

CITY OF SAVAGE REQUEST FOR PROPOSAL FOR PLANNING SERVICES

INDOOR SPORT FACILITY

City Project No. 11-01

JANUARY 3, 2011

I. BACKGROUND AND PROJECT DESCRIPTION

The City of Savage is considering the development of an Indoor Sports Facility to be located in Warren Butler Park or possibly some other yet to be determined site in the City. The project would consist of the construction of a 200 ft. x 320 ft. fabric air supported structure and an attached 8000 sq. ft. hard shell addition that would provide space for restrooms, concession area, office, changing rooms and storage. In 2006 a Parks, Athletic and Recreation joint task force comprised of representatives from the City of Savage, ISD 719 and the City of Prior Lake evaluated a list of priority projects for consideration over the next ten years. The study established a list of 21 priorities. Priority #12 identified the need for a year-round multi purpose turf facility. The concept discussed at that time suggested a 200' x 320' covered, heated facility with artificial turf for multiple field usage including soccer, lacrosse, football, softball, baseball, etc.

The City is interested in securing development team proposals to assist the City in analyzing the project feasibility. The desired development team will be comprised of a Construction Manager and Architect. The purpose of this study is two fold. Phase I will include the development of a preliminary project budget estimate to include site preparation, utility analysis, storm water design, building construction and other site improvements. A financial analysis will also be completed to assess the long term operating costs associated with the facility and an assessment of projected revenues. Phase I will also include a traffic analysis which will be completed by an engineering consultant to be selected by the City.

Upon completion of phase I, a report will be generated and presented to the Savage Parks Recreation and Natural Resources Commission and City Council. A decision will be made at that time as whether or not to proceed with Phase II of the study.

Phase II will include the development of formal building design plans and specifications as well as a final facility construction budget. Providing project cost estimates are in line with the expectations set forth in Phase I, bid documents will be prepared and advertised. Upon receipt of the bids, the Construction Manager will prepare a final report for submittal to City Council and the project will be awarded. The Architect and Construction manager will handle project management, payment authorizations and settlements until the project is completed and turned over to the City.

II. OBJECTIVES

The objectives of the study are:

Phase I:

- Review proposed development site to ensure that capacity exists for the construction of the proposed facility (200 ft. x 320 ft) including two additional outdoor full size athletic fields. (Field dimensions – 180 ft. x 360 ft.)
- Analyze infrastructure needs to ensure development feasibility of the site.

- Conduct thorough review of anticipated operating costs including analysis of current and anticipated market impact poised by competing public and private facilities within the area.
- Share data with City's traffic consultant to ensure that appropriate building usage factors can be incorporated into traffic analysis.
- Prepare fifteen year annual projected operating budget including revenue projections. Operating budget shall not include facility debt service costs.
- Determine if commitments for purchasing facility time can be secured from various revenue sources.
- Prepare a preliminary budget for facility construction and associated site improvements.

Phase II

- Complete design plans and specifications for building components and site preparation.
- Complete storm drainage and grading plans for the site.
- Work with Engineering Dept. to determine utility and parking lot layout. Utility plans and parking lot design to be developed and managed by City including bid letting and construction management.
- Complete projected project budget and construction schedule.
- Complete documents for project bidding.
- Advertise and secure project bids.
- Review bids to ensure adequacy and identify low bidder.
- Recommend bid awards.
- Prepare necessary documents with contractors and work with City to execute accordingly.
- Manage project construction including change orders and payment statements.
- Complete project on time and under budget.
- Submit to City at project completion all contractor warranty information.

III. PROJECT SCOPE -TASKS

PHASE 1 – PROJECT ANALYSIS

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| TASK 1: | Hold an initial meeting with City staff to confirm and clarify study expectations and timelines. |
| TASK 2: | Collect and review all related reports, maps, and information provided by the City. |
| TASK 3: | Conduct a site visit to confirm the existing conditions and identify any further data needs. |
| TASK 4: | Complete review of other operating facilities to determine anticipated annual operating costs and maintenance issues and conduct a review to determine if any other competing facilities are being contemplated for construction in the immediate area. |
| TASK 5: | Analyze site to determine if project scope can be accommodated at Warren Butler Park. |
| TASK 6: | Meet with City traffic consultant to provide data on anticipated facility use in terms of vehicular traffic. |

- TASK 7: Meet with local youth sports organizations to determine commitments for leasing facility time. User groups will include the Burnsville Athletic Club (BAC); Prior Lake Athletics for Youth (P.L.A.Y.); Prior Lake-Savage Soccer Club; ISD #719; and ISD #191.
- TASK 8: Prepare 15 year facility operating budget.
- TASK 9: Prepare a project construction time listing individual project activities needed to be completed in delivering completed facility.
- TASK 10: Prepare a Phase I report and present findings to City's Parks, Recreation and Natural Resource Commission.
- TASK 11: Present Phase I report and comments from City's Parks, Recreation and Natural Resource Commission to City Council for review and input.

PHASE 2 – PROJECT DEVELOPMENT

- TASK 1: Complete project time schedule including nComplete building elevation and site plan for submittal to Savage Planning Commission and City Council for site plan building permit and interim use permit. City standard plan submittal and application process shall be followed for the project.
- TASK 2: Meet with City staff to review site utility needs including parking lot design.
- TASK 3: Complete facility construction plan documents.
- TASK 4: Complete final estimated project budget.
- TASK 5: Secure Council approval to advertise project bids.
- TASK 6: Advertise project bids.
- TASK 7: Review bids to ensure adequacy and recommend to City Council contract awards.
- TASK 8: Secure appropriate contract documents and obtain appropriate City approvals.
- TASK 9: Manage all project contractors including pay requests, project change orders and coordinate utility and parking lot improvements with City Engineer.
- TASK 10: Complete project on time and under budget and clear of any lien waivers.
- TASK 11: Deliver to City file on all contractor warranties and contacts.

IV. PROPOSED PROJECT SCHEDULE

- RFP issued to consultants. January 3, 2010
- Proposal due date. January 18, 2011
- Award project contract. February 22, 2011
- Phase I report completion. March 23, 2011

- Phase I report presentation to Park Board March 28, 2011
- Phase I report presentation to City Council April 11, 2011
- City Council action on whether to proceed to Phase II April 18, 2011

Pending Council authorization to proceed development team shall develop a formal schedule outlining key dates for specific actions and/or approvals.

V. MATERIALS AND ASSISTANCE AVAILABLE FROM CITY

There is information available in the City Administration files, including preliminary site plan drawings. City staff will be as helpful as possible as time allows during the normal daily workload to provide this information to proposers.

VI. DELIVERABLES

1. Minutes of initial meeting with City staff.
2. Pre-meeting packets for user group meetings.
3. Written summaries of meetings with user groups.
4. Approved program of improvements confirmed in writing.
5. Conceptual site plans, sketches, and elevations for three Master Plan concepts.
6. Pre-meeting packet and descriptive narratives for Community Park Design Team workshop.
7. Draft report including graphics and text descriptions for preferred concept.
8. Preliminary estimate of the costs for the preferred concept.
9. Final Report.

VII. CONSULTANT COST ESTIMATE

In preparing the cost estimate for this project, please do so on a task-by-task basis. For each task, show estimated hours and rates for each staff person involved and then a subtotal for the cost for that task.

VIII. REQUIRED INFORMATION FOR SUBMITTAL

Proposals must include the following information but not necessarily in this order:

1. Statement of project understanding.
2. Project approach.
3. Project timeline.
4. Examples of past experience with similar studies including references.
5. Background of firm: size, staff expertise, etc.
6. Names and resumes of project manager, day-to-day contact person (if different), and other key personnel and any sub-consultants.
7. Fee proposal – lump sum, or hourly cost with a not-to-exceed, or both. City may choose one or the other. Show costs on a task-by-task basis.
8. Hourly rate schedule for project related personnel.

Please submit two copies of your proposal to:

Barry Stock
City Administrator
6000 McColl Dr.
Savage, Minnesota 55378
952-882-2646
bstock@ci.savage.mn.us

Contact with any other City staff pertaining to this Request for Proposals is prohibited and may result in rejection of the consultant's submittal.

All proposals must be received at the Public Works Building no later than 4:00 p.m., January 18, 2011.

VI. SELECTION PROCESS

Responses to this RFP must be received by January 19, 2011. Pre-proposal meetings will not be held with City staff ; applicants are encouraged to submit questions or requests for clarification to the City Administrator to assist in preparation of their proposal. Selection will be made based on a combination of relevant consultant experience, understanding of the project, and proposed cost. Prior experience in Savage is definitely not required; prior experience in successfully facilitating the decision making process related to park planning is required. There may or may not be an interview by staff with the selected candidate prior to the February 22, 2011 City Council meeting during which it is anticipated the contract will be awarded.

The Design Team should break out within their proposal anticipated costs for both Phase I of the project and Phase II.

GENERAL INFORMATION

Financial Liability Limitations

The City shall not be liable for any expenses incurred by the applicant including, but not limited to, expenses associated with the preparation of the statement, attendance at interviews, preparation of a cost statement or any future contract negotiations.

Right of Review

The City of Savage reserves the right to reject any and all proposals or to request additional information from any or all proposers.