

REQUEST FOR QUALIFICATIONS

Design and Engineering Services for
City of Eureka Recreation Center

333 Bald Hill Road, P.O. Box 125, Eureka, MO 63025
Phone: (636) 938-6775 Fax: (636) 938-5150

DUE: November 5, 2010, 2:00 P.M.

Proposals will be received at the Eureka Parks and Recreation office, located at 333 Bald Hill Road, Eureka, MO 63025, until 2:00 PM on November 5, 2010. Submissions received after this time will not be considered. Please submit four (4) copies, with one copy unbound and suitable for photocopying.

Responses to this solicitation must be submitted in a sealed envelope, with submitting firms name and "Recreation Center RFQ" printed clearly on the outside of the envelope and be addressed to:

Missy Rathmann
Director of Parks and Recreation
P.O. Box 125
Eureka, MO 63025-0125

Responses may also be hand-delivered to 333 Bald Hill Road, Eureka, MO 63025.

A. INTRODUCTION

The City of Eureka has acquired property at 645 Eureka Road, a portion of which is to be developed as the site of the City of Eureka Recreation Center. This center will be a multipurpose facility and will also serve as the home of the Eureka Parks and Recreation Department. The firm should be capable of designing a facility while focusing on the financial parameters set by the City of Eureka. The management of expenses will be imperative throughout the life of the project.

The facility should be designed to be efficient, healthy and ecologically responsible while staying within the financial boundaries of the project. Incorporation of principles and practices developed by the U.S. Green Building Council and published in the Leadership in Energy and Environmental Design

(LEED) Green Building Rating System are strongly encouraged to the extent deemed reasonable and affordable by the City.

The City of Eureka is an equal opportunity employer, pursuant to federal and state law and regulations. The selected developer shall be an equal opportunity employer in compliance with federal and state laws.

It is the intent of the City of Eureka to complete the design, bidding and state reviews of the bids such that Recreation Center construction will commence at the earliest possible time.

B. SCOPE OF WORK

Consultants shall be responsible for all of the work described below:

Phase I: Project Processes

1. Collect, review and inventory relevant background material related to the Recreation Center to develop an understanding of the City's vision and to understand how this project fits therein.
2. Obtain, review and become familiar with the City of Eureka's Amenities Analysis and how this project fits therein.
3. Conduct meetings with City staff, elected officials and the Recreation Center Subcommittee to gain a better understanding of existing conditions, expectations and future opportunities and constraints.
4. Perform site survey for topography, property lines and obstructions.
5. Perform site analyses to determine the optimal facility location and configuration.
6. Evaluate and recommend alternate routings at difficult places.
7. Evaluate feasibility, aesthetic impact and cost to meet ADA and AASHTO standards.
8. Prepare facility description and map.

Phase II: Project Design

1. Complete engineering drawings and specifications to create a Final Design Report.
2. Perform geophysical investigations and tests.
3. File and secure regulatory and construction permits and approvals.
4. Conduct environmental evaluations.
5. Perform floodplain analysis if and where deemed necessary.
6. Work with the City to develop various signing concepts.
7. Prepare construction schedule and definitive project cost control estimate.

Phase III: RFP and Construction Management Services

1. Prepare RFP documents including construction specifications and drawings.
2. Analyze bids and prepare recommendations for award.
3. Observe and approve quality control testing.
4. Inspect and approve work in progress and after completion.

C. DELIVERABLES

1. Maps and Surveys: Firm will prepare all necessary maps and surveys, which shall be provided as one (1) hard copy as well as in electronic form.
2. Reports: The firm will be responsible for providing a Final Design Report. A draft preliminary design report will be prepared and after review and comment from City staff, a Final Design Report will be completed, which shall be provided as one (1) hard copy as well as in electronic form.
3. Roadways: Firm will be responsible for preparing drawings and information identifying all roadway work necessary for the project, which shall be provided as one (1) hard copy as well as in electronic form.

D. PROPOSAL CONTENT AND FORMAT

A proposal describing the firm's qualifications must address all of the following points:

1. A description of the firm, including the year the firm was established, type of organization of the firm and a statement of the firm's qualifications for performing requested consulting services.
2. A summary of the firm's experience with similar projects and experience with local government, districts or other public agencies in the development of similar projects.
3. References of related projects, including date of project, contact person, phone number and a brief description of the project.
4. A description of how the firm standardizes design work and quality control procedures of activities to ensure a high level of quality in project design and project documents.
5. A brief description of the firm's understanding of the project, as well as a description of the firm's approach to the project.

E. SELECTION PROCESS

1. The City of Eureka will evaluate all responses to this RFQ. From this review, the City may select a proposal solely on the basis of submittals, or may

additionally identify a short list of candidates for interviews. The committee may contact any or all respondents to clarify submitted information.

2. Upon selection of proposal(s), the City of Eureka may negotiate a scope of services and other terms and conditions of an agreement with the selected firm(s). The City intends to evaluate the submissions received and to select one or more firms by no later than December 3, 2010.
3. This selection process is qualification based and the City reserves the right to reject any and all responses to this RFQ.

F. INSURANCE

The successful proposer will be required to file evidence of liability and Workers Compensation insurance prior to commencement of the agreed scope of work.

G. RESPONSES DUE

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H. QUESTIONS

Questions may be directed to:

Missy Rathmann, Director of Eureka Parks and Recreation, at 636-938-6775, 636-938-5150 (FAX) or mrathmann@eureka.mo.us