site visit** at the Basin Recreation Fieldhouse for an overview of the proposed project will be on **Monday, June 4th at 3:00pm**. Fieldhouse location is 1388 Center Dr, Park City UT 84098, in the Newpark Town Center. At least one representative from the project team must attend.
8. The deadline for submitting the Proposal is 3:00 pm, on Monday June 11, 2012, via email mstrader@basinrecreation.org or at Trailside Park, 5715 Trailside Drive, Park City, UT 84098. The District reserves the right to reject any or all proposals or to waive any formality or technicality in any Proposal in the interest of the Agencies.
9. Proposals will not be accepted after the 3:00 pm deadline.
10. Type of Proposal Required: In accordance with the Snyderville Basin Special Recreation District's "Guidelines for Preparing a Proposal."
11. At the discretion of the selection committee, oral interviews may be conducted to clarify proposals with short-listed firms, by phone or in person, on Tuesday, June 12,

2012. If short-listed, consultants will be notified no later than 6pm the afternoon of June 11th should an interview be requested.

12. SBSRD Board meeting. Selection committee recommendation and Board Consideration of Award for Architectural Services Contract. Wednesday, June 13, 2012.
13. SBSRD Board recreation facilities work session. Architectural schematic design review and discussion of project timeline with selected design team. Tuesday, June 26, 2012.

General Provisions

I. Project Description

Snyderville Basin Special Recreation District (“the Owner”) requests proposals for Architectural design, engineering, construction drawings, comprehensive bid package and construction coordination services for an approximate 4,000 – 5,000 s.f. facility expansion at the Basin Recreation Fieldhouse located in the Newpark development at Kimball Junction, Park City, Utah. The project delivery system will be a standard design/bid/build scenario. The form of contract shall be an AIA document with modifications agreed to by the parties.

The current facility is located on a parcel of 103,000 s.f. within the Newpark Town Center, south of Highland Drive. The existing Fieldhouse is approximately 46,000 s.f. and opened in 2004. The District will work with the selected Architectural team on the following elements:

- Approximate 2180 square foot expansion on the ground level and 2180 square feet on the second floor east of the existing lobby.
- Enclosure of an area above the front desk and entrance vestibule to add an additional 575+/- square feet of space to an existing second floor fitness area.
- Code permitting, possible enclosure of an exterior area on the west end of the building between the elevator room and the field. Two levels of approximately 300 S.F on lower level and upper levels.
- Architect recommendations on additional storage space to store portable flooring.
- Consideration for design compatibility with a future phase of expansion.
- Compatibility with existing architectural design and exterior landscape.

See attachment, “A” which includes the Scope of Work and District Information.

Questions concerning this RFP shall be address to Matt Strader. All questions shall be in writing via email at mstrader@basinrecreation.org

II. Submittal Dates

Consultants are advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

III. Required Personnel Qualifications

The Consultant shall be responsible to ensure that all personnel proposed under this RFP be qualified through training and experience for the tasks assigned.

IV. Required Completion and Acceptance Criteria

Progress payments will be made, as negotiated, for work in progress. The Consultant shall provide a detailed breakdown of all charges, including a fee payment schedule that will be incurred by the District for the completion of the work described in the Scope of Work. The Consultant will also propose a breakdown of expenses to be reimbursed by the District, if any are anticipated. Final payment shall be made after all of the work has been completed and the final project records, and documentation, have been received and accepted by the Recreation District.

V. Authorization to Begin Work

Notice to proceed will be given as soon as the consultant contract is approved and signed by all parties.

VI. Required Statement Contents

The Proposal from the Consultant should contain the information identified in the attached “Guidelines for Preparing a Proposal.”

VII. Proposal Evaluation Procedures

Representatives of the Recreation District’s Selection Committee will evaluate all Proposals. Best and Final Offers: Discussions may be conducted with Offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements. Prior to award, these Offerors may be asked to submit best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by a competing Offeror.

VIII. The Recreation District Board reserves the right to reject any or all Proposals for any reason and waive any informality or technicality in any proposal in the interest of the District.

SNYDERVILLE BASIN SPECIAL RECREATION DISTRICT
Guidelines for Preparing a Proposal

INTRODUCTION

These guidelines were developed to standardize the preparation of Proposals by Consultants. The Proposal is the beginning of the selection process and is used as the basis for hiring consultants.

The purpose for these guidelines is to assure consistency in format and content of the Proposal prepared by Consultants and submitted to the District. Preparing a Proposal simplifies the review process for the Consultant and the selection committee.

The Proposal should contain the following information in the order listed:

1. Proposal Cover Sheet
2. Introductory Letter
3. Project Team
4. Qualifications of the Consultant
5. Approach to the Project, including task and fee summary.

It is very important that submittals are clear and concise in the recommended format so the selection committee can evaluate them in an objective manner. The sections within the submittal should be tabbed for easy reference.

Font size and margins should be Times, 12 points or greater, unless allowed for otherwise, herein. Top, bottom and side margins should be one inch.

RECOMMENDED DETAILS AND EVALUATION CRITERIA

1. Cover: Proposal Cover Sheet
2. Introductory Letter. The introductory letter should be addressed to:

Matt Strader, Fieldhouse & Facilities Manager
Snyderville Basin Special Recreation District
5715 Trailside Drive
Park City, UT 84098

In one page, express your interest in the project, state qualifications to do the work and the nature of your firm's principal business. Recount any summary information on the project team, or yourself, which may be useful or informative to the District.

No evaluation points are assigned to section 1 and 2.

3. Project Team - The evaluation will consider the qualifications, prior experience, the allocation of time between members of the project team, and the ability of the Consultant to complete the project. Detail on the project team shall consist of the following:
 - 3.1 Project team member names, qualifications, and percentage of time committed to this project vs. outside project commitments.
 - 3.2 Identification of key personnel on the project team, and their experience with public recreation projects.
 - 3.3 Project team experience with public recreation remodels and/or expansion projects.
 - 3.4 Project team flow chart.

A maximum of 25 points is available for this section.

4. Capability of the Consultant – The evaluation will consider the Consultant’s capability to perform the work, including internal quality and cost control procedures.
 - 4.1 Describe your capability to perform the work.
 - 4.2 Describe any unique qualifications you have to perform this type of work, including experience with public recreation remodels and/or expansion projects.
 - 4.3 Show on a spreadsheet a list of projects in which you have been involved during the last five years, which demonstrate experience with comparable public recreation projects of similar scope and complexity, with the following detail:
 - 4.3.1 Name of the key Consultant.
 - 4.3.2 Year(s)
 - 4.3.3 Type of Project
 - 4.3.4 Project Name
 - 4.3.5 Project Location
 - 4.3.6 Project Description
 - 4.3.7 Services Performed
 - 4.3.8 Cost of Services
 - 4.3.9 Client Contact and Telephone Number

A maximum of 30 points is available for this section.

5. Approach to the Project – The evaluation will consider your comments on a well developed action plan to meet a proposed schedule, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impediments or conflicts. Explain the following:

- 5.1 Describe the proposed course of action to meet the goals and objectives of the project. Be realistic, clear and concise.
- 5.2 List each task and sub-task of the work and timeline for completion.
- 5.3 Identify potential impediments and conflicts that may impact project completion, and propose a mitigation plan.
- 5.4 Explain your philosophy of design and your approach to the design problem(s). Your experience with facility remodels and expansion projects should be emphasized.

A maximum of 25 points in available for this section.

5. Proposed Fee Schedule

District policy dictates that the use of a cost-plus-a-percentage of cost contract is prohibited. Proposed fees will be a consideration along with other factors identified in the evaluation criteria set forth in the Guidelines for Preparing a Proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussion, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

- 5.1 TASK I Program and Conceptual Phase. The conceptual plan will incorporate all building elements set forth in the Scope of Work and will take into account Objectives and Tasks and District Information in Attachment A. The parties will agree to an established timeline to ensure design and construction is completed in an agreed upon time frame. Provide government processing and review.

Task I Lump Sum Fee: \$_____

- 5.2 TASK II Schematic Phase. Base on uses established in Task I of this Proposal, design architectural drawings depicting the basic architectural character and general scale of the proposed Fieldhouse expansion. Prepare two (2) elevations, up to two schematic floor plans for the facility, identifying size, use and configuration of the interior spaces and a site plan. Define systems. Provide government processing and review.

Task II Lump Sum Fee: \$_____

- 5.3 Task III Design Development Phase. Develop design drawings, to include mechanical and electrical drawings to appropriate

completeness. Develop wall and building sections. Provide government processing and review.

Task III Lump Sum Fee: \$_____

- 5.4 TASK IV Construction Documents. Complete all drawings for one bid package to include civil, structural, mechanical, electrical, architectural and all other drawings to successfully construct the project.

Task IV Lump Sum Fee \$_____

- 5.5 TASK V Bid and Award Phase. Construction Bid Documents, including bidding documents, procedural requirements and specifications will be prepared by the architect in consultation with Recreation District representatives. Bid advertisements and selection of the contractor will be in compliance with District policies and procedures.

Task V Lump Sum Fee \$_____

- 5.6 TASK VI Construction Phase. Following the construction bid award, involvement of the selected Architect is expected from pre-construction meetings through the construction process to the completion of final construction punch lists.

Task VI
Hourly Not to Exceed Fee \$_____

A maximum of 20 points is available for this section.

TOTAL FEE \$_____

SUMMARY

The Proposal should be clear and concise, and it should provide the selection committee with an understanding of the Consultant's ability to undertake and complete the Project Scope in a thorough and timely manner. The entire Proposal should not exceed fifteen pages. A page is defined as a single-sided 8.5" x 11", however up to two 11" x 17" pages may be used for spreadsheets or tables. Font size and margins should be Times, 12 point or greater for text; 10 point for spreadsheets or tables. Top, bottom and side margins should be one inch. Any Proposal which exceeds the fifteen-page limit will receive a three-point penalty per page over fifteen.

INTERVIEW TOPICS (If Required)

- Understanding of the work.
- Design philosophy.
- Experience of personnel and firm with recreation building types, particularly expansion projects
- Schedule control.
- Address of office from which the project would be run.
- Discussion of avoiding “pitfalls” in project completion.

ATTACHMENT A

SCOPE OF WORK

1. BUILDING COMPONENTS – ARCHITECTURAL PROGRAM ELEMENTS

This project will be for the design, engineering, construction documents and specifications for a possible combination of the following elements.

- a. Enclose the outdoor patio east of the lobby. This enclosure would include an upper level to tie into existing fitness space with similar features and a lower level to be used as a multi-purpose room for fitness classes and sports teams and individual parties. Lower level should include, but not be limited to:
(Approx. S.F: Upper level = 2,180; Lower level = 2,180; Total = 4,360 S.F)
 - Small storage area.
 - Small area for sink.
 - Multi-purpose use of flooring for fitness classes.
 - Wall mirrors for fitness class use.
- b. Enclose the area above the front desk and offices with similar features as the fitness area. This area would be used as an extension to the current fitness space. (Approx. S.F = 575)
- c. Code permitting, enclose the area to the north of the elevator room to meet the south/west corner of the track. This area would be two levels with the bottom level being used as a storage or small party/meeting space. The upper level should tie into the current fitness space and south/west corner of the track to be used as a heavy weight lifting area with platforms. (Approx. S.F: Upper level = 300; Lower level = 300; Total = 600 S.F)
- d. Total square feet of proposed project is: 5,535 S.F.+/-

2. OBJECTIVES AND TASKS

- a. Compatible design with schematic architecture previously approved by the Snyderville Basin Planning Commission.
- b. Schematic floor plans to identify appropriate size, use and configuration of the interior spaces.
- c. Elevations and exterior building materials to comply with requirements of Newpark Town Center, Snyderville Basin Development Code and the International Building Code and related Codes for such uses.
- d. Consideration for existing utility connections and site constraints.
- e. Consideration for internal circulation of facility users and ADA compliance.
- f. Complete design to include all consultants required for a complete buildable project.

- g. Complete bid documents, bid process administration and construction coordination and administration through project close out.
- h. Delivery of final as-built documents upon project completion.

3. DISTRICT INFORMATION

The Recreation District will make available the following documents for use by the design team:

Phase I Construction Documents

4. AWARD OR REJECTION.

Award shall be made to the person or firm whose proposal is determined, in writing, to be the most advantageous to the SBSRD, taking into consideration price and the evaluation factors set forth in the request for proposal.

No other factors or criteria other than the evaluation factors set forth in the RFP shall be used in the evaluation, unless the Offeror has furnished services to the District in the past and the District finds that the former work should be taken into consideration. The contract file shall contain the basis on which the award is made.

The SBSRD specifically reserves the right to reject any or all Proposals for any reason or to waive any formality or technicality or any Proposal in the interest of the District, including, but not limited to, the low bid proposal if the District determines that the low bid is not a responsive or responsible bid. No bidder may withdraw his proposal for a period of 30 days after the date of the opening thereof. Subject to the above reservations, the contract will be awarded to the lowest responsive and responsible Bidder complying with these instructions and with the Invitation to Bid.